Technical and Further Education (TAFE) Handbook 2004
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 2004. The Handbook cannot hope to cover all of the various options adequately, although it attempts to be as accurate as possible. Students should always check with the relevant school officers when planning their courses. The Handbook also includes descriptions of courses that may be altered later or that may not in fact be offered due to insufficient enrolments or changes in teaching personnel. The fact that details of a course are included in the Handbook can in no way be taken as creating an obligation on the part of the University, faculty or school to teach it in any given year, or to teach it in the manner described. The University reserves the right to discontinue or vary courses at any time without notice.

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How to use this book

Welcome to the Victoria University TAFE Handbook 2004 The Handbook is designed to provide students with detailed information on course structure, module/unit content, on-campus facilities and University regulations and procedures required for the successful completion of study.

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

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

The sections on the various Schools within the TAFE Division outline the requirements and structure of all courses offered by individual Departments within each School. The course outlines are followed by the Module/Unit Details chapter, which gives detailed descriptions of all modules/units offered. The modules/units are listed in 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-nine thousand students chose to enrol in TAFE courses at Victoria University, making it the second largest provider of vocational education and training in Victoria.

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

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

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

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

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

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

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

The Certificate, Diploma and Advanced Diploma programs offered by the TAFE Division are in high demand. Victoria University is the largest provider of vocational training in a range of areas. These areas include Hairdressing and Beauty, Painting and Decorating, Sign Technology, Transport and Logistics, Nursing and Business Services.

In 2003, Victoria University students from Music, Building, Plumbing, Engineering Technology, Boating, Hairdressing, Multimedia and Community Services won awards for their achievements in our courses.

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

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

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

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

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Deputy Vice-Chancellor and Director of TAFE
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**Charlie Pagano** CertIVVET, CertHort, Cert IVA smt & WrkplcTrain V UTA FE, CertEng Production

**Paul Borovac** CertIVWrkplcTmg & Ass NTC

**Ruth Gadsby** DipYouthWrk, CertSmallBus, Cert IVA smt & WrkplcTrain V UTA FE

A dm inistration Officers

**Tania Smith** DipArts(ProfWrit)V UTA FE

**Susan Ryan**

**Music**

Hed of Department

**Jennifer Turner** BEd(Music)Melb, Grad Dip Arts(Music)MC A, Cert IVA smt & WrkplcTrain V UTA FE

Program Manager and Coordinator, Technical Production

**Adam Hutterer** BEd; Grad Dip ContMusTech, Cert IVA smt & WrkplcTrain V UTA FE

Coordinator, Music Performance

**Jenny Game-Lopata** BA Mus VCA, BA(Hons)Music LaT, MA(Music)Melb; Cert IVA smt & WrkplcTrain V UTA FE

Coordinator, Instrumental Music

**Stephen Rando** Bmus, Cert IVA smt & WrkplcTrain V UTA FE

Technical Support

**Bert Larin** Bed, Dip Media Prdn, Cert Electr & Comm, Cert IVA smt & WrkplcTrain V UTA FE

**Department of Employment and Training Services**

Hed of Department

**Maree Wheelens** BA, Dip Ed LaT

Hed of Unit, Jobs Plus N ew A pprenticeships Centre

**Nada Banjanin** BEd, MSC

Marketing Manager, Jobs Plus N A C

**Robin Jolley** Adv Dip Bus(PR) V UTA FE

Coordinator, Performance Monitoring, N A C

**Mike Welch** Dip PhlcAdmn R MIT

Site Managers, N A C

**Naomi Dempsey** Cert IVA smt & WrkplcTrain V UTA FE, Legal Officer Traineeship

**Glenda Fry** Support Officers, Community Initiatives Program

**Charlie Pagano** CertIVVET, CertHort, Cert IVA smt & WrkplcTrain V UTA FE, CertEng Production

**Paul Borovac** CertIVWrkplcTmg & Ass NTC

**Ruth Gadsby** DipYouthWrk, CertSmallBus, Cert IVA smt & WrkplcTrain V UTA FE

A dm inistration Officers

**Tania Smith** DipArts(ProfWrit)V UTA FE

**Susan Ryan**

**Music**

Hed of Department

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Program Manager and Coordinator, Technical Production

**Adam Hutterer** BEd; Grad Dip ContMusTech, Cert IVA smt & WrkplcTrain V UTA FE

Coordinator, Music Performance

**Jenny Game-Lopata** BA Mus VCA, BA(Hons)Music LaT, MA(Music)Melb; Cert IVA smt & WrkplcTrain V UTA FE

Coordinator, Instrumental Music

**Stephen Rando** Bmus, Cert IVA smt & WrkplcTrain V UTA FE

Technical Support

**Bert Larin** Bed, Dip Media Prdn, Cert Electr & Comm, Cert IVA smt & WrkplcTrain V UTA FE

**Department of Employment and Training Services**

Hed of Department

**Maree Wheelens** BA, Dip Ed LaT

Hed of Unit, Jobs Plus N ew A pprenticeships Centre

**Nada Banjanin** BEd, MSC

Marketing Manager, Jobs Plus N A C

**Robin Jolley** Adv Dip Bus(PR) V UTA FE

Coordinator, Performance Monitoring, N A C

**Mike Welch** Dip PhlcAdmn R MIT

Site Managers, N A C

**Naomi Dempsey** Cert IVA smt & WrkplcTrain V UTA FE, Legal Officer Traineeship

**Glenda Fry** Support Officers, Community Initiatives Program

**Charlie Pagano** CertIVVET, CertHort, Cert IVA smt & WrkplcTrain V UTA FE, CertEng Production

**Paul Borovac** CertIVWrkplcTmg & Ass NTC

**Ruth Gadsby** DipYouthWrk, CertSmallBus, Cert IVA smt & WrkplcTrain V UTA FE

A dm inistration Officers

**Tania Smith** DipArts(ProfWrit)V UTA FE

**Susan Ryan**

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Program Manager and Coordinator, Technical Production

**Adam Hutterer** BEd; Grad Dip ContMusTech, Cert IVA smt & WrkplcTrain V UTA FE

Coordinator, Music Performance

**Jenny Game-Lopata** BA Mus VCA, BA(Hons)Music LaT, MA(Music)Melb; Cert IVA smt & WrkplcTrain V UTA FE

Coordinator, Instrumental Music

**Stephen Rando** Bmus, Cert IVA smt & WrkplcTrain V UTA FE

Technical Support

**Bert Larin** Bed, Dip Media Prdn, Cert Electr & Comm, Cert IVA smt & WrkplcTrain V UTA FE

**Department of Employment and Training Services**

Hed of Department

**Maree Wheelens** BA, Dip Ed LaT

Hed of Unit, Jobs Plus N ew A pprenticeships Centre

**Nada Banjanin** BEd, MSC

Marketing Manager, Jobs Plus N A C

**Robin Jolley** Adv Dip Bus(PR) V UTA FE

Coordinator, Performance Monitoring, N A C

**Mike Welch** Dip PhlcAdmn R MIT

Site Managers, N A C

**Naomi Dempsey** Cert IVA smt & WrkplcTrain V UTA FE, Legal Officer Traineeship

**Glenda Fry** Support Officers, Community Initiatives Program

**Charlie Pagano** CertIVVET, CertHort, Cert IVA smt & WrkplcTrain V UTA FE, CertEng Production

**Paul Borovac** CertIVWrkplcTmg & Ass NTC

**Ruth Gadsby** DipYouthWrk, CertSmallBus, Cert IVA smt & WrkplcTrain V UTA FE

A dm inistration Officers

**Tania Smith** DipArts(ProfWrit)V UTA FE

**Susan Ryan**
Natasha Matthews  BAd ek in
Ian Meyer  BComp, CertIVAssmt&WrkplcTrainV UT AFE,
Geraldine Mitra
Cameron Quinten  BEd, Grad Dip Applied Science, BSci(Hons)
Sally Roberts
Robyn Shilton  MAPrim, Dip Ed, BALaT, CertIVAssmt&
WrkplcTrain V UTA FE
David Smith
Mark Smith  BC, Post Grad Accountant
Mike Valentine  DipCardioTech, CertIVAssmt&
WrkplcTrainV UTA FE
Robyn Vuillemot
Administrative Officers, New Apprenticeships Centre
Elisa Chung
Fiona Davies  CertOfficeAdminV UTA FE
Sue Madden  CertOffice&SecFCOT
Sandra Vander Scheer
Sharon Watson
Naww A prenticeships Customer Service Officers
Millia Bosnjak BusAdminTrmshp
Sandy Carzino  BusAdminTrmshp
Annie Davies
Rana Elbelli
Joanne Galanis  BALaT
Blanca Johnston  GradCertHumanResSwim
Rachel Lam Sam
John McGlenchy
Lauren McKelvie  DipSportsAdminV UTA FE,
CertIVRecreation, CertII Sports Op V UTA FE
Anna Miroch  BScM db, CertBusiness(OfficeAdmin)V UTA FE
Maire Naughton
Rebecca Shea  CertBusAdminV UTA FE
Eric Smith
Fiona Tialto
Trinh Truong  CertIVBus(OfficeAdmin),
CertIIIOfficeAdminV UTA FE
Kris Wycherley  DipSecretarialStudies,
CertOfficeAdminV UTA FE
Project Officer, Community Jobs Program
Wendy Grant  BAppSc, AdCertHort,
GradCertEd&Tchg V UTA FE,
CertIVAssmt& WrkplcTrain V UTA FE

Projet Officer, Youth Pathways
Michelle O’Brien  BEdArts, Post Grad Cert Ed Studies,
CertIVAssmt&WrkplcTrainV UTA FE
ET SD Short Courses, Teacher
Marjan Ziemnicki, BEd, Grad Dip Arts, MBA,
Dip Teaching, Grad Dip Law, Grad Dip Inter-Ethnic Studies & Ed

Department of Language Studies
Head of Department
Margaret Cook  BA, DipEd M db, Dip(TESL),
MA(TESOL)ad ek in
Program Manager
Dhammika Fernando  BSc(hons) Sri Lanka,
Dip(TESOL) Canada, Grad Dip Tchg V UTA FE
Saf A cess Centre Manager
Michael Lomas  BA, DipEd aT, MA(Hons)(AppLing),
Grad Dip VET IT M db, Cert IV MicroComp Tech
Teachers
Rose Barillaro  BAmish, Dip Ed Rusden
Anne Beales  BEd, GradCert(TESOL) M db
Yvette Bockisch  BEd M db, BA, Dip Ed M ssh
Cert TEFL(RSA), Cert NOPD NMIT
Lynee Camlan(DipEdM dbStatColl, BA,
GradCertEd Studies(TESO & LOTE), ME d M db
Paul Conroy  BAd ek in, Dip Ed M ss
Avril Cooke  BEd(TESOL, aT, CertTESOL(RSA)
Judy Eland  MEd, aT, BASel, Dip Teach,
Grad Dip(TESOL) U SA, Grad Dip Ed Couns SA IT
Naomi Evans  BEd(ViaArts) M db, Grad Dip Tchg(TESOL/ Lit)
V UTA FE
Fiona Graham  BAmish, Dip Ed aT,
AdvCertEngWrpclek in
Mary Hurley  Dip Tchg(Prim) Coburg,
Grad Dip Tchg(TESOL) M db
Jim Kapernars  BAmish, Dip Ed Rusden
Con Karavansos  Dip ElecEng MIT, Dip Ed,
Grad Cert(TESOL) aith
Helen Lindesay  BAssw, Dip Ed Rusden,
Grad Dip Studt Wfare M db
Sashi Mani  BEd, Dip Ed MI Sh Pacific,
ME d(ApplEd Linguistics) RMIT
Krina McFarlane  BALaT, DipLib, Dip Ed M CA E,
Dip MathsEdH awthornInv, DipTESOL L&LI V UTA FE
Tim Molyneux  BA, Swin, Grad Dip SecEdV UT A FE, ME d M onash
Julie Porter  BA Lat, Dip Ed Lat, B Fine Arts RMIT
Brendan Power  BA, Dip Ed M onash, RSA (CELTA) RMIT
Sonja Rolton  Med M onash, BA Swin, Grad Dip Ed (TESOL/LOTE)
Paul Shanahan  BA MdB, Grad Dip Ed Lat
Peter Tilley  BA (Hons), BL (Hons), Dip Ed M dB, Adv Cert App Ling RMIT
Marie Williams  Cert Tch CC, Dip Tch M ary, Grd Dip (TESOL & Lit) V UT A FE

Library & Cultural Studies Unit

Head of  Unit
Ian Rogers  BEd (Lib) M dB, ME d (St) M onash, Cert IVA ssmt & Wrkplc Train V UT A FE

Teachers
Mary Carroll  Cert Comp App, BEd (Lib) M dB, Grad Dip Ed, ME d (Lit) Charles Sturt, Cert IVA ssmt & Wrkplc Train V UT A FE
Tim Dobby  BA (Hons) Lat, Grad Dip Inform RMIT
Susan Reynolds  BEd (Lib) M dB, MLS San Jose US, Cert IVA ssmt & Wrkplc Train V UT A FE

Department of Visual Arts, Design & Multimedia

Head of  Department
John Barmby  Dip Fin Art RMIT, Dip Ed H IE A

Program Manager - Graphic Art
Vacant

Program Manager - Multimedia
Mark O’Rourke  BSc (Hons) M dB, Adv Cert Art & D es PIT, Adv Dip Arts Elec Des & Int Media Swin, Cert IVA ssmt & Wrkplc Train V UT A FE

Support Service Officer
Linda Ellis  Ass Dip Graph Art Chisholm, Dip Ed H IE A, Cert IVA ssmt & Wrkplc Train V UT A FE

Teachers
Tony Aszodi  Ass Dip Graph Art Chisholm, Cert IVA ssmt & Wrkplc Train V UT A FE
Paul Borg  BA Fin Art V CA
Peter Burke  BA (Fine Arts) RMIT, Dip Ed M dB, Cert IVA ssmt & Wrkplc Train V UT A FE
David Cahill  Cert IVA ssmt & Wrkplc Train V UT A FE
Chris Capetanakis  BAG raph Desig n Phillip Inst, Cert IVA ssmt & Wrkplc Train V UT A FE
Lisa Cianci
Maureen Fitzgerald  Ass Dip Graph Art Chisholm, Dip Ed H IE A, Cert IVA ssmt & Wrkplc Train V UT A FE
Greg Giannis  B Elec Eng Chisholm, MA (Media Arts) RMIT, Cert IV Wrkplc Train SUT
Janet McDonald  Dip Art Gold & Silversmith RMIT, Grad Dip Ed M dB, Ass Dip Art Graph Art W MIT, Cert IVA ssmt & Wrkplc Train V UT A FE
Ben Northcote  Dip Arts Multimedia, Torres Valley IT, Adv Cert Art Des qm, Ass Dip Graph Art Chisholm, Cert IVA ssmt & Wrkplc Train V UT A FE
Alan Morgans  Dip Art & Design Phillip Inst
Julie Patey  Grad Dip Ed, BA (Fine Arts)
Julie Stewart  BAV is Com RMIT
Jonathon Walker  Ass Dip Fin Art RMIT

Client Support Officer
Fernando DeSousa  Dip Graph Art V UT A FE
School of Human Services, Science & Technology

A ssociate D irector/ H ead of  S chool
Anne Jones D TP, G DS EM db, GradD ipPublicP olicyD askin

Department of Science and Biotechnology

A ding H ead of  D epartment
G ail S anders BAppScChemSwi n, D ipEdH I AE , CertIVAssmt&WrkplcTrainV UT A FE, GradCertLedrshipEd&TrngMgrsV UT A FE

Program Managers
Steve Ham mond BAppScChemFIT, GradD ipEdH I AE , CertIVAssmt&WrkplcTrainV UT A FE
Sylvia T ravaglia BScEdD mb

Teachers
I an B agli eri BEdScE dM db, AssD ipE ngF IT, CertIVAssmt&WrkplcTrainV UT A FE
J ohn B anjan i BAppScMathsM IT, D ipEd
R oz C ook BEngChem89 omania, D ipEd, CertIVAssmt&WrkplcTrainV UT A FE
M argot G alley CertAppScAnimalTechW hiorth e, BEdH I AE , CertIVAssmt&WrkplcTrainV UT A FE
K im Hauser AssD ipAppScAnimalTechFIT, CertIVAssmt&WrkplcTrainV UT A FE
G reg Gorton BAppScC anterba, AssD ipAnimalTechBox H ill, CertIVAssmt&WrkplcTrainV UT A FE
C arin G rant BScD omash, D ipEdM omash, CertIVAssmt&WrkplcTrainV UT A FE
Paul G ysslink D ipEdM db, P harmaceutical C hemistVC P harm, B edM omash, GradD ipEcoStdsM omash, PostgraduateD ipH I thE co & EvalM omash
M axwell M endes BSc(H ons)M icrobiologyL aT, CertIVIT( SoftwareDev)V UT A FE, CertIVIT( Tech&UserS upp) V UT A FE, D ipIT( SoftwareDev)V UT A FE, CertIVAssmt&WrkplcTrainV UT A FE
V eluppilai P ackiyaso thy BScSriL anaka, M scSriL anaka, CertIVAssmt&WrkplcTrainV UT A FE
S tephen P ehm D ipEdS ecE dv M db, M AppSc(EdTech)u nSW , BAppSc( AppChem)UT Syd
F rancesca P eluso BVS( H ons)M db
L in R igby BScP ortsmou th, P hD M db, CertIVAssmt&WrkplcTrainV UT A FE
C arol S carpaci BSc, BSc(H ons)M db, CertIVAssmt&WrkplcTrainV UT A FE
V alerie T yers D ipEdM omash, B AM omash,
K aye W iddowson CertIVAssmt&WrkplcTrainV M db, GradD ipEd(TEESOL & Literacy)ACU, GradD ipEd( Biol, Sci)L aT, BSc(BiolSci)L aT

Laboratory T echnicians
Hea ther A ltimari AssD ipLabTechG ordon, CertIVAssmt&WrkplcTrainV UT A FE
B romwyn D uncan AssD ipAnimalTechFIT, AssD ipLabTechFIT
I an J ohnson AssD ipAppScAnimalTechFIT, AssD ipLabTechFIT, D ipHealthMedTechR M IT

Department of Information Technology

H ead of  D epartment
Sharon B rown B A, GradD ipCompEdM db, D ipEdM dbStC all, CertIVAssmt&WrkplcTrainV UT A FE

Teachers
K evin B ak er BSc, D ipEd, GradD ipComp, GradD ipEdTech
I an B rowne BScD ip, GradD ipEdD nbailand, GradD ipCompSciSwi n, M EdW A ust, CertIVAssmt&WrkplcTrainV UT A FE
T ien C avnak BComScV ictoriana, BScD ipPedSecEd, C NI Networke 5.1Adm, MPC( V B)
M ichael C hung BAppTechR M IT, GradD ipB usComp, GradCertT ertEd, CertIVAssmt&WrkplcTrainV UT A FE
N ick C ypréou BSc(CompSci)R M IT, GradD ip( B usComp), GradCertEd&T rainV UT A FE
A jith S deliv BSc&Peradeniya, C hM dwareM ainC PTI, GradD ipBITSwi n, C NI N etworke 5.1Adm
J anus D utka BScC opiatow, GradD ipCompMon
B arry F lanaqan D ipAppScD omash, GradD ipCompMon, GradD ipEdH awthn
G raham G leich AssD ipBusV UT A FE, CertIVAssmt&WrkplcTrainV UT A FE
I an H osken D ipBusFIT, D ipEdH awthn, GradD ipCompV UT A FE
T ony J agla D ipCompS ysV UT A FE, B AppScR MIT
D avid Mاهر AssD ipBus( MicroComp), GradD ipEdS ecV UT A FE
L eanne M atheson BScM omash, D ipEdL aT, GradCertD esignM omash
S hane M enczioli BUsComp, GradD ipEd( Sec), CertIVAssmt&WrkplcTrainV UT A FE
S ong N guyen BEdM db
R ita O ’Lea ry D ipTech, D ipBusM db, CertIVAssmt&WrkplcTrainV UT A FE
G abiella P retto B A, D ipEd, GradD ipComp, M EdD mb, CertIVAssmt&WrkplcTrainV UT A FE
P eter S nape B A, M dB, GradD ipEdR usia, GradD ipBusInifoTechSwi n, C NA N etworkAdm
C hrys S picer D ipTeachA vondale SW , BAppScD isc, M AA ndwa
F red T resise D ipBusM omash, D ipInifoProcm omash, GradCertT ertEdV UT A FE
Uday Vaidya  BPetrochemical EngIndia, PostGrad Dip Software EngInd, MInfo Tech Swin,
CertIVAsmt&WrkplcTrainV UTAFE, CNINetwork5.1Aadm

Jack Visser  HDipTch, BEd, GradDip Comp Ed, Dip PC Repair, CertIVA Asmt & WrkplcTrain V UTAFE, Cert Proj Cons, Cert Nov Admin Sup

**Department of Social and Community Studies**

**H end of D department**

Wayne Butson  BAFIT, Grad Dip Ed (Tert) M db, Grad Cert Mgt Ed V UTAFE

Program Managers

Robert Cugno  BA (Hons), MA (Crim) LaT, 
Wrkplc Asst V UTAFE

Trish McCluskey  Reg Nurse N thre, BA EdA uk N Z,
Grad Cert Men HealthA uk N Z, 
Cert Adv Mgt & Ter Ed A uk N Z, Wrkplc Asst MTN Z

Teachers

Glenns Adams  BA (Youth Affairs) PIT, Grad Dip Ed, 
Blt(Hons) M db, CertIVA Asmt & WrkplcTrainV UTAFE

Anne Attard  BAm on, BSW M on, Grad Dip Ed M db, 
CertIVA Asmt & WrkplcTrainV UTAFE

Karen Baker  Div-2 RN, 
CertIVA Asmt & WrkplcTrainV UTAFE

Joan Broughan  BEdV id M db, Grad Dip Welfare M onash, 
Adv Dip Res Co M ser Ut e est, CertIVA Asmt & WrkplcTrain Bl, 
DipJust H omes J en

Kirsty Clark  BachAppScRMIT, 
CertIVA Asmt & WrkplcTrainV UTAFE

Joan Cooney  BSpEd, Grad Dip Ed M db

Mary Crook  CertIVA Asmt & WrkplcTrainV UTAFE

Mary Danckert  BA (Hons), MA

Joan Goatley  Grad Dip Ed M db, BH ScNurse D iv-2 R NH, 
CertIVA Asmt & WrkplcTrainV UTAFE

Leanne Glover-Richards  BA, CertIV Wrkplc Asst V UTAFE

Vivian Golan  BSWU n N SW, Wrkplc Asst V UTAFE

Wilma Grant  BSSc W M, Grad Dip Ed, AdvCert RACS

Lyh Hannah  BachSMon, Grad Dip Fam Therapy LaT, 
CertIV Wrkplc Asst & TrainingV M db

Gerard Hoogan  BEd, BA

Jenny Harrison  BSc, Grad Dip Psych LaT, 
CertIV Wrkplc Asst & Train V M db, Cert Voc Trn RMIT, 
Grad Cert

Lisa Jacques  BAYth Affairs RMIT, 
CertIV Wrkplc Asst & Train V M db

Dave Kerin  CertIV Wrkplc Asst & Train V M db

Marg Leser  Dip Ware, Dip Teach, 
CertIV Wrkplc Asst & Train V M db

Felicity Martin  BA E d M db

Katy Mackenzie  SN, BA, Grad Dip Ed, Adv Cer Cert Comm Serv, 
Wrkplc Asst V M db

Sophia McAlpin  BA H onS M on

Helen McGregor  SEN, Grad Cert (Pall Care), 
CertIVA Asmt & WrkplcTrainV UTAFE

Heather McLean  BA, LLB LaT

Robert Miller  BA Melb, Grad Dip Ed M db, 
CertIVA Asmt & WrkplcTrainV UTAFE

**Department of Child Studies**

H end of D department

Susan Emmett  GradDipCD, GradDipEd

Dury D’Cruze  GradDip(Midwife)

Karen Lawrence  GradCert(Tertiary Ed)

Elaine Grainger  CertOncolNurs

Rita Funnell  Teachers

Janette Hunt  DipKindergarten Teac

Christine Cook  BEdE CH, DipTeachE CH / ECD

Dru D’Cruze  Grad Dip TECE, Grad Dip Ed M db

Susan Emmett  BEd, DipTeachECD M db, CertIV MgtSwin

Elaine Grainger  DipINursingQ L D, CertMidwifeSydney, 
Grad DipPC, Grad Dip Ed M db

Janette Hunt  BEd ECD M db, Grad DipA dvStuds ECD, 
Dip P kindergartenTeach MKT db

Cam Huynh  AssDipCCM WIT, DipKindergTeachV innam

Julie McCarthy  BEdE C H / ECD, Grad Dip Ed M db

Gracie Munari  AssDipCCWMIT, BEdEC M db

Elizabeth Roy  BEd(Hom E co), High DipTeach(Sec) Rusden

Eve Salter  DipTeach, Grad DipSpEd/ ECD, 
Grad Dip Voc Ed & Trg

Maureen Tharp  BAECEW id M db, AssDipCCM WIT, 
PreSchMcrafTNurseCertETH ahl, McraftNurseCertStJosephs

Catherine Tighe  DipTeachMelb, DipCCWMIT

**Department of Health Services**

H end of D department

Sue Philippott  RegNurseD ev1A ustinH osp, 
BAppSc(Education), Lincoln Inst, GradCertLedrsip&Mgt

Teachers

Rita Funnell  RegNurseDev1-1 & Div3, 
CertO ncome N nursN SW CdlN ur, MHlthStudl A T, BHlthSc, 
GradCert( Tertiary Ed) V UTAFE

Karen Lawrence  RegNurseDev1, BHlthSc, 
Grad Dip(Midwife) V id M db, MHlthSc(NurseEd), 
Grad Dip VET Charles Sturt

Wayne Lynch  RegNurseDev1, BAppScPhilipp Inst, BEd, 
Grad Dip(Counselling), MHumanSerf A T

Stuart Tyler  RegNurseDev1R CH, BHlthSc, 
GradCert(Tertiary Ed) V UTAFE

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Jennifer Owers  DipEdMonash, GradCertProjManRMIT
Sarah Palmer  BAPsych/Soc, CertIVAssmt&WrkplcTrain/VUTAFE
Maryanne Panucci  BALat, BachBScienLaT, CertIVAssmt&WrkplcTrain/VUTAFE
Jenny Pitkin  Dip/AppSciLincoln, CertIVAssmt&WrkplcTrain/VUTAFE
Jodie Portelli  Kerry Ryan  DipAppSc, BaN(RNDiv1), GradCertPalliative
Care, MaNClinicalMgt&Prac, GradCertTertEd&Trng, CertIVWrkplcAssr/VUTAFE
Di Shillabeer  RNDiv1 RoyalMelb, BBusMonash, GradDipSecondary, CertIVAssmt&WrkplcTrain/VUTAFE
Rita Sidlauskas  DipYouthWkpRPT, BEdLaT
Lynda White  BJ/LLB, GradDipEd&Train(Hons)

Department of Sport, Recreation and Performance

Head of Department
Jane McLennan  BAppScVicMelb,
CertIVAssmt&WrkplcTrain/VUTAFE

Program Managers
Michael Collins  BEdVicCollege, DipFrtlineMgt,
CertIVAssmt&WrkplcTrain/VUTAFE

Teachers
Oliver Allan  BRecMgtVicMelb,
CertIVAssmt&WrkplcTrain/VUTAFE
Nathan Bower  BEdDaakin,
CertIVAssmt&WrkplcTrain/VUTAFE
Bruce Davis  CertIVAssmt&WrkplcTrain/VUTAFE
Wenda Donaldson  BAppScVicwun, GradCertACEAIS,
GradCertBusMgtMonash,
CertIVAssmt&WrkplcTrain/VUTAFE
James Durnan  CertIVAssmt&WrkplcTrain/VUTAFE
Rachel Fantuzzo  BAppSci, BEdVicMelb,
CertIVAssmt&WrkplcTrain/VUTAFE
Anna Gibney  BSSVicMelb, Grad Dip EdHawthInst,
GradDipExRehabLincoln, CertMassage,
CertIVAssmt&WrkplcTrain/VUTAFE
Lisa Laidlaw  CertIVAssmt&WrkplcTrain/VUTAFE
Koya Marney  BAppSciHumMvmntVicMelb, GradDipSecEd,
CertIVAssmt&WrkplcTrain/VUTAFE
Rob McPhail  DipRec, BAppSciVicMelb,
CertIVAssmt&WrkplcTrain/VUTAFE
Michelle Pain, PhD, MEd, DipEdMonash,
CertIVAssmt&WrkplcTrain/VUTAFE
Daryl Pellizzer  BEdRsonden,
CertIVAssmt&WrkplcTrain/VUTAFE
Kathy Roberts  BSChMinnesta,
CertIVAssmt&WrkplcTrain/VUTAFE
David Spark  GradDipRec&SportMgt,
CertIVAssmt&WrkplcTrain/VUTAFE
Jo Trevathan
Robert Utber  BAPhilip,
CertIVAssmt&WrkplcTrain/VUTAFE
TAFE Courses at Victoria University in 2004

**Strategic Development**

Centre for Curriculum, Innovation and Development

- Course in ICT Skills for Teachers (21335VIC)
- Certificate IV in Assessment and 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 Business, Hospitality and Personal Services**

**Administrative and Legal Studies Department**

- Certificate III in Business (Legal Administration) (BSA30200)
- Certificate IV in Business (Legal Services) (BSA40200)
- Advanced Diploma of Business (Legal Practice) (20055VIC)
- Diploma of Business Administration (BSB50201)
- Certificate IV in Business Administration (BSB40201)
- Certificate III in Business Administration (BSB30201)
- Certificate II in Business (BSB20101)
- Certificate III in Business (BSB30101)
- Certificate IV in Business (BSB40101)
- Diploma of Business (BSB50101)
- Certificate III in Business (Recordkeeping) (BSB30401)
- Certificate IV in Business (Recordkeeping) (BSB40301)
- Diploma of Business (Recordkeeping) (BSB50301)
- Certificate III in Government (PSP30199)

**Financial Services Department**

- Advanced Diploma of Accounting (FN60102)
- Diploma of Accounting (FN60202)
- Diploma of Business (Banking and Finance) (90025NSW)
- Course in Real Estate for Agents' Representatives (2004AAA)
- The Certificate IV in Business (Real Estate Agency Practice) (2004AAA)

**Hospitality and Tourism Department**

- Certificate I in Hospitality (Operations) (THH11002)
- Certificate I in Hospitality (Kitchen Operations) (THH11102)
- Certificate II in Hospitality (Operations) (THH21802)
- Certificate II in Hospitality (Kitchen Operations) (THH21902)
- Certificate III in Hospitality (Commercial Cookery) (THH13102)
- Certificate III in Hospitality (Catering Operations) (THH32902)
- Certificate III in Hospitality (Operations) (THH33002)
- Certificate IV in Hospitality (Supervision) (THH42602)
- Diploma of Hospitality Management (THH51202)
- Advanced Diploma of Hospitality Management (THH60202)
- Certificate I in Tourism (Australian Indigenous Culture) (THT10102)
- Certificate II in Tourism (Operations) (THT20502)
- Certificate III in Meetings and Events (THT30102)
- Certificate III in Tourism (Retail Travel Sales) (THT30202)
- Certificate III in Tourism (Visitor Information Services) (THT30602)
- Certificate III in Tourism (Guiding) (THT30002)
- Certificate III in Tourism (Operations) (THT31002)
- Certificate IV in Tourism (Sales and Marketing) (THT40102)
- Certificate IV in Tourism (Operations) (THT40202)
- Certificate IV in Tourism (Guiding) (THT40302)
- Certificate IV in Tourism (Natural and Cultural Heritage) (THT40402)
- Diploma of Tourism (Marketing and Product Development) (THT50102)
- Diploma of Tourism (Operations Management) (THT50302)
- Advanced Diploma of Tourism Management (THT60102)

**Management and Marketing Department**

- Certificate III in Business (Frontline Management) (BSB30501)
- Certificate IV in Business (Frontline Management) (BSB41001)
- Diploma of Business (Frontline Management) (BSB51001)
- Certificate IV in Business (Human Resources) (BSB40801)
- Diploma of Business (Human Resources) (BSB50801)
- Advanced Diploma of Business (Human Resources) (BSB60301)
- Certificate IV in Business Management (BSB41101)
- Graduate Certificate in Management (21365VIC)
- Diploma of Business Management (BSB50401)
- Advanced Diploma of Business Management (BSB60201)
- Advanced Diploma of Business (Operations Management) (20055VIC)
Diploma of Business (Operations Management)(20053VIC)
Certificate IV in Business (Operations Management)(20051VIC)
Certificate IV in Business (Marketing)(BSB40701)
Diploma of Business (Advertising)(BSB50501)
Advanced Diploma of Business (Advertising)(BSB60501)
Certificate III in Business (Sales)(BSB33001)
Certificate IV in Business (Marketing)(BSB40701)
Diploma of Business (Marketing)(BSB50701)
Advanced Diploma of Business (Marketing)(BSB60601)
Advanced Diploma of Business (International Business)(20055VIC)
Diploma of Business (International Trade)(20053VIC)
Certificate IV in Business (International Trade)(20051VIC)
Advanced Diploma of Business (Public Relations)(20055VIC)
Certificate IV in Business(BSB40101)
Diploma of Business(BSB50101)
Certificate IV in Business Development(BSB40501)
Diploma of Business Development(BSB50501)
Advanced Diploma of Business Development(BSB60401)
Graduate Certificate in Management Development (Education and Training)(2804ABB)

Personal Services Department
Certificate II in Modelling (21456VIC)
Certificate II in Nail Technology (WRB20199)
Certificate III in Beauty (WRB30199)
Diploma of Beauty Therapy (WRB30199)
Diploma of Entertainment (Make-Up) (CUE50798)
Certificate IV in Entertainment Make-Up (CUE40898)
Diploma of Remedial Massage (HLT30302)
Certificate II in Hairdressing (WRH30100) [Pre-Apprenticeship]
Certificate III in Hairdressing (WRH30100)
Certificate IV in Hairdressing (WRH40100)
Diploma of Hairdressing Salon Management(WRH50100)
Advanced Diploma of Naturopathy(HLT60502)

Western Business Enterprise Centre
Certificate II in Security (Guarding)(PRS20198)
Certificate III in Security (Guarding)(PRS30198)
Certificate IV in Business (Small Business Management)(BSB40401)
Certificate II in Wholesale Operations(WRW10101)
Certificate III in Wholesale Operations(WRW10101)
Certificate IV in Wholesale Operations(WRW20101)
Diploma of Wholesale Management(WRW30101)
Diploma of Retail Management(WRR50102)
Certificate IV in Retail Management(WRR40102)
Certificate III in Retail Supervision(WRR30102)
Certificate II in Retail Operations(WRR20102)
Certificate II in Retail Cosmetic Assistant(WRB20399)

School of Engineering, Construction and Industrial Skills

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

Building and Construction Department
Certificate I in Building(15562VIC)[Pre-Apprenticeship]
Certificate II in Building(15563VIC) [Traineeship]
Certificate III in Building(15564VIC)[Apprenticeship]
Certificate I in Construction (Off-site)(BCF10100)
Certificate II in Off-Site Construction(BCF20100)
Certificate III in Off-Site Construction (Joinery-Timber/ Aluminium/ Glass)(BCF30200)
Certificate I in Construction (Off-Site)(BCF10100)
Certificate in Building and Construction (21393VIC)(Bricklaying – Pre-Apprenticeship)
Certificate III in General Construction (Bricklaying/ Blocklaying)(BCC30088)[Apprenticeship]
Certificate I in Building and Construction (21393VIC)[Carpentry – Pre-Apprenticeship]
Certificate I in General Construction (Carpentry – Framework/ Formwork/ Finishing)(BCC30798)[Apprenticeship]
Certificate II in Furnishing(Furniture Manufacturing Pre-apprenticeship)(12060VIC)[Cabinet Making]
Certificate III in Furnishing (Wood Machining, Cabinet Making & Furniture Polishing)(21279VIC)
Certificate III in Furniture Making (Cabinet Making) (LMF30402)
Certificate III in Furniture Making (Wood Machining) (LMF30502)
Certificate II in Furniture Making (LMF20302)
Course in Building and Engineering Trades Orientation (3113TNWB)
Certificate IV in Building (SA 3477)
Diploma of Building (SA 3475)
Certificate IV in Residential Drafting (40357SA)
Diploma of the Built Environment (SA 3472)
Diploma of Building Surveying (SA 3473)
Diploma of Building Design and Technology (40356SA)
Advanced Diploma of Building Design and Project Administration (40355SA)

Building Services and Special Trades Department
Certificate II in Building and Construction (21393VIC) [Painting & Decorating Pre-Apprenticeship]
Certificate III in General Construction (Painting & Decorating) (BCG30498)
Certificate I in Building & Construction (Plumbing) (0102ABC)
Certificate III in Plumbing and Gasfitting (20085VIC)
Certificate IV in Plumbing (Services Design) (2402AD)
Certificate II in Sign Industry (21396VIC)
Certificate III in Off-Site Construction (Sign Writing/Computer Operations) (BCF30700)
Certificate IV in Sign Technology (21399VIC)
Course in Building and Engineering Trades Orientation (3113TNWB)
Certificate III in Electrotechnology Systems Electrician (UTE31199)
Certificate IV in Electrical (2406ANC) [Motor Control]

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

Engineering Technology Department
Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) [Civil]
Advanced Diploma of Engineering Technology (20020VIC) [Civil]
Diploma of Engineering Technology (20019VIC) [Civil]
Certificate I in Engineering Technology (11409VIC)
Certificate I in Engineering (MEM10198)
Certificate II in Engineering (Production) (MEM20198)
Certificate II in Engineering Production Technology (MEM20298)
Certificate III in Engineering Production Systems (MEM30198)
Certificate III in Engineering Technician (MEM30598)
Certificate III in Engineering Mechanical Trade (MEM30298)
Certificate IV in Engineering Technology (20019VIC)
Advanced Diploma of Engineering Technology (20019VIC)
Diploma of Engineering Technology (20019VIC) [Streams in Mechanical, Manufacturing & Mechatronics]
Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) [Streams in Mechanical, Manufacturing & Mechatronics]
Certificate II in Automotive Manufacturing (AUM20100)
Certificate III in Automotive Manufacturing - Frontline Management (AUM30100)
Certificate IV in Automotive Manufacturing - Frontline Management (AUM40100)
Certificate IV in Automotive Manufacturing - Manufacturing Maintenance (AUM40200)
Certificate I in Engineering (MEM10198F)
Certificate II in Engineering - Production (MEM20198F)
Certificate II in Engineering - Production Technology (MEM20298F)
Certificate III in Engineering - Production Systems (MEM30198F)
Certificate III in Engineering Fabrication Trade (MEM30398) [Light & Heavy]
Certificate IV in Engineering Technology (20019VIC)
Diploma of Engineering Technology (20019VIC) [Fabrication]
Advanced Diploma of Engineering Technology (20020VIC) [Fabrication/Supervision, Inspection]

Industrial Skills Training Centre
Certificate III in Civil Construction (Plant) (BCC30199)
Certificate III in General Construction (BCC31398)
Certificate I in Transport and Distribution (Administration) (TD T1102)
Certificate II in Transport and Distribution (Administration) (TD T21102)
Certificate III in Transport and Distribution (Administration) (TD T31102)
Certificate IV in Transport and Distribution (Administration) (TD T41102)
Certificate I in Transport and Distribution (Warehousing and Storage) (TD T10102)
Certificate II in Transport and Distribution (Warehousing and Storage) (TD T20102)
Certificate III in Transport and Distribution (Warehousing and Storage) (TD T30102)
Certificate IV in Transport and Distribution (Warehousing and Storage) (TD T40102)
Course in Taxi Driving (21387VIC)
Certificate I in Transport and Distribution (Road Transport) (TD T10202)
Certificate II in Transport and Distribution (Road Transport) (TD T20202)
Certificate III in Transport and Distribution (Road Transport) (TD T30202)
Certificate IV in Transport and Distribution (Road Transport) (TD T40202)
Diploma of Logistics Management (TD T51002)
Advanced Diploma of Logistics Management (TDT61002)
Certificate III in Transport and Distribution (Mobile Cranes Operations)(TDT30002)
Certificate IV in Transport and Distribution (Mobile Cranes Operations)(TDT40002)
Certificate III Motor Vehicle Driver Trainer(Car)(21370VIC)
Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicles)(21381VIC)
Certificate I in Transport and Distribution (Rail Infrastructure) (TDT10702)
Certificate II in Transport and Distribution (Rail Infrastructure) (TDT20702)
Certificate III in Transport and Distribution (Rail Infrastructure) (TDT30702)
Certificate IV in Transport and Distribution (Rail Infrastructure) (TDT40702)
Certificate I in Transport and Distribution (Rail Operations)(TDT10402)
Certificate II in Transport and Distribution (Rail Operations)(TDT20402)
Certificate III in Transport and Distribution (Rail Operations)(TDT30402)
Certificate IV in Transport and Distribution(Rail Operations) (TDT40402)
Certificate I in Transport and Distribution(Stevedoring) (TDT10302)
Certificate II in Transport and Distribution(Stevedoring) (TDT20302)
Certificate III in Transport and Distribution(Stevedoring) (TDT30302)
Certificate IV in Transport and Distribution(Stevedoring) (TDT40302)
Certificate I in Transport and Distribution(Administration)(TDT11102)
Certificate II in Transport and Distribution(Administration)(TDT21102)
Certificate III in Transport and Distribution(Administration)(TDT31102)
Certificate IV in Transport and Distribution(Administration)(TDT41102)
Certificate I in Funeral Services (WFS10202)
Certificate II in Funeral Services (WFS20402)
Certificate III in Funeral Services (Gravedigging, Grounds & Maintenance) (WFS30402)
Course in Rigging–Basic
Course in Rigging–Intermediate
Course in Rigging–Advanced
Course in Scaffolding–Basic
Course in Scaffolding–Limited Height
Course in Scaffolding–Intermediate
Course in Scaffolding–Advanced
Course in Dogging
Course in Safe Lifting (load slinging)
Course in Elevating Work Platform
Course in Mobile Cranes (Slewing & Non Slewing); Vehicle Loading
Course in Overhead Travelling Crane
Course in Earthmoving – Earthmoving Equipment Operator; Front-End Loader; Front-End Loader/Backhoe; Excavator; Skid Steer Loader
Course in Basic Grading
Course in Trench Shoring and Safety
Courses in Forklift Operating
Courses in Order Picker
Course in Light Rigid Truck
Course in Medium Rigid Truck
Course in Heavy Rigid Truck
Course in Heavy Combination Truck
Course in Multi-Combination Truck
Dangerous Goods Licence Training
School Driver Education Program
Defensive/ Advanced Driving
VicRoads Heavy Vehicle Administration Course
VicRoads Interception Techniques

School of Further Education, Arts and Employment Services

Adult Literacy and Work Education Department
Certificate I in General Education for Adults (Introductory) (21249VIC)
Certificate I in General Education for Adults (21250VIC)
Certificate II in General Education for Adults (21251VIC)
Victorian Certificate of Applied Learning (Foundation) (21352VIC)
Victorian Certificate of Applied Learning (Intermediate) (21353VIC)
Certificate I in General Education for Adults (21254VIC)
Certificate II in General Education for Adults (21355VIC)
Certificate III in General Education for Adults (21356VIC)
Certificate IV in General Education for Adults (21357VIC)
Certificate V in General Education for Adults (21358VIC)
Certificate I in Media (CUF10101)
Certificate I in Vocational Studies (Media)(21260VIC)
Certificate II in Vocational Studies (Transport and Distribution)(15598VIC)
Diploma of Further Education (21015VIC)
Certificate IV in Further Education (21041VIC)
Certificate I in Work Education (21085VIC)
Certificate II in Work Education (21086VIC)
Certificate III in Work Education (21087VIC)
Certificate IV in Work Education (21088VIC)
Certificate V in Work Education (21089VIC)
Certificate I in Workplace Practices (300640/LD)
Certificate I in Transition Education (15464VIC)
Course in Concurrent Study(21204VIC)
Certificate I in Laundry Operations (LMT10800)
Certificate II in Laundry Operations (LMT21400)
Certificate III in Laundry Operations (LMT31100)
Certificate I in Dry Cleaning Operations (LMT11000)
Certificate II in Dry Cleaning Operations (LMT21500)
Certificate III in Dry Cleaning Operations (LMT31200)
Arts, VCE and Preparatory Programs
Certificate IV in Professional Writing and Editing (21122VIC)
Diploma of Arts (Professional Writing and Editing) (21124VIC)
Certificate I in English Language Literacies (21047VIC)
Certificate II in English Language Literacies (21048VIC)
Course in Women's Access (14795VIC)
Course in Gateway to Nursing and the Health Sciences (21379VIC)
Course in Preparation for Tertiary Studies (Arts) (21190VIC)
Certificate I in ESL Access (14378VIC)
Certificate II in ESL Access (14379VIC)
Certificate I in General Education for Adults (Introductory) (21249VIC)
Certificate I in General Education for Adults (21250VIC)
Certificate II in General Education for Adults (21251VIC)
Diploma of Liberal Arts (21220VIC)
Certificate IV in Liberal Arts (21219VIC)
Victorian Certificate of Applied Learning (Foundation) (21352VIC)
Victorian Certificate of Applied Learning (Intermediate) (21353VIC)
Victorian Certificate of Applied Learning (Themed) (21353VICA)
Victorian Certificate of Education (2200LZV)

Language Studies Department
Certificate II in ESL (Academic Purposes) (14372VIC)
Certificate III in ESL (Academic Purposes) (14373VIC)
Certificate 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) (14377VIC) [Aged Care Work]
Certificate IV in ESL (Vocational Purposes) (14377VIC)
Certificate I in ESL Access (14378VIC)
Certificate II in ESL Access (14379VIC)
Certificate III in ESL Access (14380VIC)
Certificate IV in ESL Access (14381VIC)
Course in Concurrent Study (21204VIC)
Course in Preliminary Spoken and Written English (90980NSW)
Certificate I in Spoken and Written English (90994NSW)
Certificate II in Spoken and Written English (90993NSW)
Certificate III in Spoken and Written English (90992NSW)

Library and Cultural Studies Unit
Diploma of Library and Information Services (CUL50109)
Certificate III in Library and Information Services (CUL30109)
Certificate II in Museum Practice (CUL20299)

Music Department
Certificate IV in Music (CUSH0101)
Certificate IV in Music Industry (Technical Production) (CUSH0201)
Certificate IV in Music Industry (Business) (CUSH0301)
Diploma of Music (CUSH0101)
Diploma of Music Industry (Technical Production) (CUSH0201)
Diploma of Music Industry (Business) (CUSH0301)

Visual Arts, Design and Multimedia Department
Advanced Diploma of Arts (Graphic Design) (12862VIC)
Diploma of Arts (Graphic Arts) (12861VIC)
Certificate IV in Arts (Applied Design) (15727VIC)
Advanced Diploma of Multimedia (CUF50501)
Diploma of Multimedia (CUF50701)
Certificate IV in Multimedia (CUF40801)
Certificate III in Multimedia (CUF30601)
Certificate II in Multimedia (CUF20601)
Diploma of Arts (Visual Art) (12657VIC)

School of Human Services, Science and Technology

Child Studies Department
Advanced Diploma of Community Services (Children’s Services) (CHC60399)
Diploma of Community Services (Children’s Services) (CHC50399)
Certificate IV in Community Services (Children’s Services) (CHC40399)
Certificate III in Community Services (Children’s Services) (CHC30399)
Certificate II in Community Services (Children’s Services) (CHC20399)

Health Services Department
Certificate IV in Health (Nursing) (21358VIC)
Course in Cardiopulmonary Resuscitation (20003VIC)
Course in Emergency First Aid (20004VIC)
Course in Basic First Aid (20005VIC)
Course in Paediatric Aid (20006VIC)
Information Technology Department
Certificate I in Information Technology (ICA10101)
Certificate III in Information Technology (Software Applications)(ICA30199)[Web Pages]
Certificate III in Information Technology (General) (ICA30299)
Certificate III in Information Technology (Network Administration)(ICA30399)
Certificate IV in Information Technology (21103VIC)
Certificate IV in Information Technology (Network Management) (ICA40299)
Certificate IV in Information Technology (Database Administration) (ICA40399)
Certificate IV in Information Technology (Programming)(ICA40999)
Certificate IV in Information Technology (Technical Support) (ICA40999)
Certificate IV in Information Technology (Website Administration) (ICA41001)
Certificate IV in Information Technology(Website Design) (ICA41101)
Diploma of Information Technology (Computer Science) (21378VIC)
Diploma of Information Technology (Software Development) (ICA50299)
Diploma of Information Technology(21104VIC) [Specialising in Multimedia]
Dual Diploma – Diploma of Information Technology (Website Development)(ICA50601) and
Diploma of Information Technology (Internetworking)(ICA50701)

Science and Biotechnology Department
Certificate III in Science (21239VIC)
Certificate IV in Science (21239VIC)
Certificate III in Animal Technology (QLD3757)
Certificate IV in Animal Technology (2411ARC)
Diploma of Applied Science (Animal Technology) (QLD3522)
Certificate II in Animal Studies (RUV20198)
Certificate III in Animal Studies (RUV30198)
Certificate IV in Veterinary Nursing (RUV40198)
Certificate I in Conservation and Land Management (RTD10102)
Certificate II in Conservation and Land Management (RTD20102)
Certificate III in Conservation and Land Management (RTD30102)
Certificate IV in Conservation and Land Management (RTD40102)
Diploma of Conservation and Land Management (RTD50102)
Advanced Diploma of Conservation and Land Management (RTD60102)
Certificate III in Laboratory Skills (PML30199)
Certificate IV in Laboratory Techniques (PML40199)
Diploma of Laboratory Technology (PML50199)
Diploma of Laboratory Technology (Process Manufacturing Testing) (PML50199)
Diploma of Laboratory Technology (Pathology Testing) (PML50199)
Diploma of Laboratory Technology (Biological and Environmental Testing) (PML50199)
Diploma of Laboratory Technology (Food Testing)(PML50199)
Advanced Diploma of Laboratory Operations (PML60199)
Certificate I in Horticulture (RUH10198)
Certificate II in Horticulture (Arboriculture) (RUH20298)
Certificate II in Horticulture (Floriculture) (RUH20398)
Certificate II in Horticulture (Landscaping) (RUH20408)
Certificate II in Horticulture (Nursery) (RUH20508)
Certificate II in Horticulture (Parks & Gardens) (RUH20608)
Certificate II in Horticulture (Production) (RUH20708)
Certificate II in Horticulture (Turf Management) (RUH20798)
Certificate III in Horticulture (RUH30198)
Certificate III in Occupational Health & Safety (QLD1893)
Certificate IV in Occupational Health & Safety (QLD1892)
Diploma of Occupational Health & Safety (QLD1891)
Certificate IV in Meat Processing (Leadership)(MTM40100)
Certificate IV in Meat Processing (Quality Assurance)(MTM40300)
Diploma of Meat Processing(MTM60100)
Advanced Diploma of Meat Processing(MTM60100)
Certificate II in Local Government (Environmental Health and Regulation)(LGA20200)
Certificate II in Local Government (Environmental Health and Regulation)(LGA30200)
Diploma of Local Government (Environmental Health and Regulation)(LGA50200)
Advanced Diploma of Local Government (Environmental Health and Regulation)(LGA60200)
Certificate I in Food Processing (Plant Baking)(FD100398)
Certificate I in Food Processing (Plant Baking)(FD200398)
Certificate III in Food Processing (Plant Baking)(FD300398)
Certificate I in Process Plant Skills(PMA10198)
Certificate II in Process Plant Operations(PMA20198)
Certificate III in Process Plant Operations(PMA30198)
Certificate I in Food Processing(FD100198)
Certificate III in Food Processing(FD300198)
Certificate IV in Food Technology(11893VIC)
Diploma of Food Technology(G560AKC)
Certificate I in Pharmaceutical Manufacturing(FD10298)
Certificate II in Pharmaceutical Manufacturing(FD20298)
Certificate III in Pharmaceutical Manufacturing(FD30298)
Certificate III in Health Service Assistance(Hospital/ Community Health Pharmacy Assistance)(HLT31402)
Certificate in Lubrication(31010VIC)
Certificate IV in Assessment and Workplace Training(BSZ40198)
Social and Community Studies Department
Certificate III in Community Services (Disability Work) (CHC30799)
Certificate IV in Community Services (Disability Work) (CHC40799)
Advanced Diploma of Community Services (Disability Work) (CHC60799)
Certificate III in Community Services (Community Work) (CHC30099)
Certificate IV in Community Services (Aged Care Work) (CHC40199)
Diploma of Community Services (Welfare Studies) (2107ABC)
Advanced Diploma of Justice (21214VIC)
Diploma of Justice (21213VIC)
Certificate IV in Justice (21212VIC)
Diploma of Community Services (Youth Work) (CHC50099)
Diploma of Community Services (Alcohol and Other Drugs Work) (CHC50299)
Certificate II in Home Support Cleaning (21136VIC)
Course in Palliative Care Awareness (3113GWD30)
Certificate II in Asset Maintenance (Cleaning Operations) (PRM20196)

Sport, Recreation and Performance Department
Certificate II in Fitness (SRF20201)
Certificate III in Fitness (SRF30201)
Certificate IV in Fitness (SRF40201)
Certificate II in Outdoor Recreation (SRO20299)
Certificate II in Sport (Career Oriented Participation) (SRS20299)
Certificate II in Sport and Recreation (SRS20199)
Certificate III in Sport and Recreation (SRO30199)
Certificate IV in Sport and Recreation (SRO40199)
Diploma of Sport and Recreation (SRO50103)
Advanced Diploma of Sport and Recreation (SRO60103)
Certificate II in Community Recreation (SRC20201)
Certificate III in Community Recreation (SRC30201)
Certificate IV in Community Recreation (SRC40201)
Diploma of Community Recreation (SRC50201)
Certificate IV in Sport and Recreation (SRO40199)
Diploma of Sport and Recreation (SRO50199)
Certificate IV in Sports (Development) (SRS40399)
Diploma of Sport (Development) (SRS50399)
Certificate IV in Sports (Development) (SRS40503)
Diploma of Sports (Development) (SRS50503)
Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport) (21237VIC)
Diploma of Arts (Small Companies and Community Theatre) (21052VIC)
General Course Information

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

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

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

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

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

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

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

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

Victorian Government TAFE Fees and Charges
Fees will be implemented in line with the Ministerial Direction for 2004. Students will be charged a tuition fee of $1.25 per enrolled subject hour to a maximum of $625. The maximum tuition fee for a new apprentice is $290 and the maximum tuition fee for an adult VCE student is $420. In addition to the tuition fee a University General Services Fee also applies. Fee Concessions may be available depending on eligibility. For additional information refer to the TAFE Enrolment Information brochure available from the Admissions Office (03) 9365 2286 or the campus closest to your home or work.

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

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

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

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

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

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

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

Advanced Diplomas signify skills and knowledge of greater complexity and a higher level of personal accountability than is required at Diploma level.
Typically, a Diploma involves the equivalent of two years full-time study following the completion of Year 12, with three years full-time study post Year 12 or equivalent being required for an Advanced Diploma. Students continuing on to Degree programs at University may be eligible to obtain exemptions or credit transfers on the basis of Diploma/Advanced Diploma units successfully completed.

**Preparatory and Bridging Courses**

Victoria University offers a range of access and bridging programs which provide alternative entry opportunities into TAFE and higher education award courses for persons who would normally be eligible for entry because of their previous educational qualifications, age, or other disadvantage.

**Articulation Pathways**

Articulation is the creation of links or study pathways to enable students to move easily between courses as their needs change. Articulation gives students the opportunity to progress to the next level of study and to receive maximum credit transfer for study already undertaken, thus reducing the time taken to complete subsequent courses. Duplication of effort is reduced and students are encouraged to continue their education at higher levels.

**From VCE to TAFE**

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

**TAFE to Higher Education**

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

**Credit Transfer and Mutual Recognition**

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

Further information about credit transfer and application forms can be obtained from respective Departments.

**Recognition of Prior Learning/ Recognition of Current Competency**

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

**Induction/ Orientation Procedures**

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

**Delivery Mode**

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

**Assessment**

Assessment is competency based. Reassessment is available on appeal. Full assessment details are available from respective Departments.

**Flexible Learning and Assessment Services**

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

**Language, Literacy and Numeracy Support**

Staff are available to help students of the TAFE Division who wish to improve their skills in spelling, essay writing, report writing, numeracy and English language. Phone (03) 9284 8856 for further information.

**Discipline**

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

**Appeals, Complaints and Grievance Procedures**

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

**Relevant Legislation**


**Other University Services**

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

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

Belinda M.d. mCN
Deputy Director - Strategic Development

Business Development

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

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

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

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

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

Ian Kearney
Manager (Acting), Business Development

Short Course Centre

A wide range of programs is offered to the community and industry through Victoria University's Short Course Centre. Short course programs range from vocational courses for those wishing to enhance or upgrade their skills for employment purposes, to courses leading to further studies and personal enrichment and leisure courses.

All of the short courses feature:

- Victoria University accreditation
- A Statement of Participation
- A wide selection of options and dates
- Workshop style training
- Experienced trainers
- Quality courseware.

Victoria University can also provide many short courses as in-house training programs for personnel, using workplace facilities. We can customise special programs to meet an organisation's specific requirements. These customised special programs can be delivered at our training facilities or at your workplace. Special group prices and delivery arrangements can be negotiated for individual companies that provide ten or more participants.

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

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

Shane Fitzgibbon
Manager, Short Course Centre

Centre for Curriculum Innovation and Development

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

CCID’s strategic aim is to create a sustainable and professional VET sector workforce and build capacity for innovation. CCID provides AQTF compliance assistance to departments and individual staff members. Strategic partnerships are built with departments, government, industry, Universities, RTOs, secondary schools, LLENS (Local Learning and Employment Networks) and community groups.

The CCID plays a significant role in the state and national VET environment through commercially funded projects and through its Service Industries Curriculum Maintenance Manager function.

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

The Course Maintenance and Accreditation Unit:

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

The CCID follows:

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

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

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

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

Tess Demediuk
Head, Centre for Curriculum Innovation and Development

TAFE International

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

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

English Language Institute

The English Language Institute (ELI) is managed by TAFE International and is responsible for the English language training needs of all international students studying at the University. The ELI is also involved in the delivery of programs and consultancy services in China, Vietnam, Bangladesh and Korea and hosts study tours by groups of students and government officials from China, Korea, Abu Dhabi and Japan. ELI staff are also involved in resource development projects for the Division's off-shore programs.

Off-Shore Course Delivery

The TAFE Division has course delivery partnerships in China, Korea, New Zealand and Vietnam. Diplomas in Business, Information Technology, Art & Design, Tourism and Hospitality are being delivered off-shore or are expected to commence during 2004. The Division also continues to be involved, through the ELI, in supporting the Faculty of Business and Law MBA program at Northern Jiaotong University in Beijing, PRC.

TAFE International is located at the City King Campus

David Fletcher
Manager, TAFE International

Workplace Learning Melbourne West

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

Operating from the Newport Campus, WLMW acts as a broker making effective school, community and industry links for senior secondary school students and TAFE students in the Western Metropolitan Region of Melbourne. WLMW finds short term work placements in industry for 15 to 19 year olds as part of their VET in VCE and VCAL studies. Workplacements arranged by WLMW give students the opportunity to practice their skills in a work environment, to make contact with possible future employers and to assist students make a smooth transition from school to work.

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

Colleen Bergin
Program Manager, Workplace Learning Melbourne West
Course in ICT Skills for Teachers (21335VIC)

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

Scope of Delivery
Flexible delivery, online or face to face workshops.

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

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

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

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

Course Structure
The structure of the course is as follows -

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Code</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM11</td>
<td>BSZ401A</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>BSZ402A</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>BSZ403A</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>BSZ405A</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>BSZ406A</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>BSZ407A</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>BSZ408A</td>
<td>15</td>
</tr>
</tbody>
</table>

Certificate IV in Assessment and Workplace Training (BSZ 40198)

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

Scope of Delivery
This course is offered as Fee for Service only.

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

Entry Requirements
There are no formal entry requirements for this course. All training is undertaken in English language. Basic English literacy and numeracy will be required for all participants to be able to satisfactorily complete the course requirements.

Diploma in Training and Assessment Systems (BSZ 50198)

Career Opportunities
The Diploma in Training and Assessment Systems (BSZ 50198) is designed for people who wish to work in the area of management and operation of a training and assessment system.

Scope of Delivery
This course is offered as Fee for Service only. Upon completion of the Diploma in Training and Assessment Systems (BSZ 50198), 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.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ404A</td>
<td>Train Small Groups</td>
</tr>
<tr>
<td>BSZ401A</td>
<td>Plan Assessment</td>
</tr>
<tr>
<td>BSZ402A</td>
<td>Conduct Assessment</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>Review Assessment</td>
</tr>
<tr>
<td>BSZ405A</td>
<td>Plan &amp; Promote a Training Program</td>
</tr>
<tr>
<td>BSZ406A</td>
<td>Plan a Series of Training Sessions</td>
</tr>
<tr>
<td>BSZ407A</td>
<td>Deliver Training Sessions</td>
</tr>
<tr>
<td>BSZ408A</td>
<td>Review Training</td>
</tr>
</tbody>
</table>
Entry Requirements
There are no formal entry requirements for this course. All training is undertaken in English language. Basic English literacy and numeracy will be required for all participants to be able to satisfactorily complete the course requirements.

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ501A</td>
<td>50</td>
</tr>
<tr>
<td>BSZ502A</td>
<td>40</td>
</tr>
<tr>
<td>BSZ503A</td>
<td>40</td>
</tr>
<tr>
<td>BSZ504A</td>
<td>40</td>
</tr>
<tr>
<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>

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

Option One:
The Training and Professional Development Unit delivers the Diploma in Training and Assessment Systems using a flexible approach that involves:
- Initial individual upfront assessment whereby the skills and knowledge of each individual are verified against each unit of competency using their existing workplace to substantiate their evidence and identify any gaps.
- Development of an individualised training program - participants work on a one-to-one basis with our trainer to develop and/or refine a training structure for their organisation.
- Assessment by portfolio of evidence against the competency standards.

Delivery consists of face-to-face training, workplace project, research and reflective exchange regarding systems and processes related to training and assessment. This qualification is aimed at Training and Development of an individualised training program - participants work on a one-to-one basis with our trainer to develop and/or refine a training structure for their organisation.

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

It is recommended that the Certificate IV in Assessment & Workplace Training be achieved, either through RPL/RCC or coursework, prior to commencing the Units of Competency specified at AQF level 5. It is preferable that all participants have access to, or are currently in a workplace where they can carry out practical application of the competencies as part of the assessment requirements. During the course, participants will experience a range of learning methodologies both at an individual and group level. These include:
- Workplace action learning projects
- Group discussions and presentations
- Experiential and group activities
- Self-assessment
- Case studies and reporting
- Coaching and mentoring

Certificate IV in Vocational Education and Training (15559VIC)

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

Scope of Delivery
One day a week over 19 weeks.

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

Entry Requirements
To qualify for admission to the course, applicants are required to have literacy and numeracy skills to a level two competency as defined in the Certificate in General Education for Adults.

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Core Units Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH777</td>
<td>30</td>
</tr>
<tr>
<td>VBH778</td>
<td>40</td>
</tr>
<tr>
<td>VBH779</td>
<td>40</td>
</tr>
<tr>
<td>VBH780</td>
<td>40</td>
</tr>
<tr>
<td>VBH781</td>
<td>30</td>
</tr>
<tr>
<td>VBH782</td>
<td>40</td>
</tr>
<tr>
<td>VBH783</td>
<td>40</td>
</tr>
<tr>
<td>BSZ401A</td>
<td>15</td>
</tr>
<tr>
<td>BSZ402A</td>
<td>15</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>5</td>
</tr>
<tr>
<td>BSZ408A</td>
<td>15</td>
</tr>
</tbody>
</table>

Elective Units
A maximum of four units selected from the following list:

| VBH784          | 25    |
| VBH785          | 25    |
| VBH786          | 25    |
| VBH787          | 25    |
| VBH792          | 30    |
| VBH796          | 40    |
| VBH797          | 30    |
| BSZ507A         | 25    |
Diploma of Vocational Education and Training (15560VIC)

Career Opportunities
The Diploma in Vocational Education and Training (15560VIC) is the Victorian TAFE Association's preferred qualification for people working in the VET sector.

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

Course Objectives
The course aims to provide practitioners with an accredited training program at AQF level 5 and reflect the job role of a teacher/trainer who is principally concerned with the delivery of vocational education and training and, who under minimal or no guidance, organises and carries out a range of functions involving learning and assessment.

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

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

Course Duration
The course may be offered on a full-time basis over 540-580 nominal hours or part-time equivalent. Ten of the Diploma of VET units are also offered online in a flexible mode.

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH777</td>
<td>Assess Learning Needs of Individuals and Groups</td>
<td>30</td>
</tr>
<tr>
<td>VBH778</td>
<td>Plan for Teaching and Learning</td>
<td>40</td>
</tr>
<tr>
<td>VBH779</td>
<td>Facilitate Individual and Group Learning</td>
<td>40</td>
</tr>
<tr>
<td>VBH780</td>
<td>Maintain Professional Competence</td>
<td>30</td>
</tr>
<tr>
<td>VBH781</td>
<td>Work in a Team</td>
<td>30</td>
</tr>
<tr>
<td>VBH782</td>
<td>Critically Examine Teaching and Learning Practice</td>
<td>40</td>
</tr>
<tr>
<td>VBH783</td>
<td>Develop Basic Assessment Tools</td>
<td>40</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>BSZ408A</td>
<td>Review Training</td>
<td>15</td>
</tr>
<tr>
<td>VBH789</td>
<td>Design and Customise Learning Programs</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units
All of the following elective units:

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH784</td>
<td>Develop and Customise Learning Resources</td>
<td>25</td>
</tr>
<tr>
<td>VBH785</td>
<td>Assess Clients Needs for Programs and Services</td>
<td>25</td>
</tr>
<tr>
<td>VBH786</td>
<td>Manage Flexible Teaching and Learning Programs</td>
<td>25</td>
</tr>
<tr>
<td>VBH787</td>
<td>Integrate Technology in Teaching and Learning</td>
<td>25</td>
</tr>
<tr>
<td>VBH789</td>
<td>Market and Promote Programs and Services</td>
<td>30</td>
</tr>
<tr>
<td>VBH796</td>
<td>Undertake Research in Vocational Education and Training</td>
<td>40</td>
</tr>
<tr>
<td>VBH797</td>
<td>Manage Projects</td>
<td>30</td>
</tr>
<tr>
<td>BSZ507A</td>
<td>Develop Assessment Tools</td>
<td>25</td>
</tr>
</tbody>
</table>

Graduate Certificate in Vocational Education and Training (21205VIC)

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

Scope of Delivery
One day a fortnight over 24 weeks.

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

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

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

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

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

Course Structure
Core units (120 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK810</td>
<td>Teaching and Learning Practices</td>
<td>80</td>
</tr>
<tr>
<td>VBK811</td>
<td>Using Technologies in VET</td>
<td>40</td>
</tr>
<tr>
<td>VBK812</td>
<td>VET Policy Analysis and Implementation (each of which has a value of 40 nominal hours)</td>
<td>40</td>
</tr>
<tr>
<td>VBK813</td>
<td>Research Methods</td>
<td>40</td>
</tr>
<tr>
<td>VBK814</td>
<td>Educational Planning and Design</td>
<td>40</td>
</tr>
<tr>
<td>VBK815</td>
<td>Marketing and Strategic Planning</td>
<td>40</td>
</tr>
</tbody>
</table>
Graduate Certificate in VET in Schools Implementation (21102VIC)

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

Scope of Delivery
One day a fortnight over 20 weeks.

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

The course aims to provide participants with in depth knowledge of:
• the context in which VET in Schools operate
• theory and skills for adolescent learning
• course design, assessment and evaluation skills
• strategies for VET in Schools implementation.

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

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

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VB694</td>
<td>VET in Schools Context</td>
<td>45</td>
</tr>
<tr>
<td>VB695</td>
<td>Theory and Skills for Adolescent Learning</td>
<td>45</td>
</tr>
<tr>
<td>VB696</td>
<td>Course Design, Assessment and Evaluation</td>
<td>45</td>
</tr>
<tr>
<td>VB697</td>
<td>VET in Schools Implementation</td>
<td>45</td>
</tr>
</tbody>
</table>
Perhaps the best reason for studying in TAFE at Victoria University is the range of choices it offers students. Whether seeking a vocational qualification for employment or embarking on a pathway to further education, Victoria University offers a range of courses in areas as diverse as music to mechanical engineering, boatbuilding to beauty therapy. Importantly, courses in most areas are offered at a range of levels from preparatory studies to Advanced Diploma at multiple locations throughout the western region of Melbourne and increasingly in different learning modes to better suit student needs.

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

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

Kevin Roche
Deputy Director – Operation
School of Business, Hospitality and Personal Services

The School of Business, Hospitality and Personal Services consists of six Departments:

- Administrative and Legal Studies;
- Financial Services;
- Hospitality and Tourism;
- Management and Marketing;
- Personal Services;
- Western Business Enterprise Centre.

Through its Departments, the School offers a broad range of courses from Certificate II to Advanced Diploma level, with coverage of key business and service industry sectors. The courses are developed in conjunction with industry and are based on industry endorsed competency standards, assuring students that the vocational education and training they receive is up to date and relevant to the world of work.

Many courses also involve a period of work experience or practical placement in industry. Other courses involve students in simulated work environments such as Practice Firms, salons and restaurants. The purpose is to enrich the learning experiences of students and provide the opportunity to apply newly acquired skills and knowledge in a real or simulated work environment. In addition, articulation pathways have been established for those students wishing to continue their studies at higher TAFE or degree level.

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

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

Excellent learning facilities are available to students across all of the School’s programs. The latest information technology and library facilities are available to all students. Classrooms, computer laboratory spaces and salons are fully equipped to facilitate training to the highest industry standards.

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

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

Kathy Whye
Associate Director
School of Business, Hospitality & Personal Services

Department of Administrative and Legal Studies

The Department of Administrative and Legal Studies—TAFE conducts a wide range of courses that provide vocational education for a variety of business occupations ranging from pre-employment through to para-professional level. Training would lead to positions such as Administrative Assistant, Clerical Officer, Administrative Officer, Accounts Payable/Receivable Clerk, Personal Assistant, Para-Legal and Legal Office Administrative Officer. In addition, the training provides participants with a broad range of generic vocational skills applicable to a number of job roles.

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

BSA30200 Certificate III in Business (Legal Administration)(BSA30200)
BSA40200 Certificate IV in Business (Legal Services)(BSA40200)
2005V10 Advanced Diploma of Business (Legal Practice)(2005V10C)
BSB50201 Diploma of Business Administration(BSB50201)
BSB40201 Certificate IV in Business Administration(BSB40201)
BSB30201 Certificate III in Business Administration(BSB30201)
BSB30101 Certificate II in Business(BSB30101)
BSB30001 Certificate III in Business(BSB30001)
BSB40001 Certificate IV in Business(BSB40001)
BSB50001 Diploma of Business(BSB50001)
BSB50001 Certificate III in Business Administration(BSB50001)
BSB30001 Certificate II in Business(BSB30001)
BSB30001 Certificate III in Business(BSB30001)
BSB40001 Certificate IV in Business(BSB40001)
BSB50001 Diploma of Business(BSB50001)
BSB30201 Certificate III in Business Administration(BSB30201)
BSB40200 Certificate IV in Business Administration(BSB40201)
BSA30200 Certificate III in Business Administration(BSA30200)
BSA40200 Certificate IV in Business Administration(BSA40200)

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

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

Certificate III in Business (Legal Administration) (BSA30200)

Career Opportunities
Legal support staff.

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

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

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

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

Selection Procedures/Selection Criteria
Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by CCS/TDAS/Enrolment Management may also be used as ranking in the case of over-subscribed groups.
Certificate IV in Business (Legal Services)(BSA40200)

Career Opportunities
Legal administration officer.

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

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

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

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

Course Duration
Full-time over 18 weeks 560–720 nominal hours (or 660–1155 number of offers to be made, the procedure as outlined above, will apply.

Course Structure

Pre-requisite Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSALPP301A</td>
<td>80</td>
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<tr>
<td>BSALPP302A</td>
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</tr>
<tr>
<td>BSALC301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALF301A</td>
<td>40</td>
</tr>
<tr>
<td>BSALC301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALS01A</td>
<td>20</td>
</tr>
<tr>
<td>BSALPP301A</td>
<td>80</td>
</tr>
<tr>
<td>BSALC401A</td>
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</tr>
<tr>
<td>BSALF402A</td>
<td>60</td>
</tr>
<tr>
<td>BSALPP401A</td>
<td>80</td>
</tr>
<tr>
<td>BSALPP402A</td>
<td>80</td>
</tr>
<tr>
<td>BSALPP403A</td>
<td>80</td>
</tr>
<tr>
<td>BSALPP404A</td>
<td>80</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BSALLG401A</td>
<td>60</td>
</tr>
<tr>
<td>BSALLG402A</td>
<td>60</td>
</tr>
<tr>
<td>BSALLG403A</td>
<td>60</td>
</tr>
<tr>
<td>BSALLG404A</td>
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Community Services and Health Functional Stream

<table>
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<tr>
<th>Code</th>
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<tr>
<td>CHCAD2A</td>
<td>75</td>
</tr>
<tr>
<td>CHCCD1A</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD3A</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD7A</td>
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</table>

Conveyancing Functional Stream

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<thead>
<tr>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>206/01</td>
<td>50</td>
</tr>
<tr>
<td>206/05</td>
<td>40</td>
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</tbody>
</table>

Litigation Functional Stream

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSALLG401A</td>
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</tbody>
</table>

Financial Services Functional Stream

<table>
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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>FNAMERC03B</td>
<td>40</td>
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</tbody>
</table>

Other Elective Units

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

Units are selected with the approval of the Head of Department, having regard to the units listed in the SB01 Business Services Training Package, Australian National Training Authority (ANTA), 2001. Any other state or nationally endorsed Training Package. Units from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Advanced Diploma of Business (Legal Practice)(20055VIC)

Career Opportunities
Senior law clerk.

Scope of Delivery
Full time, Part time and flexible delivery

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

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

Selection Procedures/Selection Criteria
All applicants with an ENTER score of 60 or above will be given selection priority. The balance of offers will be made to students with ENTER score until the selection quota has been filled.
In case of Direct Entry applications, educational qualifications, employment history (voluntary work) and life experience are taken into account in selection.
Date of receipt of application may also be used as ranking in the case of over-subscribed groups.

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

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

Core modules

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

Group A

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

Group B

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP719</td>
<td>Accounting for Non-Accountants</td>
</tr>
<tr>
<td>NAP723</td>
<td>Marketing &amp; Planning for Small Business</td>
</tr>
<tr>
<td>NAP757</td>
<td>Income Tax Law for Accountants</td>
</tr>
<tr>
<td>NCS003</td>
<td>Job Seeking Skills</td>
</tr>
<tr>
<td>NCS006</td>
<td>Writing Workplace Documents</td>
</tr>
<tr>
<td>NCS009</td>
<td>Negotiation Skills</td>
</tr>
<tr>
<td>NCS010</td>
<td>Team Building Communication</td>
</tr>
<tr>
<td>NCS011</td>
<td>Client Interaction</td>
</tr>
<tr>
<td>NCS012</td>
<td>Meetings</td>
</tr>
<tr>
<td>NCS013</td>
<td>Interviews</td>
</tr>
<tr>
<td>NCS015</td>
<td>Presenting Reports</td>
</tr>
<tr>
<td>NGMS002</td>
<td>Managing Operations–Customer Service</td>
</tr>
<tr>
<td>NGMS006</td>
<td>Managing Effective Working Relationships</td>
</tr>
<tr>
<td>NGMS111</td>
<td>Managing People- Workplace Practice</td>
</tr>
<tr>
<td>NGMS118</td>
<td>Managing People- Training &amp; Development</td>
</tr>
<tr>
<td>NO110v2</td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>NO116</td>
<td>Keyboarding Techniques &amp; Operations</td>
</tr>
<tr>
<td>NO118v2</td>
<td>Computer Operations–Data Retrieval</td>
</tr>
<tr>
<td>NO124</td>
<td>Accounting to Trial Balance</td>
</tr>
<tr>
<td>NO121</td>
<td>Keyboarding-Speed and Accuracy</td>
</tr>
<tr>
<td>NO123</td>
<td>Computer Operations</td>
</tr>
<tr>
<td>NO124v2</td>
<td>Word Processing for Operators</td>
</tr>
<tr>
<td>NO125v2</td>
<td>Database Fundamentals</td>
</tr>
<tr>
<td>NO126v2</td>
<td>Spreadsheet Fundamentals</td>
</tr>
<tr>
<td>NO122v2</td>
<td>Word Processing Fundamentals</td>
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<tr>
<td>NO120</td>
<td>Organisational Behaviour</td>
</tr>
<tr>
<td>NO123</td>
<td>Audio Transcription–Introduction</td>
</tr>
<tr>
<td>NO138v3</td>
<td>Word Processing–Advanced O pen</td>
</tr>
<tr>
<td>NO135v2</td>
<td>Text Production</td>
</tr>
<tr>
<td>SB01</td>
<td>Introduction to Small Business</td>
</tr>
<tr>
<td>VAG443</td>
<td>Trust Accounting for Legal Executives</td>
</tr>
</tbody>
</table>

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

Any relevant module/s from an accredited course or endorsed units of competency 150.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Diploma of Business Administration (BSB30201)

Certificate IV in Business Administration (BSB40201)

Certificate III in Business Administration (BSB30201)

Certificate II in Business (BSB20101)

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

Scope of Delivery
The Diploma of Business Administration/Office Administration courses aim to provide participants with administrative skills and technical ability for administrative work in a broad range of business organisations. The Diploma of Business Administration (BSB30201) is offered full time or part time.

Course Objective
The Business and Office Administration courses aim to provide participants with administrative skills and technical ability for administrative work in a broad range of business organisations. The Diploma of Business Administration (BSB30201) is offered full time or part time.

Entry Requirements
Diploma of Business Administration (BSB30201) is offered full time, or part time.

Certificate III in Business Administration (BSB30201)

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

Certificate II in Business (BSB20101)

To qualify for admission to the Certificate III in Business Administration (BSB30201) applicants must be assessed by the Head of Department as being capable of completing the course. Generally completion of year 12 or equivalent and evidence of competence in Certificate II in Business Administration (BSB20101) is required.

Certificate II in Business (BSB20101)

To qualify for admission to the Certificate II in Business (BSB20101) applicants must be assessed by the Head of Department as being capable of completing the course. Generally completion of year 12 or equivalent and evidence of competence in Certificate II in Business Administration (BSB20101) is required.

Certificate II in Business (BSB20101)

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

Scope of Delivery
The Diploma of Business Administration/Office Administration courses aim to provide participants with administrative skills and technical ability for administrative work in a broad range of business organisations. The Diploma of Business Administration (BSB30201) is offered full time or part time.

Course Objective
The Business and Office Administration courses aim to provide participants with administrative skills and technical ability for administrative work in a broad range of business organisations. The Diploma of Business Administration (BSB30201) is offered full time or part time.

Entry Requirements
Diploma of Business Administration (BSB30201) is offered full time, or part time.

Certificate III in Business Administration (BSB30201)

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

Certificate II in Business Administration (BSB30201)

To qualify for admission to the Certificate III in Business Administration (BSB30201) applicants must be assessed by the Head of Department as being capable of completing the course. Generally completion of year 12 or equivalent and evidence of competence in Certificate II in Business Administration (BSB20101) is required.

Certificate II in Business (BSB20101)

To qualify for admission to the Certificate II in Business (BSB20101) applicants must be assessed by the Head of Department as being capable of completing the course. Applications may be required to attend an interview.

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

Course 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>Co Reqs</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSBCMN201A</td>
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<tr>
<td>BSBCMN202A</td>
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</tr>
<tr>
<td>BSBCMN203A</td>
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<tr>
<td>BSBCMN204A</td>
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</tr>
<tr>
<td>BSBCMN205A</td>
<td></td>
<td>20</td>
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<tr>
<td>BSBCMN206A</td>
<td></td>
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<tr>
<td>BSBCMN207A</td>
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<tr>
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Certificate II in Business (BSB20101)

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

Scope of Delivery
The Diploma of Business Administration/Office Administration courses aim to provide participants with administrative skills and technical ability for administrative work in a broad range of business organisations. The Diploma of Business Administration (BSB30201) is offered full time or part time.

Course Objective
The Business and Office Administration courses aim to provide participants with administrative skills and technical ability for administrative work in a broad range of business organisations. The Diploma of Business Administration (BSB30201) is offered full time or part time.

Entry Requirements
Diploma of Business Administration (BSB30201) is offered full time, or part time.

Certificate III in Business Administration (BSB30201)

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

Certificate II in Business Administration (BSB30201)

To qualify for admission to the Certificate III in Business Administration (BSB30201) applicants must be assessed by the Head of Department as being capable of completing the course. Generally completion of year 12 or equivalent and evidence of competence in Certificate II in Business Administration (BSB20101) is required.

Certificate II in Business (BSB20101)

To qualify for admission to the Certificate II in Business (BSB20101) applicants must be assessed by the Head of Department as being capable of completing the course. Applications may be required to attend an interview.

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

Course 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>Co Reqs</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN201A</td>
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</tr>
<tr>
<td>BSBCMN202A</td>
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<td>BSBCMN213A</td>
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<tr>
<td>BSBCMN214A</td>
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<td>20</td>
</tr>
<tr>
<td>BSBCMN215A</td>
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<td>20</td>
</tr>
</tbody>
</table>
Plus 4 units from the BSB01 Business Services Training Package, Australian National Training Authority (ANTA) 2001, of which a minimum of 2 units must be from a qualification at AQF level II; a maximum 2 units may be included from a lower or higher level in this qualification, providing they have not previously been included in a qualification at a lower level.

All units selected must contribute to and combine to form a work outcome.

Units are selected with the approval of the Head of Department, having regard to the units listed in the BSB01 Business Services Training Package, Australian National Training Authority (ANTA), 2001.

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

Certificate III in Business Administration (BSB31021)

Career Opportunities
Receptionist, Administrative Officer, Word Processor.

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

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

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

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

Selection Procedures/Selection Criteria
Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students.

Date of application received by CCS/TDAS/Enrolment Management may also be used as ranking in the case of over-subscribed groups.

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

Course Structure
The course consists of 12 units as follows -

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSADM200A</td>
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<tr>
<td>BSADM310A</td>
<td>60</td>
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<tr>
<td>BSADM313A</td>
<td>30</td>
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<tr>
<td>BSADM314A</td>
<td>30</td>
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<tr>
<td>BSADM315A</td>
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<tr>
<td>BSADM316A</td>
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<td>BSADM317A</td>
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<td>BSADM321A</td>
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<td>BSADM322A</td>
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<td>BSADM323A</td>
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<td>BSADM326A</td>
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<td>BSADM327A</td>
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<td>BSADM331A</td>
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<tr>
<td>BSADM332A</td>
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</tbody>
</table>

Certificate IV in Business Administration (BSB41021)

Career Opportunities
Receptionist, Administrative Assistant, Secretary.

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

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

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

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

Selection Procedures/Selection Criteria
Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students.

Date of application received by CCS/TDAS/Enrolment Management may also be used as ranking in the case of over-subscribed groups.

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

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

Course Structure
The course requires the completion of 10 units as follows -

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>BSADM400A</td>
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<tr>
<td>BSADM402A</td>
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<td>BSADM403A</td>
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<td>BSADM404A</td>
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<tr>
<td>BSADM405A</td>
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</tbody>
</table>
Course Structure

The course requires the completion of 8 units as follows:

(a) A minimum of 5 units from the Specialist Administration Domain listed below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSBADM404A</td>
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<tr>
<td>BSBADM405A</td>
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</tr>
<tr>
<td>BSBADM406A</td>
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</tr>
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<td>BSBADM407A</td>
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<tr>
<td>BSBADM408A</td>
<td>80</td>
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<tr>
<td>BSBADM409A</td>
<td>50</td>
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<tr>
<td>BSBADM410A</td>
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<tr>
<td>BSBADM411A</td>
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<tr>
<td>BSBADM412A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADM413A</td>
<td>80</td>
</tr>
<tr>
<td>BSBFLM401A</td>
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</tr>
<tr>
<td>BSBFLM402A</td>
<td>50</td>
</tr>
<tr>
<td>BSBFLM403A</td>
<td>50</td>
</tr>
</tbody>
</table>

Number of units: 5

(b) And three units from the Business Services Training Package or any other endorsed training package, of which a minimum of two units must be from a qualification at Diploma level, 1 unit may be included from a lower or higher level in this qualification. Units from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

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

Certificate III in Business (BSB30101)

Career Opportunities

A receptionist, administrative officer, secretary.

Scope of Delivery

This course is offered as a Traineeship only.

Course Objective

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

Entry Requirements

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

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

Selection Procedures/Selection Criteria

As per National Apprenticeship Centre (NAC) Guidelines.

Course Duration

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

Course Structure

A minimum of seven units 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>BSBADM303A</td>
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<tr>
<td>BSBADM304A</td>
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<tr>
<td>BSBADM305A</td>
<td>90</td>
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<tr>
<td>BSBADM306A</td>
<td>70</td>
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<td>BSBADM307A</td>
<td>80</td>
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<tr>
<td>BSBADM308A</td>
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<tr>
<td>BSBADM309A</td>
<td>90</td>
</tr>
<tr>
<td>BSBADM310A</td>
<td>80</td>
</tr>
</tbody>
</table>

Number of units: 7
Four units (together totalling at least 120 nominal hours) of which a minimum of 2 units must be undertaken from a qualification at Australian Qualifications Framework Level 3, and a maximum of 2 units not previously undertaken by the student for an award at a lower level than this award may be undertaken from a lower or higher Level with the approval of the Head of Department, having regard to the units listed in the relevant training package.

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

Certificate IV in Business (BSB40101)

Career Opportunities
Administrative Worker

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

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

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

All units selected are subject to the approval of the Head of Department.

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
- BSBCMN413A Implement & monitor environmental policies 40
- BSBCMN412A Promote innovation and change 50
- BSBCMN411A Monitor a safe workplace 50
- BSBCMN410A Develop teams and individuals 30
- BSBCMN409A Promote products and services 20
- BSBCMN408A Report on financial activity 30
- BSBCMN407A Coordinate business resources 30
- BSBCMN406A Maintain business technology 40
- BSBCMN405A Analyse and present workplace information 40
- BSBCMN404A Establish business networks 50
- BSBCMN403A Develop work priorities 30
- BSBCMN402A Develop work priorities 30
- BSBCMN401A Analyse and present workplace information 40
- BSBADM401A Develop work priorities 30
- BSBADM402A Develop work priorities 30
- BSBADM403A Lead work teams 50
- BSBADM404A Establish business networks 50
- BSBADM405A Develop teams and individuals 30
- BSBADM406A Maintain business technology 40
- BSBADM407A Coordinate business resources 30
- BSBADM408A Report on financial activity 30
- BSBADM409A Promote products and services 20
- BSBADM410A Coordinate implementation of customer service strategies 40
- BSBADM411A Monitor a safe workplace 50
- BSBADM412A Promote innovation and change 50
- BSBADM413A Implement & monitor environmental policies 40

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

Course Structure Rules –
- A minimum of 4 units selected by the student, with the approval of the Head of Department, from the following –
- 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 AOI level V units listed in the Business Services Training Package (BSB01), Australian National Training Authority, 2001.
- Three units (together totalling a minimum of 155 nominal hours) to be undertaken having regard to the units listed in the relevant training package.

Certificate III in Business (Recordkeeping) (BSB30401)

Career Opportunities
Administrative work.

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

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

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

All units selected are subject to the approval of the Head of Department.

Course Structure
A minimum of five units (together totalling a minimum of 125 nominal hours) to be undertaken having regard to the AOI level V units listed in the Business Services Training Package (BSB01), Australian National Training Authority, 2001.

Course Duration
The course may be offered on a full-time basis over 345–520 nominal hours or part-time equivalent.

Certificate III in Business

Career Opportunities
Management.

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

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

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

All units selected are subject to the approval of the Head of Department.
Units from other Training Packages must not duplicate units selected from the Business Training Package. All units selected must contribute to and combine to form a work outcome.

**Compulsory Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBKRG301A</td>
<td>Control records</td>
</tr>
<tr>
<td>BSBKRG302A</td>
<td>Undertake disposal</td>
</tr>
<tr>
<td>BSBKRG303A</td>
<td>Retrieve information from records</td>
</tr>
<tr>
<td>BSBKRG304A</td>
<td>Maintain business records</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBCMN311</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN312</td>
<td>40</td>
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<tr>
<td>BSBCMN313</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN314</td>
<td>30</td>
</tr>
</tbody>
</table>

Four units (together totaling a minimum of 130 nominal hours) to be undertaken having regard to the units listed in:

- The (BSB01) Business Services Training Package, Australian National Training Authority, 2001;
- Any other relevant training package accredited by the Australian National Training Authority.

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

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### Certificate IV in Business (Recordkeeping) (BSB40301)

**Career Opportunities**
Administrative work.

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

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

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

**Course Duration**
The course may be offered on a full-time basis over 305 - 405 nominal hours or part-time equivalent.

**Course Structure**

**Course Structure Rules**
- 10 Units required for the qualification.
  - All units selected are subject to the approval of the Head of Department.
  - Units from other Training Packages must not duplicate units selected from the Business Training Package.
  - All units selected must contribute to and combine to form a work outcome.

**Compulsory Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBKRG401A</td>
<td>Review the status of a record</td>
</tr>
<tr>
<td>BSBKRG402A</td>
<td>Provide information from and about records</td>
</tr>
<tr>
<td>BSBKRG403A</td>
<td>Set up a business or records system for a small office</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSBCMN402A</td>
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<tr>
<td>BSBCMN403A</td>
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<td>BSBCMN404A</td>
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<td>BSBCMN406A</td>
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<td>BSBCMN408A</td>
<td>30</td>
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<tr>
<td>BSBCMN409A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN410A</td>
<td>40</td>
</tr>
</tbody>
</table>

Three units (together totaling a minimum of 120 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 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:

- BSB401A Plan assessment
- BSB402A Conduct assessment
- BSB403A Review assessment

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### Diploma of Business (Recordkeeping) (BSB50301)

**Career Opportunities**
Administrative work.

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

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

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

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

**Course Structure**

**Course Structure Rules**
- 8 Units required for the qualification.
  - All units selected are subject to the approval of the Head of Department.
  - Units from other Training Packages must not duplicate units selected from the Business Training Package.
Certificate III in Government(PSP30199)

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

Scope of Delivery
Current employed SSO's or New Apprenticeships (SSO).

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

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

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

Selection Procedures/Selection Criteria
As per Department of Education and Training Plan Application process.

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

Course Structure
Code Course Title Nominal Hours
BSBRKG501A Uphold the Values and Principles of Public Service 60
PSLEGN301A Comply with legislation in the Public Sector 60
PSPGOV301A Work Effectively in the Organisation 60
PSPGOV302A Contribute to the Workgroup Activities 60
PSPGOV303A Work Effectively with Diversity 60
PSPGOV304A Follow Defined Occupational Health and Safety Policy and Procedures 60
PSPGOV305A Communicate in the Workplace 60
BSBRKG502A Manage and Monitor Business or Records Systems 30
PSBRKM503A Develop and Maintain a Classification Scheme 30
PSBRKM504A Develop and Maintain Business Resources 30
PSBRKM505A Document or Reconstruct a Business or Records System 30

Advanced Diploma of Accounting(FNB60202)

Career Opportunities
Assistant accountant.

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

Course Objectives
The Advanced Diploma of Accounting(FNB60202) aims to provide participants with off-the-job training in organisational processes, compliance activities, business performance, financial performance, financial systems and records, tax plans, organisational improvement programs, and financial plans. The course aims to provide the skills required for persons wishing to practice as assistant accountant.
The Diploma of Accounting (FNB50202) aims to provide participants with off-the-job training in service to customers, bank receipt, journal entries, financial records for reporting purposes, cash flow and accounting records, daily financial records, reports for management, management 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 Bank Officers.

Entry Requirements
There are no formal entry requirements for entry to this course. Applicants must be able to demonstrate to the satisfaction of the Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 4 (for Diploma of Accounting (FNB50202)). Level 5 (for Advanced Diploma of Accounting (FNB60202)) or equivalent.

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

Scope of Delivery
The Diploma of Accounting (FNB50202) aims to provide participants with off-the-job training in service to customers, bank receipt, journal entries, financial records for reporting purposes, cash flow and accounting records, daily financial records, reports for management, management 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 Bank Officers.

Course Duration
The Advanced Diploma of Accounting (FNB60202) may be offered on a full-time basis over 1 year or part-time equivalent. Students commence this course after completion of the Diploma of Accounting (FNB50202).

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

Part-time programs are normally conducted in the evenings.

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

Stage 1: Diploma of Accounting (FNB50202)

<table>
<thead>
<tr>
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Upon successful completion of Stage 1, or equivalent, students are eligible to apply for entry into Stage 2 – Advanced Diploma of Accounting (FNB60202).

Stage 2: Advanced Diploma of Accounting (FNB60202)

<table>
<thead>
<tr>
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</tbody>
</table>

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

Core Competency Standard

<table>
<thead>
<tr>
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<tbody>
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<tr>
<td>FN ACC221A</td>
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</tr>
</tbody>
</table>

Diploma of Business (Banking and Finance)(90022EN SW)

Career Opportunities
Bank Clerk, Branch Manager, and related banking and finance positions.

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

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

Entry Requirements
To qualify for admission to the Diploma of Business (Banking and Finance)(90022EN 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.

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

Course Duration
Full-time basis over 1 year.

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>NAP710</td>
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<td>NOS216</td>
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<tr>
<td>NSM301H</td>
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</tbody>
</table>
Course in Real Estate for Agents’ Representatives(2004AAA)

Career Opportunities
Agents’ Representative.

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

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

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

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

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

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

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

Course in Real Estate for Agents’ Representatives(2004AAA) is designed to be complete on a part time basis over two year. Part time programs are normally conducted in the evenings, or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops, or structured classroom activities.

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

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

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

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

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

Participants must complete 3 modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABH300</td>
<td>Real Estate Industry Overview</td>
</tr>
<tr>
<td>ABH301</td>
<td>Introduction to Sales</td>
</tr>
<tr>
<td>ABH302</td>
<td>Introduction to Property Management</td>
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<tr>
<td>ABH303</td>
<td>Real Estate Computing</td>
</tr>
<tr>
<td>ABH304</td>
<td>Real Estate Accounting</td>
</tr>
<tr>
<td>ABH305</td>
<td>Real Estate Computer Accounting</td>
</tr>
<tr>
<td>ABH307</td>
<td>Property Research and Analysis</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.

The Certificate IV in Business (Estate Agency Practice)(2404ADA) incorporating

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

Career Opportunities
Licensed estate agent. Operating your own business.

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

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

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

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

Selection Procedures/Selection Criteria
Application is via direct entry following contact with the university by phone, (03) 9284 8753 or (03) 9284 7037. Preference is given to those in the Real Estate Industry.
Certificate I in Hospitality (Operations) (THH11002)

Career Opportunities
Hospitality Industry.

Scope of Delivery
The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer. Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 6 weeks over 2 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objectives
The course aims to provide training and knowledge for entry-level employees in the hospitality industry who perform routine tasks under direct supervision.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

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

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

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

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

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>THHCOR01B</td>
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<tr>
<td>THHCOR02B</td>
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<tr>
<td>THHCOR03B</td>
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<tr>
<td>THHCOR04B</td>
<td>5</td>
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<tr>
<td>THHCOR05B</td>
<td>15</td>
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<tr>
<td>THHCH01B</td>
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</table>

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHHCO01B</td>
<td>20</td>
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<tr>
<td>THHHCO02B</td>
<td>20</td>
</tr>
<tr>
<td>THHHCO03B</td>
<td>5</td>
</tr>
<tr>
<td>THHHCO04B</td>
<td>15</td>
</tr>
<tr>
<td>THHHCO05B</td>
<td>6</td>
</tr>
</tbody>
</table>

Two units selected from one or more of the following functional areas: One, the Hospitality and Tourism Training Package (THH102/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)(THH 11002)

Career Opportunities

Kitchen hand, catering assistant, kitchen attendant.

Scope of Delivery

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

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

Course Objectives

The course aims to provide training and knowledge for hospitality employees who perform a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Employees may be multi-skilled across more than one functional area of hospitality.

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

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
After completing an application for admission either through a TAFE Direct Admission form or VTAC dependent on the intake (check with the Department for the most appropriate method for the intake and time of year)
Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.
Applicants must attend a Department selection interview at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills

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

Course Structure
Core Units
THHC001B Work with colleagues and customers 20
THHC002B Work in a socially diverse environment 20
THHC003B Follow health, safety and security procedures 5
THHG03B Follow workplace hygiene procedures 15
THHH001B Develop and update hospitality industry knowledge 25

Elective Units
Six units are required, of which a minimum of four units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002:
- Food and Beverage;
- Housekeeping;
- Gaming;
- Front Office;
- Commercial Catering;
- Commercial Cookery;
- Patisserie;
- Asian Cookery.

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBFR09B Provide responsible service of alcohol must be selected.

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

Certificate II in Hospitality (Kitchen Operations) (THH22002)

Career Opportunities
Hospitality management and supervision.

Scope of Delivery
The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer:
Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 5 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objectives
The course aims to provide training and knowledge for employees who undertake a range of kitchen functions and activities, which require the application of a limited range of practical skills in a defined context.

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

Selection Procedures/Selection Criteria
After completing an application for admission either through a TAFE Direct Admission form or VTAC dependent on the intake (check with the Department for the most appropriate method for the intake and time of year)
Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.
Applicants must attend a Department selection interview at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

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

Course Structure
Core Units
THHC001B Work with colleagues and customers 20
THHC002B Work in a socially diverse environment 20
THHC003B Follow health, safety and security procedures 5
THHG03B Follow workplace hygiene procedures 15
THHH001B Develop and update hospitality industry knowledge 25

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 – 06B);
- Commercial Catering (THHBCAT02 – 06B);

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.
Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate III in Hospitality (Commercial Cookery) (THH31502)

Career Opportunities
Assistant cook.

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

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

Course Objectives
The course aims to provide training and knowledge required for employment as a qualified cook.

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

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

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

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

Applicants who are admitted to a D-Selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

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

Course Structure
Core Units
Code Hours
THH2CO001B Work with colleagues and customers 20
THH2CO02B Work in a socially diverse environment 20
THH2CO03B Follow health, safety and security procedures 5
THH3CO01B Develop and update hospitality industry knowledge 25
THH4GSO01B Follow workplace hygiene procedures 15
THH3KA01B Organise and prepare food 20
THH3KA02B Present food 6
THH3KA03B Receive and store kitchen supplies 10
THH3KA04B Clean and maintain kitchen premises 10
THH3CC01B Use basic methods of cookery 45
THH3CC01A Prepare, cook and serve food (holistic unit) 50
THH3CC02B Prepare appetisers and salads 25
THH3CC03B Prepare stocks, sauces and soups 35
THH3CC04B Prepare vegetables, eggs and farinaceous dishes 45
THH3CC05B Prepare and cook poultry and game 25
THH3CC06B Prepare and cook seafood 30
THH3CC07B Select, prepare and cook meat 50
THH3CC08B Prepare hot and cold desserts 50
THH3CC09B Prepare pastry, cakes and yeast goods 40
THH3CC10B Plan and prepare food for buffets 25
THH3CC11B Implement food safety procedures 25

Effective Units
THHBCAT01B Prepare foods according to dietary and cultural needs 70
THHCC11B Plan and control menu-based catering 30
THHGCA01B Communicate on the telephone 10
THHGCS02B Promote products and services to customers 45
THHGCS03B Deal with conflict situations 25
THHGTR01B Coach others in job skills 20
THHCC01A Prepare, cook and serve food (holistic unit) 80

Certificate III in Hospitality (Catering Operations) (THH32902)

Career Opportunities
Cook or kitchen attendant in a catering operation, e.g., hospital or restaurant.

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

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

Course Objectives
The course aims to provide training and knowledge for employees in the hospitality industry who perform a range of skilled catering operations with the need to apply discretion and judgement.

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

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

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

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.
Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Course Unit</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with colleagues and customers</td>
<td>THHCO01B</td>
<td>20</td>
</tr>
<tr>
<td>Work in a socially diverse environment</td>
<td>THHCO02B</td>
<td>20</td>
</tr>
<tr>
<td>Follow health, safety and security procedures</td>
<td>THHCO03B</td>
<td>5</td>
</tr>
<tr>
<td>Develop and update hospitality industry knowledge</td>
<td>THHCO04B</td>
<td>25</td>
</tr>
<tr>
<td>Follow workplace hygiene procedures</td>
<td>THHGHS03B</td>
<td>15</td>
</tr>
<tr>
<td>Organize and prepare food</td>
<td>THHKA01B</td>
<td>20</td>
</tr>
<tr>
<td>Prepare food</td>
<td>THHKA02B</td>
<td>6</td>
</tr>
<tr>
<td>Receive and store kitchen supplies</td>
<td>THHKA03B</td>
<td>10</td>
</tr>
<tr>
<td>Clean and maintain kitchen premises</td>
<td>THHKA04B</td>
<td>10</td>
</tr>
<tr>
<td>Use basic methods of cookery</td>
<td>THHCC01B</td>
<td>45</td>
</tr>
<tr>
<td>Prepare, cook and serve food (holistic unit)</td>
<td>THHCH01A</td>
<td>50</td>
</tr>
<tr>
<td>Implement food safety procedures</td>
<td>THHCC02B</td>
<td>25</td>
</tr>
<tr>
<td>Package prepared foodstuffs</td>
<td>THHCC03B</td>
<td>6</td>
</tr>
<tr>
<td>Transport and store food in a safe and hygienic manner</td>
<td>THHCC04B</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Unit</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow catering control principles</td>
<td>THHGCA01B</td>
<td>10</td>
</tr>
<tr>
<td>Plan and control menu-based catering</td>
<td>THHGCA02B</td>
<td>30</td>
</tr>
<tr>
<td>Communicate on the telephone</td>
<td>THHGCA03B</td>
<td>10</td>
</tr>
<tr>
<td>Promote products and services to customers</td>
<td>THHGCA04B</td>
<td>45</td>
</tr>
<tr>
<td>Deal with conflict situations</td>
<td>THHGCA05B</td>
<td>20</td>
</tr>
<tr>
<td>Coach others in job skills</td>
<td>THHGCA06B</td>
<td>20</td>
</tr>
</tbody>
</table>

Effective Units

Seven units are to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority. Only one language unit may be counted as an elective within this program.

Certification

Certificate III in Hospitality (Operations)(THH33002)

Career Opportunities

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

Scope of Delivery

The normal delivery mode for this program is on a full-time basis only. Subject to availability of places, applicants may discuss the study of modules on a part-time basis with the course selection officer. Applicants who are admitted to an on-campus program and successfully complete each stage of the course may expect to study for 27 weeks over 9 months. Applicants admitted to a program through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objectives

The course aims to provide training and knowledge required hospitality employees who perform a range of skilled operations with the need to apply discretion and judgement. The course allows for the multi-skilling requirements of many hospitality businesses.

Entry Requirements

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

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

Selection Procedures/ Selection Criteria

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

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

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

Course Duration

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

Course Structure

Core Units

<table>
<thead>
<tr>
<th>Course Unit</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with colleagues and customers</td>
<td>THHCO01B</td>
<td>20</td>
</tr>
<tr>
<td>Work in a socially diverse environment</td>
<td>THHCO02B</td>
<td>20</td>
</tr>
<tr>
<td>Follow health, safety and security procedures</td>
<td>THHCO03B</td>
<td>5</td>
</tr>
<tr>
<td>Develop and update hospitality industry knowledge</td>
<td>THHCO04B</td>
<td>25</td>
</tr>
<tr>
<td>Follow workplace hygiene procedures</td>
<td>THHGHS03B</td>
<td>15</td>
</tr>
<tr>
<td>Organize and prepare food</td>
<td>THHKA01B</td>
<td>20</td>
</tr>
<tr>
<td>Prepare food</td>
<td>THHKA02B</td>
<td>6</td>
</tr>
<tr>
<td>Receive and store kitchen supplies</td>
<td>THHKA03B</td>
<td>10</td>
</tr>
<tr>
<td>Clean and maintain kitchen premises</td>
<td>THHKA04B</td>
<td>10</td>
</tr>
<tr>
<td>Use basic methods of cookery</td>
<td>THHCC01B</td>
<td>45</td>
</tr>
<tr>
<td>Prepare, cook and serve food (holistic unit)</td>
<td>THHCH01A</td>
<td>50</td>
</tr>
<tr>
<td>Implement food safety procedures</td>
<td>THHCC02B</td>
<td>25</td>
</tr>
<tr>
<td>Package prepared foodstuffs</td>
<td>THHCC03B</td>
<td>6</td>
</tr>
<tr>
<td>Transport and store food in a safe and hygienic manner</td>
<td>THHCC04B</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Unit</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow catering control principles</td>
<td>THHGCA01B</td>
<td>10</td>
</tr>
<tr>
<td>Plan and control menu-based catering</td>
<td>THHGCA02B</td>
<td>30</td>
</tr>
<tr>
<td>Communicate on the telephone</td>
<td>THHGCA03B</td>
<td>10</td>
</tr>
<tr>
<td>Promote products and services to customers</td>
<td>THHGCA04B</td>
<td>45</td>
</tr>
<tr>
<td>Deal with conflict situations</td>
<td>THHGCA05B</td>
<td>20</td>
</tr>
<tr>
<td>Coach others in job skills</td>
<td>THHGCA06B</td>
<td>20</td>
</tr>
</tbody>
</table>

Effective 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;
- Pastry;
- Asian Cookery;
- Sales/Office Operations;
- Wine Tourism;
- Commercial Cookery.

The remaining units are to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

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

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.
Certificate IV in Hospitality (Supervision) (THH42602)

Career Opportunities
Supervisor in restaurant or food and beverage operation.

Scope of Delivery
The normal delivery mode for this program is on a full-time basis only. Subject to availability of places, applicants may discuss the study of modules on a part-time basis with the course selection officer. Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 36 weeks over 12 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objectives
The course aims to provide training and knowledge for team leaders or supervisors across all functional areas and sectors of the hospitality industry.

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

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

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

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

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

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

Course Structure
Core Units
Code Hours
THHCO01B Work with colleagues and customers 20
THHCO02B Work in a socially diverse environment 20
THHCO03B Follow health, safety and security procedures 5
THHCO04B Develop, review, & update hospitality industry knowledge 25
THHCO05B Follow workplace hygiene procedures 15
THHGGA01B Communicate on the telephone 10
THHGGA02B Promote products and services to customers 45
THHGGA03B Deal with conflict situations 20
THHGGA04B Coach others in job skills 20
THHGGA05B Receive and store stock 10
THHGGA06B Control and order stock 25
THHGLE01B Monitor work operations 30
THHGLE02B Implement workplace health, safety and security Procedures 30
THHGLE03B Lead and manage people 60
THHFA01A Interpret financial information 60

Elective Units
Thirteen units are required of which a minimum of seven units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002:

- Food and Beverage;
- Gaming;
- Front Office;
- Housekeeping;
- Commercial Catering;
- Patrons;
- Asian Cookery;
- Sales Office Operations;
- Wine Tourism;
- Commercial Cookery;

The remaining units are to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be granted by the job-outcome sought. Where the competencies involve the service of alcohol, the unit THHBF009B Provide responsible service of alcohol must be selected.

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

Diploma of Hospitality Management (THH51202)

Career Opportunities
Mid level management in hospitality.

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

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

Course Objectives
The course aims to provide training and knowledge for managers employed in any hospitality functional area.

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

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

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

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

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

SCHOOL OF BUSINESS, HOSPITALITY AND PERSONAL SERVICES
Course Duration

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

Course Structure

<table>
<thead>
<tr>
<th>Core Units Code</th>
<th>Core Units Description</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>THHCOR03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHHCOR01B</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>THHGAGA01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHCC01B</td>
<td>Promote products and services to customers</td>
<td>45</td>
</tr>
<tr>
<td>THHCCS03B</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>
<tr>
<td>THHGGFA06A</td>
<td>Recruit and store stock</td>
<td>10</td>
</tr>
<tr>
<td>THHGGAO7B</td>
<td>Control and order stock</td>
<td>25</td>
</tr>
<tr>
<td>THHGLE01B</td>
<td>Monitor work operations</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE02B</td>
<td>Implement workplace health, safety and security procedures</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE03B</td>
<td>Lead and manage people</td>
<td>60</td>
</tr>
<tr>
<td>THHGLE04B</td>
<td>Interpret financial information</td>
<td>60</td>
</tr>
<tr>
<td>THHGLE05B</td>
<td>Roster staff</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE11B</td>
<td>Manage quality customer service</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE12B</td>
<td>Implement workplace health, safety and security procedures</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE13B</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>THHGLE15B</td>
<td>Develop and implement operational plans</td>
<td>50</td>
</tr>
<tr>
<td>THHGLE16B</td>
<td>Establish and maintain a safe and secure workplace</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE17B</td>
<td>Manage quality customer service</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE18B</td>
<td>Manage workplace diversity</td>
<td>60</td>
</tr>
<tr>
<td>THHGLE20B</td>
<td>Develop and maintain the legal knowledge required for business compliance</td>
<td>80</td>
</tr>
<tr>
<td>THHGC03B</td>
<td>Establish and conduct business relationships</td>
<td>60</td>
</tr>
<tr>
<td>THHGGA04B</td>
<td>Control and order stock</td>
<td>25</td>
</tr>
<tr>
<td>THHGGA05B</td>
<td>Receive and store stock</td>
<td>10</td>
</tr>
<tr>
<td>THHGH01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGH02B</td>
<td>Control and order stock</td>
<td>25</td>
</tr>
<tr>
<td>THHGH03B</td>
<td>Monitor work operations</td>
<td>30</td>
</tr>
<tr>
<td>THHGH04B</td>
<td>Implement workplace health, safety and security procedures</td>
<td>30</td>
</tr>
<tr>
<td>THHGH05B</td>
<td>Roster staff</td>
<td>30</td>
</tr>
<tr>
<td>THHGH06B</td>
<td>Manage quality customer service</td>
<td>30</td>
</tr>
</tbody>
</table>

Elected Units

Eighteen units are required of which a minimum of ten units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002:

- Food and Beverage
- Front Office
- General Administration
- Computer Technology
- Financial Administration
- Hygiene, Health, Safety and Security
- Housekeeping
- Gaming
- Commercial Catering
- Commercial Cookery
- Pastry
- Asian Cookery
- Sales/Office Operations
- Wine Tourism

The remaining units are to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Modules listed are subject to change in 2004 onwards.

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

Advanced Diploma of Hospitality Management (THH60202)

Career Opportunities

Hospitality management.

Scope of Delivery

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

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

Course Objectives

The course aims to provide training and knowledge for senior managers in any hospitality functional area.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

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

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

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

Course Duration

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

Course Structure

<table>
<thead>
<tr>
<th>Course Units Code</th>
<th>Course Units Description</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>THHCOR03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHHCOR01B</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>THHGAGA01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHCC01B</td>
<td>Promote products and services to customers</td>
<td>45</td>
</tr>
<tr>
<td>THHCCS03B</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>
<tr>
<td>THHGGFA06A</td>
<td>Recruit and store stock</td>
<td>10</td>
</tr>
<tr>
<td>THHGGAO7B</td>
<td>Control and order stock</td>
<td>25</td>
</tr>
<tr>
<td>THHGLE01B</td>
<td>Monitor work operations</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE02B</td>
<td>Implement workplace health, safety and security procedures</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE03B</td>
<td>Lead and manage people</td>
<td>60</td>
</tr>
<tr>
<td>THHGLE04B</td>
<td>Interpret financial information</td>
<td>60</td>
</tr>
<tr>
<td>THHGLE05B</td>
<td>Roster staff</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE11B</td>
<td>Manage quality customer service</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE12B</td>
<td>Implement workplace health, safety and security procedures</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE13B</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>THHGLE15B</td>
<td>Develop and implement operational plans</td>
<td>50</td>
</tr>
<tr>
<td>THHGLE16B</td>
<td>Establish and maintain a safe and secure workplace</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE17B</td>
<td>Manage quality customer service</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE18B</td>
<td>Manage workplace diversity</td>
<td>60</td>
</tr>
<tr>
<td>THHGLE20B</td>
<td>Develop and maintain the legal knowledge required for business compliance</td>
<td>80</td>
</tr>
<tr>
<td>THHGC03B</td>
<td>Establish and conduct business relationships</td>
<td>60</td>
</tr>
<tr>
<td>THHGGA04B</td>
<td>Control and order stock</td>
<td>25</td>
</tr>
<tr>
<td>THHGGA05B</td>
<td>Receive and store stock</td>
<td>10</td>
</tr>
<tr>
<td>THHGH01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGH02B</td>
<td>Control and order stock</td>
<td>25</td>
</tr>
<tr>
<td>THHGH03B</td>
<td>Monitor work operations</td>
<td>30</td>
</tr>
<tr>
<td>THHGH04B</td>
<td>Implement workplace health, safety and security procedures</td>
<td>30</td>
</tr>
<tr>
<td>THHGH05B</td>
<td>Roster staff</td>
<td>30</td>
</tr>
<tr>
<td>THHGH06B</td>
<td>Manage quality customer service</td>
<td>30</td>
</tr>
</tbody>
</table>
### Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 1.

### Selection Procedures / Selection Criteria

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

### Course Duration

The course may be offered on a full-time basis over a minimum of 185 nominal hours or part-time equivalent.

### Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Core Units</th>
</tr>
</thead>
<tbody>
<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>THHGLE18B</td>
<td>60</td>
<td>Develop and maintain the legal knowledge required for business compliance</td>
</tr>
<tr>
<td>THHGLE20B</td>
<td>60</td>
<td>Manage workplace diversity</td>
</tr>
<tr>
<td>THHGLE35B</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>THHGLE22B</td>
<td>40</td>
<td>Develop and manage marketing strategies</td>
</tr>
<tr>
<td>THHGLE60B</td>
<td>50</td>
<td>Monitor staff performance</td>
</tr>
<tr>
<td>THHGLE70B</td>
<td>60</td>
<td>Recruit and select staff</td>
</tr>
</tbody>
</table>

**Elective Units**

- Food and Beverage
- Front Office
- General Administration
- Computer Technology
- Financial Administration
- Hygiene, Health, Safety and Security
- Housekeeping
- Gaming
- Commercial Catering
- Commercial Cookery
- Pastry
- Asian Cookery
- Sales / Office Operations
- Wine Tourism

The remaining units are to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

### Certificate II in Tourism (Operations) (THT 20502)

#### Career Opportunities

Junior position in one of the six industry sectors, e.g. Tour Guide, Theme Park Attendant.

#### Scope of Delivery

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

### Course Objective

The course aims to provide training and knowledge for entry-level tourism industry employees who perform a range of mainly routine tasks under direct supervision.

### Entry Requirements

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

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

### Selection Procedures / Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year)
Certificate III in Meeting and Events (THT30102)

Career Opportunities
Support staff

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

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

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

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

Course Structure
Core Units
- THHCOR01B Work with colleagues and customers 20
- THHCOR02B Work in a socially diverse environment 20
- THHCOR03B Follow health, safety and security procedures 5
- THHGCS01B Develop and update local knowledge 10
- THTC01B Develop and update tourism industry knowledge 25

Elective Units
Six units are required of which a minimum of two units must be selected from the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002:
- Sales/Office Operations;
- Guiding;
- Tour Operations;
- Attractions and Theme Parks;
- Wine Tourism;
- Meetings and Events.

The remaining units are selected from any training 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.

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

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.

Scope of Delivery
After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year) Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for. Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

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

Course Structure
Core Units
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCCMN206A</td>
<td>Use business technology</td>
</tr>
<tr>
<td>BSCCMN213A</td>
<td>Produce simple wordprocessed documents</td>
</tr>
<tr>
<td>THHCOB01B</td>
<td>Work with colleagues and customers</td>
</tr>
<tr>
<td>THHCOB02B</td>
<td>Work in a socially diverse environment</td>
</tr>
<tr>
<td>THHCOB03B</td>
<td>Follow health, safety and security procedures</td>
</tr>
<tr>
<td>THHCOB05B</td>
<td>Deal with conflict situations</td>
</tr>
<tr>
<td>THHGA01B</td>
<td>Process financial transactions</td>
</tr>
<tr>
<td>THHGA02B</td>
<td>Perform office procedures</td>
</tr>
</tbody>
</table>

Elective Units

Certificate III in Tourism (Visitor Information Services)(THT30602)

Career Opportunities
Operations consultant, reservation sales agent.

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

Course Objective
The course aims to provide training and knowledge for staff working in the information services sector or who fulfils 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.

Scope of Delivery
After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year) Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for. Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

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

Course Structure

Certificate III in Tourism (Guiding)(THT30902)

Career Opportunities
Local guide, driver guide, coach captain.

Scope of Delivery
The normal delivery mode for this program is on a full time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer.
Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 6 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective
The course aims to provide training and knowledge for tourism guides who operate with significant independence.

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

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

Selection Procedures/Selection Criteria
After completing an application for admission either through a TAFE Direct Admission form or VTAC dependent on the intake (check with the Department for the most appropriate method for the intake and time of year), applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for. Applicants must attend a Department selection interview at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

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

Course Structure
Core Units
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCO02B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO03B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO04B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO05B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO06B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO07B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO08B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO09B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO10B</td>
<td>20</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 (THT02/THT02), Australian National Training Authority, 2002:

- Guiding
- Tour Operations
- Attractions and Theme Parks
- Wine Tourism
- Meetings and Events.

The remaining units are 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.

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

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

Course Objective
The course aims to provide training and knowledge for tourism industry employees who perform a range of skilled tasks using discretion and judgement, and who are required to select, adapt and transfer skills to different situations.

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

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

Selection Procedures/Selection Criteria
After completing an application for admission either through a TAFE Direct Admission form or VTAC dependent on the intake (check with the Department for the most appropriate method for the intake and time of year), applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for. Applicants must attend a Department selection interview at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

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

Course Structure
Core Units
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCO02B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO03B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO04B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO05B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO06B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO07B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO08B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO09B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO10B</td>
<td>20</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.

The remaining units are to be selected from any 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 (Sales and Marketing) (THT40102)

Career Opportunities
Supervisor role with sales and marketing function.

Scope of Delivery
The normal delivery mode for this program is on a full-time basis only. Subject to availability of places, applicants may discuss the study of modules on a part-time basis with the course selection officer. Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 36 weeks over 12 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective
The course aims to provide training and knowledge for those working in a variety of sales and marketing roles across all sectors of the tourism industry.

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

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

Selection Procedures/Selection Criteria
Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for. Applicants must attend a Department selection interview at this time, you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

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

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTC00101</td>
<td>20</td>
</tr>
<tr>
<td>THTC00202</td>
<td>20</td>
</tr>
<tr>
<td>THTC00303</td>
<td>5</td>
</tr>
<tr>
<td>THTC00404</td>
<td>25</td>
</tr>
<tr>
<td>THTC00505</td>
<td>10</td>
</tr>
<tr>
<td>THTC00606</td>
<td>20</td>
</tr>
<tr>
<td>THTC00707</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units

Two units selected from the 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 IV in Tourism (Operations) (THT40202)

Career Opportunities
Supervisor in tourism operations role.

Scope of Delivery
The normal delivery mode for this program is on a full-time basis only. Subject to availability of places, applicants may discuss the study of modules on a part-time basis with the course selection officer. Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 36 weeks over 12 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective
The course aims to provide training and knowledge those working in a tourism context, who apply a broad range of skills including evaluation and planning and who may provide leadership and guidance to others, with some responsibility for group outcomes.

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

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

Selection Procedures/Selection Criteria
Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for. Applicants must attend a Department selection interview at this time, you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

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

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTSOP04B</td>
<td>35</td>
</tr>
<tr>
<td>THTSO101B</td>
<td>60</td>
</tr>
<tr>
<td>THTSO102B</td>
<td>30</td>
</tr>
<tr>
<td>THTSO103B</td>
<td>30</td>
</tr>
<tr>
<td>THTSO104B</td>
<td>25</td>
</tr>
<tr>
<td>THTSO105B</td>
<td>20</td>
</tr>
<tr>
<td>THTSO106B</td>
<td>10</td>
</tr>
</tbody>
</table>

Elective Units

Two units selected from the 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.
THHG1LEGB Implement workplace health, safety and security Procedures 30
THHG1LEBB 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/THH12), Australian National Training Authority, 2002:
• Sales/Office Operations;
• Guiding;
• Planning and Product Development;
• Sales and Marketing;
• Tour Operations;
• Meetings and Events;
• Attractions and Theme Parks;
• Wine Tourism;

The remaining units are to be selected from any training 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 (Guiding)(THT40302)

Career Opportunities
Specialist guide, tour manager:

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

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

Course Objective
The course aims to provide training and knowledge for tourism guides who operate with significant autonomy and responsibility.

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

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

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

Certificate IV in Tourism (Natural and Cultural Heritage)(THT40402)

Career Opportunities

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

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

Course Objective
The course aims to provide training and knowledge for those working in specialised guiding or interpretive roles and who operate with significant autonomy and responsibility.

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

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

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experiences.

**Selection Procedures/ Selection Criteria**

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

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

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

**Course Duration**

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

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTC0101B Work with colleagues and customers</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>THTC0201B Work in a socially-diverse environment</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>THTC0301B Follow health, safety and security procedures</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>THTH0101B Provide first aid</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>THTG0201A Manage risk</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>THTP0201B Plan and develop interpretive activities</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>THTG0301B Work as a guide</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>THTG0401B D develop and maintain the general knowledge required by guides</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

**Course Structure**

- **Core Units**
  - THTC0101B Work with colleagues and customers
  - THTC0201B Work in a socially-diverse environment
  - THTC0301B Follow health, safety and security procedures
  - THTH0101B Provide first aid
  - THTG0201A Manage risk
  - THTP0201B Plan and develop interpretive activities
  - THTG0301B Work as a guide
  - THTG0401B D develop and maintain the general knowledge required by guides

- **Elective Units**
  - THTC0101B Work with colleagues and customers
  - THTC0201B Work in a socially-diverse environment
  - THTC0301B Follow health, safety and security procedures
  - THTH0101B Provide first aid
  - THTG0201A Manage risk
  - THTP0201B Plan and develop interpretive activities
  - THTG0301B Work as a guide
  - THTG0401B D develop and maintain the general knowledge required by guides

**Diploma of Tourism (Marketing and Product Development)(THT30102)**

**Career Opportunities**

Product Manager or Sales and Marketing Manager.

**Scope of Delivery**

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

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

**Course Objective**

The course aims to provide training and knowledge for tourism industry personnel involved in the planning and marketing of tourism products and services.

**Entry Requirements**

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Diploma of Tourism (Operations Management)(THT50302)

Career Opportunities
Retail Agency Branch Manager, Operations Manager, or Visit Information Centre Manager.

Scope of Delivery
The normal delivery mode for this program is on a full-time basis only. Subject to availability of places, applicants may discuss the study of modules on a part-time basis with the course selection officer. Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 54 weeks over 18 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective
The course aims to provide training and knowledge for managers in all sectors of the tourism industry.

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

Selection Procedures/Selection Criteria
After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year). Applicants must attend an information session for the course that they have applied, contact Department to find the date relevant for the intake that you are applying for.

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

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

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</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>THHCOR03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHGFA06A</td>
<td>Interpret financial information</td>
<td>60</td>
</tr>
<tr>
<td>THHGFA08B</td>
<td>Develop and update the legal knowledge required for business compliance</td>
<td>80</td>
</tr>
</tbody>
</table>

Elective Units

Eighteen units are required of which a minimum of eight units must be selected from one or more of the following areas of the Tourism Training Package (THT50), Australian National Training Authority (ANTA), 2002:

- Sales/Office Operations;
- Guiding;
- Planning and Product Development;
- Sales and Marketing;
- Tour Operations;
- Meetings and Events;
- Attractions and Theme Parks;
- Wine Tourism.

The remaining units are to be selected from any training packages endorsed by the Australian National Training Authority. Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

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

Advanced Diploma of Tourism Management (THT60102)

Career Opportunities
Senior or General Manager, Owner Operator.

Scope of Delivery
The normal delivery mode for this program is on a full-time basis only. Subject to availability of places, applicants may discuss the study of modules on a part-time basis with the course selection officer. Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 72 weeks over 24 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective
The course aims to provide training and knowledge for owner/operators, senior or general managers in any sector of the tourism industry.

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

Selection Procedures/Selection Criteria
After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year). Applicants must attend a Department selection interview at this time they have applied, contact Department to find the date relevant for the intake that you are applying for.

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

Applicants must attend a Department selection interview at this time they have applied, contact the Department to find the date relevant for the intake that you are applying for.

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>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHC01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHC02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHC03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHC03B</td>
<td>Develop and update tourism industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHC03B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHC03B</td>
<td>Perform office procedures</td>
<td>20</td>
</tr>
<tr>
<td>THHC03B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>BSBMNC20A</td>
<td>Use business technology</td>
<td>30</td>
</tr>
<tr>
<td>BSRMNC21A</td>
<td>Produce simple word processed documents</td>
<td>60</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Coach others in job skills</td>
<td>20</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Monitor work operations</td>
<td>30</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Implement workplace health, safety and security</td>
<td>30</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Lead and manage people</td>
<td>60</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Develop and implement operational plans</td>
<td>50</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Establish and maintain a safe and secure Workplace</td>
<td>30</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Interpret financial information</td>
<td>60</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Manage finances within a budget</td>
<td>30</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Prepare and monitor budgets</td>
<td>30</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Develop and update the legal knowledge required for business compliance</td>
<td>80</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Establish and conduct business relationships</td>
<td>60</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Manage quality customer service</td>
<td>30</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Manage projects</td>
<td>60</td>
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<tr>
<td>THHC01B</td>
<td>Manage financial operations</td>
<td>75</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Manage physical assets</td>
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<tr>
<td>THHC01B</td>
<td>Develop and manage marketing strategies</td>
<td>80</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Develop and implement a business plan</td>
<td>40</td>
</tr>
<tr>
<td>THHC01B</td>
<td>Manage workplace diversity</td>
<td>60</td>
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<tr>
<td>THHC01B</td>
<td>Recruit and select staff</td>
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</tr>
<tr>
<td>THHC01B</td>
<td>Monitor staff performance</td>
<td>50</td>
</tr>
</tbody>
</table>

Elective Units

Twenty units comprising a minimum of eight units selected from the Tourism Training Package (THT02). 2002 with the remaining maximum of twelve 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.

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 Details</th>
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</thead>
<tbody>
<tr>
<td>BSB30501</td>
<td>Certificate III in Business</td>
</tr>
<tr>
<td>BSB41001</td>
<td>Certificate IV in Business</td>
</tr>
<tr>
<td>BSB51001</td>
<td>Diploma of Business</td>
</tr>
<tr>
<td>BSB40001</td>
<td>Certificate IV in Business</td>
</tr>
<tr>
<td>BSB50001</td>
<td>Diploma of Business</td>
</tr>
<tr>
<td>BSB40001</td>
<td>Advanced Diploma of Business</td>
</tr>
<tr>
<td>BSB41001</td>
<td>Certificate IV in Business</td>
</tr>
<tr>
<td>BSB50001</td>
<td>Diploma of Business</td>
</tr>
<tr>
<td>BSB60001</td>
<td>Advanced Diploma of Business</td>
</tr>
<tr>
<td>BSB5555V</td>
<td>Diploma of Business</td>
</tr>
<tr>
<td>BSB5555V</td>
<td>Advanced Diploma of Business</td>
</tr>
<tr>
<td>BSB60001</td>
<td>Diploma of Business</td>
</tr>
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<tr>
<td>BSB60001</td>
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<tr>
<td>BSB5555V</td>
<td>Diploma of Business</td>
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<td>Advanced Diploma of Business</td>
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<tr>
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</tr>
<tr>
<td>BSB60001</td>
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</tr>
<tr>
<td>BSB5555V</td>
<td>Diploma of Business</td>
</tr>
<tr>
<td>BSB50001</td>
<td>Diploma of Business</td>
</tr>
<tr>
<td>BSB60001</td>
<td>Advanced Diploma of Business</td>
</tr>
<tr>
<td>BSB5555V</td>
<td>Diploma of Business</td>
</tr>
<tr>
<td>BSB50001</td>
<td>Diploma of Business</td>
</tr>
<tr>
<td>BSB60001</td>
<td>Advanced Diploma of Business</td>
</tr>
<tr>
<td>BSB5555V</td>
<td>Diploma of Business</td>
</tr>
<tr>
<td>BSB50001</td>
<td>Diploma of Business</td>
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<tr>
<td>BSB60001</td>
<td>Advanced Diploma of Business</td>
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<tr>
<td>BSB5555V</td>
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<td>BSB50001</td>
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<td>BSB60001</td>
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<td>BSB5555V</td>
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<td>Diploma of Business</td>
</tr>
<tr>
<td>BSB60001</td>
<td>Advanced Diploma of Business</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.

Scope of Delivery
Industry based; Flexible delivery.

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

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

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

Course 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:
- BSBCMN305A Contribute to effective workplace relationships
- BSBCMN310A Establish business networks
- BSBCMN311A Exercise initiative in a business environment
- BSBCMN312A Promote innovation and change
- BSBCMN313A Implement continuous improvement
- BSBCMN314A Manage effective workplace relationships
- BSBCMN315A Support a workplace learning environment
- BSBCMN316A Support workplace information systems and processes

Plus two units (together totaling a minimum of 75 nominal hours) are to be undertaken from the following units:
- BSBCMN302A Organise personal work priorities and development
- BSBCMN303A Organise workplace information and resourcing plans
- BSBCMN304A Participate in work teams
- BSBCMN305A Participate in workplace information and resourcing plans
- BSBCMN306A Provide workplace information and resourcing plans
- BSBCMN307A Support workplace information systems and processes

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

Certificate IV in Business (Frontline Management)(BSB41001)

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

Scope of Delivery
Industry based; Flexible delivery.

Course Objective
The course aims to provide the knowledge and skills required for a person working as a supervisor/team leader of a large workgroup.

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

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

Course Structure
All units selected are subject to the approval of the Head of Department. The following pair of units should not be undertaken within a single qualification:
- BSBCMN403A Establish business networks
- BSBCMN404A Manage effective workplace relationships

Five units (together totaling a minimum of 230 nominal hours) to be undertaken from the following units:
- BSBCMN402A Develop work priorities
- BSBCMN403A Show leadership in the workplace
- BSBCMN404A Manage effective workplace relationships
- BSBCMN405A Implement operational plan
- BSBCMN411A Monitor a safe workplace

Plus three units (together totaling a minimum of 120 nominal hours) to be undertaken from the following units:
- BSBCMN404A Develop teams and individuals
- BSBCMN410A Coordinate implementation of quality customer Service strategies
- BSBCMN412A Promote innovation and change
- BSBCMN404A Lead work teams
- BSBCMN405A Implement workplace information system
- BSBCMN406A Implement continuous improvement

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Diploma of Business (Frontline Management)(BSB51001)

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

Scope of Delivery
Industry based; Flexible delivery.

Course Objective
The course aims to provide the knowledge and skills required for a person working as a middle level manager in a medium to large organisation.

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

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

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

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

Course Structure
The course may be offered on a full-time basis over 660 nominal hours or part-time equivalent.

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

Certificate IV in Business (Human Resources)(BSB40801)

Career Opportunities
Human Resource Administrator.

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as an administrative assistant in an HR Department.

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

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

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

Recognition of Prior-Learning may apply.

Course Structure
All units selected are subject to the approval of the Head of Department.

Units from other Training Packages must not duplicate units selected from the Business Training Package.

All units selected must contribute to and combine to form a work outcome.

A maximum of four units may be included from the Assessment and Workplace Training domain.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
### Diploma of Business (Human Resources) (BSB50801)

**Career Opportunities**

Human Resource Officer.

**Scope of Delivery**

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

**Course Objective**

The course aims to provide the knowledge and skills required for a person working as a Human Resources officer with responsibility for all HR functions or a middle level HR manager in a large organisation.

**Entry Requirements**

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

**Selection Procedures/Selection Criteria**

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

**Course Duration**

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

**Course Structure**

All units selected are subject to the approval of the Head of Department.

Units from other Training Packages must not duplicate units selected from the Business Training Package.

All units selected must contribute to and combine to form a work outcome.

A minimum of five units (together totaling a minimum of 240 nominal hours) to be undertaken from the following Human Resources units -

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHR501A</td>
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<tr>
<td>BSBHR502A</td>
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<tr>
<td>BSBHR503A</td>
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<tr>
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<tr>
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<tr>
<td>BSBHR509A</td>
<td>60</td>
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</tbody>
</table>

### Advanced Diploma of Business (Human Resources) (BSB60301)

**Career Opportunities**

Human Resource Manager.

**Scope of Delivery**

This course is offered on a part-time basis.

**Course Objective**

The course aims to provide the knowledge and skills required for a person working as a senior or General Human Resources Manager in a large organisation.

**Entry Requirements**

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

**Selection Procedures/Selection Criteria**

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

**Course Duration**

Nominal course hours are between 430-490 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. Note: Students are encouraged to progress from Certificate IV in Business (Human Resources), and Diploma in Business (Human Resources) levels prior to commencing this Advanced Diploma program. Please contact the Department for advice. Recognition of Prior Learning may apply.

**Course Structure**

All units selected are subject to the approval of the Head of Department.

Units from other Training Packages must not duplicate units selected from the Business Training Package.

All units selected must contribute to and combine to form a work outcome.

All of the following units from the Human Resources domain are to be undertaken:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBHR601A</td>
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<tr>
<td>BSBHR602A</td>
<td>60</td>
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<tr>
<td>BSBHR603A</td>
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<tr>
<td>BSBHR604A</td>
<td>60</td>
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<tr>
<td>BSBHR605A</td>
<td>60</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 (BSB501) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level V and the remaining unit may be from a lower or higher level qualification.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Business Management (BSB41410)

Career Opportunities
Supervisor, team leader.

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

Course Objective
The aim of this course is to train students in the practice of management skills appropriate to the position of a Team Leader or Supervisor, performing the functions of management in a public or private organisation. The aim is to facilitate widespread best practice management skills formation for individuals and groups at the lower to middle level 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, such as in articulation, informal or formal learning, or from work and/or life experience.

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

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

Course Structure
All units selected are subject to the approval of the Head of Department. Units from other Training Packages must not duplicate units selected from the Business Training Package. All units selected must contribute to and combine to form a work function.

The following pair of units should not be undertaken within a single qualification:
- BSBFLM401A Lead work teams
- BSBFLM403A Manage effective workplace relationships

A minimum of four (together totaling a minimum of 140 nominal hours) units to be undertaken from the following:

- BSBFLM401A Lead work teams
- BSBCMN403A Establish business networks
- BSBFLM402A Conduct assessment
- BSBFLM403A Manage effective workplace relationships
- BSBFLM404A Plan assessment
- BSBFLM405A Review assessment

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

Graduate Certificate in Management (21365VIC)

Career Opportunities
Middle to senior-level managers.

Scope of Delivery
This course may be offered on a full-time or part-time basis.

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

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Course Structure</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Core Unit (100 nominal hours)</td>
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</tr>
<tr>
<td>VEN091 Management Industry Project</td>
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</tr>
</tbody>
</table>

Effective Units

Group B
- A minimum of 2 modules from the following:
  - VEN082 Leadership and Organisation | 60 |
  - VEN063 Strategic Business Planning | 60 |
  - VEN084 Business Ethics and Corporate Governance | 50 |
  - VEN085 People Management | 60 |

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

Group C
- VEN096 Human Resource Management | 50 |
- PSPM601A Direct Project Activities | 50 |
- VEM089 Marketing - A Strategic Approach | 51 |

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Diploma of Business Management (BSB50401)

Career Opportunities
Middle-level Manager.

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

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

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

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

Course Structure
The course consists of eight units as follows:

- BSBMGT500A Market services & concepts to internal customers 60
- BSBMGT500B Manage people performance 60
- BSBMGT500C Prepare budgets and financial plans 60
- BSBMGT500D Manage knowledge and information 60
- BSBMGT500E Ensure a safe workplace 60
- BSBMGT500F Contribute to strategic direction 60
- BSBMGT500G Contribute to the development and implementation of strategic plans 60

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

- BSBMGT500A Market services & concepts to internal customers 60
- BSBMGT500B Manage people performance 60
- BSBMGT500C Prepare budgets and financial plans 60
- BSBMGT500D Manage knowledge and information 60
- BSBMGT500E Ensure a safe workplace 60
- BSBMGT500F Contribute to strategic direction 60
- BSBMGT500G Contribute to the development and implementation of strategic plans 60

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

Advanced Diploma of Business Management (BSB60201)

Career Opportunities
Senior-level manager.

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as a senior manager in a medium sized organisation or the CEO of a small organisation. The course aims to develop strategic and operational management skills in four key areas: managing operations, managing people, managing financial resources and managing information.

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

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

Course Structure
The course consists of eight units as follows:

- BSBMGT600A Contribute to strategic direction 60
- BSBMGT600B Contribute to the development and implementation of strategic plans 60
- BSBMGT600C Review and develop business plans 60
- BSBMGT600D Manage business operations 60
- BSBMGT600E Provide leadership across the organisation 60
- BSBMGT600F Manage customer focus 60
- BSBMGT600G Manage knowledge and information 60
- BSBMGT600H Manage innovation & continuous improvement 60
- BSBMGT600I Manage risk 60
- BSBMGT600J Manage environmental management systems 60

A minimum of five units (together totaling a minimum of 140 nominal hours) to be undertaken from the following Strategic Management units -

- BSBMGT600A Contribute to strategic direction 60
- BSBMGT600B Contribute to the development and implementation of strategic plans 60
- BSBMGT600C Review and develop business plans 60
- BSBMGT600D Manage business operations 60
- BSBMGT600E Provide leadership across the organisation 60
- BSBMGT600F Manage customer focus 60
- BSBMGT600G Manage knowledge and information 60
- BSBMGT600H Manage innovation & continuous improvement 60
- BSBMGT600I Manage risk 60
- BSBMGT600J Manage environmental management systems 60

A minimum of five units (together totaling a minimum of 280 nominal hours) to be undertaken from the following Strategic Management units -

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

Scope of Delivery
All units selected are subject to the approval of the Head of Department.

Career Opportunities
A minimum of five units (together totaling a minimum of 280 nominal hours) to be undertaken from the following Strategic Management units -

- BSBMGT600A Contribute to strategic direction 60
- BSBMGT600B Contribute to the development and implementation of strategic plans 60
- BSBMGT600C Review and develop business plans 60
- BSBMGT600D Manage business operations 60
- BSBMGT600E Provide leadership across the organisation 60
- BSBMGT600F Manage customer focus 60
- BSBMGT600G Manage knowledge and information 60
- BSBMGT600H Manage innovation & continuous improvement 60
- BSBMGT600I Manage risk 60
- BSBMGT600J Manage environmental management systems 60

All units selected must contribute to and combine to form a work outcome.
Of the three units selected, at least two must be from a qualification at AQF level VI and the remaining unit may be from a lower level qualification. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

**Advanced Diploma of Business (Operations Management)(20055VIC)**

**Diploma of Business (Operations Management)(20053VIC)**

**Certificate IV in Business (Operations Management)(20051VIC)**

**Career Opportunities**

Operations Manager.

**Course Objectives**

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

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

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

**Entry Requirements**

To qualify for admission to this course applicants must generally have acquired the following competencies:

- Read, comprehend and discuss complex information in English;
- Write complex sentences; and
- Use and analyze complex data, relation and pattern, number measurement and shape.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

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**Certificate IV in Business (Operations Management)(20051VIC)**

**Scope of Delivery**

This course is offered on a part-time basis.

**Selection Procedures/Selection Criteria**

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

**Course Duration**

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

**Course Structure**

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

**Core Modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ369</td>
<td>10</td>
</tr>
<tr>
<td>or VBJ370</td>
<td></td>
</tr>
<tr>
<td>VBJ373</td>
<td>40</td>
</tr>
<tr>
<td>VBJ374</td>
<td>40</td>
</tr>
<tr>
<td>NGMS106</td>
<td>40</td>
</tr>
<tr>
<td>VBJ375</td>
<td>40</td>
</tr>
<tr>
<td>VBJ376</td>
<td>60</td>
</tr>
<tr>
<td>VBJ377</td>
<td>60</td>
</tr>
<tr>
<td>MPM021</td>
<td>30</td>
</tr>
<tr>
<td>TDTF397A</td>
<td>30</td>
</tr>
</tbody>
</table>

Select two of the following computer-based modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOS116</td>
<td>20</td>
</tr>
<tr>
<td>NOS216</td>
<td>20</td>
</tr>
<tr>
<td>NOS222</td>
<td>20</td>
</tr>
<tr>
<td>NOS235</td>
<td>20</td>
</tr>
<tr>
<td>NAP720</td>
<td>30</td>
</tr>
<tr>
<td>NAP721</td>
<td>30</td>
</tr>
<tr>
<td>VBJ391</td>
<td>50</td>
</tr>
</tbody>
</table>

**Elective Modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTF197A</td>
<td>40</td>
</tr>
<tr>
<td>NCS015</td>
<td>30</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>30</td>
</tr>
<tr>
<td>TDF797A</td>
<td>20</td>
</tr>
<tr>
<td>NCS009</td>
<td>30</td>
</tr>
<tr>
<td>VBJ382</td>
<td>40</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
### Diploma of Business (Operations Management)(20053VIC)

**Scope of Delivery**

This course is offered on a part-time basis.

**Selection Procedures/Selection Criteria**

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

**Course Duration**

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

**Course Structure**

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

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ369</td>
<td>Competency Analysis</td>
<td>10</td>
</tr>
<tr>
<td>VBJ373</td>
<td>Productivity and Work Methods Improvement</td>
<td>40</td>
</tr>
<tr>
<td>VBJ374</td>
<td>Resource Requirement Planning</td>
<td>40</td>
</tr>
<tr>
<td>NGMS106</td>
<td>Managing Effective Working Relationships</td>
<td>40</td>
</tr>
<tr>
<td>VBJ375</td>
<td>Production Planning Scheduling and Control</td>
<td>40</td>
</tr>
<tr>
<td>VBJ376</td>
<td>Supply Chain Management Principles</td>
<td>60</td>
</tr>
<tr>
<td>VBJ377</td>
<td>Management of Workplace Systems</td>
<td>40</td>
</tr>
<tr>
<td>NAP721</td>
<td>Business Statistics</td>
<td>30</td>
</tr>
<tr>
<td>NAP720</td>
<td>Business Maths</td>
<td>30</td>
</tr>
<tr>
<td>NAP721</td>
<td>Facility Layout and Workplace Design</td>
<td>30</td>
</tr>
<tr>
<td>VBJ382</td>
<td>Implement and Monitor OHS Procedures</td>
<td>30</td>
</tr>
<tr>
<td>VBJ384</td>
<td>Project Management</td>
<td>40</td>
</tr>
<tr>
<td>BSXFMI509B</td>
<td>Implement and Monitor Continuous</td>
<td>40</td>
</tr>
<tr>
<td>VBJ394</td>
<td>Accounting for Non-Accountants</td>
<td>60</td>
</tr>
<tr>
<td>VBJ394</td>
<td>Computer Applications for Operations</td>
<td>40</td>
</tr>
<tr>
<td>VBJ394</td>
<td>Develop and Maintain a Safe Workplace and Environment</td>
<td>60</td>
</tr>
<tr>
<td>VBJ394</td>
<td>Purchasing Policy</td>
<td>50</td>
</tr>
<tr>
<td>VBJ394</td>
<td>Industry Project Pracicum</td>
<td>50</td>
</tr>
</tbody>
</table>

**Effective Modules**

**The Certificate IV level electives are:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDT L19 A</td>
<td>Implement and Monitor Transport Logistics</td>
</tr>
<tr>
<td>ITF305</td>
<td>Advanced Operations - Spreadsheets</td>
</tr>
</tbody>
</table>

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

### Advanced Diploma of Business (Operations Management)(20055VIC)

**Scope of Delivery**

This course is offered on a part-time basis.

**Selection Procedures/Selection Criteria**

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

**Course Duration**

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

**Course Structure**

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

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ369</td>
<td>Competency Analysis</td>
<td>10</td>
</tr>
<tr>
<td>VBJ373</td>
<td>Productivity and Work Methods Improvement</td>
<td>40</td>
</tr>
<tr>
<td>VBJ374</td>
<td>Resource Requirement Planning</td>
<td>40</td>
</tr>
<tr>
<td>NGMS106</td>
<td>Managing Effective Working Relationships</td>
<td>40</td>
</tr>
<tr>
<td>VBJ375</td>
<td>Production Planning Scheduling and Control</td>
<td>40</td>
</tr>
<tr>
<td>VBJ376</td>
<td>Supply Chain Management Principles</td>
<td>60</td>
</tr>
<tr>
<td>VBJ377</td>
<td>Management of Workplace Systems</td>
<td>60</td>
</tr>
<tr>
<td>NMOS2021</td>
<td>Purchasing and Inventory Fundamentals</td>
<td>50</td>
</tr>
<tr>
<td>TDTF397A</td>
<td>Implement and Monitor OHS Procedures</td>
<td>30</td>
</tr>
<tr>
<td>VBJ394</td>
<td>Accounting for Non-Accountants</td>
<td>60</td>
</tr>
<tr>
<td>NOS215</td>
<td>Database Fundamentals</td>
<td>20</td>
</tr>
<tr>
<td>NAP720</td>
<td>Business Mathematics</td>
<td>30</td>
</tr>
<tr>
<td>VBJ382</td>
<td>Develop and Maintain a Safe Workplace and Environment</td>
<td>60</td>
</tr>
<tr>
<td>VBJ382</td>
<td>Implement and Monitor Continuous</td>
<td>40</td>
</tr>
<tr>
<td>BSXFMI509B</td>
<td>Implement and Monitor Continuous</td>
<td>40</td>
</tr>
<tr>
<td>VBJ394</td>
<td>Computer Applications for Operations</td>
<td>40</td>
</tr>
<tr>
<td>VBJ394</td>
<td>Facility Layout and Workplace Design</td>
<td>40</td>
</tr>
<tr>
<td>VBJ394</td>
<td>Project Management</td>
<td>40</td>
</tr>
<tr>
<td>BSXFMI509B</td>
<td>Develop and Maintain a Safe Workplace and Environment</td>
<td>60</td>
</tr>
<tr>
<td>MPM022</td>
<td>Purchasing Policy</td>
<td>50</td>
</tr>
<tr>
<td>VBJ394</td>
<td>Industry Project Pracicum</td>
<td>50</td>
</tr>
</tbody>
</table>

**Effective Modules**

**The Certificate IV level electives are:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDT J11 97A</td>
<td>Apply Quality Procedures</td>
</tr>
<tr>
<td>VCS205</td>
<td>Negotiation Skills</td>
</tr>
<tr>
<td>BSZ444A</td>
<td>Train Small Groups</td>
</tr>
<tr>
<td>TDT F397A</td>
<td>Implement Accident/ Emergency Procedures</td>
</tr>
<tr>
<td>NCS089</td>
<td>Statistical and Estimating Techniques</td>
</tr>
<tr>
<td>VBJ394</td>
<td>Contract Law</td>
</tr>
<tr>
<td>NAP752</td>
<td>Commercial Law Principles</td>
</tr>
</tbody>
</table>
All units selected must contribute to and combine to form a work from the Business Training Package. Units from other Training Packages must not duplicate units selected Department.

All units selected are subject to the approval of the Head of Course Structure.

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

Selection Procedures/Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the Department. Students may be required to attend an interview.

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

Certificate IV in Business (Advertising)(BSB40601)
Career Opportunities
Advertising administration and media and production support officer.

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as an assistant across a range of functions in advertising or media department.

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

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

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

Students may be required to attend an interview.

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

SCHOOL OF BUSINESS, HOSPITALITY AND PERSONAL SERVICES

NGMS12 Managing for Quality 40
VBEB91 Industry Project/Practicum 50

Effective Modules
The Certificate IV level electives are:

TDDJ97A Apply Quality Procedures 40
NCM101 Presenting Reports 20
BSZ406A Team Small Groups 30
TDDF79A Implement Accident/Emergency Procedures 20
NCM309 Negotiation Skills 20
VBEB92 Predetermined Motion Time Standard Systems 40

The Diploma level electives modules are:
VAD950 The Marketing Concept 60
NGMS112 Managing People - Recruitment, Selection & Induction 40
VBEB99 Statistical and Estimating Techniques 40
NAP752 Contract Law 40
NPAP759 Commercial Law Principles 40
TDTL190A Implement and Monitor Transportation Policies 40
IFCC265 Advanced Operations - Spreadsheets 20

The Advanced Diploma level electives modules are

VBEB94 Develops an Environmental Plan 20
NGMS292 Forecasting Futures 40
VBEB850 International Trade Finance 50
VBH064 Introduction to Electronic Commerce 20
NGMS204 Managing Strategically 50
NPAP772 Economics for Business 50

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

Certificate IV in Business (Advertising)(BSB40601)
Career Opportunities
Advertising administration and media and production support officer.

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as an assistant across a range of functions in advertising or media department.

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

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

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

Students may be required to attend an interview.

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

Diploma of Business (Advertising)(BSB50601)
Career Opportunities
Account management, media planning and production.

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as a media planning assistant in an advertising agency or the media department in a medium to large organisation.

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

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

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

Students may be required to attend an interview.

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

Units from the Advertising domain

Course Code Hours
BSBADV402A Profile a target audience 50
BSBADV402A Conduct pre-campaign testing 80
BSBADV403A Monitor advertising production 80
BSBADV404A Schedule advertisements 40

Three units (together totalling a minimum of 115 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 –

BSW401A Plan assessment 50
BSW402A Conduct assessment 50
BSW403A Review assessment 50

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

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
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 Services 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 Title</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 totaling a minimum of 130 nominal hours) to be undertaken in the following Advertising units –

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV509A</td>
<td>60</td>
<td>Evaluate and recommend 'above the line' media options</td>
</tr>
<tr>
<td>BSBADV510A</td>
<td>60</td>
<td>Evaluate and recommend 'below the line' media options</td>
</tr>
<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>120</td>
<td>Manage advertising production</td>
</tr>
<tr>
<td>BSBADV604A</td>
<td>60</td>
<td>Execute an advertising campaign</td>
</tr>
<tr>
<td>BSBADV605A</td>
<td>60</td>
<td>Evaluate campaign effectiveness</td>
</tr>
</tbody>
</table>

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.

Career Opportunities
Management, consultant.

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as an account executive in a medium to large advertising agency or a media promotions manager in a medium to large organization.

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

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

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

Certificate III in Business (Sales) (BSB30301)

Career Opportunities
To work as a sales representative.

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

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the administrative and sales function in a variety of workplace environments.

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

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

Course Structure
Units from the (BSB30301) 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 1 and the remaining unit may be from a lower level qualification.

• All units selected must contribute to and combine to form a work outcome.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBLS301A</td>
<td>40</td>
<td>Maintain workplace safety</td>
</tr>
<tr>
<td>BSBLS302A</td>
<td>30</td>
<td>Develop product knowledge</td>
</tr>
<tr>
<td>BSBLS303A</td>
<td>25</td>
<td>Identify sales prospects</td>
</tr>
<tr>
<td>BSBLS304A</td>
<td>60</td>
<td>Present a sales solution</td>
</tr>
<tr>
<td>BSBLS305A</td>
<td>20</td>
<td>Secure prospect commitment</td>
</tr>
<tr>
<td>BSBLS306A</td>
<td>15</td>
<td>Support post-sale activities</td>
</tr>
<tr>
<td>BSBLS307A</td>
<td>40</td>
<td>Self-manage sales performance</td>
</tr>
</tbody>
</table>
A minimum of 2 units selected by the student, with the approval of the Head of Department, from the following –

- BSBCMN301A Exercise initiative in a business environment 20
- BSBCMN302A Organise personal work priorities and development 40
- BSFLM300A Contribute to effective workplace relationships 40
- BSBCMN303A Contribute to personal skill development and learning 30
- BSBCMN305A Organise workplace information 30
- BSBCMN306A Produce business documents 80
- BSBCMN307A Maintain business resources 20
- BSBCMN308A Maintain financial records 60
- BSBCMN309A Recommend products and services 20
- BSBCMN310A Deliver and monitor a service to customers 35
- BSBCMN312A Support innovation and change 40
- BSBCMN313A Maintain environmental procedures 30

(i) four units (together totaling at least 135 nominal hours) of which –

(ii) a maximum of 2 units (not previously undertaken by the student for an award at a lower level than this award) may be undertaken from a lower or higher Level than the aforesaid Level.

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

- SB01 Business Services Training Package, Australian National Training Authority, 2001;
- Any other training package accredited by the State Training Board (Victoria) or the Australian National Training Authority.

Certificate IV in Business (Marketing)(BSB40701)

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

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as a marketing assistant under the direction of a marketing or promotions manager in a medium sized firm.

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

A minimum of four units (together totaling a minimum of 160 nominal hours) to be undertaken from the following Marketing units –

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG301A</td>
<td>Research the market 60</td>
</tr>
<tr>
<td>BSBMKG302A</td>
<td>Identify marketing opportunities 60</td>
</tr>
<tr>
<td>BSBMKG303A</td>
<td>Draft an elementary audit report 40</td>
</tr>
<tr>
<td>BSBMKG304A</td>
<td>Profile the market 60</td>
</tr>
<tr>
<td>BSBMKG402A</td>
<td>Analyse consumer behaviour for specific markets 60</td>
</tr>
<tr>
<td>BSBMKG403A</td>
<td>Analyse market data 60</td>
</tr>
<tr>
<td>BSBMKG404A</td>
<td>Forecast market and business needs 60</td>
</tr>
<tr>
<td>BSBMKG405A</td>
<td>Implement and monitor marketing activities 40</td>
</tr>
<tr>
<td>BSBMKG406A</td>
<td>Build client relationships 30</td>
</tr>
<tr>
<td>BSBMKG407A</td>
<td>Make a presentation 30</td>
</tr>
</tbody>
</table>

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

- BSZF404A Lead work teams 50
- BSBCM402A Develop work priorities 30
- BSBCM403A Establish business networks 50
- BSBCM404A Develop teams and individuals 30
- BSBCM405A Analyse and present research information 40
- BSBCM406A Maintain business technology 40
- BSBCM407A Coordinate business resources 30
- BSBCM408A Report on financial activity 30
- BSBCM409A Promote products and services 20
- BSBCM410A Coordinate implementation of customer service strategies 40
- BSBCM411A Monitor a safe workplace 50
- BSBCM412A Promote innovation and change 50
- BSBCM413A Implement and monitor environmental policies 40

Three units (together totaling a minimum of 115 nominal hours) to be undertaken having regard to the units listed in the BSB01 Business Services Training Package, Australian National Training Authority, 2001; or any other relevant training package accredited by the Australian National Training Authority. Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification.

Should any of the following units be selected, then all three units must be undertaken –

- BSZ401A Plan assessment
- BSZ402A Conduct assessment
- BSZ403A Review assessment

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

Diploma of Business (Marketing)(BSB50701)

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

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as a marketing officer with a supervisory role and significant responsibility in business functions which may include –

- Marketing officer
- Market research
- Product/sales manager.

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

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

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

Course Structure
All units selected are subject to the approval of the Head of Department.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.

Units from the Marketing domain

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG501A</td>
<td>60</td>
<td>Evaluate marketing opportunities</td>
</tr>
<tr>
<td>BSBMKG520A</td>
<td>60</td>
<td>Establish and adjust the marketing mix</td>
</tr>
<tr>
<td>BSBMKG530A</td>
<td>50</td>
<td>Develop a marketing communications plan</td>
</tr>
<tr>
<td>BSBMKG530A</td>
<td>60</td>
<td>Implement a marketing solution</td>
</tr>
<tr>
<td>BSBMKG530A</td>
<td>40</td>
<td>Review marketing performance</td>
</tr>
</tbody>
</table>

Plus three units (together totaling a minimum of 130 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
Of the three units selected, at least two must be from a qualification at AQF level VI and the remaining unit may be from a lower or higher level qualification.
Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Business (International Business)(20055VIC)

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

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

Course Objective
The course aims to provide the knowledge and skills required for a person with a planning and management role in business functions which include: product management, research and sales.

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

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

The Advanced Diploma of Business (International Business) (20055VIC) consists of 3 stages:

Stage 1 Certificate IV in Business (International Trade) (20055VIC)
Students must complete 663 hours of training and if exiting at the end of Stage 1 students must also complete VBS382 Career Planning and Skills Assessment plus an Industry Project.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP719</td>
<td>51-68</td>
</tr>
<tr>
<td>NAP722</td>
<td>51-68</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>51-68</td>
</tr>
<tr>
<td>VBF302</td>
<td>30</td>
</tr>
<tr>
<td>VBG847</td>
<td>10</td>
</tr>
<tr>
<td>VBG848</td>
<td>40-60</td>
</tr>
<tr>
<td>VBG849</td>
<td>60</td>
</tr>
<tr>
<td>VBJ695</td>
<td>40</td>
</tr>
<tr>
<td>NOS230</td>
<td>50</td>
</tr>
<tr>
<td>NAP719</td>
<td>51-68</td>
</tr>
<tr>
<td>NAP722</td>
<td>51-68</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>51-68</td>
</tr>
<tr>
<td>VBF302</td>
<td>30</td>
</tr>
<tr>
<td>VBG847</td>
<td>10</td>
</tr>
<tr>
<td>VBG848</td>
<td>40-60</td>
</tr>
<tr>
<td>VBG849</td>
<td>60</td>
</tr>
<tr>
<td>VBJ695</td>
<td>40</td>
</tr>
<tr>
<td>NOS230</td>
<td>50</td>
</tr>
</tbody>
</table>

Stage 2 Diploma of Business (International Trade) (20055VIC)
Students must complete 1285 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 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>VOS110.v2</td>
<td>20</td>
</tr>
<tr>
<td>VBF306</td>
<td>68</td>
</tr>
<tr>
<td>VBF307</td>
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<tr>
<td>VBG850</td>
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<tr>
<td>VBG851</td>
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<tr>
<td>VBG852</td>
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<td>VBG853</td>
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<tr>
<td>VBG854</td>
<td>60</td>
</tr>
<tr>
<td>VBG855</td>
<td>40</td>
</tr>
<tr>
<td>VBG856</td>
<td>15</td>
</tr>
</tbody>
</table>

Stage 3 Advanced Diploma of Business (International Business) (20055VIC)
Students must complete 400 hours of training plus VBJ370 Career Planning and Skills Assessment and an Industry Project if it has not already been completed in either Stage 1 or 2.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGM201</td>
<td>40</td>
</tr>
<tr>
<td>NGM202</td>
<td>40</td>
</tr>
<tr>
<td>NGM204</td>
<td>40</td>
</tr>
<tr>
<td>NGM211</td>
<td>40</td>
</tr>
<tr>
<td>VBG856</td>
<td>40</td>
</tr>
<tr>
<td>VBG859</td>
<td>120</td>
</tr>
</tbody>
</table>

If exiting at Diploma of Business (International Trade) (20053VIC)

VBJ370 Career Planning & Skills Assessment Industry Project 20

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

Course Duration

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

Advanced Diploma of Business (Public Relations) (20053VIC)

Career Opportunities

Senior public relations officer.

Scope of Delivery

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

Course Objective

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

Selection Procedures/Selection Criteria

Course applicants must possess:

- 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

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

Selection Procedures/Selection Criteria

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

Course Duration

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

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

Selection Procedures/ Selection Criteria

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

Course Duration

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

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBE101</td>
<td>Certificate IV in Business (BSB50101) Administration</td>
<td></td>
</tr>
<tr>
<td>VBE102</td>
<td>Certificate IV in Business (BSB50101) Management</td>
<td></td>
</tr>
</tbody>
</table>

Scope of Delivery

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

Course Objective

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

Entry Requirements

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

Selection Procedures/ Selection Criteria

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

Course Duration

The course may be offered on a full-time basis over 315–520 nominal hours or part-time equivalent.
Course Structure
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.
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.
Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Business Development (BSB40501)

Career Opportunities
Sales administrator or co-ordinator.

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as a sales administrator or co-ordinator.

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

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

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

Course Duration
The course may be offered on a full-time basis over 345–620 nominal hours or part-time equivalent.

Course Structure
All units selected are subject to the approval of the Head of Department.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.
A minimum of four units (together 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.

Certificate IV in Business Development (BSB40501)

Career Opportunities
Sales administrator or co-ordinator.

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as a communications officer/promotions manager.

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

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

Course Duration
The course may be offered on a full-time basis over 345–620 nominal hours or part-time equivalent.
Course Structure

All units selected are subject to the approval of the Head of Department.

Usual 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>Name and Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV501A</td>
<td>60</td>
<td>Develop a creative concept</td>
<td></td>
</tr>
<tr>
<td>BSBADV502A</td>
<td>40</td>
<td>Write a persuasive copy</td>
<td></td>
</tr>
<tr>
<td>BSBADV503A</td>
<td>60</td>
<td>Coordinate advertising research</td>
<td></td>
</tr>
<tr>
<td>BSBADV504A</td>
<td>60</td>
<td>Create advertisements</td>
<td></td>
</tr>
<tr>
<td>BSBADV505A</td>
<td>60</td>
<td>Evaluate and recommend 'above the line'</td>
<td></td>
</tr>
<tr>
<td>BSBADV506A</td>
<td>60</td>
<td>Evaluate and recommend 'below the line' media options</td>
<td></td>
</tr>
<tr>
<td>BSBADV507A</td>
<td>60</td>
<td>Develop a media plan</td>
<td></td>
</tr>
<tr>
<td>BSBADV508A</td>
<td>120</td>
<td>Present an advertising campaign</td>
<td></td>
</tr>
<tr>
<td>BSBMKG501A</td>
<td>80</td>
<td>Evaluate marketing opportunities</td>
<td></td>
</tr>
<tr>
<td>BSBMKG502A</td>
<td>90</td>
<td>Establish and adjust the marketing mix</td>
<td></td>
</tr>
<tr>
<td>BSBMKG503A</td>
<td>50</td>
<td>Develop a marketing communications plan</td>
<td></td>
</tr>
<tr>
<td>BSBMKG504A</td>
<td>60</td>
<td>Implement a marketing solution</td>
<td></td>
</tr>
<tr>
<td>BSBMKG505A</td>
<td>40</td>
<td>Review marketing performance</td>
<td></td>
</tr>
<tr>
<td>BSBMKG506A</td>
<td>60</td>
<td>Develop international marketing programs</td>
<td></td>
</tr>
<tr>
<td>BSBMKG507A</td>
<td>60</td>
<td>Develop &amp; manage direct marketing campaigns</td>
<td></td>
</tr>
<tr>
<td>BSBMKG508A</td>
<td>60</td>
<td>Develop a marketing plan</td>
<td></td>
</tr>
<tr>
<td>BSBMKG509A</td>
<td>60</td>
<td>Manage the marketing process</td>
<td></td>
</tr>
<tr>
<td>BSBMKG510A</td>
<td>50</td>
<td>Develop &amp; manage direct marketing campaigns</td>
<td></td>
</tr>
<tr>
<td>BSBMKG511A</td>
<td>60</td>
<td>Evaluate international marketing opportunities</td>
<td></td>
</tr>
<tr>
<td>BSBMKG512A</td>
<td>60</td>
<td>Manage international marketing programs</td>
<td></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 (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

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.

Course Objective

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;
- experience and learning equivalent to paragraph 2(a), demonstrated by adequate evidence of:
  - professional qualifications;
  - seniority in an organisation;
  - work in teaching or training in an adult vocational setting for at least 5 years;
  - achieved the competency standards for Workplace Trainer (Category 2);
- access to a workplace or other organisation in which they can undertake the practicum.
Recognition of prior learning may be available as a means of recognizing competencies, through previous informal and formal learning, or through work and life experiences.

Course Duration
This course may be offered over 1 year by means of two one-week full-time residential programs plus a 12-month practicum.

Course Structure
This structure of the course is as follows:
- Behavioural Styles;
- Critical Incidents;
- Financial Management;
- Managing Conflict Productively;
- Managing Diversity;
- Managing Your Role;
- Multifactor Leadership Questionnaire & Transformational Leadership;
- Organisational Leadership;
- Performance Planning;
- Practicum;
- Staff Development;
- Strategic Planning and Budgeting;
- Strategic Planning;
- Supervision of Part-time Staff;
- Teaching and Learning;
- Technology and Leadership;
- Total Quality Management.

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

Department of Personal Services

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21456VIC</td>
<td>Certificate II in Modelling</td>
</tr>
<tr>
<td>WRB20199</td>
<td>Certificate II in Nail Technology</td>
</tr>
<tr>
<td>WRB30199</td>
<td>Certificate III in Beauty</td>
</tr>
<tr>
<td>WRB50199</td>
<td>Diploma of Beauty Therapy</td>
</tr>
<tr>
<td>CUE50978</td>
<td>Diploma of Entertainment (Make-Up)</td>
</tr>
<tr>
<td>CUE40898</td>
<td>Certificate IV in Entertainment Make-Up (CUE40898)</td>
</tr>
<tr>
<td>HLT50052</td>
<td>Diploma of Remedial Massage</td>
</tr>
<tr>
<td>WHR20100</td>
<td>Certificate II in Hairdressing</td>
</tr>
<tr>
<td>WHR30100</td>
<td>Certificate III in Hairdressing</td>
</tr>
<tr>
<td>WHR40100</td>
<td>Certificate IV in Hairdressing</td>
</tr>
<tr>
<td>WHR50100</td>
<td>Diplomas of Hairdressing (Salon Management) WHR50100</td>
</tr>
<tr>
<td>HLT50062</td>
<td>Advanced Diploma of Naturopathy (HLT50062)</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.

Jann Fullerton
Head, Department of Personal Services - TAFE

Certificate II in Modelling (21456VIC)

Career Opportunities
Modelling.

Scope of Delivery
This course is offered on a full-time - Monday to Friday.

Course Objective
The Certificate II in Modelling course is the only Government accredited modelling course in Australia. It provides initial vocational training in the three main branches of modelling. These are:
- fashion parades;
- photographic work; and
- media productions.

This course is intended for those persons, both male and female, who wish to obtain modelling work and to develop the technical skills likely to enhance their employment potential. In addition, successful students will recognise that the development of a professional and business-like approach will greatly enhance their careers.

Entry Requirements
To qualify for admission to this course applicants generally must have basic English language, literacy and numeracy skills and be assessed by the School as being capable of successfully completing the course.

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

Course Duration
The course is offered on a full-time basis over 12 weeks.

Course Structure
The course consists of 11 core modules totalling 278 nominal hours:

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN179</td>
<td>Orientation to Modelling as a Career</td>
<td>30</td>
</tr>
<tr>
<td>VBN180</td>
<td>Communication Effectively in the Modelling Industry</td>
<td>30</td>
</tr>
<tr>
<td>VBN181</td>
<td>Design, Apply and Remove Own Basic Make-up</td>
<td>20</td>
</tr>
<tr>
<td>VBN182</td>
<td>Care for and Style Own Hair</td>
<td>15</td>
</tr>
</tbody>
</table>
Certificate II in Nail Technology (WRB20199)

Career Opportunities
Nail technician manicurist.

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

Course Objective
This course aims to provide students with the skills required to merchandise and sell beauty products, with the knowledge, practical skills and techniques to perform, advise and counsel clients in manicure, pedicure, nail enhancement and nail technology; skills, techniques to perform, advise and counsel clients in waxing, manicare and pedicare, artificial nails and nail art, make-up, ear piercing, eye-lash and brow tinting, prevention of disease transmission in a salon environment; the structure and function of the skin, hair and nails, products and equipment; laws, regulations, Acts, professional associations and unions governing 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 psychological demands of the work. Participants will need to have literacy and numeracy skills at this competency level.

Selection Procedures/Selection Criteria
Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration
This course may be offered on a full-time basis over 15 weeks.

Course Structure
Students must complete all of the 8 core units and all the units from the Nail Technology Stream Options.

Nail Technology Stream
- WRB17A Provide Manicure and Pedicure Services 40
- WRB18A Apply Nail Enhancement 45
- WRB19A Use Electrical Equipment for Nails 40
- WRB20A Apply Nail Art 15

Note: The following unit will be incorporated into the above Units of Competency as they contain major elements of underpinning knowledge essential to the satisfactory completion of these Units:

WRB1X Nail Science 20

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

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

Certificate III in Beauty (WRB30199)

Career Opportunities
Beauty therapist, beautician.

Scope of Delivery
This course is delivered on a full-time basis and Traineeships.

Course Objective
This course aims to provide students with the skills required to manage the personal contact of cosmetology. This course provides the knowledge, practical skills and techniques to perform, advise and counsel clients in waxing, manicare and pedicare, artificial nails and nail art, make-up, ear piercing, eye-lash and brow tinting, prevention of disease transmission in a salon environment; the structure and function of the skin, hair and nails, products and equipment; laws, regulations, Acts, professional associations and unions governing this profession; communication skills and awareness of human behaviour needed to manage the personal contact of cosmetology. This course provides substantial articulation with the Certificate IV in Beauty Therapy (WRB40199) and the Diploma of Beauty Therapy (WRB50199) also offered by Victoria University.

Entry Requirements
No specific pre-requisites, however mature age entry is desirable and trainees should be able to cope with the physical and emotional demands of the work. This includes good eyesight, good hand-eye coordination and good communication skills. Participants will need to have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults.

Selection Procedures/Selection Criteria
Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration
This course is delivered on a full-time basis over 20 weeks.

Course Structure
Students must complete all of the 13 core units and the 5 units from the Beauty Options.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRBO1A</td>
<td>Communicate with Clients</td>
<td>36</td>
</tr>
<tr>
<td>WRBO2A</td>
<td>Work Effectively in a Salon/Store Environment</td>
<td>18</td>
</tr>
<tr>
<td>WRBO3A</td>
<td>Apply Safe Working Practices</td>
<td>40</td>
</tr>
<tr>
<td>WRBO3A-A</td>
<td>Infection Control (32hrs)*</td>
<td></td>
</tr>
<tr>
<td>WRBO3A-B</td>
<td>First Aid [35]*</td>
<td></td>
</tr>
<tr>
<td>WRBO4A</td>
<td>Perform Salon/Store Cleaning duties</td>
<td>18</td>
</tr>
<tr>
<td>WRBO5A</td>
<td>Merchandise Beauty Products</td>
<td>36</td>
</tr>
<tr>
<td>WRBO6A</td>
<td>Sell Beauty Products</td>
<td>18</td>
</tr>
<tr>
<td>WRBO7A</td>
<td>Conduct Financial Transactions</td>
<td>36</td>
</tr>
<tr>
<td>WRBO8A</td>
<td>Provide Service to Clients</td>
<td>36</td>
</tr>
</tbody>
</table>

Note: The following unit will be incorporated into the above Units of Competency as they contain major elements of underpinning knowledge essential to the satisfactory completion of these Units:

WRB1X Nail Science 20
Course Structure

Students must complete all units.

<table>
<thead>
<tr>
<th>Code</th>
<th>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>40</td>
</tr>
<tr>
<td>WRB04A</td>
<td>B First Aid (4hrs)*</td>
<td></td>
</tr>
<tr>
<td>WRB05A</td>
<td>Perform Safely in a Salon/Store Environment</td>
<td>18</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>
<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 Wash and Brush Treatments</td>
<td>20</td>
</tr>
<tr>
<td>WRB16A</td>
<td>Provide Temporary Epilation and Bleaching</td>
<td>100</td>
</tr>
<tr>
<td>WRB16A-B</td>
<td>Skin Biology (20hrs)*</td>
<td></td>
</tr>
<tr>
<td>WRB17A</td>
<td>Provide Manicure and Pedicure Services</td>
<td>40</td>
</tr>
<tr>
<td>WRB21A</td>
<td>Design and Apply Make-Up for Photography</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</td>
<td>Assessment Clients Needs</td>
<td>153</td>
</tr>
<tr>
<td>WRB24A-A.1</td>
<td>A.1 Application F (4hrs)*</td>
<td></td>
</tr>
<tr>
<td>WRB24A-A.2</td>
<td>Application F (4hrs)*</td>
<td></td>
</tr>
<tr>
<td>WRB24A-B.1</td>
<td>Application F (8hrs)*</td>
<td></td>
</tr>
<tr>
<td>WRB24A-B.2</td>
<td>Application F (8hrs)*</td>
<td></td>
</tr>
<tr>
<td>WRB24A-C.1</td>
<td>A.1 Application F (8hrs)*</td>
<td></td>
</tr>
<tr>
<td>WRB25A</td>
<td>A.1 Application F (8hrs)*</td>
<td></td>
</tr>
<tr>
<td>WRB25A</td>
<td>Provide Aesthetics</td>
<td>145</td>
</tr>
<tr>
<td>WRB25A-A.1</td>
<td>A.1 Application F (8hrs)*</td>
<td></td>
</tr>
<tr>
<td>WRB25A-B</td>
<td>B.1 Application F (8hrs)*</td>
<td></td>
</tr>
<tr>
<td>WRB26A</td>
<td>C.1 Application F (8hrs)*</td>
<td></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</td>
<td>Provide Permanent Epilation</td>
<td>160</td>
</tr>
<tr>
<td>WRB30A</td>
<td>Provide Permanent Epilation</td>
<td></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>39</td>
</tr>
<tr>
<td>BSKFM1507A</td>
<td>Manage Quality Customer Service</td>
<td>60</td>
</tr>
</tbody>
</table>

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

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

Diploma of Beauty Therapy (WRB50199)

Career Opportunities

Graduates from this course can gain employment in:
- Beauty Therapy Salons;
- Work from home or mobile services;
- Services for the elderly;
- Cosmetics/skin-care company representatives;
- Health Resorts;
- Spas;
- Cruise Ships.

Scope of Delivery

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

Course Objective

This course aims to provide students with the skills required to merchandise and sell beauty products; with the knowledge; practical skills and techniques to perform, advise and counsel clients in hair removal; manicure and pedicure, massage, facials, aromatherapy; make-up, ear piercing, eye-lash and brow tinting; prevention of disease transmission in a salon environment; anatomy and physiology; skin science and skin diseases; chemistry; electrical principles; knowledge of products and equipment; laws, regulations, Acts, professional associations and unions governing 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 2 competency as defined in the Certificate of General Education for Adults. Mature age applicants who have not completed year 12 will also be considered for admission. Selection is via aptitude and literacy tests, followed by an interview.

Selection Procedures/Selection Criteria

Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration

This course is delivered on a full-time basis over 18 months or part-time equivalent. Part-time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.
Course 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 attracting and creative design applications on the face and body. Period and retro make-up by way of research, theory and practice. Stage and screen make-up principles by way of script analysis, continuity and character breakdowns including the design and application of special effects and prosthetics.

Complementing the make-up techniques the course also offers fashion hair styling, wig making and maintenance and the manufacture of hairpieces.

The professional freelance make-up artist requires business management and on set protocol which is a must. Completing the course with a professional photo shoot and portfolio.

Entry Requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent. Mature age and those already working in the industry are invited to apply. Interviews take place via an expression of interest and selection process.

Selection Procedures/Selection Criteria
Information session and interview process.

Course Duration
Full-time over one year.

Course Structure
The full-time course has 24 student-contact hours and 6 non-contact hours per week. Hours include lectures, practical work, flexible learning and research.

Certificate IV

<table>
<thead>
<tr>
<th>Core Units Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUEMUP2A Design, apply and remove period make-up</td>
<td>160</td>
</tr>
<tr>
<td>CUEOHS1A Implement workplace health, safety and security procedures</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Units Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUEMUP5A Dress (style) wigs</td>
<td>60</td>
</tr>
<tr>
<td>CUEWRH19A Maintain wigs and hairpieces</td>
<td>60</td>
</tr>
<tr>
<td>CUEWRH20A Make wigs</td>
<td>140</td>
</tr>
<tr>
<td>WRB01A Communicate with clients</td>
<td>36</td>
</tr>
<tr>
<td>WRB06A Sell beauty products</td>
<td>18</td>
</tr>
<tr>
<td>WRB15A Provide lash and brow treatment</td>
<td>20</td>
</tr>
<tr>
<td>WRB21A Design and apply make-up</td>
<td>40</td>
</tr>
<tr>
<td>WRB22A Design and apply make-up for photography</td>
<td>40</td>
</tr>
<tr>
<td>WRB23A Design and apply remedial camouflage</td>
<td>30</td>
</tr>
</tbody>
</table>

Total Hours: 614

Diploma

<table>
<thead>
<tr>
<th>Core Units Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>023/02 Evaluate a business opportunity</td>
<td>20</td>
</tr>
<tr>
<td>023/03 Complete a business plan</td>
<td>30</td>
</tr>
<tr>
<td>023/04 Address legal and administrative requirements</td>
<td>20</td>
</tr>
<tr>
<td>023/05 Address commercial requirements</td>
<td>30</td>
</tr>
<tr>
<td>023/06 Manage business operations</td>
<td>30</td>
</tr>
<tr>
<td>023/07 Manage finances</td>
<td>40</td>
</tr>
<tr>
<td>023/08 Review business</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Units Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUEMUP3A Design, apply and remove specialised make-up</td>
<td>160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Units Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUEDES1A Develop the design</td>
<td>60</td>
</tr>
<tr>
<td>CUEDES2A Present and negotiate design</td>
<td>60</td>
</tr>
<tr>
<td>CUEMUP4A Design, apply and remove special effects make-up</td>
<td>160</td>
</tr>
<tr>
<td>CUESMT2A Prepare for rehearsal</td>
<td>140</td>
</tr>
</tbody>
</table>

Total Hours: 770

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

Diploma of Remedial Massage (HLT50302)

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

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

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

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

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

Selection Procedures/Selection Criteria
Applicants are required to attend an interview.

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

Course Structure

<table>
<thead>
<tr>
<th>Core Units Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTCOM2A Develop professional expertise</td>
<td>40</td>
</tr>
<tr>
<td>HLTREM2A Provide remedial massage treatment</td>
<td>380</td>
</tr>
<tr>
<td>HLTREM3A Plan the remedial massage treatment strategy</td>
<td>40</td>
</tr>
<tr>
<td>HLTREM4A Apply remedial massage assessment framework</td>
<td>40</td>
</tr>
<tr>
<td>HLTREM5A Perform remedial massage health assessment</td>
<td>280</td>
</tr>
<tr>
<td>BSCRMM204A Work effectively with others</td>
<td>15</td>
</tr>
<tr>
<td>HLTREM4A Communicate effectively with clients/patients</td>
<td>30</td>
</tr>
<tr>
<td>HLTREM5A Administer a practice</td>
<td>30</td>
</tr>
<tr>
<td>HLTREM6A Make referrals to other health care professionals when appropriate</td>
<td>40</td>
</tr>
<tr>
<td>HLTFA2A Apply advanced first aid</td>
<td>30</td>
</tr>
<tr>
<td>HLTHR1A Work effectively in the health industry</td>
<td>20</td>
</tr>
<tr>
<td>HLTHSE1A Follow the organisation’s occupational health and safety policies</td>
<td>20</td>
</tr>
<tr>
<td>HLTHSE1A Follow the organisation’s occupational health and safety policies</td>
<td>20</td>
</tr>
<tr>
<td>HLTIN1A Comply with infection control policies and procedures</td>
<td>20</td>
</tr>
<tr>
<td>HLTREM1A Work within a massage framework</td>
<td>20</td>
</tr>
</tbody>
</table>

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

Advanced Diploma of Naturopathy (HLT 60502)

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

For further information please contact the Department of Personal Services on 9284 7902.
Certificate II in Hairdressing (WRH20100) [Pre-Apprenticeship]

Career Opportunities
Hairdresser.

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

Course Objectives
The course aims to provide pre-vocational training for individuals wishing to work in the Hairdressing Industry.

Entry Requirements
To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults curriculum.

Selection Procedures/Selection Criteria
Aptitude test and interview.

Course Duration
The course may be offered on a full-time basis over 174 hours.

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRH01A</td>
<td>30</td>
</tr>
<tr>
<td>WRH02A</td>
<td>30</td>
</tr>
<tr>
<td>WRH03A</td>
<td>20</td>
</tr>
<tr>
<td>WRH04A</td>
<td>10</td>
</tr>
<tr>
<td>WRH05A</td>
<td>10</td>
</tr>
<tr>
<td>WRH06A</td>
<td>20</td>
</tr>
<tr>
<td>WRH07A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>18</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.

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

Course Objectives
The course aims to provide training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

Entry Requirements
To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults statewide accredited curriculum (published December, 1996).

Applicants enrolling as an apprentice must be over 15 years of age, be employed in the industry and indentured to a tradesperson, having been selected by that tradesperson on the basis of having appropriate aptitude for and attitudes towards hairdressing.

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

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

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRH01A</td>
<td>30</td>
</tr>
<tr>
<td>WRH02A</td>
<td>30</td>
</tr>
<tr>
<td>WRH03A</td>
<td>20</td>
</tr>
<tr>
<td>WRH04A</td>
<td>10</td>
</tr>
<tr>
<td>WRH05A</td>
<td>10</td>
</tr>
<tr>
<td>WRH06A</td>
<td>20</td>
</tr>
<tr>
<td>WRH07A</td>
<td>36</td>
</tr>
<tr>
<td>WRH09A</td>
<td>10</td>
</tr>
<tr>
<td>WRH10A</td>
<td>10</td>
</tr>
<tr>
<td>WRH11A</td>
<td>170</td>
</tr>
<tr>
<td>WRH12A</td>
<td>135</td>
</tr>
<tr>
<td>WRH13A</td>
<td>90</td>
</tr>
<tr>
<td>WRH14A</td>
<td>115</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>18</td>
</tr>
<tr>
<td>WRH22A</td>
<td>20</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.

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

Certificate IV in Hairdressing (WRH40100)

Career Opportunities
Trainer, supervisor, specialist hairdresser, manager and/or owner.

Scope of Delivery
Full-time or part-time basis.

Course Objectives
The course aims to provide training for hairdressers requiring a post-trade qualification.

Entry Requirements
To qualify for admission to the course, applicants must generally have acquired the Certificate III in Hairdressing or equivalent, plus literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults curriculum.

Selection Procedures/Selection Criteria
Application Form and Interview Process

Course Duration
The course may be offered on a part-time basis over 140–390 hours. Call 9284 7877 for commencement dates.
Course Structure

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ402A</td>
<td>Conduct assessment</td>
<td>15</td>
</tr>
<tr>
<td>BSZ407A</td>
<td>Deliver Training Sessions</td>
<td>50</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
- WRB18A 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
- WRH19A Perform a face shape 20

**Small Business Stream**
- WRH34A Supervise staff and the salon 30
- WRH35A Maintain customer relations 36
- WRRPM2A Recruit and select staff 36
- WRRPM3A Lead and manage people 30

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

Diploma of Hairdressing Salon Management (WRH50100)

Career Opportunities

Hairdressing Salon Manager.

Scope of Delivery

Full-time or part-time basis.

Course Objective

The course aims to provide the skills and knowledge required to manage a hairdressing salon.

Entry Requirements

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

Selection Procedures/Selection Criteria

Application From and Interview Process

Course Duration

The course may be offered on a full-time basis over 397–537 nominal hours over or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units (totaling 192 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRH34A</td>
<td>Supervise staff and the salon</td>
<td>30</td>
</tr>
<tr>
<td>WRH35A</td>
<td>Maintain customer relations</td>
<td>36</td>
</tr>
<tr>
<td>WRRPM2A</td>
<td>Recruit and select staff</td>
<td>36</td>
</tr>
<tr>
<td>WRRPM3A</td>
<td>Lead and manage people</td>
<td>30</td>
</tr>
<tr>
<td>BSN023.02</td>
<td>Complete a business plan</td>
<td>30</td>
</tr>
<tr>
<td>BSN023.05</td>
<td>Manage business operations</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units

Six units (totaling 205–345 nominal hours) selected by the student, with the approval of the Head of Department, from the following

- BSN023.01 Evaluate a business opportunity 20
- BSN023.02 Address legal and administrative requirements 20
- BSZ503A Design and establish the assessment system 40
- BSZ504A Manage the training and assessment system 40
- BSZ505A Evaluate the training and assessment system 45
- BSXFM1503A Establish and manage effective workplace relationships 60
- BSXFM1504A Participate in, lead and facilitate work teams 60
- BSXFM1505A Manage operations to achieve planned outcomes 60
- BSXFM1507A Manage quality customer service 40
- BSXFM1511A Contribute to the development of a workplace learning environment 60
Our trainers have a multitude of skills between them and are keen to provide current security training competencies, to an excellent standard, in an array of fields, which could be the commencement of 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. 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 make the level of knowledge and expertise of individual business persons. All training is practical and assists the participants to develop their business idea. Participants will produce a business plan for their business.

Wholesale & Retail Industry Training: The WBEC also incorporates the Wholesale/Retail Unit which offers students a wide range of vocational education and industry approved courses by flexible methods such as traineeships, on-campus workshops and workplace delivery. Details of the TAFE Certificates II to IV and Diploma courses offered by the Department are set out below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRS20198</td>
<td>Certificate II in Security (Guarding)</td>
</tr>
<tr>
<td>PRS30186</td>
<td>Certificate III in Security (Guarding)</td>
</tr>
<tr>
<td>BSB40401</td>
<td>Certificate IV in Business (Small Business)</td>
</tr>
<tr>
<td>WRR20101</td>
<td>Certificate II in Wholesale Operations</td>
</tr>
<tr>
<td>WRR30101</td>
<td>Certificate III in Wholesale Operations</td>
</tr>
<tr>
<td>WRR40101</td>
<td>Certificate IV in Wholesale Operations</td>
</tr>
<tr>
<td>WRR50101</td>
<td>Diploma of Wholesale Management</td>
</tr>
<tr>
<td>WRR50102</td>
<td>Diploma of Retail Management</td>
</tr>
<tr>
<td>WRR40102</td>
<td>Certificate IV in Retail Management</td>
</tr>
<tr>
<td>WRR30102</td>
<td>Certificate III in Retail Supervision</td>
</tr>
<tr>
<td>WRR30102</td>
<td>Certificate III in Retail Operations</td>
</tr>
<tr>
<td>WRR20102</td>
<td>Certificate II in Retail Operations</td>
</tr>
<tr>
<td>WRR20109</td>
<td>Certificate II in Retail Cosmetic Assistant</td>
</tr>
</tbody>
</table>

The course aims to provide training for individuals wishing to work in the Security Industry as a Security Guard. At the completion of Certificate II in Security participants will be able to apply for a provisional licence however a full licence must be obtain within twelve months. Once a provisional or full licence has lapsed training must be refreshed.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate the ability to:
• read, comprehend, discuss and write complex information in English;
• and use and analyse complex data.

Selection Procedures/Selection Criteria
Applicants must attend an Industry Information Session and undertake an entry level interview and assessment.

Course Duration
The Certificate II in Security (Guarding) may be offered on a part-time basis over 124–230 nominal hours. The Certificate III in Security (Guarding) may be offered on a part-time basis over 174–354 nominal hours.

Certificate II in Security (Guarding) (PRS20198)

Certificate III in Security (Guarding) (PRS30186)

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

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

Scope of Delivery
These courses are offered on a part time basis only.

Course Objective
These courses are offered on a part time basis only.

Certificate II in Security (Guarding) (PRS20198)

Certificate III in Security (Guarding) (PRS30186)

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

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

Scope of Delivery
These courses are offered on a part time basis only.

Course Objective
These courses are offered on a part time basis only.

Certificate II in Security (Guarding) (PRS20198)

Certificate III in Security (Guarding) (PRS30186)

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

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

Scope of Delivery
These courses are offered on a part time basis only.

Course Objective
These courses are offered on a part time basis only.

Certificate II in Security (Guarding) (PRS20198)

Certificate III in Security (Guarding) (PRS30186)

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

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

Scope of Delivery
These courses are offered on a part time basis only.

Course Objective
These courses are offered on a part time basis only.
The course aims to provide participants with the practical and theoretical knowledge required to operate and manage a small business. Participants undertaking this course are currently operating a business or are planning to operate their own business. This course also prepares participants for independent business units within a larger organization.

**Course Objective**

The course aims to provide participants with the practical and theoretical knowledge required to operate and manage a small business.

**Entry Requirements**

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

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

**Selection Procedures/Selection Criteria**

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

**Course Duration**

The course may be offered on a full-time basis over 355–550 nominal hours or part-time equivalent.

**Course Structure**

Students must complete a minimum of 10 units:

A minimum of 4 units (140–190 nominal hours) must be from Small Business Domain.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBBM301A</td>
<td>30</td>
<td>Research business opportunities</td>
</tr>
<tr>
<td>BSBBM401A</td>
<td>30</td>
<td>Establish business &amp; legal requirements</td>
</tr>
<tr>
<td>BSBBM402A</td>
<td>40</td>
<td>Undertake financial planning</td>
</tr>
<tr>
<td>BSBBM403A</td>
<td>40</td>
<td>Promote the business</td>
</tr>
<tr>
<td>BSBBM404A</td>
<td>40</td>
<td>Undertake business planning</td>
</tr>
<tr>
<td>BSBBM405A</td>
<td>40</td>
<td>Monitor &amp; manage business operations</td>
</tr>
<tr>
<td>BSBM406A</td>
<td>50</td>
<td>Manage finances</td>
</tr>
<tr>
<td>BSBM407A</td>
<td>40</td>
<td>Manage a small team</td>
</tr>
</tbody>
</table>

A minimum of 3 units (90–150 nominal hours) from the common core:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM404A</td>
<td>50</td>
<td>Lead work teams</td>
</tr>
<tr>
<td>BSBCMN402A</td>
<td>30</td>
<td>Develop work priorities</td>
</tr>
<tr>
<td>BSBCMN403A</td>
<td>50</td>
<td>Establish business networks</td>
</tr>
<tr>
<td>BSBCMN404A</td>
<td>30</td>
<td>Develop teams and individuals</td>
</tr>
<tr>
<td>BSBCMN405A</td>
<td>40</td>
<td>Analyse &amp; present research information</td>
</tr>
<tr>
<td>BSBCMN406A</td>
<td>40</td>
<td>Maintain business technology</td>
</tr>
<tr>
<td>BSBCMN407A</td>
<td>30</td>
<td>Coordinate business resources</td>
</tr>
<tr>
<td>BSBCMN408A</td>
<td>30</td>
<td>Report on financial activity</td>
</tr>
<tr>
<td>BSBCMN409A</td>
<td>20</td>
<td>Promote products and services</td>
</tr>
<tr>
<td>BSBCMN410A</td>
<td>40</td>
<td>Coordinate implementation of customer service strategies</td>
</tr>
<tr>
<td>BSBCMN411A</td>
<td>50</td>
<td>Monitor a safe workplace</td>
</tr>
<tr>
<td>BSBCMN412A</td>
<td>50</td>
<td>Promote innovation and change</td>
</tr>
<tr>
<td>BSBCMN413A</td>
<td>40</td>
<td>Implement and monitor environmental policies</td>
</tr>
</tbody>
</table>

A maximum of three units (135–210 nominal hours) from the Business Services Training Package or any other endorsed Training Package, of which a minimum of 2 units must be from a qualification at AQF level IV; one unit may be included from lower or higher levels in this qualification.

Units will be selected by the student, with the approval of the Head of Department, having regard to the relevant units listed in the BSB01 Business Services Training Package, Australian National Training Authority, 2001.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Course Objective
These courses aim to provide participants with the knowledge and skills required to work predominantly in the Wholesale industry but can also be used as a Retailer. Students will gain skills in e-commerce processes and will be able to interact with customers.

Entry Requirements
Generally, entry into Certificates II, III or IV will be via the New Apprentice Program. Applicants must have completed Year 10 or a formal qualification in a related area. Applicants 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 is required.

Selection Procedures/Selection Criteria
To qualify for the Certificate II level courses, applicants generally must have basic English language, literacy and numeracy skills and be assessed by the Department as being capable of successfully completing the course. The course is mainly aimed at those about to take up a position, or those currently working in the industry. For all other Certificate levels, an interview to determine successful completion at the preceding Certificate level, and/or equivalent industry work experience is required. Applications must be made directly to the Wholesale Retail Department by phoning Administration on (03) 9564 7932.

Course Duration
On-going starts throughout the year, with 12 months being the normal, maximum duration for Certificate II under a Training Agreement. The training can then extend by 12 months or less for continuing with Certificate III and by another 12 months or less for Certificate IV. A course may also be undertaken part-time over 3 years duration (maximum for Certificate II and III).

Certificate II in Wholesale Operations (WRW3010)
This certificate is considered by the industry to be the pre-vocational level qualification required by employers to function effectively in a wholesale 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>Hours</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPL201A</td>
<td>30</td>
<td>Access product and service performance data</td>
</tr>
<tr>
<td>WRWPL202A</td>
<td>30</td>
<td>Sell products and services to business customers</td>
</tr>
<tr>
<td>WRWPL203A</td>
<td>30</td>
<td>Use computers as part of business and e-commerce processes</td>
</tr>
<tr>
<td>WRWOP201A</td>
<td>30</td>
<td>Comply with legislative requirements impacting business activities</td>
</tr>
<tr>
<td>WRRCS1B</td>
<td>63</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>WRRM2B</td>
<td>18</td>
<td>Perform routine housekeeping duties</td>
</tr>
<tr>
<td>WRRLP2B</td>
<td>18</td>
<td>Apply safe working practices</td>
</tr>
<tr>
<td>WRRER1B</td>
<td>42</td>
<td>Work effectively in a retail environment</td>
</tr>
</tbody>
</table>

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.

Core Units
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPS201A</td>
<td>30</td>
<td>Process purchases</td>
</tr>
<tr>
<td>WRWPK201A</td>
<td>30</td>
<td>Provide marketing &amp; promotion program support</td>
</tr>
<tr>
<td>WRRMK201A</td>
<td>30</td>
<td>Conduct telemarketing</td>
</tr>
<tr>
<td>WRWFN201A</td>
<td>30</td>
<td>Complete debtor processes</td>
</tr>
<tr>
<td>WRRCS2B</td>
<td>36</td>
<td>Interact with customers</td>
</tr>
<tr>
<td>WRRLP2A</td>
<td>21</td>
<td>Minimise theft</td>
</tr>
</tbody>
</table>

Elective Units
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRR1B</td>
<td>36</td>
<td>Perform stock control procedures</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>36</td>
<td>Merchandise products</td>
</tr>
<tr>
<td>ICTTC202A</td>
<td>40</td>
<td>Use specific enterprise systems to satisfy customer requirements</td>
</tr>
<tr>
<td>ICTTC205A</td>
<td>30</td>
<td>Process sales of limited product/service from incoming requites</td>
</tr>
</tbody>
</table>

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

Note: Students who have completed the Certificate II in Wholesale Operations (WRW3010) are eligible to receive credit for the above core units. Students who have completed the Certificate III in Wholesale Operations (WRW3010) are eligible to receive credit for the above core units.

Certificate III in Wholesale Operations (WRW3010)
This certificate allows learners to develop a broader base of knowledge and skills required to work predominantly in the Wholesale industry. Students must complete the Certificate II in Wholesale Operations (WRW3010) and complete the Certificate III in Wholesale Operations (WRW3010). Students may choose to select either the Certificate IV in Wholesale Operations (WRW3010) or the Certificate III in Wholesale Operations (WRW3010). Students must complete the 11 Core units and 7 Elective units.

Core Units
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPL201A</td>
<td>30</td>
<td>Access product and service performance data</td>
</tr>
<tr>
<td>WRWPL202A</td>
<td>30</td>
<td>Sell products and services to business customers</td>
</tr>
<tr>
<td>WRWPL203A</td>
<td>30</td>
<td>Use computers as part of business and e-commerce processes</td>
</tr>
<tr>
<td>WRWOP201A</td>
<td>30</td>
<td>Comply with legislative requirements impacting business activities</td>
</tr>
<tr>
<td>WRRCS1B</td>
<td>63</td>
<td>Communicate in the workplace</td>
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<tr>
<td>WRRM2B</td>
<td>18</td>
<td>Perform routine housekeeping duties</td>
</tr>
<tr>
<td>WRRLP2B</td>
<td>18</td>
<td>Apply safe working practices</td>
</tr>
<tr>
<td>WRRER1B</td>
<td>42</td>
<td>Work effectively in a retail environment</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 competency from any other Training package at Certificate II level and 2 units from any other Training package at Certificate III level. Students must complete 11 Core units and 7 Elective units.

Note: Students who have completed the Certificate II in Wholesale Operations (WRW3010) are eligible to receive credit for the above core units. Students who have completed the Certificate III in Wholesale Operations (WRW3010) are eligible to receive credit for the above core units.

Core Units
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPS201A</td>
<td>30</td>
<td>Process purchases</td>
</tr>
<tr>
<td>WRWPS202A</td>
<td>30</td>
<td>Provide marketing &amp; promotion program support</td>
</tr>
<tr>
<td>WRRMK201A</td>
<td>30</td>
<td>Conduct telemarketing</td>
</tr>
<tr>
<td>WRWFN201A</td>
<td>30</td>
<td>Complete debtor processes</td>
</tr>
<tr>
<td>WRRCS2B</td>
<td>36</td>
<td>Interact with customers</td>
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<td>WRRLP2A</td>
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<td>Minimise theft</td>
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<tbody>
<tr>
<td>WRR1B</td>
<td>36</td>
<td>Perform stock control procedures</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>36</td>
<td>Merchandise products</td>
</tr>
<tr>
<td>ICTTC202A</td>
<td>40</td>
<td>Use specific enterprise systems to satisfy customer requirements</td>
</tr>
<tr>
<td>ICTTC205A</td>
<td>30</td>
<td>Process sales of limited product/service from incoming requites</td>
</tr>
</tbody>
</table>

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

Note: Students who have completed the Certificate III in Wholesale Operations (WRW3010) are eligible to receive credit for the above core units. Students who have completed the Certificate IV in Wholesale Operations (WRW3010) are eligible to receive credit for the above core units.

Certificate IV in Wholesale Operations (WRW3010)
This certificate allows learners to develop a broader base of knowledge and skills required to work predominantly in the Wholesale industry. Students must complete the Certificate II in Wholesale Operations (WRW3010) and complete the Certificate III in Wholesale Operations (WRW3010). Students must complete the 11 Core units and 7 Elective units.

Core Units
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPL201A</td>
<td>30</td>
<td>Access product and service performance data</td>
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<td>Apply safe working practices</td>
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<tr>
<td>WRRER1B</td>
<td>42</td>
<td>Work effectively in a retail environment</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 competency from any other Training package at Certificate II level and 2 units from any other Training package at Certificate III level. Students must complete 11 Core units and 7 Elective units.

Note: Students who have completed the Certificate II in Wholesale Operations (WRW3010) are eligible to receive credit for the above core units. Students who have completed the Certificate III in Wholesale Operations (WRW3010) are eligible to receive credit for the above core units.

Core Units
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPS201A</td>
<td>30</td>
<td>Process purchases</td>
</tr>
<tr>
<td>WRWPS202A</td>
<td>30</td>
<td>Provide marketing &amp; promotion program support</td>
</tr>
<tr>
<td>WRRMK201A</td>
<td>30</td>
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</tr>
<tr>
<td>WRWFN201A</td>
<td>30</td>
<td>Complete debtor processes</td>
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<tr>
<td>WRRCS2B</td>
<td>36</td>
<td>Interact with customers</td>
</tr>
<tr>
<td>WRRLP2A</td>
<td>21</td>
<td>Minimise theft</td>
</tr>
</tbody>
</table>

Elective Units
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<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>WRR1B</td>
<td>36</td>
<td>Perform stock control procedures</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>36</td>
<td>Merchandise products</td>
</tr>
<tr>
<td>ICTTC202A</td>
<td>40</td>
<td>Use specific enterprise systems to satisfy customer requirements</td>
</tr>
<tr>
<td>ICTTC205A</td>
<td>30</td>
<td>Process sales of limited product/service from incoming requites</td>
</tr>
</tbody>
</table>

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

Note: Students who have completed the Certificate IV in Wholesale Operations (WRW3010) are eligible to receive credit for the above core units. Students who have completed the Certificate V in Wholesale Operations (WRW3010) are eligible to receive credit for the above core units.

Certificate V in Wholesale Operations (WRW3010)
This certificate allows learners to develop a broader base of knowledge and skills required to work predominantly in the Wholesale industry. Students must complete the Certificate II in Wholesale Operations (WRW3010) and complete the Certificate III in Wholesale Operations (WRW3010). Students must complete the 11 Core units and 7 Elective units.

Core Units
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPL201A</td>
<td>30</td>
<td>Access product and service performance data</td>
</tr>
<tr>
<td>WRWPL202A</td>
<td>30</td>
<td>Sell products and services to business customers</td>
</tr>
<tr>
<td>WRWPL203A</td>
<td>30</td>
<td>Use computers as part of business and e-commerce processes</td>
</tr>
<tr>
<td>WRWOP201A</td>
<td>30</td>
<td>Comply with legislative requirements impacting business activities</td>
</tr>
<tr>
<td>WRRCS1B</td>
<td>63</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>WRRM2B</td>
<td>18</td>
<td>Perform routine housekeeping duties</td>
</tr>
<tr>
<td>WRRLP2B</td>
<td>18</td>
<td>Apply safe working practices</td>
</tr>
<tr>
<td>WRRER1B</td>
<td>42</td>
<td>Work effectively in a retail environment</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 competency from any other Training package at Certificate II level and 2 units from any other Training package at Certificate III level. Students must complete 11 Core units and 7 Elective units.

Note: Students who have completed the Certificate II in Wholesale Operations (WRW3010) are eligible to receive credit for the above core units. Students who have completed the Certificate III in Wholesale Operations (WRW3010) are eligible to receive credit for the above core units.
ICTTC211A Process sales of complex product/service and where customer is unsure of available options  40
ICTTC212A Process sales where both customer and Enterprise to considerable financial commitment  40
PSPPRO301A Procure goods and services  60

Upon successful completion of Certificate II in Wholesale Operations(WRW30011), students are eligible to apply for entry into Certificate IV.

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

Certificate IV in Wholesale Management (WRW40101)

This certificate prepares learners for a leadership role in the Wholesale industry.

To successfully complete this qualification, students need to complete the 15 Core units and 11 Elective units.

Note: Students who have completed the Certificate II in Wholesale Operations(WRW30011) are eligible to receive credit for 9 of these 15 core units.(*)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPL201A</td>
<td>30</td>
</tr>
<tr>
<td>WRWMK405A</td>
<td>36</td>
</tr>
<tr>
<td>WRWSL201A</td>
<td>20</td>
</tr>
<tr>
<td>WRWSL202A</td>
<td>30</td>
</tr>
<tr>
<td>WRWSL203A</td>
<td>36</td>
</tr>
<tr>
<td>WRWSL408A</td>
<td>36</td>
</tr>
<tr>
<td>WRWPL201A</td>
<td>30</td>
</tr>
<tr>
<td>WRWPL506A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPL505A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPL504A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPS504A</td>
<td>40</td>
</tr>
</tbody>
</table>

Total number of hours for Core Units only 476

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 III level.

Note: Students who have completed Certificate III are eligible to receive credit for 4 of these 15 core units.(*)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPL201A</td>
<td>30</td>
</tr>
<tr>
<td>WRWMK405A</td>
<td>36</td>
</tr>
<tr>
<td>WRWSL201A</td>
<td>20</td>
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<tr>
<td>WRWSL202A</td>
<td>30</td>
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<tr>
<td>WRWSL203A</td>
<td>36</td>
</tr>
<tr>
<td>WRWSL408A</td>
<td>36</td>
</tr>
<tr>
<td>WRWPL201A</td>
<td>30</td>
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<tr>
<td>WRWPL506A</td>
<td>50</td>
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<tr>
<td>WRWPL505A</td>
<td>50</td>
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<tr>
<td>WRWPL504A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPS504A</td>
<td>40</td>
</tr>
</tbody>
</table>

Total number of hours for Core Units only 476

Elective Units

Students must select 11 Elective units. At least six units must be chosen from the electives at this level, however three units may be chosen from any other Training package at Certificate III level.

Note: Students who have completed Certificate III are eligible to receive credit for 4 of these 15 core units.(*)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPS201A</td>
<td>40</td>
</tr>
<tr>
<td>WRWSL408A</td>
<td>36</td>
</tr>
<tr>
<td>WRWPL201A</td>
<td>30</td>
</tr>
<tr>
<td>WRWPL506A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPL505A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPL504A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPS504A</td>
<td>40</td>
</tr>
</tbody>
</table>

Total number of hours for Core Units only 476

Diploma of Wholesale Management (WRW50101)

The Diploma is aimed at Managers and leaders within the Wholesale industry.

To successfully complete this qualification, students need to complete 17 Core units and 16 Elective units.

NB: Students who have completed the Certificate IV in Wholesale Operations(WRW40101) are eligible to receive credit for 15 of these 17 core units.(*)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>WRWPL201A</td>
<td>30</td>
</tr>
<tr>
<td>WRWMK405A</td>
<td>36</td>
</tr>
<tr>
<td>WRWSL201A</td>
<td>20</td>
</tr>
<tr>
<td>WRWSL202A</td>
<td>30</td>
</tr>
<tr>
<td>WRWSL203A</td>
<td>36</td>
</tr>
<tr>
<td>WRWSL408A</td>
<td>36</td>
</tr>
<tr>
<td>WRWPL201A</td>
<td>30</td>
</tr>
<tr>
<td>WRWPL506A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPL505A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPL504A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPS504A</td>
<td>40</td>
</tr>
</tbody>
</table>

Total number of hours for Core Units only 476

Students must select 16 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 Diploma level.

Note: Students who have completed Certificate IV are eligible to receive credit for 15 of these 17 core units.(*)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPL201A</td>
<td>30</td>
</tr>
<tr>
<td>WRWMK405A</td>
<td>36</td>
</tr>
<tr>
<td>WRWSL201A</td>
<td>20</td>
</tr>
<tr>
<td>WRWSL202A</td>
<td>30</td>
</tr>
<tr>
<td>WRWSL203A</td>
<td>36</td>
</tr>
<tr>
<td>WRWSL408A</td>
<td>36</td>
</tr>
<tr>
<td>WRWPL201A</td>
<td>30</td>
</tr>
<tr>
<td>WRWPL506A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPL505A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPL504A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPS504A</td>
<td>40</td>
</tr>
</tbody>
</table>

Total number of hours for Core Units only 476

Elective Units

Students must select 16 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 Diploma level.

NB: Students who have completed Certificate IV are eligible to receive credit for 15 of these 17 core units.(*)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPS201A</td>
<td>40</td>
</tr>
<tr>
<td>WRWSL408A</td>
<td>36</td>
</tr>
<tr>
<td>WRWPL201A</td>
<td>30</td>
</tr>
<tr>
<td>WRWPL506A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPL505A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPL504A</td>
<td>50</td>
</tr>
<tr>
<td>WRWPS504A</td>
<td>40</td>
</tr>
</tbody>
</table>

Total number of hours for Core Units only 476

Diploma of Retail Management (WRR50102) incorporating:

Certificate IV in Retail Management (WRR40102)

Certificate III in Retail Supervision (WRR30102)

Certificate II in Retail Operations (WRR30202)

Career Opportunities
Retail Industry.

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

Course Objectives
These courses aim to provide participants with the knowledge and skills to work in the Retail sector.

Participants completing the Diploma and Certificate IV in Retail Management (WRR40102) should be able to function in a broad range of varied activities and in a wider variety of contexts, most of which are complex and non-routine. These courses aim to develop the skills to provide leadership and guidance when managing others, as well as being able to: contribute to technical solutions of a non-routine or contingency nature; evaluate and analyse current practices; develop new criteria and procedures for performing current practices; and the means for measuring (assessing) their performance is also desirable for participants undertaking in the Certificate III, IV and Diploma courses.

Selection Procedures / Selection Criteria
To qualify for the Certificate II level courses, applicants generally must have basic English language, literacy and numeracy skills and be assessed by the Department as being capable of successfully completing the course. The course is mainly aimed at those about to take up a position, or those currently working in the industry. For all other Certificate levels, an interview to determine successful completion at the preceding Certificate level, and/or equivalent industry/work experience is required. Applications must be made directly to the Wholesale/Retail Department by phoning Administration on 9294 7932.

Course Duration
In line with the Federal Government’s New Apprenticeship system principles, these courses have been designed for flexible delivery modes such as fully on-the-job, combined on and off-the-job, distance learning and for Assessment of learners against workplace competency standards.

Certificate II in Retail Operations (WRR30202)

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

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

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

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHRC53B*</td>
<td>Communicate in the workplace</td>
<td>50</td>
</tr>
<tr>
<td>WHRC52B</td>
<td>Apply point of sale handling procedures</td>
<td>21</td>
</tr>
<tr>
<td>WHRC53B</td>
<td>Interact with customers</td>
<td>36</td>
</tr>
<tr>
<td>WHRER1B*</td>
<td>Work effectively in a retail environment</td>
<td>40</td>
</tr>
<tr>
<td>WHRC41B*</td>
<td>Operate retail equipment</td>
<td>21</td>
</tr>
<tr>
<td>WHRE52B*</td>
<td>Perform routine housekeeping duties</td>
<td>18</td>
</tr>
<tr>
<td>WHRLF1B*</td>
<td>Apply safe working practices</td>
<td>18</td>
</tr>
<tr>
<td>WHRLF2B</td>
<td>Minimise theft</td>
<td>21</td>
</tr>
</tbody>
</table>
Certificate III in Retail Supervision (WRR30102)

This certificate has been designed for those employees who wish to enter into a supervisory role or who are responsible for co-ordinating and supervising staff. To enter the Certificate III in Retail Supervision, students must have successfully completed the Core units from Certificate II, plus WRRS18B Sell Products and Services. OR

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

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS18B</td>
<td>36</td>
<td>Sell products and services</td>
</tr>
<tr>
<td>WRRS18B</td>
<td>36</td>
<td>Apply retail office procedures</td>
</tr>
<tr>
<td>WRRS18B</td>
<td>36</td>
<td>Apply retail office keyboard skills</td>
</tr>
<tr>
<td>WRRS18B</td>
<td>36</td>
<td>Perform retail finance duties</td>
</tr>
</tbody>
</table>

Elective Units

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS1B</td>
<td>36</td>
<td>Co-ordinate sales performance</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>36</td>
<td>Co-ordinate retail office</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>36</td>
<td>Produce financial reports</td>
</tr>
<tr>
<td>BIZ401A</td>
<td>15</td>
<td>Plan assessment</td>
</tr>
<tr>
<td>BIZ402A</td>
<td>15</td>
<td>Conduct assessment</td>
</tr>
<tr>
<td>BIZ403A</td>
<td>5</td>
<td>Review assessment</td>
</tr>
<tr>
<td>BIZ404A</td>
<td>30</td>
<td>Train small groups</td>
</tr>
</tbody>
</table>

Certificate III in Retail Operations (WRR30202)

This certificate has been developed for those employees who wish to undertake a more specialised role responsible for advanced selling or merchandising. To enter the Certificate III in Retail Operations, students must have successfully completed the Core units from Certificate II, plus WRRS18B Sell Products and Services. OR

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

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS18B</td>
<td>36</td>
<td>Sell products and services</td>
</tr>
<tr>
<td>WRRS18B</td>
<td>36</td>
<td>Coordinate interaction with customers</td>
</tr>
<tr>
<td>WRRS18B</td>
<td>36</td>
<td>Coordinate work terms</td>
</tr>
<tr>
<td>WRRS18B</td>
<td>36</td>
<td>Maintain employee relations</td>
</tr>
<tr>
<td>WRRS18B</td>
<td>36</td>
<td>Maintain store security</td>
</tr>
</tbody>
</table>

Elective Units

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS1B</td>
<td>36</td>
<td>Co-ordinate sales performance</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>36</td>
<td>Co-ordinate retail office</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>36</td>
<td>Produce financial reports</td>
</tr>
<tr>
<td>BIZ401A</td>
<td>15</td>
<td>Plan assessment</td>
</tr>
<tr>
<td>BIZ402A</td>
<td>15</td>
<td>Conduct assessment</td>
</tr>
<tr>
<td>BIZ403A</td>
<td>5</td>
<td>Review assessment</td>
</tr>
<tr>
<td>BIZ404A</td>
<td>30</td>
<td>Train small groups</td>
</tr>
</tbody>
</table>
School of Business, Hospitality and Personal Services

Certificate IV in Retail Management (WRR40102)

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

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

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

Diploma of Retail Management (WRR50102)

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

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

NB: Students who have completed Certificate IV in Retail Management are eligible to receive credit for 5 of these 10 core units.
**Course Duration**
This course is offered on a full time basis over 12 weeks.

**Course Structure**
Students must complete all of the 8 core units and all the units from the Retail Cosmetic Assistant Stream.

<table>
<thead>
<tr>
<th>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</td>
<td>40</td>
</tr>
<tr>
<td>WRB04A</td>
<td>18</td>
</tr>
<tr>
<td>WRB05A</td>
<td>36</td>
</tr>
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<td>WRB06A</td>
<td>18</td>
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<tr>
<td>WRB07A</td>
<td>36</td>
</tr>
<tr>
<td>WRB08A</td>
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</tr>
<tr>
<td>WRB10A</td>
<td>21</td>
</tr>
<tr>
<td>WRB11A</td>
<td>21</td>
</tr>
<tr>
<td>WRB12A</td>
<td>30</td>
</tr>
<tr>
<td>WRB21A</td>
<td>40</td>
</tr>
</tbody>
</table>

Some module descriptors are listed towards the back of this brochure.
School of Engineering, Construction & Industrial Skills

The School of Engineering, Construction and Industrial Skills consists of the following six departments

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

Each Department offers an extensive range of TAFE courses which provide pre-vocational, vocational and Diploma training for individuals and industries. These courses align with the Australian Qualifications Framework.

The courses offered by the School of Engineering, Construction and Industrial Skills provide the skills and knowledge needed for employment in the engineering - mechanical, manufacturing and civil, building, sign, electrical, electronics, computer systems and networking, transport, distribution and warehousing industries. Pre-apprenticeship courses (Certificate I or II) are offered for bookbuilding, bricklaying, carpentry and joinery, electrical, painting and decorating, furniture manufacturing, cabinet making, plumbing and gasfitting and sign industry. Employers and students appreciate the value of Pre-apprenticeship courses, and there is a high success rate in students obtaining apprenticeships after completing a pre-apprenticeship course because of the strong links with industry that have been developed.

Apprenticeship courses (generally Certificate III level) are also offered in these fields as well as in electronics with credit given for pre-apprenticeship studies. In many courses, students can start their training at any time during the year and work to an individual program because flexible delivery arrangements are used. In the building trade areas, “live work” is used extensively so that students learn while working on real, full-size jobs; for example the construction of transportable buildings at the Newport Campus, construction and maintenance of boats and production of signs. Apprentices and employers should ask about arrangements for training to be done in the workplace as well as about the benefits of doing so.

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

The majority of Electronics and Computer Systems students undertake Certificate IV or Diploma courses. Successful students may be employed as technicians in areas such as consumer electronics, audio, communications or computers. The University is a Regional Academy within the Cisco Systems Networking Academy program. There is also a Certificate IV course in Electrical control and networking.

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

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

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

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

The School maintains its strong links with industry to ensure training remains relevant. The School has a considerable number of staff both full-time and part-time working within company operations. This is a major focus of the School’s business to provide support for individuals and companies in the workplace. Using flexible training materials, companies are able to utilise both the University and their own qualified staff to deliver training which will complement individual enterprise training schedules and work patterns.

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

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

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

Dianne Williams
Associate Director
School of Engineering Construction and Industrial Skills
Certificate II in Automotive Technology (21110VIC) 

Career Opportunities 
Automotive industry.

Scope of Delivery 
Full-time, 20 weeks per semester.

Course Objectives 
This course aims to provide training for persons seeking work in the automotive industry. It may be customised to meet student career path aspirations through the selection of elective competencies and the application of learning resources specific to local business/employer work placement requirements.

Entry Requirements 
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can:

- read, comprehend, discuss and write complex information in English, and
- use and analyse complex data.

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

Selection Procedures/ Selection Criteria 
Interview plus entrance examination.

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

Student Work Placement or Simulated Workplace 
Student work placement is recommended to complement workplace assessment in accordance with competency evidence requirements.

Course Structure 
Core Units 

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<thead>
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</table>

Elective Units 
A minimum of 155 nominal hours of elective units selected from across the following four specialisations:

- General;
- Automotive Mechanical;
- Automotive Vehicle Body;
- Outdoor Power Equipment.

Elective units are selected with the approval of the Head of Department, having regard to the specialisation units listed in the Certificate II in Automotive Technology (21110VIC), Accreditation Submission, Automotive Training Victoria, October 2000.

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

Automotive Training Package Qualification Certificates I - III 

Career Opportunities 
These qualifications require the participant to be employed as either an apprentice or trainee under the Australian Quality Training Framework.

Course Objectives 
The courses leading to qualifications described below are based upon the Automotive Industry Retail, Service and Repair (RS&R) Training Package which has been developed to meet the training and skills recognition needs of the automotive industry in Australia. All qualifications in the Training Package are based on the Automotive Industry Retail, Service and Repair (RS&R) Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.
Summary of Training Package Qualifications

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<td>Cert II in Automotive (Sales - Service Station Operations)(AUR222199)</td>
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<td>Cert III in Automotive (Mechanical - Natural Gas Vehicle NGV Installer)(AUR31299)</td>
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</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;
- use and analyse complex data.

Students enrolled as trainees must be employed under the Apprenticeship Training Scheme. This course can be offered on a fee for service basis.

Selection Procedures/Selection Criteria

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

Course Structure

The competency standards have been packaged to provide common core units, occupational stream specific units and a choice of electives 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 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&I qualifications from Certificate I to Certificate III:

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<tr>
<td>AUR70421A</td>
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Swear Specific Units

Industry selected three specific units which define skills required for the current automotive occupations from Certificate II to Certificate III:

<table>
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<tr>
<td>AUR21999</td>
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<td>360–445</td>
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<tr>
<td>AUR22299</td>
<td>360–445</td>
</tr>
</tbody>
</table>

SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS
Elective Units
Elective units form part of the qualification to provide for enterprise-specific needs, trainee interests and flexibility. Elective units may be chosen from any units contained within the endorsed automotive training package RS&R or any other nationally endorsed training package. Elective choice rests with the enterprise, trainee and university but would generally be allied to the needs of the enterprise, ensuring that breadth, depth and complexity maintains a degree of consistency with the qualification level.

At the Certificate III qualification level, the packaging model allows for the selection of three (3) units where the number of occupational specific units is less than sixteen (16) and six elective units when the occupational specified number is sixteen (16) or more.

Certificate I in Automotive (AUR10199)
Career Opportunities
Automotive industry.

Scope of Delivery
Full-time or part-time.

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

Course Structure
Core Units
- AUR70125A Follow Workplace Occupational Health and Safety procedures 20
- AUR70278A Use and maintain workplace tools and equipment 20
- AUR70314A Contribute to workplace communication 20

Elective Units
Three units selected in consultation with the student in consultation with his/her employer, and with approval of the Head of Department.

Certificate II in Automotive (Mechanical) (AUR20799 – AUR21899)
Career Opportunities
Traineeships in designated fields.

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

Course Objectives
This course aims to provide training for persons working in the mechanical sector of the automotive industry.

Course Streams
The following streams are available from the Certificate II in Automotive (Mechanical) (AUR20799 – AUR21899):
- Air Conditioning
- Cylinder Head Reconditioning
- Drive Line
- Exhaust Fitting and Repair
- Radiator Repair
- Steering & Suspension
- Tyre Fitting & Repair Light
- Underbody
- Vehicle Servicing
- Wheel Alignment

Course Structure
Core Units – as listed above.
Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval of the Head of Department.
Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Automotive (Vehicle Body)(AUR22499 – AUR22999)
Career Opportunities
Traineeships in specific fields.

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

Course Objectives
This course aims to provide training for persons working in the vehicle body sectors of the automotive industry.

Course Streams
The following streams are offered from the Certificate II in Automotive (Vehicle Body)(AUR22499 – AUR22999):
- Accessory Fitting ‘Mechanical’
- D-staining
- 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 of the Head of Department.
Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.
Certificate II in Automotive Sales (AUR21999 - AUR22399)

Career Opportunities
Traineeships in specific fields.

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

Course Objectives
This course aims to provide training for persons working in the sales sectors of the automotive industry.

Course Streams
The following streams are offered from the Certificate II in Automotive Sales (AUR21999 - AUR22399):
• Automotive Aftermarket;
• Replacement Parts & Accessories;
• Service Station Operations;
• Vehicle;
• Warehousing.

Course Structure
Core Units - as listed above.
Compulsory Stream Units - Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
Elective Units - Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Marine (AUR23199 - AUR23299)

Career Opportunities
Traineeship Marine application.

Scope of Delivery
Part-time.

Course Objectives
This course aims to provide training for persons working in the marine sectors of the automotive industry.

Course Streams
The following streams are offered from the Certificate II in Marine (AUR23199 - AUR23299):
• Sales;
• Services.

Course Structure
Core Units - as listed above.
Compulsory Stream Units - Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
Elective Units - Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Bicycles (Services) (AUR23099)

Career Opportunities
Traineeship in Bicycle Repair.

Scope of Delivery
Part-time.

Course Objectives
This course aims to provide training for persons working in the bicycle service sector of the automotive industry.

Course Structure
Core Units - as listed above.
Compulsory Stream Units - Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
Elective Units - Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Outdoor Power Equipment (Services) (AUR23399)

Career Opportunities
Traineeship in the light engines.

Scope of Delivery
Part-time.

Course Objectives
This course aims to provide training for persons working in the outdoor power equipment service sector of the automotive industry.

Course Structure
Core Units - as listed above.
Compulsory Stream Units - Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
Elective Units - Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate III in Automotive Sales (AUR31399 - AUR31499)

Career Opportunities
Automotive Retailer.

Course Objectives
This course aims to provide training for persons working in the sales sectors of the automotive industry.

Course Streams
The following stream is offered from the Certificate III in Automotive Sales (AUR31399 - AUR31499):
• Parts Interpreting;
• Vehicle.

Course Structure
Core Units - as listed above.
Compulsory Stream Units - Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
Elective Units - Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.
Certificate III in Automotive Vehicle Body(AUR31699-AUR31899)

Career Opportunities
Apprenticeships in panel and paint.

Scope of Delivery
Part-time.

Course Objectives
This course aims to provide training for persons working in the vehicle body sectors of the automotive industry.

Course Streams
The following streams are available in the Certificate III in Automotive Vehicle Body(AUR31699-AUR31899):
- Panel Beating;
- Trimming;
- Vehicle Painting.

Course Structure
Core Units - as listed above.
Compulsory Stream Units - Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
Elective Units - Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RSR competency standards.

Certificate III in Automotive Mechanical(AUR30299 - AUR31299)

Career Opportunities
Apprenticeships.

Scope of Delivery
Part-time.

Course Objectives
This course aims to provide training for persons working in the mechanical sectors of the automotive industry.

Course Streams
The following streams are offered from the Certificate III in Automotive Mechanical(AUR30299-AUR31299):
- Automatic Transmission;
- Brakes;
- Diesel Fitter;
- Diesel Fuel Specialist;
- Drive Line;
- 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 RSR competency standards.

Certificate IV in Automotive(AUR40199)

Career Opportunities
Automotive Industry.

Scope of Delivery
Part time/workplace training.

Course Objective
The course aims to provide training for persons working at a technical level 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.

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

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

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

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

Certificate II in Boatbuilding (15562VIC) [Traineeship]

Career Opportunities
Construction and repair of vessels.

Scope of Delivery
Full-time.

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

Certificate I in Boatbuilding (15563VIC) [Apprenticeship]

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

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

Course Duration
The course consists of 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.

Certificate II in Boatbuilding (15564VIC) [Apprenticeship]

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

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

Course Duration
The course consists of 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.

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

Career Opportunities
Construction and repair of vessels.

Scope of Delivery
Full-time/Part-time.

Course Objective
The aim of this course is to provide boatbuilding 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.
Certificate III in Boatbuilding (E55614C)(Apprenticeship)

Career Opportunities
Construction and repair of vessels.

Scope of Delivery
Part-time.

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

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

Selection Procedures/ Selection Criteria
Selection is conducted by employer.

Course Duration
960 nominal hours, 3 years part time.

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

Core Modules

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<tr>
<td>VBG973</td>
<td>60</td>
</tr>
<tr>
<td>VBG974</td>
<td>60</td>
</tr>
<tr>
<td>VBG991</td>
<td>20</td>
</tr>
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<td>VBG992</td>
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<tr>
<td>VBG996</td>
<td>60</td>
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<td>VBG997</td>
<td>60</td>
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<td>VBG998</td>
<td>60</td>
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<tr>
<td>VBG999</td>
<td>60</td>
</tr>
<tr>
<td>VBH966</td>
<td>0</td>
</tr>
</tbody>
</table>

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

Certificate I in Construction (Off-Site)(BCF 10100)

Career Opportunities
Joiner, Shopfitter.

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

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

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

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

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

Course Structure
In order to receive the qualification Certificate I in Construction (Off-Site) the participant must enter into a training agreement and successfully complete all the core modules totalling 270 hours plus 286 nominal hours of elective modules drawn from the Certificate I in Construction Module Bank.

Core Modules

<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>36</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>30</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>8</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1009A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1010A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>16</td>
</tr>
<tr>
<td>BCG1012A</td>
<td>8</td>
</tr>
<tr>
<td>BCG1013A</td>
<td>16</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
**Certificate II in Off-Site Construction (BCF 20100)**

**Career Opportunities**
Joinery, Shopfitter.

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

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

**Entry Requirements**
To qualify for admission to the course, applicants must have completed a Certificate II in Off-Site Construction (Joinery-Timber/Aluminium/Glass) (BCG 10198) or equivalent or have completed some units of the relevant Australian National Training Authority Training Package.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units (362 nominal hours)</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG 1000A Carry out interactive workplace communication</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>BCG 1001A Carry Out OHS &amp; S requirements</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>BCG 1002A Plan and organise work</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>BCG 1003A Read and interpret plans</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>BCG 1004A Carry out measurements &amp; calculations</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>BCG 1005A Use hand and power tools</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>BCG 1006A Use small plant and equipment</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>BCG 1007A Use static machinery</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>BCG 1008A Use simple leveling devices</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>BCG 1009A Handle construction materials and safely dispose of waste</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>BCF 2001A Use static machinery</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>BCF 2010A View and install sealant and sealant devices</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>BCF 2011A Handle construction materials and safely dispose of waste</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>BCF 2012A Prepare for off-site manufacturing process</td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>

**Elective Units**
Four units (totaling a minimum of 164 nominal hours) selected by the student, with the approval of the Head of Department, having regard to the units listed in the relevant training package.

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

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

**Certificate III in Off-Site Construction (Joinery-Timber/Aluminium/Glass) (BCF 30200)**

**Career Opportunities**
Joinery.

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

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

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

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

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

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCF 2000A Use static machinery</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>BCF 2010A Maintain inventory and control stock</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>BCF 2011A Use computers</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>BCF 2012A Package manufactured products for transport</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>BCF 2013A Assemble components</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>BCF 2014A Manually cut glass to simple shapes</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BCF 2015A Prepare for off-site manufacturing process</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>BCF 2016A Apply and install sealant and sealant devices</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>BCF 2017A Maintain static machinery</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>BCF 2018A Set up static machinery</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>BCF 2019A Identify window and door construction</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>BCF 2020A Setting out of windows and doors</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>BCF 2030A Manufacture components for door and window frames, doors and sashes</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>BCF 2031A Assemble (door/window)</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>BCF 2032A Install internal lining</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>BCF 2033A Shift materials manually</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>BCF 2034A Apply and trim decorative finishes</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>BCF 2035A Cut and install glass</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>BCF 2036A Mark off unit</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>BCF 2037A Manufacture joinery unit components</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>BCF 2040A Carry out OHS &amp; S requirements</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>BCF 2041A Plan and organise work</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>BCF 2042A Read and interpret plans</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>BCF 2043A Carry out measurements and calculations</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>BCF 2044A Use hand and power tools</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>BCF 2045A Use small plant and equipment</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>BCF 2046A Use static machinery</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>BCF 2047A Handle construction materials and safely dispose of waste</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>BCF 2048A Use simple leveling devices</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>BCF 2049A Remove replace door and window furniture</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BCF 2050A Make set outs</td>
<td>8</td>
<td></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 I in Construction (Off-Site) (BCG 1090)**

**Career Opportunities**
Construction worker.

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

**Course Objective**
To provide secondary school students with basic skills and introduction to the Construction Industry.
Entry Requirements

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

Selection Procedure/Selection Criteria

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

Course Duration

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

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>Carry out Interactive Workplace Communication 96</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>Carry out OHS &amp; Requirements 40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>Plan and Organise Work 20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>Read and Interpret Plans 36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>Carry out Measurements and Calculations 20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>Use Hand and Power Tools 80</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>Use Small Plant and Equipment 16</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>Erect and Dismantle Restricted Height Scaffolding 40</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>Use Simple Levelling Devices 8</td>
</tr>
<tr>
<td>BCG1009A</td>
<td>Handle Construction Materials and Safe Disposal of Waste 16</td>
</tr>
</tbody>
</table>

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

Certificate II in Building and Construction (21393VIC) [Bricklaying - Pre-Apprenticeship]

Career Opportunities

Building Construction worker, bricklayer.

Scope of Delivery

Full time.

Course Objective

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

Entry Requirements

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

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

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

Selection Procedures/Selection Criteria

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

Course Duration

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

Course Structure

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM986</td>
<td>Workplace documents and plans 20</td>
</tr>
<tr>
<td>VBM988</td>
<td>Workplace safety 40</td>
</tr>
<tr>
<td>VBM997</td>
<td>Basic First Aid 8</td>
</tr>
<tr>
<td>VBM998</td>
<td>Building structures 8</td>
</tr>
<tr>
<td>VBM999</td>
<td>Levelling 8</td>
</tr>
<tr>
<td>VBM991</td>
<td>Safe handling of power tools 16</td>
</tr>
<tr>
<td>VBM992</td>
<td>Introduction to scaffolding 24</td>
</tr>
<tr>
<td>VBM993</td>
<td>Bricklaying basic skills 86</td>
</tr>
<tr>
<td>VBM994</td>
<td>Bricklaying set out, base and veneer construction 100</td>
</tr>
<tr>
<td>VBM995</td>
<td>Masonry blockwork 50</td>
</tr>
<tr>
<td>VBM996</td>
<td>Bricklaying cavity, piers and wall construction 100</td>
</tr>
<tr>
<td>VBM997</td>
<td>Concrete technology 20</td>
</tr>
<tr>
<td>VBM998</td>
<td>Multithickness walls and obtuse angles construction 60</td>
</tr>
</tbody>
</table>

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

Career Opportunities

Bricklayer.

Scope of Delivery

Part-time, block release.

Course Objective

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

Entry Requirements

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

Selection Procedure/Selection Criteria

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

Course Duration

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

Course Structure

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

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

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>Carry out Interactive Workplace Communication 96</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>Carry out OHS &amp; Requirements 40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>Plan and Organise Work 20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>Read and Interpret Plans 36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>Carry out Measurements and Calculations 20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>Use Hand and Power Tools 80</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>Use Small Plant and Equipment 16</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>Erect and Dismantle Restricted Height Scaffolding 40</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>Use Simple Levelling Devices 8</td>
</tr>
</tbody>
</table>
### Certificate II in Building and Construction (21393VIC) [Carpentry - Pre-Apprenticeship]

#### Career Opportunities
Carpenter.

#### Scope of Delivery
Full time.

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

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

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

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

### Course Structure

<table>
<thead>
<tr>
<th>Unit Code/Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1010A</td>
<td>Carry out Concrete to Simple Forms</td>
<td>40</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>Handle Construction Materials and Safety Dispose of Waste</td>
<td>16</td>
</tr>
<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 Elevator 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 Setting Out</td>
<td>12</td>
</tr>
<tr>
<td>BCG3021A</td>
<td>Install Door Frames</td>
<td>8</td>
</tr>
<tr>
<td>BCG3077A</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>
<tr>
<td>BCG3048A</td>
<td>Install Glass Blockwork</td>
<td>24</td>
</tr>
<tr>
<td>BCG3067A</td>
<td>Install Corbels and Decorative Brickwork</td>
<td>40</td>
</tr>
<tr>
<td>BCG3068A</td>
<td>Constructed Masonry Surfaces</td>
<td>32</td>
</tr>
<tr>
<td>BCG3069A</td>
<td>Construct Fire Place and Chimney</td>
<td>48</td>
</tr>
<tr>
<td>BCG3115A</td>
<td>Lay Segmental Unit Paving</td>
<td>24</td>
</tr>
</tbody>
</table>

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

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

#### Career Opportunities
Carpenters.

#### Scope of Delivery
Part-time, block release.

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

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

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

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

#### Course Structure

<table>
<thead>
<tr>
<th>Unit Code/Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM985</td>
<td>Building and construction industry induction</td>
<td>16</td>
</tr>
<tr>
<td>VBC505</td>
<td>Communications</td>
<td>20</td>
</tr>
<tr>
<td>ABC548</td>
<td>Quality principles</td>
<td>8</td>
</tr>
<tr>
<td>VBM986</td>
<td>Workplace documents and plans</td>
<td>20</td>
</tr>
<tr>
<td>VBM988</td>
<td>Workplace safety</td>
<td>40</td>
</tr>
<tr>
<td>VBJ037</td>
<td>Basic First Aid</td>
<td>8</td>
</tr>
<tr>
<td>VBM990</td>
<td>Building structures</td>
<td>8</td>
</tr>
<tr>
<td>VBM991</td>
<td>Levelling</td>
<td>8</td>
</tr>
<tr>
<td>VBM992</td>
<td>Introduction to scaffolding</td>
<td>24</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unit Code/Module Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM990</td>
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<tr>
<td>VBN134</td>
<td>OHS aspects of demolition</td>
<td>24</td>
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</table>

### SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS
Selection Procedures/Selection Criteria
Selection to this course is via an interview process.

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

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

Core Skills
- Communications
- Information Technology
- Mathematics
- Technical Writing
- Technical Drawings

Broad Based Skills
- Basic Static Machines and Equipment
- Communications
- Technical Drawings

Industry Modules
- Cabinet Making Specific Skills
  - ABC601 Frame and Panel Construction
  - ABC604 Leg and Rail Construction
  - ABC605 Drawer Construction
  - ABC607 Door Construction
  - ABC608 Cabinet Construction
  - ABC615 Solid Timber Construction
  - ABC617 Joinery

Certificate III in Furnishing (Wood Machining, Cabinet Making & Furniture Polishing) (21279VIC)
This course will be reviewed when the training package is introduced in 2004.

Career Opportunities
Cabinet Making

Scope of Delivery
Part-time block release/day release

Course Objective
The course aims to provide participants with the skills and knowledge required to display competence in one of the following industry sectors:
- Cabinet Making
- Wood Machining
- Furniture Polishing

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

Scope of Delivery
Full-time

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

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

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

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

Selection Procedures/Selection Criteria

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

Course Duration

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

Course Structure

Course Modules (196 nominal hours) Hours

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<th>Module</th>
<th>Hours</th>
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Specialist Modules

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Wood Machining Stream

Students must complete the following 7 modules (together totalling at least 488 nominal hours) –

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Elective Modules

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

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Furniture Polishing Stream

Students must complete the following 4 modules (together totalling at least 256 nominal hours) –

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Plus two modules from the following -

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Cabinet Making Stream

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

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Certificate II in Furniture Making (LMF20302)

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

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

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

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

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

Course in Building and Engineering Trades Orientation (31131N WB)

Career Opportunities

Further study.

Scope of Delivery

Part time.

Course Objectives

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

Entry Requirements

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

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedure/ Selection Criteria
Selection is conducted by secondary school co-ordinator.

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

Course Structure

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<td>Electrical Principles and Circuits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VAC265</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engines</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VAC703</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fuel Systems</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VAP906</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Steering and Suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VAC367</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Transmission</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BE10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Painting Plastic Components on Cars</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BE11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paint Formulation and Preparation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BE06</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spray Guns</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BE08</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Panel Painting in Acrylic Lacquer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BE09</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Polishing and Finishing Newly Painted Surfaces</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VAA537</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Basic MIG Welding and Hydraulic Body Set Up</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VAD919</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manufacturing of Panels and Basic Panel Repair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VAD961</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Masking Techniques</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VAE549</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Panel Surface Preparation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VAF374</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Repair Door Panels</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VAF563</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spot and Plug Welding</td>
</tr>
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<td></td>
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<td>VAG541</td>
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<tr>
<td></td>
<td></td>
<td>Vehicle Painting Tools and Equipment</td>
</tr>
</tbody>
</table>

Diploma of Building (SA3475)
incorporating
Certificate IV in Building (SA3477)

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

Scope of Delivery
Full-time/part-time.

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

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

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

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

Course Structure

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

Full Time Students

Year 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Title</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>ABC003</td>
<td>Materials 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC004</td>
<td>Builders’ Working Drawings 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC005</td>
<td>Builders’ Working Drawings 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC006</td>
<td>Building Computing Applications 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC008</td>
<td>Cost Control and Planning 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC009</td>
<td>Building Quantities and Estimating 1</td>
<td>54</td>
</tr>
<tr>
<td>ABC010</td>
<td>Building Site Survey and Set Out 1</td>
<td>54</td>
</tr>
<tr>
<td>ABC011</td>
<td>Building Technology 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC012</td>
<td>Business Management for Builders 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC013</td>
<td>Business Management for Builders 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC014</td>
<td>Residential Site Safety</td>
<td>36</td>
</tr>
<tr>
<td>ABC015</td>
<td>Timber Framing Design</td>
<td>36</td>
</tr>
<tr>
<td>ABC016</td>
<td>Building Studio 1</td>
<td>50</td>
</tr>
<tr>
<td>ABC017</td>
<td>Building Studio 2</td>
<td>50</td>
</tr>
<tr>
<td>ABC018</td>
<td>Building Practical Experience</td>
<td>25 Days</td>
</tr>
</tbody>
</table>

Elective Modules

Students must complete one of the following modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC086</td>
<td>Structure 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC120</td>
<td>Applied Mathematics for Building</td>
<td>40</td>
</tr>
</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>Module Title</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>ABC005</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>
</tr>
<tr>
<td>ABC085</td>
<td>Building Staff Management</td>
<td>36</td>
</tr>
<tr>
<td>ABC087</td>
<td>Structure 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC089</td>
<td>Building Technology 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC085</td>
<td>Construction Planning 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC107</td>
<td>Building Computing Applications 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC117</td>
<td>Building Studio 3</td>
<td>50</td>
</tr>
<tr>
<td>ABC120</td>
<td>Building Studio 4</td>
<td>50</td>
</tr>
<tr>
<td>ABC129</td>
<td>Building Studio 5</td>
<td>50</td>
</tr>
</tbody>
</table>

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

Certificate IV in Residential Drafting

(40337SA)

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

Course Objective

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

Entry Requirements

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

• completed Year 10 and have 3 years relevant work experience in the building or services industry; or
• have completed the VET Certificate I in Building Studies; or
• have completed the Introductory Vocational Education Certificate; and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Course Duration

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

Course Structure

Core Units (780 nominal hours)  Nominal Hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCTA</td>
<td>Apply drafting office administration processes</td>
<td>90</td>
</tr>
<tr>
<td>LCTB</td>
<td>Apply principles of construction technology to private residential dwellings</td>
<td>120</td>
</tr>
<tr>
<td>LCTC</td>
<td>Carry out a site survey of an existing building</td>
<td>40</td>
</tr>
<tr>
<td>LCTD</td>
<td>Create technically projected presentation views of architectural design concepts</td>
<td>40</td>
</tr>
<tr>
<td>LCTE</td>
<td>Evaluate materials for construction of residential dwellings</td>
<td>40</td>
</tr>
<tr>
<td>LCTF</td>
<td>Produce 2D architectural drawings using CAD software</td>
<td>100</td>
</tr>
<tr>
<td>LCTG</td>
<td>Produce drawing documentation for private residential buildings</td>
<td>40</td>
</tr>
<tr>
<td>LCTH</td>
<td>Produce working drawings for a single storey private Residence</td>
<td>90</td>
</tr>
<tr>
<td>LCTK</td>
<td>Produce working drawings for a two storey private Residence</td>
<td>90</td>
</tr>
<tr>
<td>LCTL</td>
<td>Provide design solutions for private residential dwellings</td>
<td>40</td>
</tr>
<tr>
<td>LCTM</td>
<td>Provide design solutions for small residential living units</td>
<td>40</td>
</tr>
<tr>
<td>LCTN</td>
<td>Using sketching presentation techniques to communicate design concepts</td>
<td>40</td>
</tr>
</tbody>
</table>

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

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Diploma of the Built Environment (SA3472)

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

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

Course Objectives
This course provides students with building theory, drafting and practice related to residential, industrial and commercial buildings. Graduates will have acquired specialist 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.

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

Course Duration
This 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

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Code</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</td>
<td>36</td>
</tr>
<tr>
<td>ABC009</td>
<td>Computer Aided Drafting</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 Drawings 1</td>
<td>18</td>
</tr>
<tr>
<td>ABC049</td>
<td>Drafting Technology 1</td>
<td>18</td>
</tr>
<tr>
<td>ABC050</td>
<td>Drafting Technology 2</td>
<td>18</td>
</tr>
<tr>
<td>ABC055</td>
<td>Working Drawings 1</td>
<td>72</td>
</tr>
<tr>
<td>ABC056</td>
<td>Working Drawings 2</td>
<td>72</td>
</tr>
<tr>
<td>ABC064</td>
<td>Building Computing Applications 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC076</td>
<td>Building Quantities and Estimating 1</td>
<td>54</td>
</tr>
<tr>
<td>ABC086</td>
<td>Structure 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC105</td>
<td>Timber Framing Design</td>
<td>36</td>
</tr>
<tr>
<td>ABC112</td>
<td>Drafting Studio 1</td>
<td>36</td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>Year 2 - Semester 1</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC003</td>
<td>Construction 3</td>
<td>54</td>
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<tr>
<td>ABC004</td>
<td>Construction 4</td>
<td>54</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>ABC100</td>
<td>Computer Aided Drafting 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC103</td>
<td>Computer Aided Drafting 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC107</td>
<td>Computer Aided Drafting 3</td>
<td>36</td>
</tr>
<tr>
<td>ABC108</td>
<td>Computer Aided Drafting 4</td>
<td>36</td>
</tr>
<tr>
<td>ABC109</td>
<td>Design 1</td>
<td>36</td>
</tr>
</tbody>
</table>

Diploma of Building Surveying (SA3473)

Career Opportunities
Building surveying assistant.

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

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

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

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

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

Course Duration
The course is 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)]

<table>
<thead>
<tr>
<th>Stage 2</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC021</td>
<td>Design 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC051</td>
<td>Drafting Technology 3</td>
<td>18</td>
</tr>
<tr>
<td>ABC052</td>
<td>Drafting Technology 4</td>
<td>18</td>
</tr>
<tr>
<td>ABC059</td>
<td>Building Quality Concepts 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC062</td>
<td>Building Working Drawings 2</td>
<td>36</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>ABC087</td>
<td>Structures 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC091</td>
<td>Business Management for Building Industry</td>
<td>36</td>
</tr>
<tr>
<td>ABC092</td>
<td>Business Management for Building Industry 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC095</td>
<td>Construction Planning 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC114</td>
<td>Drafting Studios 3</td>
<td>36</td>
</tr>
<tr>
<td>ABC117</td>
<td>Building Studios 3</td>
<td>50</td>
</tr>
<tr>
<td>ABC125</td>
<td>Drafting Studio 4</td>
<td>50</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Diploma of Building Design and Technology (40355SA)

Career Opportunities
Architectural technician, Building designer.

Scope of Delivery
Part-time, block release.

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

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

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

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

Course Structure
Core Units (1470 nominal hours)

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

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

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

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

Scope of Delivery
Part-time, block release.

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

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

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

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

Course Structure
Core Units (1470 nominal hours)

<table>
<thead>
<tr>
<th>Module</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCTA</td>
<td>Apply drafting office administration processes</td>
<td>50</td>
</tr>
<tr>
<td>LCTB</td>
<td>Apply principles of construction technology to private residential dwellings</td>
<td>120</td>
</tr>
<tr>
<td>LCTC</td>
<td>Carry out a site survey of an existing building</td>
<td>40</td>
</tr>
<tr>
<td>LCTD</td>
<td>Create technically projected presentation views of Architectural Design Concepts</td>
<td>40</td>
</tr>
<tr>
<td>LCTE</td>
<td>Evaluate materials for construction of residential dwellings</td>
<td>40</td>
</tr>
</tbody>
</table>

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

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

Department of Building Services and Special Trades

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

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

Certificate II in Building and Construction (21300V1C)

Code
21300V1C Certificate II in Building and Construction

Career Opportunities
Painter and Decorator

Scope of Delivery
Full time, Part time

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

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

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

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

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

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

Core Units / Modules (204 nominal hours)

<table>
<thead>
<tr>
<th>Unit Code/Module Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBM904</td>
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<td>BCG3048</td>
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<td>BCG1000</td>
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<tr>
<td>BCG0000</td>
<td>40</td>
</tr>
</tbody>
</table>

Total aggregate course total of 960 hours minimum. Each area covers a specific area of work and is directed towards the acquisition of practical workplace skills with theory, calculations and drawing integrated when delivery the competencies.


Career Opportunities

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

Entry Requirements

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

Selection Procedures/Selection Criteria

Selection conducted by employer.

Course Duration

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

Course Structure

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

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

Certificate III in General Construction (Painting & Decorating) (BCG30459)

Career Opportunities

Painters and decorators.

Scope of Delivery

Block release.

Course Objective

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

The Painting & Decorating Industry comprises:
- small Painting and Decorating businesses;
- small to very large painting contractors;
- group apprenticeship schemes;
- public institutions e.g. hospitals, schools;
- corporations and factories with maintenance departments.

The work undertaken by a Painter includes new and maintenance painting and decorating for:
- interior and exterior of residential, commercial, industrial and institutional buildings;
- structures, plant, machinery, equipment, external fittings associated with the above buildings.

The Painter may do the full range of work or concentrate on one type of work for example:
- renovation and restoration of historic buildings;
- application of specialised architectural finishes in commercial and industrial buildings;
- new high rise commercial constructions;
- high quality interior decoration including luxury wallcoverings for homes, offices or restaurants;
- maintenance of industrial buildings, plant and machinery including spray application of high technology coatings.

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

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

Selection Procedures/ Selection Criteria

- Written Application;
- Interview.

Course Duration

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

Course Structure

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCS001</td>
<td>Workplace Communication</td>
<td>40</td>
</tr>
<tr>
<td>NCS002</td>
<td>Writing Skills/Work</td>
<td>20</td>
</tr>
<tr>
<td>NCS003</td>
<td>Job Seeking Skills</td>
<td>20</td>
</tr>
<tr>
<td>VAA457</td>
<td>Building Construction/Penetrations</td>
<td>10</td>
</tr>
<tr>
<td>VAA465</td>
<td>Building Construction/Drawing</td>
<td>10</td>
</tr>
<tr>
<td>VAA468</td>
<td>Fixing Devices</td>
<td>6</td>
</tr>
<tr>
<td>VAA523</td>
<td>Database/Plumbing Goods Catalogue</td>
<td>2</td>
</tr>
<tr>
<td>VAA964</td>
<td>Calculations</td>
<td>6</td>
</tr>
<tr>
<td>VAB313</td>
<td>Fixtures &amp; Appliances</td>
<td>4</td>
</tr>
<tr>
<td>VAB330</td>
<td>Building Construction/Services</td>
<td>3</td>
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<tr>
<td>VAB487</td>
<td>Disposal System Joints</td>
<td>10</td>
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<tr>
<td>VAB495</td>
<td>Numeracy &amp; Problem Solving</td>
<td>32</td>
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<tr>
<td>VAC081</td>
<td>Electrical Welding</td>
<td>16</td>
</tr>
<tr>
<td>VAC313</td>
<td>Occupational Health &amp; Safety</td>
<td>4</td>
</tr>
<tr>
<td>VAC578</td>
<td>Fixtures/ Appliances &amp; Appropriate valves</td>
<td>12</td>
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<tr>
<td>VAC607</td>
<td>Plumbing Industry Studies</td>
<td>48</td>
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<tr>
<td>VAE502</td>
<td>Oxy Acetylene Welding &amp; Cutting</td>
<td>30</td>
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<tr>
<td>VAF762</td>
<td>Small Diameter Pipes &amp; Pipes</td>
<td>12</td>
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<tr>
<td>VAE502</td>
<td>Oxy Acetylene Welding &amp; Cutting</td>
<td>30</td>
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<tr>
<td>VAF725</td>
<td>Simple Waste Pipe</td>
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<tr>
<td>VAF979</td>
<td>Fixtures/Appliances</td>
<td>12</td>
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<tr>
<td>VAF873</td>
<td>Sheetmetal Practice</td>
<td>81</td>
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<tr>
<td>VAF873</td>
<td>Sheetmetal Practice</td>
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</tbody>
</table>

Certificate III in Plumbing and Gasfitting (20085VIC)

Career Opportunities

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

Scope of Delivery

Block release.

Course Objectives

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

Entry Requirements

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

Selection Procedures/ Selection Criteria

Employed in industry as plumbing apprentice.

Course Duration

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

Course Structure

**Step 1**

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VAJ302</td>
<td>Industry Induction</td>
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<tr>
<td>VAJ307</td>
<td>Plumbing Industry Studies</td>
<td>48</td>
</tr>
<tr>
<td>VAJ330</td>
<td>Property Drain</td>
<td>24</td>
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<tr>
<td>VAJ340</td>
<td>Measuring &amp; Leveling</td>
<td>8</td>
</tr>
<tr>
<td>VAJ343</td>
<td>Trench Shouting</td>
<td>10</td>
</tr>
<tr>
<td>VAJ344</td>
<td>Basin &amp; Toilet</td>
<td>10</td>
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<tr>
<td>VAJ345</td>
<td>Bath</td>
<td>12</td>
</tr>
<tr>
<td>VAJ348</td>
<td>Water Service</td>
<td>12</td>
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<tr>
<td>VAJ354</td>
<td>Clothes Washing Machine</td>
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<tr>
<td>VAJ355</td>
<td>Dismantling Machine</td>
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<tr>
<td>VAJ357</td>
<td>Floor Waste Gully</td>
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<td>VAJ359</td>
<td>Urinal</td>
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<td>VAJ361</td>
<td>Flashmeter</td>
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<td>VAJ362</td>
<td>Vented 50mm Discharge Pipe</td>
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<tr>
<td>VAJ363</td>
<td>Water Closets</td>
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<td>VAJ364</td>
<td>Combustion of Gases &amp; Flame Adjustment</td>
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<td>VAJ365</td>
<td>Flueing of Gas Appliances</td>
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<tr>
<td>VAJ366</td>
<td>Gas Controls</td>
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<td>VAJ367</td>
<td>Natural Gas Fitting Line</td>
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<tr>
<td>VAJ368</td>
<td>Space Heater</td>
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<td>VAJ369</td>
<td>Wall Furnace</td>
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<td>VAJ370</td>
<td>Cooler</td>
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<td>VAJ371</td>
<td>Twin Cylinder LPG System &amp; Fitting Line</td>
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<td>VAJ372</td>
<td>Commissioning a Gas Appliance</td>
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<td>VAJ373</td>
<td>Instantaneous H.W.S.</td>
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<td>VAJ374</td>
<td>mains Pressure H.W.S.</td>
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<td>VAJ375</td>
<td>Installing Eaves Gutters</td>
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<td>VAJ376</td>
<td>Installing Down Pipes</td>
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<td>VAJ377</td>
<td>Fixing Roof Cover (Pressed Fixed Method)</td>
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<tr>
<td>VAJ378</td>
<td>Fixing Roof Cover (Concealed Fixed Method)</td>
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<tr>
<td>VAJ379</td>
<td>Flashing Roofs to Walls</td>
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<td>Installing Roof Cover on Roof Intersections</td>
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<td>VAJ381</td>
<td>Flashing Large Penetration through Roof</td>
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<tr>
<td>VAJ382</td>
<td>Installing Concealed Roof Gutter</td>
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<tr>
<td>VAJ383</td>
<td>Collection &amp; Rimming of Water</td>
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<tr>
<td>VAJ384</td>
<td>Supply for Isolated Country Dwellings</td>
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<tr>
<td>VAJ385</td>
<td>Identification of Components of Mechanical Services Equipment</td>
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<tr>
<td>VAJ386</td>
<td>Identification &amp; Principle of Operations of Water Heating Systems</td>
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<tr>
<td>VAJ387</td>
<td>Plan Reading &amp; ID of In-Line Equipment on Water Heating &amp; Ventilation</td>
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<tr>
<td>VAJ388</td>
<td>Installing Heating Water Systems in Copper Tube</td>
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<tr>
<td>VAJ389</td>
<td>Installing Heating Water Systems in Mild Steel Pipe</td>
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<tr>
<td>VAJ390</td>
<td>Installing Gas Fired Warm Air Furnace &amp; Ducted System</td>
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<tr>
<td>VAJ391</td>
<td>Installing a Gas Fired Small Bore Heating System</td>
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</table>
VAA131 Advanced Gas 3
VAA363 Electronics & Electricity in Gas Appliances 12
VAA385 Component Servicing 3
VAA327 Appliance Servicing 40
VAA340 Commercial & Industrial Gas Supply 40
VAA149 Advanced Mechanical Services 3
VAA324 Operation of Central Heating Systems 24
VAA363 Operation of Single Duct Air-Conditioning Systems 24
VAA366 Commissioning Water & Air Systems 8
VAA178 Safety Management Systems 10
VAA364 Mechanical Services Welding 24
VAA340 Plan Reading & Site Organisation 24
VAA364 Mechanical Services Equipment 28
VAA169 Advanced Roofing 3
VAJ501 Size & Design Industrial Roof Draining Components 30
VAJ539 Industrial Roof Installations 30
VAJ367 External Metal Ceiling & Wall Cladding 30
VAJ365 PVC Welding for Roof Plumbers 30
VAJ177 Advanced Waste Disposal & Drainage 3
VAJ352 Designing Sewage Drains 35
VAJ343 Designing Sanitary Plumbing Systems 45
VAJ342 Designing Flushing Systems 15
VAJ381 Locating & Cleaning Blockages in Drains 15
VAJ310 Cutting a Branch into an Existing Drain 10
VAJ354 Domestic Septic Tanks 15
VAJ184 Designing Storm Water Drains 15
VAJ178 Advanced Water Supply 40.

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

Certificate II in Sign Writing (21398VIC)
Career Opportunities
Signwriter/Sign Industry Worker.
Scope of Delivery
Full time or part time
Course Objective
The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Sign Writing Industry.
Entry Requirements
There are no formal entry requirements for entry to the course but applicants may be required to demonstrate to the Head of Department that they have communication, literacy and numeracy skills sufficiently well developed for them to participate in the program.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Interview or skills indicator.
Course Duration
The course may be offered on a full-time basis over 588 nominal hours or part-time equivalent.
Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCG1001A</td>
<td>Carry out interactive workplace communication</td>
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<tr>
<td>BCG1001A</td>
<td>Carry out OHS requirements</td>
<td>40</td>
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<tr>
<td>BCG1002A</td>
<td>Plan and organise work</td>
<td>20</td>
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<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>36</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>Use small hand and power tools</td>
<td>80</td>
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<tr>
<td>BCG1006A</td>
<td>Use small plant and equipment</td>
<td>16</td>
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<tr>
<td>BCG1007A</td>
<td>Erect and dismantle restricted height scaffolding</td>
<td>40</td>
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<tr>
<td>BCG1008A</td>
<td>Use simple levelling devices</td>
<td>8</td>
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<tr>
<td>BCG1011A</td>
<td>Handle construction materials and safety dispose of waste</td>
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<tr>
<td>BCG1019A</td>
<td>Prepare for the construction process</td>
<td>40</td>
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<tr>
<td>BCG2001A</td>
<td>Use Static Machines</td>
<td>32</td>
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<tr>
<td>BCF3040A</td>
<td>Layout Signs</td>
<td>40</td>
</tr>
<tr>
<td>BCF3045A</td>
<td>Use colour matching for sign writing</td>
<td>24</td>
</tr>
<tr>
<td>VBM974</td>
<td>Develop basic illuminated appliances</td>
<td>24</td>
</tr>
<tr>
<td>VBM975</td>
<td>Produce basic computer-aided manufactured Signs - vinyl</td>
<td>40</td>
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<tr>
<td>VBM976</td>
<td>Produce a basic sign</td>
<td>76</td>
</tr>
</tbody>
</table>

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

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

Career Opportunities
Signwriter/Sign Industry Worker.

Scope of Delivery
Full time, part time, block release.

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

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

Selection Procedures/Selection Criteria
Selection conducted by employer.

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

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>Prepare Surfaces</td>
<td>32</td>
</tr>
<tr>
<td>BCF3040A</td>
<td>Layout Signs</td>
<td>40</td>
</tr>
<tr>
<td>BCF3045A</td>
<td>Use colour matching for sign writing</td>
<td>24</td>
</tr>
<tr>
<td>VBM974</td>
<td>Develop basic illuminated appliances</td>
<td>24</td>
</tr>
<tr>
<td>VBM975</td>
<td>Produce basic computer-aided manufactured Signs - vinyl</td>
<td>40</td>
</tr>
<tr>
<td>VBM976</td>
<td>Produce a basic sign</td>
<td>76</td>
</tr>
</tbody>
</table>

...continued in the next image...
Course in Building and Engineering Trades Orientation (3131 TNWB)

Career Opportunities
Further Study.

Scope of Delivery
Full-time.

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

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

Selection Procedures / Selection Criteria
Interview and aptitude test.

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

Course Structure

Generic (20 hours)
- NB518 Occupational Health and Safety
- ABC304 Calculations
- BIM National Industry Induction Module
- NC3001 Workplace Communication

Electrical (60 hours)
- VE0007P Introduction to Electrical Trades
- EPM01 Soldering
- N531 Electrical Drawing Interpretation and Connection

Plumbing (76 hours)
- 3212CDA1.2 Oxy Acetylene Welding
- 3212CDA1.4 Small Diameter Tubes and Pipes
- 3212CDA1.5 Drainage System Joints
- 3212CDA1.10.2 Cutting and Joining Sheet Metal

Painting and Decorating (40 hours)
- FW41 Painting and Decorating Surface Preparation
- SWI054 Basic Drawing/ Enlarging
- SWI056 Introduction to Sign Computers

Carpentry (80 hours)
- RS12 Hand and Power Tools
- BS17 Setting Out and Levelling
- BS11 Building Materials
- BS13 Planning and Document Interpretation

Cabinet Making (80 hours)
- ABC308 Hand Tools and Equipment
- ABC312 Drawing
- ABC549 Installation Techniques

Fabrication and Welding (80 hours)
- NBB10 Fabrication Techniques 1
- NBB009 Welding and Thermal Cutting
- NPB03 Thermal Cutting and Associated Processes

Automotive (80 hours)
- NBB09 Welding and Thermal Cutting
- NS222 Work Processing - Introduction
- VAA228 Air Operated Tools
- VAA579 Basic Automotive-Electronics
- VAA746 Body Structure
- VAB013 Catalogue Reading 1
- VAC130 Electrical Principles- Magnetism
- VAC092 Front End Alignment
- VAD006 Lubrication Service
- VAE164 Minor Servicing
- VAE517 Paint Technology
- VAF451 Roadworthy Assessment
- VAF388 Seals and Bearings
- VAG682 Wheels and Tyres
- MNG12 Basic Automotive Electrical
- NBB06 Machine Shop Operations
- VAA325 Ancillaries
- VAA522 Automotive Electrical Vehicle Technology
- VAA533 Automotive Electrical Workshop Skills
- VAA640 Basic Parts Operation
- VAA784 Brakes
- VAR014 Catalogue Reading 2
- VAB707 Cylinder Head Servicing
- VAC006 Driveaxle Final Drive
- VAC128 Electrical Principles and Circuits
- VAC265 Engines
- VAC703 Fuel Systems
- VAPF06 Steering and Suspension
- VAG387 Transmission
- BE10 Painting Plastic Components on Cars
- BE11 Paint Formulation and Preparation
- BE6 Spray Guns
- BE8 Panel Painting in Acrylic Lacquers
- BE9 Polishing and Finishing Newly Painted Surfaces
- VAA637 Basic MIG Welding and Hydraulic Body Set Up
- VAD919 Manufacture of Panels and Basic Panel Repair
- VAF663 Masking Techniques
- VAE549 Panel Surface Preparation
- VAF374 Repair Door Panels
- VAF632 Spot and Plug Welding
- VAG541 Vehicle Painting Tools and Equipment

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate III in Electrotechnology Systems Electrician (UTE31199)

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

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

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

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

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

Course Duration
The course may be offered on a part-time basis over 1,060 nominal hours.

Course Structure
Core Units
- UTENES009A Participate in the training of others 20
- UTENES005GA Install and terminate wiring systems - cabling / wiring support and protection 20
- UTENES005GA Install and terminate wiring systems - power and control - low voltage 20
- UTENES008GA Install electrical/ electronic equipment - electrical 180
- UTENES008RA Maintain & repair apparatus & /or electrical apparatus 180
- UTENES008BA Undertake commissioning procedures of apparatus and circuits - electrical 180
- UTENES008BA Test apparatus and circuits - electrical 200
- UTENES005BA Diagnose and rectify faults in apparatus and circuits - electrical 180

Specialisation Units
A minimum of one unit selected by the student, with the approval of the Head of Department, from one of the following specialisations:
1. Control
2. Energy Supply
3. Fire Protection
4. Installation and Servicing
5. Mining
6. Plant Servicing
7. Process
8. Security
9. Signalling (Rail)

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

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

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

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

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

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

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

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

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

Core Modules
- VBV303 Motor Control Fundamentals 40
- VBV394 Motor Control 1 60
- VBV395 Motor Control 2 60
- NE05 Power Control Devices 40
- NE06 Amplifier Principles 40
- NE19 Electric Motor Protection & Control 40
- NE41 Control System Principles & Applications 40
- NE75 Thyristor Applications 40
- NE177 Programmable Logic Controllers - 1 40
- EA190 Analogue Electronics 40
- EA192 Establishing a Contracting Business 40
- EA180 Advanced PLC 40
- EB190 PLC Systems Applications 40
- EA529 SCADA Systems 40
- EA27 Electronic Switching 40

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Department of Computer Systems and Electronics

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

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

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

**Certificate II in Electrotechnology Servicing (UTE20502)**

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

**Certificate III in Electrotechnology Communications (UTE30499)**

**Career Opportunities**

The Certificate III in Electrotechnology Communications (UTE30499) provides training for students employed as apprentices in the field of electronic communications in industry and government, including small and large business.

**Scope of Delivery**

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

**Course Objective**

The course aims to provide students with the knowledge and skills required to install, commission, maintain and carry out maintenance on equipment used for the transmission and reception of voice, image and data signals.

**Entry Requirements**

To qualify for admission to the course, applicants must be employed as an apprentice in the electronics communications industry.

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

**Selection Procedures/Selection Criteria**

Selection is conducted by the employer.

**Course Duration**

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

**Course Structure**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTEENES016A</td>
<td>Participate in the training of others</td>
<td>20</td>
</tr>
<tr>
<td>UTEENES045A</td>
<td>Install and terminate wiring systems cabling wiring support and protection</td>
<td>20</td>
</tr>
<tr>
<td>UTEENES056A</td>
<td>Install and terminate wiring systems power and control extra low voltage</td>
<td>20</td>
</tr>
<tr>
<td>UTEENES060A</td>
<td>Install electrical apparatus electronic</td>
<td>180</td>
</tr>
<tr>
<td>UTEENES061A</td>
<td>Maintain and repair apparatus and associated circuits electronic</td>
<td>180</td>
</tr>
<tr>
<td>UTEENES063A</td>
<td>Undertake commissioning procedures of apparatus and associated circuits electronic</td>
<td>180</td>
</tr>
<tr>
<td>UTEENES065A</td>
<td>Test apparatus and circuits electronic</td>
<td>200</td>
</tr>
<tr>
<td>UTEENES066A</td>
<td>Diagnose and rectify faults in apparatus and associated circuits electronic</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, having regard to 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.

**Electives 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.

*Paul Lange*

Head, Department of Computer Systems and Electronics--TAFE

**Certificate III in Electrotechnology Computer Systems (UTE30599)**

**Career Opportunities**

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

**Scope of Delivery**

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

**Course Objective**

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

**Entry Requirements**

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

**Selection Procedures/ Selection Criteria**

Selection is conducted by the employer.

**Course Duration**

The course may be offered on a full-time basis over 580 nominal hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES009A</td>
<td>Participate in the training of others</td>
</tr>
<tr>
<td>UTENES009AA</td>
<td>Install electrical/electronic apparatus – computer systems</td>
</tr>
<tr>
<td>UTENES206AA</td>
<td>Maintain and repair apparatus and circuits – electronic</td>
</tr>
<tr>
<td>UTENES206AA</td>
<td>Undertake commissioning procedures of apparatus and circuits computer systems</td>
</tr>
<tr>
<td>UTENES301AA</td>
<td>Test apparatus and circuits – computer systems</td>
</tr>
<tr>
<td>UTENES301AA</td>
<td>Undertake commissioning procedures of apparatus and circuits – electronic</td>
</tr>
<tr>
<td>UTENES501CA</td>
<td>Diagnose and rectify faults in apparatus and circuits computer systems</td>
</tr>
</tbody>
</table>

**Elective 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.

**Specialisation 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; the Head of Department, from one of the following specialisations:

- (i) Business Equipment;
- (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.

**Course Objectives**

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

**Entry Requirements**

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

**Selection Procedures/ Selection Criteria**

Selection is conducted by the employer.

**Course Duration**

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

**Course Structure**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES009A</td>
<td>Participate in the training of others</td>
</tr>
<tr>
<td>UTENES009AA</td>
<td>Install electrical/electronic apparatus – computer systems</td>
</tr>
<tr>
<td>UTENES105IA</td>
<td>Install and terminate wiring systems – power</td>
</tr>
<tr>
<td>UTENES105IA</td>
<td>Install and terminate wiring systems – data cabling/wiring support and protection</td>
</tr>
<tr>
<td>UTENES206CA</td>
<td>Install electrical/electronic apparatus – electronic</td>
</tr>
<tr>
<td>UTENES206CA</td>
<td>Maintain and repair apparatus and circuits – electronic</td>
</tr>
<tr>
<td>UTENES301CA</td>
<td>Undertake commissioning procedures of apparatus and circuits – electronic</td>
</tr>
<tr>
<td>UTENES501CA</td>
<td>Diagnose and rectify faults in apparatus and associated circuits – electronic</td>
</tr>
</tbody>
</table>

**Certificate III in Electrotechnology Entertainment and Servicing (UTE30799)**

**Career Opportunities**

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

**Scope of Delivery**

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

**Course Objectives**

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

**Entry Requirements**

To qualify for admission to the course, applicants must:

- 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.

**Advanced Diploma of Computer Systems Engineering (UTE6099)**

**Career Opportunities**

Graduates find employment in industry, commerce and government, including small and large business. They work in the areas of computer network development, network administration and support, and computer hardware and software.

**Scope of Delivery**

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

**Course Objectives**

The course aims to provide students with the knowledge and skills required to design, select, install, commission, maintain and carry out repairs on advanced equipment and systems using computers, computer peripherals and networking components.

**Entry Requirements**

To qualify for admission to the course, applicants must:

- have successfully completed year 11 or equivalent, including Mathematics (Units 1 and 2 or 3 and 4); or
- be of mature age and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

**Selection Procedures / Selection Criteria**
Applicants are selected through VTAC. Selection may be based on an interview process.

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

**Course Structure**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES304CA</td>
<td>Undertake Commissioning of Advanced Systems and apparatus - Computer Systems</td>
</tr>
<tr>
<td>UTENES406CA</td>
<td>Develop Complex Testing and Evaluation Procedures - Computer Systems</td>
</tr>
<tr>
<td>UTENES504CA</td>
<td>Diagnose Faults in Advanced Systems and Apparatus - Computer Systems</td>
</tr>
<tr>
<td>UTENES008CA</td>
<td>Provide Technical Leadership in the Workplace</td>
</tr>
<tr>
<td>UTENES702CA</td>
<td>Design Electronic Apparatus and Systems</td>
</tr>
</tbody>
</table>

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

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

- Elective Units (20 nominal hours)
- Specialisation Unit (20 nominal hours)

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

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

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

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

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

**Entry Requirements**
To qualify for admission to the course, applicants must:
- have successfully completed year 11 or equivalent, including Mathematics (Units 1 and 2 or 3 and 4), or
- be of mature age and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

**Selection Procedures/Selection Criteria**
Applicants are selected through VTAC. Selection may be based on an interview process.

**Course Duration**
The course may be offered on a full-time basis over 2140 nominal hours or part-time equivalent.
### Department of Engineering Technology

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

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

- **Code**
  - 14309VIC: Advanced Diploma of Engineering Technology (Principal Technical Officer) [Civil]
  - 20020VIC: Advanced Diploma of Engineering Technology (20020VIC) [Civil]
  - 20019VIC: Diploma of Engineering Technology (20019VIC) [Civil]
  - 20018VIC: Certificate IV in Engineering Technology (20018VIC)
  - MEM30398: Certificate III in Engineering - Trade (MEM30398) [Light & Heavy]
  - MEM20298: Certificate II in Engineering (Production) (MEM20298)
  - MEM30198: Certificate III in Engineering (Production Technology) (MEM30198)
  - MEM30598: Certificate III in Engineering (Mechanical Trade) (MEM30598)
  - MEM30298: Certificate III in Engineering (Mechanical Trade) (MEM30298)
  - MEM10198: Certificate I in Engineering (MEM10198)
  - 20020VIC: Advanced Diploma of Engineering Technology (20020VIC)
  - 20018VIC: Certificate IV in Engineering Technology (20018VIC)
  - 20019VIC: Diploma of Engineering Technology (20019VIC)
  - 20020VIC: Advanced Diploma of Engineering Technology (20020VIC) [Civil]

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

**Head, Department of Engineering Technology - TAFE**

**Graeme Barry**

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### Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) [Civil]

**Career Opportunities**

- Trainer, Supervisor, Coordinator, Technical Officer, Engineering Assistant, Design Draftsperson.

**Scope of Delivery**

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

**Course Objectives**

The Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) aims to meet the needs of persons at or aspiring to the Metals and Engineering Award Classification C2b. Principal Trainer/Supervisor/Co-ordinator. It has applications to engineers and managers in both public and private sectors across all engineering streams in small, medium and large enterprises.

The Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) - Civil Stream, is acceptable as a suitable academic qualification for Technical Officer, Engineering Assistant, Design Draftsperson and similar classifications in Government departments, semi Government instrumentalities and private industry. People employed in the positions are required to have a high degree of skill and specialist knowledge in order to provide support to professional engineers in a wide variety of tasks.

**Entry Requirements**

To qualify for admission to the course, applicants must have Year 11 or industrial training experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

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

**Selection Procedures/Selection Criteria**

ENTER and/or interview.

**Course Duration**

Full-time - 1800 nominal hours.

Part-time - Dependent upon number of modules undertaken each year.

**Course Structure**

The Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) consists of fifteen modules of nominally 40 hours duration each, additional to modules completed in the Advanced Diploma and Diploma, comprising:

- **Advanced Diploma Level (Principal Technical Officer) Modules**
  - either technical or non technical: 6 modules (240 hrs) minimum
  - • Research Project: 1-3 modules
  - • Advanced Diploma of Engineering Technology Modules: six minimum (240 hours)

**ADVANCED DIPLOMA OF ENGINEERING (Principal Technical Officer) (Civil Stream)**

(least of 600 hours required)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED046</td>
<td>40</td>
</tr>
<tr>
<td>ED047</td>
<td>40</td>
</tr>
<tr>
<td>ED048</td>
<td>40</td>
</tr>
<tr>
<td>ED052</td>
<td>20</td>
</tr>
</tbody>
</table>

**ADVANCED DIPLOMA OF ENGINEERING (Principal Technical Officer) Level Technical And Non Technical Modules**

(minimum of 240 hours in this group)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA052</td>
<td>40</td>
</tr>
<tr>
<td>EB007</td>
<td>40</td>
</tr>
<tr>
<td>EB302</td>
<td>40</td>
</tr>
<tr>
<td>EB313</td>
<td>40</td>
</tr>
</tbody>
</table>
This course is offered on a full-time and part-time basis.

Scope of Delivery

The 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 Draughtperson 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.

Course Objectives

To qualify for admission to the course, applicants must have Year 11 or completion of the Certificate III in Engineering – Production Systems (MEM30598) or Certificate III in Engineering – Technician (MEM30398) or industrial training/experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

Selection Procedures/Selection Criteria

ENTER and/or interview.

Course Duration

Total course hours – 1200. The course is designed to be completed in two years of full-time study or approximately five years of part-time study. Modules are selected according to structural or municipal stream selection requirements. The course provides the student with the opportunity to study a clearly defined stream that suits the particular needs and interests of both the student and the employer.

The Advanced Diploma of Engineering consists of 30 modules (21 EA modules and 9 EB modules).

Course Structure

Structural Stream

Year One - Common Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA002</td>
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<tr>
<td>EA030</td>
<td>Workplace Communications</td>
<td>40</td>
</tr>
<tr>
<td>EA050</td>
<td>Engineering/Computing</td>
<td>40</td>
</tr>
<tr>
<td>EA059</td>
<td>Statics</td>
<td>60</td>
</tr>
<tr>
<td>EA061</td>
<td>Engineering Graphics</td>
<td>40</td>
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<tr>
<td>EA064</td>
<td>Computer Aided Drafting A</td>
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<tr>
<td>EA065</td>
<td>Computer Aided Drafting B</td>
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</tr>
<tr>
<td>EA071</td>
<td>Planning/Estimating and Costing</td>
<td>20</td>
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<tr>
<td>EA080</td>
<td>Civil Materials Concrete 1</td>
<td>20</td>
</tr>
<tr>
<td>EA084</td>
<td>Intro to Strength of Materials</td>
<td>20</td>
</tr>
<tr>
<td>EA085</td>
<td>Load Analysis</td>
<td>20</td>
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<tr>
<td>EA086</td>
<td>Drafting Reinforced Concrete 1</td>
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<tr>
<td>EA087</td>
<td>Drafting Reinforced Concrete 2</td>
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<tr>
<td>EA091</td>
<td>Survey Measurement 2</td>
<td>40</td>
</tr>
<tr>
<td>EA054</td>
<td>Geoscience/Geology</td>
<td>40</td>
</tr>
<tr>
<td>EA055</td>
<td>Hydraulics/Geomatics</td>
<td>20</td>
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<tr>
<td>EA056</td>
<td>Intro to Road Engineering</td>
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<tr>
<td>EA080</td>
<td>Survey Measurements</td>
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<tr>
<td>EA081</td>
<td>Survey Measurement 1</td>
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Year Two - Environmental Stream Modules

<table>
<thead>
<tr>
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<th>Name</th>
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<tbody>
<tr>
<td>EA060</td>
<td>Occupational Health and Safety</td>
<td>20</td>
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<tr>
<td>EA065</td>
<td>Computer Aided Drafting B</td>
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<td>EA066</td>
<td>Computer Aided Drafting C</td>
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<tr>
<td>EA070</td>
<td>Engineering Organizations</td>
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<tr>
<td>EA083</td>
<td>Civil Materials, Soils A</td>
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<tr>
<td>EA080</td>
<td>Drafting Pipelines</td>
<td>40</td>
</tr>
<tr>
<td>EA081</td>
<td>Drafting Roads 2</td>
<td>40</td>
</tr>
<tr>
<td>EA085</td>
<td>Civil Construction Techniques A</td>
<td>20</td>
</tr>
<tr>
<td>EA081</td>
<td>Civil Construction Techniques B</td>
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</tr>
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</table>
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.

**Recognition of Credential**

The course has the endorsement of the Engineering Industry Training Board (E.S.T.B.). Some module descriptors are listed under the Module/Unit Details section of this Handbook.
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>Category</th>
<th>Minimum points required</th>
<th>Industrial outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Unit</td>
<td>16</td>
<td>C13</td>
</tr>
<tr>
<td>Certificate II in Engineering (Production) (MEM20198)</td>
<td>22</td>
<td>C12</td>
</tr>
<tr>
<td>Certificate III in Engineering (Production Technology) (MEM30298)</td>
<td>64</td>
<td>C11</td>
</tr>
<tr>
<td>Certificate III in Engineering (Mechanical Trade) (MEM30828)</td>
<td>96</td>
<td>C10</td>
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<tr>
<td>Certificate III in Engineering (Technician) (MEM30598)</td>
<td>120</td>
<td>C9</td>
</tr>
<tr>
<td>AQF III+12</td>
<td>80</td>
<td>C8</td>
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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:

- MEM1.1FA Undertake interactive workplace communication
- MEM1.2FA Undertake workplace investigations
- MEM1.3FA Apply quality procedures
- MEM1.4FA Record and Communicate

Core competency units – Band 1

- MEM2.C12 Apply quality systems

At Certificate II in Engineering – Production Technology (C11), the Foundation units, C12 Core unit and C11 Core units are required.

At Certificate III in Engineering – Production (C12), the Foundation units, C12 Core unit and C10 Core units are required.

Entry Requirements

Certificate I in Engineering (MEM10198)
Certificate II in Engineering (Production) (MEM20198) or (Production Technology) (MEM30298)
Certificate III in Engineering (Production Systems) (MEM30398)
Certificate III in Engineering (Technician) (MEM30598)

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

Certificate III in Engineering (Technician) (MEM30598)
Either Certificate III in Engineering (Production Systems) (MEM30398) or Year 12.
Certificate III in Engineering (Mechanical Trade) (MEM30828)
Year 11 or 12 and current employment as an apprentice.

Selection Procedures/ Selection Criteria

Selection is conducted by Employer.

Course Structure

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

- Foundation Units - competencies that are a necessary part of the skill profile of every job in the industry. Foundation competencies do not carry a points weighting, however they are necessary pre-requisites to higher level units and will form part of the skills profile of all employees.
- Core Units - define competencies which are common and necessary across a range of classifications and positions in the Metal and Engineering Industry.
- Specialisation Units - describe the diverse range of competencies needed across the industry. The Specialisation units are 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 C5.

Band B - represents a range of competencies which may be used for career progression up to classification C10 to C5, and must be used above C8.
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**

- **MEM1.1FA** Undertake interactive workplace communication
- **MEM1.2FA** Apply Principles OHS & in work environment
- **MEM1.3FA** Apply quality procedures
- **MEM1.4FA** Plan to undertake a routine task

**Core Units**

- **MEM2.1C12** Apply quality systems
- **MEM2.2C11** Organise and analyse information
- **MEM2.3C11** Operate in a work based team environment
- **MEM2.4C11** Assist in the provision of on the job training
- **MEM2.5C11** Measure with graduated devices
- **MEM2.6C10** Plan a complete activity
- **MEM2.7C10** Perform computations - basic
- **MEM2.8C10** Perform computations

**Elective Units**

- **MEM2.9C10** Perform computer operations
- **MEM2.13C5** Perform mathematical computations

**Total Points** 96

**EXAMPLE TWO:**

**MEM30298 Certificate III in Engineering - Mechanical Trade**

**Foundation Units**

- **MEM1.1FA** Undertake interactive workplace communication
- **MEM1.2FA** Apply Principles OHS & in work environment
- **MEM1.3FA** Apply quality procedures
- **MEM1.4FA** Plan to undertake a routine task
- **MEM2.1C12** Apply quality systems

**Core Units**

- **MEM3.2FA** Use tools for precision work
- **MEM3.2AA** Use hand tools/hand held operations
- **MEM3.1AB** Use hand tools
- **MEM2.6C10** Plan a complete activity
- **MEM2.7C10** Perform computations - basic
- **MEM2.8C10** Perform computations

**Elective Units**

- **MEM2.9C10** Perform computer operations
- **MEM2.13C5** Perform mathematical computations

**Total Points** 97

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Engineering Technology (20018VIC)

Career Opportunities
Supervisors, Technicians

Scope of Delivery
Part-time, day release.

Course Objectives
The course aims to meet the needs of persons at, or aspiring to, the Metals and Engineering Award Classification C7. The course is also intended to have application to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.

Entry Requirements
To qualify for admission to the course, applicants must have completed the Certificate III in Engineering–Mechanical Trade(MEM30298) or Certificate III in Engineering–Fabrication Trade(MEM30398).

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

Course Duration
The course may be offered on a full-time basis over a period of 360 nominal hours or part-time equivalent.

Course Structure
The course requires completion of a range of modules drawn from a number of streams including:

• Fabrication;

• Mechanical.

There is no requirement for rigid adherence to any stream. A student may develop a course combining a range of modules to suit his/her preferred vocational outcome. This might include such occupational specialisations as training, human resource management or environmental engineering.

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

Fluid Power Stream

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>EB714</td>
<td>Electro Fluid Power Control 2*</td>
</tr>
<tr>
<td>EB755</td>
<td>Fluid Power System Project</td>
</tr>
<tr>
<td>NBB09</td>
<td>Electrical Fundamentals</td>
</tr>
<tr>
<td>NBB13</td>
<td>Engineering Science</td>
</tr>
<tr>
<td>NM30</td>
<td>Fluid Power</td>
</tr>
<tr>
<td>NM31</td>
<td>Pneumatics 1</td>
</tr>
<tr>
<td>NM32</td>
<td>Hydraulics 1</td>
</tr>
<tr>
<td>NM33</td>
<td>Fluid Power Control 1*</td>
</tr>
<tr>
<td>NM34</td>
<td>Air Compression and Distribution</td>
</tr>
<tr>
<td>NM37</td>
<td>Hydraulics 2</td>
</tr>
<tr>
<td>NM38</td>
<td>Hydraulics 3*</td>
</tr>
<tr>
<td>NM39</td>
<td>Hydraulics 4*</td>
</tr>
<tr>
<td>NM60</td>
<td>Pneumatics 2</td>
</tr>
<tr>
<td>NM61</td>
<td>Pneumatics 3*</td>
</tr>
<tr>
<td>NM62</td>
<td>Pneumatics 4*</td>
</tr>
<tr>
<td>NM63</td>
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</table>

Industrial Maintenance Stream

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>EA711</td>
<td>Mechanical Drive Components</td>
</tr>
<tr>
<td>EA750</td>
<td>Lubrication</td>
</tr>
<tr>
<td>EA762</td>
<td>Mechanical Equipment</td>
</tr>
<tr>
<td>EA763</td>
<td>Vibration Monitoring Condition</td>
</tr>
<tr>
<td>NBB11</td>
<td>Mechanical components</td>
</tr>
<tr>
<td>NM15</td>
<td>Fitting Techniques 1</td>
</tr>
<tr>
<td>NM22</td>
<td>Mechanical Repair and Installation</td>
</tr>
<tr>
<td>NM33</td>
<td>Plant Condition Monitoring*</td>
</tr>
<tr>
<td>NM38</td>
<td>Fitting Techniques 2</td>
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</table>

Toolmaking Stream

<table>
<thead>
<tr>
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<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>NM39</td>
<td>Engine 1</td>
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<tr>
<td>NM42</td>
<td>Water Pumping</td>
</tr>
<tr>
<td>NM43</td>
<td>Pumps Applications and Installation</td>
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</tbody>
</table>

Advanced Diploma of Engineering Technology (20020VIC)

Career Opportunities
Technical Officer, Engineering Assistant.

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

Course Objectives
The Advanced Diploma of Engineering Technology provides high level training for the engineering industry at the engineering advanced level. The skills gained may be used in solving practical and theoretical problems, and supervising and training technical, trade and unskilled staff. Engineering associates are responsible to engineers or management for carrying out engineering operations and devising better practices to improve the quality of products and processes in workshops, research laboratories and in the field.

Entry Requirements
To qualify for admission to the course, applicants must have Year 11 or completion of the Certificate III in Engineering – Production Systems(MEM30098) or Certificate III in Engineering – Mechanical Trade(MEM30398) or Certificate III in Engineering-Fabrication Trade(MEM30098) or Certificate III in Engineering – Technician(MEM30598) or industrial training/experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

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

Software Engineering Stream

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM09</td>
<td>Computer Numerical Control Machining</td>
</tr>
<tr>
<td>NM10</td>
<td>Computer Numerical Control Turning</td>
</tr>
<tr>
<td>NM11</td>
<td>Computer Numerical Control Turning 2</td>
</tr>
<tr>
<td>NM12</td>
<td>Computer Numerical Control Milling 1</td>
</tr>
<tr>
<td>NM13</td>
<td>Computer Numerical Control Milling 2</td>
</tr>
<tr>
<td>NM15</td>
<td>CAM 1 –Concept*</td>
</tr>
<tr>
<td>NM52</td>
<td>CAM 2–D Programming*</td>
</tr>
<tr>
<td>NM59</td>
<td>CAM 3–D CNC Mill Operations*</td>
</tr>
<tr>
<td>NM62</td>
<td>CAM 4–UNC Lathe Operations*</td>
</tr>
</tbody>
</table>

* Dual status EA module, recognised as EA Level.

Note: Modules offered may vary from semester to semester. Students should consult the Department regarding availability of the above listed modules.

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

Advanced Diploma of Engineering Technology (20020VIC)

Diploma of Engineering Technology (20019VIC) [Streams in Mechanical, Manufacturing and Mechatronics]

Career Opportunities
Technical Officer, Engineering Assistant.

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

Course Objectives
The 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, associates or technicians 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(MEM30098) or Certificate III in Engineering – Mechanical Trade(MEM30398) or Certificate III in Engineering-Fabrication Trade(MEM30098) or Certificate III in Engineering – Technician(MEM30598) or industrial training/experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

Selection Procedures/Selection Criteria
Applicants are selected via an interview process.
Course Duration
Full-time - Two years (or 1 year after completion of Diploma)
Part-time - Dependent on the number of modules undertaken each year.
Diploma - 600 hours
Advanced Diploma (Stages 1 and 2) - 1200 hours.

Course Structure
Stage 1 of the Advanced Diploma is the Diploma of Engineering Technology (15 modules). Stage 2 consists of 15 Advanced Diploma modules selected for the chosen area of specialisation. The 15 modules must include at least 9 EB designated modules and may include up to six additional Advanced Certificate (EA) modules. Basic Modules Recommended (Manufacturing and Mechanical)

<table>
<thead>
<tr>
<th>Code</th>
<th>Basic Statistics</th>
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<tbody>
<tr>
<td>EA002</td>
<td>Engineering Maths A</td>
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<tr>
<td>EA003</td>
<td>Engineering Maths B</td>
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<tr>
<td>EA010</td>
<td>Materials Science</td>
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<tr>
<td>EA011</td>
<td>Science</td>
<td>40</td>
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<tr>
<td>EA027</td>
<td>Presenting Reports</td>
<td>20</td>
</tr>
<tr>
<td>EA039</td>
<td>Workteam Communications</td>
<td>40</td>
</tr>
<tr>
<td>EA032</td>
<td>Writing Technical Documents</td>
<td>20</td>
</tr>
<tr>
<td>EA040</td>
<td>OHS &amp; for Supervisors</td>
<td>40</td>
</tr>
<tr>
<td>EA050</td>
<td>Engineering Computing</td>
<td>40</td>
</tr>
<tr>
<td>EA060</td>
<td>Engineering Design Concepts</td>
<td>20</td>
</tr>
<tr>
<td>EA061</td>
<td>Engineering Graphics</td>
<td>40</td>
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<tr>
<td>EA070</td>
<td>Engineering Organizations</td>
<td>40</td>
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<tr>
<td>EA080</td>
<td>Engineering Measurement</td>
<td>20</td>
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<tr>
<td>EA506</td>
<td>Gauge Design Concepts</td>
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<tr>
<td>EA703</td>
<td>Engineering Design (Detail)</td>
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<tr>
<td>EA710</td>
<td>Dimensional Metrology - Basic</td>
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<tr>
<td>EA741</td>
<td>Workshop Processes (Machine Shop)</td>
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<tr>
<td>EA775</td>
<td>Introduction to Metrology</td>
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<tr>
<td>EA790</td>
<td>Manufacturing Processes</td>
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<tr>
<td>NM14</td>
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MANUFACTURING MODULES

Computer Numerical Control (CNC)

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<tr>
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<tbody>
<tr>
<td>NM09</td>
<td>Computer Numerical Control Turning 1</td>
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<td>NM10</td>
<td>Computer Numerical Control Turning 2</td>
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<td>NM11</td>
<td>Computer Numerical Control Milling 1</td>
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<tr>
<td>NM12</td>
<td>Computer Numerical Control Milling 2</td>
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</table>

Computer-Aided Manufacturing (CAM)

<table>
<thead>
<tr>
<th>Code</th>
<th>CAM-1 - Concepts</th>
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<tbody>
<tr>
<td>NM88</td>
<td>CAM-2 - 2D Programming</td>
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<tr>
<td>NM90</td>
<td>CAM-3 - CNC Mill Operations</td>
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<td>NM92</td>
<td>CAM-4 - CNC Lathe Operations</td>
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<tr>
<td>NM93</td>
<td>CAM-5 - 3D Programming</td>
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<tr>
<td>NM94</td>
<td>CAM-6 - 3D CNC Mill Operations</td>
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CADCAM Stage 1

<table>
<thead>
<tr>
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<tr>
<td>EA069</td>
<td>Computer-Aided Design Project</td>
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<td>EA700</td>
<td>Computer-Aided Manufacturing Systems</td>
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<tr>
<td>EA710</td>
<td>Computer-Aided Drafting 3D</td>
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CADCAM Stage 2

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<tr>
<th>Code</th>
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<tr>
<td>EB122</td>
<td>Computer Systems Management</td>
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<tr>
<td>EB727</td>
<td>Computer Based Modelling</td>
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<tr>
<td>EB73</td>
<td>Design and Drafting Project</td>
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Computer-Aided Drafting (CAD) Stage 1

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<tr>
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<td>EA062</td>
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<td>Computer-Aided Drafting C</td>
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<td>EA067</td>
<td>Computer-Aided Drafting D</td>
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<td>EA068</td>
<td>Computer-Aided Drafting 3D</td>
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<td>NS006</td>
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Computer-Aided Drafting (CAD) Stage 2

<table>
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<tr>
<th>Code</th>
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<tr>
<td>EB700</td>
<td>Managing CAD-Utilities</td>
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<td>EB770</td>
<td>Robotics</td>
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Dimensional Metrology

<table>
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<td>Dimensional Metrology Complex Forms</td>
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MECHANICAL MODULES

Engineeering Design, Applied Mechanics

<table>
<thead>
<tr>
<th>Code</th>
<th>Calculus</th>
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<tr>
<td>EA001</td>
<td>Introduction to Programming</td>
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<tr>
<td>EB701</td>
<td>Advanced Machine Design</td>
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<tr>
<td>EB702</td>
<td>Dynamics of Industrial Machines</td>
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<tr>
<td>EB703</td>
<td>Machine Design</td>
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<tr>
<td>EB704</td>
<td>Mechanical Design</td>
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<td>EB705</td>
<td>Project Mechanical Design Synthesis</td>
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<td>EB706</td>
<td>Mechatronics 4-Analogue Automation</td>
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<tr>
<td>EB711</td>
<td>Thermodynamics 1</td>
<td>40</td>
</tr>
<tr>
<td>EB712</td>
<td>Plant Layout</td>
<td>40</td>
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<tr>
<td>EB720</td>
<td>Fluid Mechanics 2</td>
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<tr>
<td>EB771</td>
<td>Advanced Dynamics</td>
<td>40</td>
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<tr>
<td>EB832</td>
<td>Beam and Column Analysis</td>
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<tr>
<td>EB840</td>
<td>Advanced Strength of Materials</td>
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<tr>
<td>EB856</td>
<td>Structural Steel Design 1</td>
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<tr>
<td>EB874</td>
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Fluid Power

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>EA160</td>
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</tr>
<tr>
<td>EA706</td>
<td>Fluid Power</td>
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<tr>
<td>EA709</td>
<td>Fluid Power</td>
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<tr>
<td>EA804</td>
<td>Control Concepts</td>
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<tr>
<td>EB714</td>
<td>Fluid Power Systems</td>
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<tr>
<td>EB723</td>
<td>Fluid Power Component Selection and Testing</td>
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<td>EB725</td>
<td>Fluid Power Component Testing and System/Space Analysis</td>
<td>40</td>
</tr>
<tr>
<td>EB755</td>
<td>Fluid Power Systems Project</td>
<td>40</td>
</tr>
<tr>
<td>NM33</td>
<td>Fluid Power Control 1</td>
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<tr>
<td>NM34</td>
<td>Air Compression Distribution</td>
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<td>NM57</td>
<td>Hydraulics 2</td>
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<td>NM58</td>
<td>Hydraulics 3</td>
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<td>NM59</td>
<td>Hydraulics 4</td>
<td>40</td>
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<tr>
<td>NM60</td>
<td>Pneumatics 2</td>
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<td>Pneumatics 3</td>
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<td>NM62</td>
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<tr>
<td>NM63</td>
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</tbody>
</table>

Contact Department for details on Mechatronics stream.
Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) (Streams in Mechanical, Manufacturing and Mechatronics)

Career Opportunities
Principal Technical Officer, Trainer, Supervisor, Coordinator.

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

Course Objectives
The Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) aims to meet the needs of persons at, or aspiring, to the Metals and Engineering Award Classification C2b Principal Trainer/Supervisor/Co-ordinator. It has applications to engineers and managers in both public and private sectors across all engineering streams in small, medium and large enterprises.

Entry Requirements
To qualify for admission to the course, applicants must have:
• Year 11 or completion of the Certificate III in Engineering – Production Systems (MEM30198)
or
• Certificate III in Engineering – Mechanical Trade (MEM30298)
or
• Certificate III in Engineering – Fabrication Trade (MEM30398)
or
• Certificate III in Engineering – Technician (MEM30598)
or
• Industrial training/experience
or
• Be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

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

Course Duration
Full time - One year
Part time - Dependent upon number of modules undertaken each year.

Course Structure
• The Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) consists of 15 modules of nominally 40 hours duration each, additional to modules completed in the Advanced Diploma and Diploma.
• Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) Level Modules (either technical or non technical): 6 modules (240 hrs) minimum.
• Research Project: 1–3 modules

ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY MODULES

<table>
<thead>
<tr>
<th>Code</th>
<th>Module</th>
<th>Hours</th>
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<tr>
<td>ED046</td>
<td>Research Project A</td>
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<tr>
<td>ED047</td>
<td>Research Project B</td>
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<tr>
<td>ED048</td>
<td>Research Project C</td>
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<tr>
<td>ED062</td>
<td>Research Project D</td>
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</tbody>
</table>

Advanced Diploma (Principal Technical Officer) Level
Technical and Non Technical modules
(minimum of 240 hours in this group)

Mechanical/Manufacturing Stream

<table>
<thead>
<tr>
<th>Code</th>
<th>Module</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ED058</td>
<td>Intro to Financial Management</td>
<td>60</td>
</tr>
<tr>
<td>ED053</td>
<td>Intro to Environment Management</td>
<td>60</td>
</tr>
<tr>
<td>ED060</td>
<td>Improving Workplace performance</td>
<td>60</td>
</tr>
<tr>
<td>ED003</td>
<td>Design 3A – Prod and Mech Plant</td>
<td>60</td>
</tr>
<tr>
<td>ED006</td>
<td>Fluid Power Design 2</td>
<td>80</td>
</tr>
<tr>
<td>ED009</td>
<td>Installation and Commissioning</td>
<td>40</td>
</tr>
<tr>
<td>ED010</td>
<td>Product Liability &amp; Product Retail Management</td>
<td>40</td>
</tr>
<tr>
<td>ED011</td>
<td>Reliability and Prototype Testing</td>
<td>40</td>
</tr>
<tr>
<td>ED043</td>
<td>Total Quality Management (TQM)</td>
<td>60</td>
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<tr>
<td>ED049</td>
<td>Advanced Engineering Maths A</td>
<td>60</td>
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<tr>
<td>ED053</td>
<td>Project Management</td>
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<tr>
<td>ED059</td>
<td>Advanced Engineering Maths B</td>
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<tr>
<td>ED051</td>
<td>Physics A</td>
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<tr>
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<td>Physics B</td>
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<tr>
<td>ED054</td>
<td>Computer Applications</td>
<td>40</td>
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<tr>
<td>ED012</td>
<td>Applied Mechanics 3A</td>
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<tr>
<td>ED013</td>
<td>Applied Mechanics 3B</td>
<td>60</td>
</tr>
<tr>
<td>ED014</td>
<td>CAD &amp; System Engineering</td>
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<tr>
<td>ED001</td>
<td>Computer Aided Process Planning (CAPP)</td>
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<tr>
<td>ED006</td>
<td>Design 3B – Prod &amp; Mech Plant</td>
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<tr>
<td>ED013</td>
<td>Flexible Manufacturing Systems (FMS) Design</td>
<td>60</td>
</tr>
<tr>
<td>ED016</td>
<td>Interchangeable Manufacture</td>
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<tr>
<td>ED016</td>
<td>Customer Client Relations</td>
<td>60</td>
</tr>
<tr>
<td>EB079</td>
<td>Introduction to Marketing</td>
<td>60</td>
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<tr>
<td>ED063</td>
<td>Managing Occupational Health &amp; Safety in the Workplace</td>
<td>40</td>
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Mechanics Stream

<table>
<thead>
<tr>
<th>Code</th>
<th>Module</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EA002</td>
<td>Mathematics A</td>
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<td>EA010</td>
<td>Materials Science</td>
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<tr>
<td>EA024</td>
<td>Writing Technical Documents</td>
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<tr>
<td>EA050</td>
<td>Engineering Computing</td>
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<tr>
<td>EA061</td>
<td>Engineering Graphics</td>
<td>40</td>
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<tr>
<td>EA065</td>
<td>CAD B</td>
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<tr>
<td>EA068</td>
<td>CAD 3D</td>
<td>40</td>
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<tr>
<td>EA160</td>
<td>Advanced Programmable Logic Controllers</td>
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</tr>
<tr>
<td>EA183</td>
<td>Microprocessor Fundamentals 1</td>
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<tr>
<td>EA184</td>
<td>Microprocessor Fundamentals 2</td>
<td>40</td>
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<tr>
<td>EA187</td>
<td>Introduction to &quot;C&quot; Programming</td>
<td>40</td>
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<tr>
<td>EA713</td>
<td>Mechanical Drive Components</td>
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<tr>
<td>EA735</td>
<td>Mechatronics 1</td>
<td>40</td>
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<tr>
<td>EA736</td>
<td>Mechatronics 2 (PLC Automation)</td>
<td>40</td>
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<tr>
<td>EA722</td>
<td>Introductory Dynamics</td>
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<tr>
<td>EA804</td>
<td>Introductory Strength of Materials</td>
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<tr>
<td>EA859</td>
<td>Statics</td>
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<td>EA926</td>
<td>SCADA</td>
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<td>EB050</td>
<td>Engineering Project</td>
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<tr>
<td>EB168</td>
<td>PLC Applications</td>
<td>40</td>
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<tr>
<td>EB177</td>
<td>Microprocessor Applications 1</td>
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<tr>
<td>EB178</td>
<td>Microprocessor Applications 2</td>
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<td>EB050</td>
<td>Materials for Engineering</td>
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<tr>
<td>EB704</td>
<td>Mechanical Design</td>
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<td>EB709</td>
<td>Mechatronics 4 (Analog Automation)</td>
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<td>EB724</td>
<td>Robotics 2</td>
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<td>NUE052</td>
<td>Applied Electricity 1</td>
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<td>NUE054</td>
<td>Applied Electricity 2</td>
<td>40</td>
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<tr>
<td>NE177</td>
<td>Programmable Logic Controllers 1</td>
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<tr>
<td>NE179</td>
<td>Digital Electronics 1</td>
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<td>NM096</td>
<td>CAD A</td>
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<td>NM031</td>
<td>Robotics 1</td>
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<td>NM032</td>
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<tr>
<td>NM033</td>
<td>Fluid Power Control 1</td>
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</tr>
</tbody>
</table>
### Certificate II in Automotive Manufacturing (AUM20100)

**Career Opportunities**
Vehicle Manufacturing Industry.

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

**Course Objectives**
The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

**Entry Requirements**
The course requires a valid driving license, a good understanding of mathematics, and a minimum of 10 years of supervisory experience in a vehicle manufacturing environment.

**Course Structure**

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>AUM9001A</td>
<td>Monitor and maintain workplace environment</td>
<td>40</td>
</tr>
<tr>
<td>AUM9002A</td>
<td>Receive and dispatch materials, equipment and tools</td>
<td>40</td>
</tr>
<tr>
<td>AUM9003A</td>
<td>Prepare and process materials and components</td>
<td>40</td>
</tr>
<tr>
<td>AUM9004A</td>
<td>Prepare and use/operate equipment, tools and/or machinery</td>
<td>40</td>
</tr>
<tr>
<td>AUM9005A</td>
<td>Monitor and maintain continuous improvement of systems and processes</td>
<td>40</td>
</tr>
<tr>
<td>AUM9006A</td>
<td>Monitor and maintain equipment, tools and machinery</td>
<td>40</td>
</tr>
<tr>
<td>AUM9007A</td>
<td>Manage personal work priorities</td>
<td>40</td>
</tr>
<tr>
<td>AUM9008A</td>
<td>Manage effective workplace relationships</td>
<td>40</td>
</tr>
<tr>
<td>AUM9009A</td>
<td>Work effectively with others in teams</td>
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</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.

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

**Course Objectives**
The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

**Entry Requirements**
The course requires a valid driving license, a good understanding of mathematics, and a minimum of 10 years of supervisory experience in a vehicle manufacturing environment.

**Course Structure**

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUM9001A</td>
<td>Monitor and maintain workplace environment</td>
<td>40</td>
</tr>
<tr>
<td>AUM9002A</td>
<td>Receive and dispatch materials, equipment and tools</td>
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</tr>
<tr>
<td>AUM9003A</td>
<td>Prepare and process materials and components</td>
<td>40</td>
</tr>
<tr>
<td>AUM9004A</td>
<td>Prepare and use/operate equipment, tools and/or machinery</td>
<td>40</td>
</tr>
<tr>
<td>AUM9005A</td>
<td>Monitor and maintain continuous improvement of systems and processes</td>
<td>40</td>
</tr>
<tr>
<td>AUM9006A</td>
<td>Monitor and maintain equipment, tools and machinery</td>
<td>40</td>
</tr>
<tr>
<td>AUM9007A</td>
<td>Manage personal work priorities</td>
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</tr>
<tr>
<td>AUM9008A</td>
<td>Manage effective workplace relationships</td>
<td>40</td>
</tr>
<tr>
<td>AUM9009A</td>
<td>Work effectively with others in teams</td>
<td>40</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Selection Procedures/ Selection Criteria
Applicants will be required to attend an interview.

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

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

- BSXFMI302A Provide leadership in the workplace
- BSXFMI303A Establish and manage effective workplace relationships
- BSXFMI305A Manage operations to achieve planned outcomes
- BSXFMI308A Develop and maintain a safe workplace environment;

A minimum of two units (together totalling at least 80 nominal hours) selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in:

- Automotive Industry Manufacturing Training Package AUM00, Australian National Training Authority, 2000;

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

Certificate IV in Automotive Manufacturing - Frontline Management(AUM40100)

Career Opportunities
Vehicle Manufacturing Industry.

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

Course Objectives
The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

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

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

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

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

Course Structure
Nine units from:-

- AUM1601A Install plant, equipment or systems - basic 50
- AUM1701A Test components of plant, tooling, equipment or systems - advanced 70
- AUM1702A Test components of plant, tooling, equipment or systems - advanced 90
- AUM1801A Test components of plant, tooling, equipment or systems - basic 75
- AUM1802A Test components of plant, tooling, equipment or systems - advanced 80
- AUM2201A Repair plant, tooling, equipment or systems - basic 80
- AUM2202A Repair plant, tooling, equipment or systems - advanced 90
- AUM2301A Manufacture or modify plant, tooling, equipment or systems - basic 80
- AUM2401A Apply quality assurance techniques - basic 60
- AUM2501A Plan, organise and coordinate work activities in a team - basic 40
- AUM2601A Monitor computers and computerised equipment using displays - basic 70
- AUM2701A Assess competence - basic 40
- AUM3001A Test plant, equipment or systems - advanced 55
- AUM3002A Test plant, equipment or systems - advanced 60
- AUM3201A Test plant, equipment or systems - advanced 90
- AUM3202A Test plant, equipment or systems - advanced 90
- AUM3203A Test plant, equipment or systems - advanced 75

Certificate IV in Automotive Manufacturing - Manufacturing Maintenance(AUM40200)

Career Opportunities
Vehicle Manufacturing Industry.

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

Course Objectives
The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

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

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

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

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

Course Structure
A minimum of three units (together totalling at least 200 nominal hours) selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in:

- Automotive Industry Manufacturing Training Package AUM00, Australian National Training Authority, 2000;

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
AUM6002A Assess competence – advanced 40
AUM5802A Communicate information–advanced 80
AUM4702A Program and monitor PLCs, robots and other computerised equipment–advanced 60
AUM3202A Plan, organise and coordinate work 40
AUM2402A Apply quality assurance techniques–advanced 60

The complete course consists of three years part time schooling. 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) Core
MEM10198 (F) Certificate I in Engineering(MEM10198)
MEM20198 (F) Certificate II in Engineering(Production)(Level 1)(MEM20198)
MEM20298 (F) Certificate II in Engineering Production Technology(Level 2)(MEM20298)
MEM30198 (F) Certificate III in Engineering Production Systems(Level 3)(MEM30198)
MEM30398 (F) Certificate III in Engineering Fabrication (Light and Heavy)(MEM30398)
MEM30598 (F) Certificate III in Engineering Technician Level(3)(MEM30598)
20019VICF Certificate IV in Engineering(20019VICF)
20019VICF Diploma of Engineering Technology(20019VICF)[Fabrication]
20020VICF Advanced Diploma of Engineering Technology (20020VICF)[Fabrication/Supervision/Inspect]

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

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

The three categories are:
- Foundation Units – competencies that are a necessary part of the skill profile of every job in the industry. Foundation competencies do not carry a points weighting, however they are necessary pre-requisites to higher level units and will form part of the skills profile of all employees.
- Core Units – define competencies, which are common and necessary across a range of classifications in the Metal and Engineering Industry.
- Specialisation Units – describe the diverse range of competencies needed across the industry. The Specialisation units are also divided into bands, with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation units are regarded both band A and band B units.

Band A represents a range of competencies which may be used for career progression up to classification C8.
Band B represents a range of competencies, which may be used for career progression between classifications C10 to C5, and must be used above C8.
Each unit of competency has an allocated weight shown as 'unit weight points'. Each qualification includes an identified number of points. The units selected for the qualification must have a combined points value no less than the points value specified for the qualification. The combined points total also includes the points for any pre-requisite units involved. Note that the points for any particular unit can only be counted once in each qualification.
Summary of Training Package Qualifications

<table>
<thead>
<tr>
<th>Certificate Level</th>
<th>Minimum Points</th>
<th>Industrial 'C' Level Outcome</th>
</tr>
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<tbody>
<tr>
<td>Certificate III in Engineering (MEM10198)</td>
<td>16</td>
<td>C14</td>
</tr>
<tr>
<td>Certificate II in Engineering - Production (MEM20198)</td>
<td>32</td>
<td>C13</td>
</tr>
<tr>
<td>Certificate III in Engineering - Technical (MEM30198)</td>
<td>64</td>
<td>C12</td>
</tr>
<tr>
<td>Certificate III in Engineering - Fabrication Trade (MEM40198)</td>
<td>96</td>
<td>C10</td>
</tr>
<tr>
<td>Certificate III in Engineering - Electrical Trade (MEM50198)</td>
<td>96</td>
<td>C10</td>
</tr>
</tbody>
</table>

| Diploma in Engineering (20019VICF) | Year 12 + 804 |

| Certificate IV in Engineering (20020VICF) | Year 12 + 40 |
| Certificate IV in Engineering - Higher Engineering Trade (20021VICF) | 132 |
| or | AQF III + 12 |
| or | Diploma in Engineering (20029VICF) | Year 12 + 804 |
| or | AQF III + 405 |

| *Proposed – to be finalised.* |

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

**MEM1.1FA** Undertake Interactive Work Place Communication 2

**MEM1.2FA** Apply Principles of OH&S in Work Environment 2

**MEM1.3FA** Apply Quality Procedures 2

**MEM1.4FA** Plan to Undertake a Routine Task 2

**MEM2.1C1A** Apply Quality Systems 2

**MEM2.2C1A** Organise and Analyse Information 2

**MEM2.3C1B** Operate in a Work Based Team Environment 2

**MEM2.4C1A** Assist in the Preparation of on-the-job training 2

**MEM2.5C1A** Monitor Quality of Production 2

**MEM2.6C1A** Plan a Complete Activity 4

**MEM2.7C1A** Perform Computations 2

**MEM2.8C1A** Perform Computer Operations 2

**MEM2.9C1A** Write Reports 2

**MEM2.10C1A** Perform Mathematical Computations 4

**MEM3.1AA** Manual Production Assembly 4

**MEM3.2AA** Precision Assembly 4

**MEM4.1AA** Manual Soldering Desoldering - electrical/ electronic components 4

**MEM4.2AA** Soft Soldering (Basic) 2

**MEM4.3AA** Perform Basic Soldering (FGW) 2

**MEM4.4AA** Carry Out at Mechanical Cutting 2

**MEM4.5AA** Prepare Bending and or Silver-Soldering 2

**MEM4.6AA** Manual Heating and Thermal Cutting 2

**MEM4.7AB** Advanced Manual Thermal Cutting, Gouging, Shaping 2

**MEM4.8AB** Automatic Thermal Cutting 2

**MEM4.9AA** Undertake Fabrication, Forming, Bending and Shaping 8

**MEM4.10AA** Assemble Fabricated Components 8

**MEM5.1AB** Perform Manual Metal Arc Welding (MMAW) 4

**MEM5.2AB** Perform Manual Production Welding 2

**MEM5.3AB** Monitor Quality of Production Welding Fabrication 2

**MEM5.4AB** Weld Using MMAW Process 6

**MEM5.5AB** Perform Advanced Welding Using MMAW Process 8

**MEM5.6AB** Weld Using GMAW Process 6

**MEM5.7AB** Perform Advanced Welding Using GMAW Process 8

**MEM5.8AB** Weld Using GTAW Process 6

**MEM5.9AB** Perform Advanced Welding Using GTAW Process 8

**MEM5.10AB** Weld Using FGW 6

**MEM5.11AB** Perform Advanced Welding Using OAW Process 8

**MEM5.12AB** Weld Using SAW Process 6

**MEM5.13AB** Perform Welding Supervision 12

**MEM5.14AB** Weld Using POWDER Flux Process 4

**MEM5.15AB** Repair Replacement Modifying Fabrications 6

**MEM5.16AB** Advanced Geometric Development - Conical 2

**MEM5.17AB** Advanced Geometric Development - Transitions 4

**MEM5.18AB** Weld Using Powder Flame Spraying 4

**MEM5.19AB** Carry Out at Heat Treatment 2

**MEM5.20AB** Select Heat Treatment Process and Test Finished Product 6

**MEM5.21A** Perform Basic Incidental Heat/Quenching Tempering & Annealing 2

**MEM5.22AB** Advanced Structural Design Concepts 6

**MEM5.23AB** Weld Using SAW Process 6

**MEM5.24BA** Perform Welding Supervision 12

**MEM5.25BB** Perform Welding Fabrication Inspection 12

**MEM5.26AA** Perform Welding/Fabrication Inspection 12

**MEM5.27A** Geometric Developments 6

**MEM5.28A** Advanced Geometric Development - Cylindrical/Rectangular 2

**MEM5.29A** Advanced Geometric Development - Conical 2

**MEM5.30A** Advanced Geometric Development - Transitions 4

**MEM5.31A** Advanced Geometric Development - Conical 2

**MEM5.32A** Advanced Geometric Development - Cylindrical/Rectangular 2

**MEM5.33A** Advanced Geometric Development - Conical 2

**MEM5.34A** Advanced Geometric Development - Transitions 4

**MEM5.35A** Advanced Geometric Development - Conical 2

**MEM5.36AB** Repair Replacement Modifying Fabrications 6

**MEM5.37A** Geometric Developments 6

**MEM5.38A** Advanced Geometric Development - Cylindrical/Rectangular 2

**MEM5.39A** Advanced Geometric Development - Conical 2

**MEM5.40A** Advanced Geometric Development - Transitions 4
Metal and Engineering Training Package
[Fabrication Stream]

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

| MEM10198 Certificate I in Engineering (MEM10198) | 16 | C13 |
| MEM20198 Cert II in Engineering—Production(MEM20198) | 32 | C12 |
| MEM20298 Cert II in Engineering—Production Technology(MEM20298) | 64 | C11 |
| MEM30198 Cert III in Engineering—Fabrication Trade(MEM30198) | 96 | C10 |
| MEM30298 Cert III in Engineering—Fabrication Trade(MEM30298) | 96 | C10 |

Entry Requirements
- Certificate I in Engineering(MEM10198)
- Certificate II in Engineering—Production(MEM20198)
- Certificate II in Engineering—Production Technology(MEM20298)
- Certificate III in Engineering—Fabrication Trade (Light & Heavy)(MEM30298)
- Certificate IV in Engineering—Higher Engineering Trade(MEM40198)
- To participate in these courses a person must be employed in a production occupation, and possess Basic English language, literacy and numeracy skills.
- Certificate III in Engineering—Fabrication Trade (Light & Heavy Stream)
- Year 11 or 12 and current employment as an apprentice.

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

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

Core Units
- These units define competencies, which are common and necessary across a range of classifications in the Metal and Engineering Industry. Specialisation Units describe the diverse range of competencies needed across the industry. The Specialisation units are also divided into ‘bands’, with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation units are regarded both band A and band B units.

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>MEM1FA</td>
<td>Undertake interactive workplace communication</td>
</tr>
<tr>
<td>MEM2FA</td>
<td>Apply principles of occupational health &amp; safety in a work environment</td>
</tr>
<tr>
<td>MEM3FA</td>
<td>Apply quality procedures</td>
</tr>
<tr>
<td>MEM4FA</td>
<td>Plan to undertake a routine task</td>
</tr>
<tr>
<td>MEM5FA</td>
<td>Foundation units do not carry unit-weight points</td>
</tr>
<tr>
<td>MEM6AB</td>
<td>Perform routine oxyacetylene welding (fuel gas welding)</td>
</tr>
<tr>
<td>MEM7AB</td>
<td>Manual heating, thermal cutting &amp; gouging</td>
</tr>
<tr>
<td>MEM8AB</td>
<td>Manual heating, thermal cutting &amp; gouging (OAW) fuel gas welding</td>
</tr>
<tr>
<td>MEM9AA</td>
<td>Work safely with industrial chemicals &amp; materials</td>
</tr>
</tbody>
</table>

Certificate II in Engineering - Production (MEM20198F)
Course Structure
Participants must complete all Foundation units plus 2 points of band 1 Core units required for C12, plus 30 points in units drawn from Specialisation band A.

Foundation Competency Units

| Core Units Band | Code | Unit Weight Points |
| Core Units Band | MEM1FA | Undertake interactive workplace communication |
| Core Units Band | MEM2FA | Apply principles of occupational health & safety in a work environment |
| Core Units Band | MEM3FA | Apply quality procedures |
| Core Units Band | MEM4FA | Plan to undertake a routine task |
| Note | Foundation units do not carry unit weight points |

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5AB</td>
<td>Perform routine oxyacetylene welding (fuel gas welding)</td>
</tr>
<tr>
<td>MEM6AB</td>
<td>Manual heating, thermal cutting &amp; gouging</td>
</tr>
<tr>
<td>MEM7AB</td>
<td>Manual heating, thermal cutting</td>
</tr>
<tr>
<td>MEM8AB</td>
<td>Advanced manual thermal cutting, gouging &amp; shaping</td>
</tr>
<tr>
<td>MEM9AB</td>
<td>Perform routine manual gas metal arc welding</td>
</tr>
<tr>
<td>MEM10AB</td>
<td>Perform manual production welding</td>
</tr>
<tr>
<td>MEM11AB</td>
<td>Monitor quality of production welding/fabrications</td>
</tr>
</tbody>
</table>
SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

Certificate II in Engineering - Production Technology (MEM20298F)

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

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

Note: Foundation units do not carry unit weight points

Core Units Band 1 |
<table>
<thead>
<tr>
<th>Code</th>
<th>Unit</th>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM4.1AA</td>
<td>Undertake interactive workplace communication</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MEM4.2AA</td>
<td>Apply principles of occupational health &amp; safety in a work environment</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MEM4.3AA</td>
<td>Apply quality procedures</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>MEM4.4AA</td>
<td>Plan to undertake a routine task</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

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

Certificate III in Engineering - Fabrication Trade (MEM30398F) [Light & Heavy]

Course Structure
Participants must complete all Foundation units plus 20 points of band 1 Core units required for C10, plus 40 points in units drawn from the 'Electrical/Electronic' stream Specialisation band A units, plus 36 points in units drawn from Specialisation band A units (including dual band A/band B units)

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

Note that Foundation units do not carry unit weight points

Core Band 1 Units |
<table>
<thead>
<tr>
<th>Code</th>
<th>Unit</th>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM4.1AA</td>
<td>Undertake interactive workplace communication</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MEM4.2AA</td>
<td>Apply principles of occupational health &amp; safety in a work environment</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MEM4.3AA</td>
<td>Apply quality procedures</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>MEM4.4AA</td>
<td>Plan to undertake a routine task</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

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

Course Structure
Participants must complete all Foundation units plus 20 points of band 1 Core units required for C10, plus 40 points in units drawn from the 'Electrical/Electronic' stream Specialisation band A units, plus 36 points in units drawn from Specialisation band A units (including dual band A/band B units)

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

Note that Foundation units do not carry unit weight points

Core Band 1 Units |
<table>
<thead>
<tr>
<th>Code</th>
<th>Unit</th>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM4.1AA</td>
<td>Undertake interactive workplace communication</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MEM4.2AA</td>
<td>Apply principles of occupational health &amp; safety in a work environment</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MEM4.3AA</td>
<td>Apply quality procedures</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>MEM4.4AA</td>
<td>Plan to undertake a routine task</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Engineering Technology (20018VICF)

Career Opportunities
Engineering Industry.

Scope of Delivery
Part-time only.

Course Objective
The course aims to meet the needs of persons at, or aspiring to, the MetaI and Engineering Award Classification C7. The course is also intended to have application to engineers and managers in both the public and private sector, across all engineering streams and in small, medium and large enterprises.

Entry Requirements
To qualify for admission to the course applicants must have completed the Certificate III in Engineering – Mechanical Trade (MEM30398) or Certificate III in Engineering – Fabrication Trade (MEM30298).

Selection Procedures/Selection Criteria
Compliance with pre-requisites.

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

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

Course Description
The course requires completion of a range of management and commercial modules (non-technical) and a range of technical modules drawn from a number of streams including:
- Civil
- Fabrication
- Manufacturing
- Mechanical
- Environmental engineering.

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 outcomes. This might include such occupational specializations as training, human resource management, or environmental engineering.

- The course consists of 9 modules, at nominally 40 hours per module.
- The choice of modules will be determined by the Head of the Department in consultation with the student and his/her employer having regard to the list of relevant modules in -
- Diploma of Engineering Module Reference Manual (Published April 1994)
- Engineering Technician and Engineering Associate Module Reference Manual (Published March 1995),

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 6</td>
</tr>
<tr>
<td>MEM1.2FA</td>
<td>Apply principles of occupational health &amp; safety in a work environment 0</td>
</tr>
<tr>
<td>MEM1.3FA</td>
<td>Apply quality procedures 0</td>
</tr>
<tr>
<td>MEM1.4FA</td>
<td>Plan to undertake a routine task 0</td>
</tr>
</tbody>
</table>

Note that Foundation units do not carry unit weight points effective from:

MEM2.24BA | Perform welding supervision 12
MEM2.25BA | Perform welding fabrication inspection 12
MEM2.26A | Apply welder principles 4
MEM3.3A | 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]

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.

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

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 specialization. The 15 modules must include at least 9 EA designated modules and may include up to six additional Advanced Certificate (EA) modules.

Course Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA010</td>
<td>Material Science 40</td>
</tr>
<tr>
<td>EA011</td>
<td>Writing in plain English 20</td>
</tr>
<tr>
<td>EA060</td>
<td>Occupational Health &amp; Safety 20</td>
</tr>
<tr>
<td>EA062</td>
<td>Quality Functions-Receiving Inspection 20</td>
</tr>
<tr>
<td>EA065</td>
<td>Quality Concepts 20</td>
</tr>
<tr>
<td>EA067</td>
<td>Quality Improvement in the Workplace 40</td>
</tr>
<tr>
<td>EA069</td>
<td>Computing in Engineering 40</td>
</tr>
<tr>
<td>EA061</td>
<td>Engineering Graphics 40</td>
</tr>
<tr>
<td>EA063</td>
<td>Technical Drawing Interpretation 40</td>
</tr>
<tr>
<td>EA070</td>
<td>Engineering Organisations 40</td>
</tr>
<tr>
<td>EA071</td>
<td>Planning Estimating &amp; Costing 20</td>
</tr>
<tr>
<td>EA060</td>
<td>Engineering Measurement 40</td>
</tr>
<tr>
<td>EA061</td>
<td>Maintenance Processes 40</td>
</tr>
<tr>
<td>EA062</td>
<td>Maintenance Systems 40</td>
</tr>
<tr>
<td>EA063</td>
<td>Preventative Maintenance 20</td>
</tr>
<tr>
<td>EA064</td>
<td>Supervision of Materials Handling System 40</td>
</tr>
<tr>
<td>EA066</td>
<td>Liquid Penetant 40</td>
</tr>
<tr>
<td>EA067</td>
<td>Magnetic Particle 40</td>
</tr>
<tr>
<td>EA068</td>
<td>Non-Destructive Testing Methods 40</td>
</tr>
<tr>
<td>EA069</td>
<td>Penetant Testing 40</td>
</tr>
<tr>
<td>EA060</td>
<td>Radiographic Testing 40</td>
</tr>
<tr>
<td>EA011</td>
<td>Radiographic Testing Methods 40</td>
</tr>
<tr>
<td>EA062</td>
<td>Radiography &amp; Radiation Safety 40</td>
</tr>
</tbody>
</table>
EA613 Ultrasonic Testing 10
EA614 Ultrasonic Testing Methods 40
EA618 Non Destructive Testing 40
EA701 Engineering Drawing (D detailed) 40
EA702 Engineering (Development & Pipework) 40
EA703 Engineering Drawing (Structural) 40
EA740 Workshop Practice 40
EA804 Introduction to Strength of Materials 40
EA815 Drafting Steel Work 40
EA817 Radiographic Interpretation 20
EA818 Weld Inspection Practices 60
EA819 Weld Procedure Development 20
EA821 Weld Processes & Economics 20
EA822 Welders & Pressure Vessel Codes 40
EA823 Welding Technology 1 40
EA833 Fabrication II (Structural Steel) 40
EA835 Fabrication III 40
EA836 Welding Technology 2 40
EA837 Welding Technology 3 40
EA840 Welding Technology 4 40
EA853 Fabrication D (Structural Steel) 40
EB022 Developing Instructional Materials 40
EB030 Advanced Quality Concepts 40
ED031 Quality Management 40
EB041 Quality-Manual Development Writing 40
EB047 Refurbishment 40
EB050 Engineering Projects 80
EB060 Research Project A 40
EB069 Operations 40
EB070 Engineering Management 40
EB071 Project Management 40
EB076 Introduction Environment Management 60
EB078 Improving Workplace Performance 60
EB104 Material Handling System Designs I 40
EB105 Material Handling System Designs II 40
EB106 Material Handling System Designs III 40
EB107 Material Handling System Designs IV 40
EB108 Material Handling System Designs V 40
EB109 Material Handling System Designs VI 40
EB110 Material Handling System Designs VII 40
EB111 Material Handling System Designs VIII 40
EB112 Material Handling System Designs IX 40
EB113 Material Handling System Designs X 40
EB114 Material Handling System Designs XI 40
EB115 Material Handling System Designs XII 40
EB116 Material Handling System Designs XIII 40
EB117 Material Handling System Designs XIV 40
EB118 Material Handling System Designs XV 40
EB119 Material Handling System Designs XVI 40
EB120 Material Handling System Designs XVII 40
EB121 Material Handling System Designs XVIII 40
EB122 Material Handling System Designs XIX 40
EB123 Material Handling System Designs XX 40
EB124 Material Handling System Designs XXI 40
EB125 Material Handling System Designs XXII 40
EB126 Material Handling System Designs XXIII 40
EB127 Material Handling System Designs XXIV 40
EB128 Material Handling System Designs XXV 40
EB129 Material Handling System Designs XXVI 40
EB130 Material Handling System Designs XXVII 40
EB131 Material Handling System Designs XXVIII 40
EB132 Material Handling System Designs XXIX 40
EB133 Material Handling System Designs XXX 40
EB134 Material Handling System Designs XXXI 40
EB135 Material Handling System Designs XXXII 40
EB136 Material Handling System Designs XXXIII 40
EB137 Material Handling System Designs XXXIV 40
EB138 Material Handling System Designs XXXV 40
EB139 Material Handling System Designs XXXVI 40
EB140 Material Handling System Designs XXXVII 40
EB141 Material Handling System Designs XXXVIII 40
EB142 Material Handling System Designs XXXIX 40
EB143 Material Handling System Designs XL 40
EB144 Material Handling System Designs XLI 40
EB145 Material Handling System Designs XLII 40
EB146 Material Handling System Designs XLIII 40
EB147 Material Handling System Designs XLIV 40
EB148 Material Handling System Designs XLV 40
EB149 Material Handling System Designs XLVI 40
EB150 Material Handling System Designs XLVII 40
EB151 Material Handling System Designs XLVIII 40
EB152 Material Handling System Designs XLIX 40
EB153 Material Handling System Designs L 40
EB154 Material Handling System Designs LI 40
EB155 Material Handling System Designs LII 40
EB156 Material Handling System Designs LIII 40
EB157 Material Handling System Designs LIV 40
EB158 Material Handling System Designs LV 40
EB159 Material Handling System Designs LVIII 40
EB160 Material Handling System Designs LIX 40
EB161 Material Handling System Designs LX 40
EB162 Material Handling System Designs LXX 40
EB163 Material Handling System Designs LXXX 40
Some module descriptors are listed under the Module/Unit Details section of this Handbook.

**Industrial Skills Training Centre**

The Industrial Skills Training Centre is located at Gate 4, Hoppers Lane, Werribee (Melway Ref 206, J6) in a $20 million purpose-built complex with large indoor and outdoor work areas and modern classrooms. Over sixty items of plant including trucks, cars, forklifts, cranes and earthmoving equipment are used in the training programs. For driver training there is a 1.2 kilometre road circuit and maneuvering area. The Centre also includes a library, canteen and student amenity area. Over four thousand trainees attend courses at the Centre annually.

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

The courses train personnel in all areas of operation, safety and efficiency and to accord with relevant Government legislation and regulations requiring Certificates of Competence or special licences.

The Centre's Driver Education Unit's driver training courses range from pre-learners to heavy vehicle training and license assessment. The Unit also provides specialised courses to suit clients' specific needs. The Unit has VicRoads' quality assurance certification and is an accredited VicRoads' service provider of heavy vehicle license training and testing.

The Centre is the largest provider of Victorian Workcover Authority (VWA) Certificate Assessments. Assessments are conducted to VWA guidelines using National Competency Standards and Instruments of Assessment and can be conducted on-site, or on-campus using the Centre's equipment.

The 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 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 Centre offers the following services:

**Flexible Training**
- Delivery tailored to industry needs;
- Delivered at the Centre or on-site using Industry or the Centre's equipment;
- Self-paced delivery options;
- Basic, refresher or advanced training.

**Modern Equipment**
- Extensive range of training equipment;
- Industry relevant;
- Undercover training areas;
- Up-to-date courses;
- Training based on nationally endorsed competencies;
- Training and assessment combined.

**Skilled trainers**
- Accredited Skills Assessors;
- Qualified instructors in a broad range of industries;
- All instructors have extensive industry experience.

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

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

**Assessment services**
- Development cards for earthmoving operators;
- Workcover National Certificates of Competence;
- VicRoads Heavy Vehicle license Assessment;
- General assessment of operators in the workplace.

**Consultancy services**
- Training needs analysis;
- Addressing problems in the workplace;
- Equipment operation safety advice;
- Workcover licensing advice.
• On-site delivery;
• Training as part of a construction project;
• Combination of delivery by TAFE and workplace instructors;
• Recognition of workplace competencies achieved.

All courses in this section are subject to change. Applicants should contact the Industrial Skills Training Centre to verify course details.

On-site delivery;
• Training as part of a construction project;
• Combination of delivery by TAFE and workplace instructors;
• Recognition of workplace competencies achieved.

All courses in this section are subject to change. Applicants should contact the Industrial Skills Training Centre to verify course details.

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Graeme Barry
Head, Department of Industrial Skills Training Centre—TAFE
Certificate III in Civil Construction (Plant) (BCC30198)

Career Opportunities
Civil Construction Industry.

Scope of Delivery
Contact the department on 9284 7600.

Course Objective
The course aims to provide participants with the skills and knowledge to undertake work in the civil construction industry. Specific units of study provide participants with the skills and knowledge to undertake assessments for National and State 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.

Selection Procedures/Selection Criteria
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.

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>
</tr>
</thead>
<tbody>
<tr>
<td>BCC1000A</td>
<td>Carry out interactive workplace communication</td>
</tr>
<tr>
<td>BCC1001A</td>
<td>Carry out OHS requirements</td>
</tr>
<tr>
<td>BCC1002A</td>
<td>Plan &amp; organise work</td>
</tr>
<tr>
<td>BCC1003A</td>
<td>Read &amp; interpret plans</td>
</tr>
<tr>
<td>BCC1004A</td>
<td>Carry out measurements &amp; calculations</td>
</tr>
<tr>
<td>BCC1005A</td>
<td>Use hand &amp; power tools</td>
</tr>
<tr>
<td>BCC1006A</td>
<td>Use small plant &amp; equipment</td>
</tr>
<tr>
<td>BCC1008A</td>
<td>Use simple levelling devices</td>
</tr>
<tr>
<td>BCC1011A</td>
<td>Handle construction materials &amp; safely dispose of waste</td>
</tr>
<tr>
<td>BCC1033A</td>
<td>Drain/awater site</td>
</tr>
<tr>
<td>BCC1039M</td>
<td>Carry out manual excavation</td>
</tr>
<tr>
<td>BCC1010A</td>
<td>Carry out measuring to simple forms</td>
</tr>
<tr>
<td>BCC1012A</td>
<td>Spread &amp; compact materials manually</td>
</tr>
<tr>
<td>BCC1013A</td>
<td>Operate machine operations</td>
</tr>
<tr>
<td>BCC1014A</td>
<td>Control construction traffic</td>
</tr>
<tr>
<td>BCC2003A</td>
<td>Assist with excavation &amp; support installation</td>
</tr>
<tr>
<td>BCC2005A</td>
<td>Repair pavement</td>
</tr>
<tr>
<td>BCC2003A</td>
<td>Carry out concrete work</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 and 2 units from Group B Elective Units or
(iii) 2 units from Group A Elective Units and 1 unit from Group B Elective Units.

Group A

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC3002A</td>
<td>Conduct Backhoe Loader operations</td>
<td>200</td>
</tr>
<tr>
<td>BCC3003A</td>
<td>Conduct Dozer operations</td>
<td>240</td>
</tr>
<tr>
<td>BCC3004A</td>
<td>Conduct Excavator operations</td>
<td>200</td>
</tr>
<tr>
<td>BCC3005A</td>
<td>Conduct Front End Loader operations</td>
<td>160</td>
</tr>
<tr>
<td>BCC3006A</td>
<td>Conduct Grader operations</td>
<td>240</td>
</tr>
<tr>
<td>BCC3007A</td>
<td>Conduct Scraper operations</td>
<td>160</td>
</tr>
</tbody>
</table>

Group B

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC3008A</td>
<td>Conduct Skid Steer Loader operations</td>
<td>80</td>
</tr>
<tr>
<td>BCC3014A</td>
<td>Conduct Pipe layer operations</td>
<td>80</td>
</tr>
<tr>
<td>BCC3015A</td>
<td>Conduct Recycler operations</td>
<td>80</td>
</tr>
<tr>
<td>BCC3016A</td>
<td>Conduct Tip Truck operations</td>
<td>60</td>
</tr>
<tr>
<td>BCC3017A</td>
<td>Conduct Roller operations</td>
<td>60</td>
</tr>
<tr>
<td>BCC3018A</td>
<td>Conduct Water Cart operations</td>
<td>40</td>
</tr>
<tr>
<td>BCC3019A</td>
<td>Conduct Dump Truck operations</td>
<td>60</td>
</tr>
<tr>
<td>BCC3020A</td>
<td>Conduct Forklift operations</td>
<td>80</td>
</tr>
<tr>
<td>BCC3021A</td>
<td>Conduct Telescopic Materials Handler Operations</td>
<td>80</td>
</tr>
<tr>
<td>BCC3022A</td>
<td>Conduct Materials Spreader operations</td>
<td>80</td>
</tr>
<tr>
<td>BCC3023A</td>
<td>Conduct Profile Planer operations</td>
<td>80</td>
</tr>
</tbody>
</table>

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

Certificate III in General Construction (BCG31398)

Career Opportunities
General Construction Industry.

Scope of Delivery
Contact the department on 9284 7600.

Course Objective
The course aims to provide participants with the skills and knowledge to undertake work in the general construction industry. Specific units of study provide participants with the skills and knowledge to undertake assessments for National and State 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.

Selection Procedures/Selection Criteria
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.

Course Duration
The course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year period at the participants own pace. It is available as an Apprenticeship or Traineeship. The course is 600–1054 nominal hours. This course is also available as an apprenticeship or traineeship.

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

SCHOOL OF ENGINEERING, CONSTRUCTION AND INDUSTRIAL SKILLS

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG209A</td>
<td>Carry out concrete work</td>
<td>40</td>
</tr>
<tr>
<td>BCG301A</td>
<td>Carry out basic setting out</td>
<td>12</td>
</tr>
<tr>
<td>BCG301A</td>
<td>Conduct workshop/Operations</td>
<td>32</td>
</tr>
<tr>
<td>BCG304A</td>
<td>Undertake dogging</td>
<td>80</td>
</tr>
<tr>
<td>BCG403A</td>
<td>Operate hoist</td>
<td>24</td>
</tr>
</tbody>
</table>

Effective Units

Three units from Series 3000 elective units selected by the student in consultation with his/her employer, with approval of the Head of Department. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Transport and Distribution (Warehousing & Storage) (TDT10102)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>TDTD1297C</td>
<td>Apply Customer Service Skills</td>
<td>30</td>
</tr>
<tr>
<td>TDTD1397B</td>
<td>Participate in Stocktaksa</td>
<td>20</td>
</tr>
<tr>
<td>TDTD197B</td>
<td>Participate in Basic Workplace Communication</td>
<td>40</td>
</tr>
<tr>
<td>TDTD297B</td>
<td>Participate in Basic Workplace Communication</td>
<td>40</td>
</tr>
<tr>
<td>TDTD397C</td>
<td>Handle Dangerous Goods/Hazardous Substances</td>
<td>40</td>
</tr>
<tr>
<td>TDTD497B</td>
<td>Load and Unload Goods/Cargo</td>
<td>30</td>
</tr>
<tr>
<td>TDTD597B</td>
<td>Prepare Cargo for Transfer with Slings</td>
<td>40</td>
</tr>
<tr>
<td>TDTD697B</td>
<td>Prepare Cargo for Transfer with Slings</td>
<td>40</td>
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</tbody>
</table>

Certificate II in Transport and Distribution (Warehousing & Storage) (TDT120102)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTD897B</td>
<td>Complete and Check Import/Export Documentation</td>
<td>20</td>
</tr>
<tr>
<td>TDTD897B</td>
<td>Complete Check Import/Export Documentation</td>
<td>20</td>
</tr>
<tr>
<td>TDTD997B</td>
<td>Complete and Check Import/Export Documentation</td>
<td>20</td>
</tr>
<tr>
<td>TDTD997B</td>
<td>Complete Check Import/Export Documentation</td>
<td>20</td>
</tr>
<tr>
<td>TDTB197B</td>
<td>Check and Assess Operational Capabilities of Vehicles</td>
<td>20</td>
</tr>
<tr>
<td>TDTB297B</td>
<td>Use and Maintain Minor Mechanical Equipment</td>
<td>20</td>
</tr>
<tr>
<td>TDTB397B</td>
<td>Check Conveyor Operational Status</td>
<td>20</td>
</tr>
<tr>
<td>TDTB497B</td>
<td>Load and Unload Goods/Cargo</td>
<td>30</td>
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<td>Prepare Cargo for Transfer with Slings</td>
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<td>TDTB697B</td>
<td>Prepare Cargo for Transfer with Slings</td>
<td>40</td>
</tr>
<tr>
<td>TDTB797B</td>
<td>Prepare Cargo for Transfer with Slings</td>
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Certificate II in Transport and Distribution (Warehousing & Storage) (TDT120102)

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<td>TDTB997B</td>
<td>Check Conveyor Operational Status</td>
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<tr>
<td>TDTB997B</td>
<td>Check Conveyor Operational Status</td>
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Certificate II in Transport and Distribution (Warehousing & Storage) (TDT120102)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>TDTB997B</td>
<td>Check Conveyor Operational Status</td>
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<td>Code</td>
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<td>Hours</td>
</tr>
<tr>
<td>---------</td>
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<td>-------</td>
</tr>
<tr>
<td>TDTD1297B</td>
<td>Operate Specialized Load Shifting Equipment</td>
<td>40</td>
</tr>
<tr>
<td>TDTD1397B</td>
<td>Move Materials Mechanically Using Automated Equipment</td>
<td>40</td>
</tr>
<tr>
<td>TDTD1698B</td>
<td>Load and Unload Dangerous Goods</td>
<td>40</td>
</tr>
<tr>
<td>TDTD2198B</td>
<td>Use Specialised Bulk Transfer Equipment (Dry)</td>
<td>40</td>
</tr>
<tr>
<td>TDTD2259B</td>
<td>Conduct weighbridge O perations</td>
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<tr>
<td>TDTD4010A</td>
<td>Operate Special Light Load Shifting Equipment</td>
<td>40</td>
</tr>
<tr>
<td>TDT1E97B</td>
<td>Present Routine Workplace Information</td>
<td>40</td>
</tr>
<tr>
<td>TDT3E97A</td>
<td>Use Communication Systems</td>
<td>20</td>
</tr>
<tr>
<td>TDT8E97B</td>
<td>Process Workplace Documentation</td>
<td>20</td>
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<tr>
<td>TDT9P097</td>
<td>Apply Accident Emergency Procedures</td>
<td>20</td>
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<tr>
<td>TDT1F097</td>
<td>Apply Fatigue Management Strategies</td>
<td>30</td>
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<tr>
<td>TDT1F297B</td>
<td>Apply Safe Procedures when Handling Transporting Dangerous Goods or Explosives</td>
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<tr>
<td>TDT1F091A</td>
<td>Operate and Maintain Fire-Fighting Equipment</td>
<td>20</td>
</tr>
<tr>
<td>HLTFA1A</td>
<td>Apply Basic First Aid</td>
<td>10</td>
</tr>
<tr>
<td>TDTG1091A</td>
<td>Work in a Socially Diverse Environment</td>
<td>20</td>
</tr>
<tr>
<td>TDT15097C</td>
<td>Interpret Road Maps and Navigate Pre-Determined Routes</td>
<td>30</td>
</tr>
<tr>
<td>TDT2E97B</td>
<td>Provide Information from and about Records</td>
<td>20</td>
</tr>
<tr>
<td>TDT1398B</td>
<td>Apply grain Protection Measures</td>
<td>20</td>
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<tr>
<td>TDT49RB</td>
<td>Implement Grain Monitoring Measures</td>
<td>20</td>
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<tr>
<td>TDT9K97B</td>
<td>Use Infotechnology Devices and Computer Applications in the Workplace</td>
<td>40</td>
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<tr>
<td>TDT9897B</td>
<td>Apply Keyboard Skills</td>
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<tr>
<td>TDTK98B</td>
<td>Perform Electronics Data Interchange (EDI) to Transact Shipping Documentation</td>
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<tr>
<td>TDTL98B</td>
<td>Complete Routine Administrative Tasks</td>
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<tr>
<td>TDTL309A</td>
<td>Monitor and Process Attendance Records</td>
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<tr>
<td>TDTQ1398B</td>
<td>monitor Security of Assets and Facilities</td>
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<tr>
<td>TDTQ1997C</td>
<td>Conduct Financial Transactions</td>
<td>20</td>
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<tr>
<td>TDTQ997B</td>
<td>Prepare and Process Financial Documents</td>
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<tr>
<td>TDTT1091A</td>
<td>Maintain Petty Cash Account</td>
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<tr>
<td>TDTQ109A</td>
<td>Sell Products and Services</td>
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<td>TDTQ899B</td>
<td>Provide Information from and about Records</td>
<td>30</td>
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<tr>
<td>TDTU791A</td>
<td>Care for the Environment</td>
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<tr>
<td>TDTV991B</td>
<td>Cut and Join Materials</td>
<td>20</td>
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<tr>
<td>TDTV298B</td>
<td>Operate Hand Held Air Power Equipment for the Production Processes</td>
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<tr>
<td>TDTV399B</td>
<td>Apply Surface Coating Using a Spray gun</td>
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</tr>
<tr>
<td>TDTV498B</td>
<td>Undertake Pallet Repairs</td>
<td>20</td>
</tr>
<tr>
<td>TDTV999B</td>
<td>Clean and inspect pallets</td>
<td>20</td>
</tr>
<tr>
<td>TDTV998B</td>
<td>Manufacture Pallets Using Automated Methods</td>
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<tr>
<td>TDTV997B</td>
<td>Manufacture Pallets Using Manual Methods</td>
<td>20</td>
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<tr>
<td>TDTV998B</td>
<td>Dock Boards Using Computer Programmed Machinery</td>
<td>20</td>
</tr>
<tr>
<td>TDTH999B</td>
<td>Dock Boards on Mechanical Feeds</td>
<td>20</td>
</tr>
</tbody>
</table>

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Transport and Distribution (Warehousing & Storage) (TDT40102)

Course Objective
This course aims to provide vocational training for people at the operative and supervisory level in the warehousing industry. It is a further aim to develop new criteria and procedure for performing current practices and provision of leadership and guidance to others in the application and planning of skills.

Entry Requirements
To qualify for admission to the course, an applicant generally must have:
• successfully completed Certificate III in Transport & Distribution (Warehousing)
• or successful recognition of seven (7) competencies from Certificate III in Transport & Distribution (Warehousing) achieved through a Recognition of Prior Learning process.

Selection Procedures/ Selection Criteria
Contact the department on 9284 7600

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

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

(i) have obtained a skills passport from the Victorian Taxi Directorate; and
(ii) demonstrate competence in reading, writing, numeracy and oral communication to at least National Report System 2 (NRS2) or its equivalent Information and Communication Technology Language Proficiency Rating (ICTLPR) profile of at least S2, L2, R1 + W1.

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

Certificate I in Transport and Distribution (Road Transport) (TDT 10202)

Career Opportunities
Road Transport Industry.

Scope of Delivery
Contact the department on 9284 7600.

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

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

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

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

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

• at least 5 units and up to 7 units from those listed below, and
• up to 2 suitable units drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

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

Course in Taxi Driving (2387V1C)

Career Opportunities
Taxi Driver.

Scope of Delivery
Contact the department on 9284 7600.

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

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

(i) have obtained a skills passport from the Victorian Taxi Directorate; and
(ii) demonstrate competence in reading, writing, numeracy and oral communication to at least National Report System 2 (NRS2) or its equivalent Information and Communication Technology Language Proficiency Rating (ICTLPR) profile of at least S2, L2, R1 + W1.

Contact the department on 9284 7600.
Certificate II in Transport and Distribution (Road Transport)(TDT12020)

Career Opportunities
Road Transport Industry.

Scope of Delivery
Contact the department on 9284 7600.

Course Objective
This course aims to develop the knowledge and skills of students wishing to enter into and gain work skills for the Road Transport Industry.

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

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

Course Duration
The course may be offered on a full-time basis over 210–510 nominal hours or part-time equivalent.

Course Structure
A successful assessment outcome for a total 14 units comprising:

- at least 5 units and up to 7 units from those listed below (aligned at AQF 2), and
- up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages and/or Industry Training Packages.

(3) At least 5 units and up to 7 units from those listed from the Certificate I in Transport and Distribution (Road Transport) (aligned at AQF 1) and
- up to 2 suitable units (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

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

Certificate III in Transport and Distribution (Road Transport)(TDT13020)

Career Opportunities
Road Transport Industry.

Scope of Delivery
Contact the department on 9284 7600.

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

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

Contact the department on 9284 7600.

Course Duration

The course may be offered on a full-time basis over 325–970 nominal hours or part-time equivalent.

Course Structure

A successful assessment outcome for a total 21 units, comprising:

(a) at least 5 units and up to 7 units aligned at AQF 3 made up of:
- at least 5 units and up to 7 units from those listed below (aligned at AQF 3), and
- up to 2 suitable units (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages,

(b) and at least 7 units and up to 9 units at AQF 2 made up of:
- at least 5 units and up to 9 units from those listed from the Certificate II in Transport and Distribution (Road Transport) (aligned at AQF 2), and
- up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

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

Certificate I in Transport and Distribution (Road Transport) (aligned at AQF 1) may also be offered through Delivery Methods 3.

The course may be offered on a full-time basis over 325–970 nominal hours or part-time equivalent.

Course Duration

The course may be offered on a full-time basis over 325–970 nominal hours or part-time equivalent.

Course Structure

A successful assessment outcome for a total 21 units, comprising:

(a) at least 5 units and up to 7 units aligned at AQF 3 made up of:
- at least 5 units and up to 7 units from those listed below (aligned at AQF 3), and
- up to 2 suitable units (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages,

(b) and at least 7 units and up to 9 units at AQF 2 made up of:
- at least 5 units and up to 9 units from those listed from the Certificate II in Transport and Distribution (Road Transport) (aligned at AQF 2), and
- up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

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

Certificate I in Transport and Distribution (Road Transport) (aligned at AQF 1) may also be offered through Delivery Methods 3.
Certificate IV in Transport and Distribution (Road Transport) (TDT40202)

Career Opportunities
Transport Industry.

Scope of Delivery
Contact the department on 9284 7600.

Course Objective
The course aims to equip students with the knowledge and skills required to undertake work in the road transport industry.

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

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

Course Duration
The course may be offered on a full-time basis over 430–1350 nominal hours or part-time equivalent.

Course Structure
A successful assessment outcome for a total of 28 units, comprising:

(a) 7 units aligned at AQF 1 made up of:
- at least 5 units and up to 7 units from those listed below (aligned at AQF 1), and
- up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.

(b) and at least 5 units and up to 7 units at AQF 3 made up of:
- at least 3 units and up to 7 units from those listed for the Certificate IV in Transport and Distribution (Warehousing and Storage) (aligned at AQF 3), and
- up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.

(c) and 7 units and up to 9 units at AQF 4 made up of:
- at least 5 units and up to 9 units from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 4), and
- up to 2 suitable units (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

Certificate of IV qualifications, or other relevant endorsed Training Packages.

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

Diploma of Logistics Management (TDT53002)

Career Opportunities
Management of a warehouse or distribution system.

Scope of Delivery
Contact the department on 9284 7600.

Course Objective
The course aims to equip students with the skills and knowledge required to manage a warehouse or distribution system.

Entry Requirements
To qualify for admission applicants must have successfully completed the Certificate IV in Transport and Distribution (Warehousing) or Certificate IV in Transport and Distribution (Road Transport) or equivalent relevant industry experience.

Selection Procedures/Selection Criteria
Contact the department on 9284 7600.
Course Duration
The course will be offered on a part-time basis over 630 nominal hours.

Course Structure
A successful assessment outcome for:
(a) 7 units aligned at AQF 5 made up of:
• at least 7 units from those listed below (aligned at AQF 5), and
• up to 2 suitable units (aligned at AQF 5) drawn with appropriate contextualisation from other relevant endorsed training packages.
(b) plus, successful assessment against the underpinning knowledge component of 28 units (aligned at levels up to and including AQF 4), made up of:
• at least 20 units and up to 28 units (aligned at levels up to AQF 4) from other Transport and Distribution qualifications, and
• up to 8 suitable units (aligned at levels up to and including AQF 3) drawn with appropriate contextualisation from other endorsed Training Packages.

Code Hours
TDTA2798B Evaluate and Select Bulk Handling and Storage Resources 40  
TDTA3501A Manage International Freight Transfer 60  
TDTA3601A Manage Handling and Storage of Perishable Food Products 40  
TDTB1098B Plan and Implement Maintenance Schedules 40  
TDTB2098B Plan Loading of Dangerous Goods 50  
TDTB2998B Plan and Organise Movement and Storage of Bulk Materials 30  
TDTF701A Investigate Rail Safety Incidents 40  
TDTF2098B Manage Emergencies 30  
TDTF3501A Apply the ‘Code of Practice for the Defined Intended Rail Network’ to the Management of Operations, Human Resources and Safeworking 20  
TDTJ698B Evaluate Software Requirements and Hardware Enhancements 40  
TDTJ798B Conduct Internal Quality Audits 20  
TDTL1301B Establish and Manage Effective Workplace Relations 60  
TDTL1401B Evaluate and Select Warehouse Resources 60  
TDTL1501B Manage Change Processes Within the Organization 60  
TDTL1601B Select Employees 60  
TDTL1701B Implement and Monitor Transport Logistics 40  
TDTL2301B D-Develop and Maintain Operational Procedures for Transport and Distribution Enterprises 30  
TDTL3001A Manage Export Logistics 100  
BSBMGT602A Manage People Performance 60  
BSBMGT603A Manage Remuneration and Employee Benefits 40  
BSBMGT605A Manage Relational/ Interpersonal Skills 60  
TDTJ598B Plan and Manage Security Procedures for the Enterprise 50  
TDTJ698B Plan and Manage Security Procedures for Transferring and Transferring Dangerous Goods 40  
TDTM998B Establish International Distribution Networks 130  
TDTF798B Contribute to the Development of a Workplace Learning Environment 60  
TDTQ2098B Set and Achieve Budget 40  
TDTQ3098B Negotiate A Contract 40  
TDTQ5098A Conduct Environmental Audits 60  

Some unit descriptors are listed under the Module/ Unit Details section of this Handbook.
Certificate III in Transport and Distribution (Mobile Cranes Operations) (TD T 30902)

**Career Opportunities**
Road Transport Industry, specialising in Mobile Cranes.

**Scope of Delivery**
Contact the department on 9284 7600.

**Course Objective**
This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry specialising in mobile cranes.

**Entry Requirements**
To qualify for admission to this course students must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

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

**Course Duration**
This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

**Course Structure**
A successful assessment outcome for a total of 21 units, comprising:
(a) the 17 compulsory units * below, and
(b) other units made up of:
- at least 2 units and up to 4 units from the remaining units listed below and
- up to 2 suitable units (aligned at AQF 3,2 or 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.

**Table of Units**

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTE1698B</td>
<td>Estimate/Calculate Load Shifting Requirements for a Mobile Crane</td>
<td>20</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Follow OHS Procedures</td>
<td>20</td>
</tr>
<tr>
<td>TDTE257B</td>
<td>Conduct Housekeeping Activities</td>
<td>20</td>
</tr>
<tr>
<td>TDTE597B</td>
<td>Apply Accident-Emergency Procedures</td>
<td>20</td>
</tr>
<tr>
<td>HLTFA2A</td>
<td>Provide Advanced First Aid</td>
<td>30</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Work Effectively with Others</td>
<td>40</td>
</tr>
<tr>
<td>TDTE197C</td>
<td>Apply Customer Service Skills</td>
<td>40</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Apply Quality Procedures</td>
<td>30</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Use Information Technology Devices/Auto CAD</td>
<td>40</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Applications In the Workplace</td>
<td>40</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Complete Workplace Orientation/Induction Procedures</td>
<td>30</td>
</tr>
</tbody>
</table>

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

**Certificate IV in Transport and Distribution (Mobile Cranes Operations) (TD T 40902)**

**Career Opportunities**
Road Transport Industry, specialising in Mobile Cranes.

**Scope of Delivery**
Contact the department on 9284 7600.

**Course Objective**
This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry specialising in mobile crane operations.

**Entry Requirements**
To qualify for admission to this course students must have completed the Certificate III in Transport & Distribution (Mobile Cranes), or its equivalent and be employed within the industry.

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

**Course Duration**
This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace.

**Course Structure**
A successful assessment outcome for a total of 28 units, comprising:
(a) 7 units aligned at AQF 4 made up of:
- at least 5 units and up to 7 units from those listed below (aligned at AQF 4), and
- up to 2 suitable units (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.
(b) and the 17 compulsory units listed for the Certificate III in Transport and Distribution (Mobile Crane Operations) (c) and 4 other units made up of:
- at least 2 units and up to 4 units from the remaining units listed below for the Certificate III in Transport and Distribution (Mobile Cranes Operations) (aligned at AQF 4), and
- up to 2 suitable units (aligned at AQF levels 3,2 or 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate qualifications, or other relevant endorsed Training Packages.

**Table of Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTE1698B</td>
<td>Estimate/Calculate Load Shifting Requirements for a Mobile Crane</td>
<td>20</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Follow OHS Procedures</td>
<td>20</td>
</tr>
<tr>
<td>TDTE257B</td>
<td>Conduct Housekeeping Activities</td>
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<tr>
<td>TDTE597B</td>
<td>Apply Accident-Emergency Procedures</td>
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<tr>
<td>HLTFA2A</td>
<td>Provide Advanced First Aid</td>
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<tr>
<td>TDTE197C</td>
<td>Apply Customer Service Skills</td>
<td>40</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Apply Quality Procedures</td>
<td>30</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Use Information Technology Devices/Auto CAD</td>
<td>40</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Applications In the Workplace</td>
<td>40</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Complete Workplace Orientation/Induction Procedures</td>
<td>30</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Process Workplace Documentation</td>
<td>20</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Use Pilot and Escort Communication</td>
<td>20</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Undertake Rigger/Digger and Driver Communication</td>
<td>20</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Supervise Mobile Crane Operations</td>
<td>40</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Plan And Conduct Specialised Lift</td>
<td>40</td>
</tr>
<tr>
<td>TDTE197B</td>
<td>Implement and Coordinate Accident-Emergency Procedures</td>
<td>40</td>
</tr>
</tbody>
</table>
Certificate III in Motor Vehicle Driver Trainer (H eavy V ehicle) (2138VIC)

Career Opportunities
Heavy Vehicle Driver Trainers

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

Course Objective
The course aims to:
• provide training for those seeking to become heavy vehicle driver trainers in Victoria.

Entry Requirements
To qualify for entry into this course applicants must:
• have completed the Certificate III in Motor Vehicle Driver Trainer (Car)
• hold a current full Australian driver’s license endorsed for the appropriate vehicle classification in Victoria, with demonstrated industry experience or similar experience driving the vehicle under that category.

Applicants with English as a second language will be expected to demonstrate an ability to speak, listen, write and read English to a specified level using the National Reporting System (NRS) level 3.

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

Course Duration
225 hours part-time.

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBN089</td>
<td>Orientation to Motor Vehicle Instruction Industry</td>
</tr>
<tr>
<td>TDTC197B</td>
<td>Drive Vehicles</td>
</tr>
<tr>
<td>VBN088</td>
<td>Implement Driver Training</td>
</tr>
<tr>
<td>BSBCM310A</td>
<td>Deliver and Monitor Service To Customers</td>
</tr>
<tr>
<td>TDTF197B</td>
<td>Follow OHS Procedures</td>
</tr>
<tr>
<td>VBN080</td>
<td>Vehicle Presentation and Left Seat Control</td>
</tr>
<tr>
<td>VBN087</td>
<td>Financial Transactions and Records Maintenance</td>
</tr>
<tr>
<td>SRSC0100A</td>
<td>Demonstrate Personal Image and Presentation Skills</td>
</tr>
<tr>
<td>TDTK497B</td>
<td>Drive Drive Rigid Vehicles</td>
</tr>
<tr>
<td>TDTK597B</td>
<td>Drive Heavy Combination Vehicles</td>
</tr>
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</table>

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

Certificate I In Transport And Distribution (Rail Infrastructure) (TD T0702)

Career Objective
The course aims to provide training for those seeking to work in the infrastructure sector of the rail industry.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate an ability to speak, listen, write and read English to a specified level using the National Reporting System (NRS) level 3.

Course Duration
The course may be offered on a full-time basis over 260–540 nominal hours or part-time equivalent.

Course Structure
The structure of the course comprises 7 units at Australian Qualifications Framework level 1 selected by the student, with the approval of the Head of Department of which:
• a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT0702, published by the Australian National Training Authority, 2002;
Certificate II In Transport And Distribution (Rail Infrastructure) (TDT20702)

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the infrastructure sector of the rail industry.

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

Course Duration
The course may be offered on a full-time basis over 260–540 nominal hours or part-time equivalent.

Course Structure
The structure of the course comprises a minimum of 14 units selected by the student, with the approval of the Head of Department of which:

- a minimum of 5 units having regard to the list of relevant units on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
- a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- 7 units at Australian Qualifications Framework level 1 of which:
  - a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
- a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- a minimum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate III In Transport And Distribution (Rail Infrastructure) (TDT30702)

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the infrastructure sector of the rail industry.

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

Course Duration
The course may be offered on a full-time basis over 385–940 nominal hours or part-time equivalent.

Course Structure
The structure of the course comprises a minimum of 21 units selected by the student, with the approval of the Head of Department of which:

- a minimum of 5 units a minimum of 7 units at Australian Qualifications Framework level 1 of which:
  - a minimum of 3 units having regard to the list of relevant units on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
  - a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- a minimum of 7 units and a maximum of 9 units at Australian Qualifications Framework level 2 of which:
  - a minimum of 5 units having regard to the list of relevant units on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
  - a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- 7 units at Australian Qualifications Framework level 1 of which:
  - a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
  - a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate IV In Transport And Distribution (Rail Infrastructure) (TDT40702)

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the infrastructure sector of the rail industry.

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

Course Duration
The course may be offered on a full-time basis over 500–1290 nominal hours or part-time equivalent.

Course Structure
The structure of the course comprises a minimum of 28 units selected by the student, with the approval of the Head of Department of which:

- a minimum of 5 units having regard to the list of relevant units on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
- a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- 7 units at Australian Qualifications Framework level 1 of which:
  - a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
  - a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- 7 units at Australian Qualifications Framework level 2 of which:
  - a minimum of 5 units having regard to the list of relevant units on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
  - a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- 7 units at Australian Qualifications Framework level 3 of which:
  - a minimum of 5 units having regard to the list of relevant units on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by the Australian National Training Authority, 2002.
Certificate I in Transport and Distribution (Rail Operations)(TDT10402)

Career Opportunities
Operations sector of the rail industry.

Scope of Delivery
Contact the department on 9284 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail industry.

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

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

Course Duration
The course may be offered on a full-time basis over 140–230 nominal hours or part-time equivalent.

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

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

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

Certificate II in Transport and Distribution (Rail Operations)(TDT 20402)

Career Opportunities
Operations sector of the rail industry.

Scope of Delivery
Contact the department on 9284 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail industry.

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

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

Course Duration
The course may be offered on a full-time basis over 210–510 nominal hours or part-time equivalent.

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

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

- (b) 7 units at AQF 2 made up of:
  - at least 5 units and up to 7 units from those listed for the Certificate II in Transport and Distribution (Rail Operations) (aligned at AQF 2), and
  - up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
Certificate III in Transport and Distribution (Rail Operations) (TDT30402)

Career Opportunities
Operations sector of the rail industry.

Scope of Delivery
Contact the department on 9284 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail industry.

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

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

Course Duration
The course may be offered on a full-time basis over 335–1260 nominal hours or part-time equivalent.

Course Structure
A successful assessment outcome for a total of 21 units comprising:

- up to 5 units and up to 7 units aligned at AQF 3 made up of:
  - at least 3 units and up to 7 units from those listed below (aligned at AQF 3), and
  - up to 2 suitable units (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.

- (b) and at least 7 units and up to 9 units at AQF 2 made up of:
  - at least 5 units and up to 9 units from those listed for the Certificate II in Transport and Distribution (Rail Operation) (aligned at AQF 2), and
  - up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

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

(continued)
Certificate IV in Transport and Distribution (Rail Operations) (TDT140402)

Career Opportunities
Contact the Department on 9284 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail industry.

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

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

Course Duration
The course may be offered on a full-time basis over 450–1710 nominal hours or part-time equivalent.

Course Structure
A successful assessment outcome for a total of 28 units, comprising:

(a) 7 units aligned at AQF 4 made up of:
- at least 5 units and up to 7 units from those listed below (aligned at AQF 4), and
- up to 2 suitable units (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.
(b) and the 17 compulsory units listed for the Certificate III in Transport and Distribution (Mobile Cranes Operations) (c) and 4 other units made up of:
- at least 2 units and up to 4 units from the remaining units listed below for the Certificate III in Transport and Distribution (Mobile Cranes Operations) (aligned at AQF 3), and
- up to 2 suitable units (aligned at AQF levels 3, 2 or 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate qualifications, or other relevant endorsed Training Packages.

Contact the Department on 9284 7600.
Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the stevedoring industry.

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

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

Course Structure
The course comprises a minimum of 7 units at Australian Qualifications Framework level 1 selected by the student, with the approval of the Head of Department, of which:
(a) a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.
(b) a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate II In Transport And Distribution (Stevedoring) (TDT20302)

Career Opportunities
Contact the Department on 9284 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the stevedoring industry.

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

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

Course Duration
The course may be offered on a full time basis over 140–230 nominal hours or part time equivalent.

Contact the Department on 9284 7600.

Career Opportunities
Contact the Department on 9284 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the stevedoring industry.

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

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

Course Structure
The structure of the course comprises 7 units at Australian Qualifications Framework level 1 of which:
(a) a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.
(b) a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate III In Transport And Distribution (Stevedoring) (TDT30302)

Career Opportunities
Contact the Department on 9284 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the stevedoring industry.

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

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

Course Duration
The course may be offered on a full time basis over 355–910 nominal hours or part time equivalent.

Course Structure
The structure of the course comprises a minimum of 21 units of which:
(a) a minimum of 5 units and a maximum of 7 units at Australian Qualifications Framework level 1 of which:
• a minimum of 3 units having regard to the list of relevant units on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.
• a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.
(b) a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.
(c) 7 units at Australian Qualifications Framework level 1 of which:
• a minimum of 5 units having regard to the list of relevant units on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.
• a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate IV In Transport And Distribution (Stevedoring) (TDT40302)

Career Opportunities
Contact the Department on 9284 7600.

Scope of Delivery
Contact the Department on 9284 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the stevedoring industry.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Selection Procedures/Selection Criteria
Contact the Department on 9284 7600.

Course Duration
The course may be offered on a full-time basis over 460–1260 nominal hours or part-time equivalent.

Course Structure
The structure of the course comprises a minimum of 28 units selected by the student, with the approval of the Head of Department of which:
(a) 7 units at Australian Qualifications Framework level 4 of which
• a minimum of 5 units having regard to the list of relevant units on pages 11 & 12 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
• a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.
(b) a minimum of 5 units and a maximum of 7 units at Australian Qualifications Framework level 3 of which
• a minimum of 3 units having regard to the list of relevant units on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.
• a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.
(c) a minimum of 7 units and a maximum of 9 units at Australian Qualifications Framework level 2 of which
• a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.
• (ii) a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.
(d) 7 units at Australian Qualifications Framework level 1 of which
• a minimum of 5 units having regard to the list of relevant units on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002.
• a maximum of 2 units having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate I In Transport And Distribution (Administration) (TDT11102)
For further information please contact the Industrial Skills Training Centre on 9284 7600.

Certificate II In Transport And Distribution (Administration) (TDT21102)
For further information please contact the Industrial Skills Training Centre on 9284 7600.

Certificate III In Transport And Distribution (Administration) (TDT31102)
For further information please contact the Industrial Skills Training Centre on 9284 7600.

Certificate IV In Transport And Distribution (Administration) (TDT41102)
For further information please contact the Industrial Skills Training Centre on 9284 7600.

Certificate I in Funeral Services (WFS10202)
Career Opportunities
Contact the Department on 9284 7600.

Course Objective
This course aims to provide an induction for people wishing to gain entry into the Funeral Services industry.

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

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

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

Course Structure
Core Units (totalling 140 nominal hours)
WFSCCR101A Communicate appropriately with colleagues and clients 40
WFSCCR102A Deal with grief and trauma 20
WFSPCS101A Work effectively in the funeral services industry 30
WFSPCS103A Carry out gravedigging and grounds maintenance OHS procedures 30
WFSPCSU02A Carry out general OHS procedures 30

Certificate II in Funeral Services (Grounds and Maintenance)(WFS20402)
Career Opportunities
Contact the Department on 9284 7600.

Course Objective
This course aims to provide entry-level training for people wishing to work as general grounds maintenance workers.

Entry Requirements
To qualify for admission to the course, applicants must be employed in the funeral services industry and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Course Duration
The course may be offered on a part-time basis over 344–356 nominal hours.

Course Structure
Core Units (totalling 334 nominal hours)
WFSCCR101A Communicate appropriately with colleagues and clients 40
WFSCCR102A Deal with grief and trauma 20
WFSPCS101A Work effectively in the funeral services industry 30
WFSPCS103A Carry out gravedigging and grounds maintenance OHS procedures 30
WFSTVM201A Carry out workplace measurements and calculations 20
Certificate III in Funeral Services (Gravedigging, Grounds & Maintenance) (WFS30402)

Career Opportunities
Contact the Department on 9284 7600.

Course Objective
This course aims to provide training for people wishing to work as gravediggers and / or grounds maintenance workers.

Entry Requirements
To qualify for admission to the course, applicants must be employed in the funeral services industry and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Course Duration
The course may be offered on a part-time basis over 562–811 nominal hours.

Course Structure
Core Units (totalling 266 nominal hours)
- WFSCCR101A Communicate appropriately with colleagues and clients 40
- WFSCCR102A Deal with grief and trauma 20
- WFSPCS101A Work effectively in the funeral services industry 30
- WFSPCS103A Carry out gravedigging and grounds maintenance OHS procedures 30
- WFSSTVM201A Carry out workplace measurements and calculations 20
- WFSSTVM203A Inspect and maintain vehicles and equipment 20
- WFSSTVM204A Operate ride-on vehicles and trailed/mounted equipment 20
- MEM18.1AB Use hand tools 20
- MEM18.2AA Use power tools/ hand held operations 20
- TDT159A Drive vehicle 30
- WFSBGM201A Provide general grounds care 20
- WFSBGM204A Carry out general maintenance activities 20
- WFSBGM302A Install brick or block structures and features 65
- WFSBGM303A Carry out plaster work 30

Specialist units (totalling 180 nominal hours)
- Students must complete all units from one of the following specialist streams:
  - Gravedigging Stream
    - WFSA101A Process funeral services industry documentation 20
    - WFSBCR101A Perform grave collapse consolidation 30
    - WFSBCR101A Re-open a grave 30
    - WFSBCR101A Perform exhumations 30
    - WFSBCR101A Provide service to customers 20
  - Grounds Maintenance Stream
    - RCG2006A Carry out concrete work 40
    - RUHHR203A Plant trees and shrubs 22
    - RUHHR208A Prune shrubs and small trees 22
    - RUHHR306A Install metal structures and features 65
    - WFSBGM302A Provide general grounds care 20
  - WFSBGM302A Carry out general maintenance activities 20
  - WFSBGM303A Install brick or block structures and features 65
  - WFSBGM303A Carry out plaster work 30

Elective units (totalling a minimum of 116 nominal hours)
- Students undertaking the Gravedigging specialist stream must complete five elective units
  - Students undertaking the Ground Maintenance specialist stream must complete three elective units.

All units are to be selected by the student with the approval of the Head of Department having regard to the list of relevant units in the Funeral Services Industry Training Package FWS02 (Version 1.01, 2002), with a maximum of one unit selected from units at Australian Qualifications Framework Level 2 or higher from any other training package endorsed by the Australian National Training Authority.
The School of Further Education, Arts and Employment Services consists of seven Departments/Units offering the following programs:

**Department of Adult Literacy and Work Education**
Includes Work Education Programs; Adult General Education Programs; Concurrent Assistance and Communication Skills servicing across the TAFE Division; as well as the management of the Maths Learning Centre, Literacy Learning Centre and Study Labs.

**Department of Arts, VCE and Preparatory Programs**
Includes Adult VCE offering Units 1 to 4 and Pre VCE/VET for 15-17 year olds; VCAL; Liberal Arts and Preparatory Programs which include Preparation for Tertiary Studies and Science for Nurses; Women's Education Programs which offers a range of ESL, Literacy and Access courses, and Professional Writing courses. Most courses can be undertaken either on a part-time or full-time basis. Modules in some of the courses are available in flexible mode.

**Department of Employment and Training Services**
Manages a number of significant Service Contracts funded by the Commonwealth Government. These include New Apprenticeships Support Services (NASS) managed through the Department's Jobs Plus New Apprenticeships Centre (NAC); Employment Services delivered through the Jobs Plus Employment Services unit; and the Work for the Dole Program Community Work Coordinator (CWC) delivered by the Community Initiatives Program team. The Department's assessment team services University contracts with the Victorian Taxi Directorate, Victoria Police and others together with offering language, literacy and numeracy assessments to a range of enterprises. The Department focuses on identifying new employment initiatives as they are developed at local, state and federal levels and responding to these opportunities to ensure the University plays a key role in assisting employment growth in the community and enhancing the employability of its clients.

**Department of Language Studies**
Offers a broad range of English Language Programs. The Department’s Language and Literacy Self Access Centres provide unique opportunities for students within the TAFE Division to access individual learning support using self-paced learning packages. The Department has received national recognition for its student outcomes in the prestigious English for Health Professional course, funded by AEMP sources. The Department is also recognised for its expertise in the delivery of programs to disadvantaged youth and pathways to mainstream TAFE and Higher Education courses. Bridging programs into VET mainstream courses (Aged Care, Hospitality) and a new Clinical Bridging program for Overseas Qualified Medical Practitioners are also being offered. Languages Other Than English (LOTE) are offered as short courses on a fee-paying basis.

**Library and Cultural Studies Unit**
Includes courses in Library and Information Services.

**Department of Music**
The only provider in the Western Region of Melbourne of courses in Contemporary Performance, Music Business and Technical Production which commenced in 1999 at the Sunbury Campus. The Head of Department is also responsible for managing the Bachelor of Music Degree program in accord with the University's affiliation with the Melba Conservatorium of Music, in addition to ensuring the expansion of music programs through liaison with the Melba Conservatorium of Music, higher education faculties and industry to support the University in the establishment of Sunbury Campus as a significant site for music education and training.

**Department of Visual Arts, Design and Multimedia**
Includes courses in Applied Design, Graphic Arts, Multimedia and Visual Art. The School of Further Education, Arts and Employment Services courses are delivered at City Flinders, City King, Footscray Nicholson, Melton, St Albans, Sunbury, Sunshine and Werribee campuses. A considerable proportion of students enrolled in the School's programs are adults returning to study and from a Non-English Speaking Background. These students are predominantly enrolled in the School’s further education programs. A major role of the School is the provision of specialised educational services to the TAFE Division and industry. These include the provision of student learning support (concurrent assistance) and general preparatory programs through well-equipped Language and Literacy Self Access Centres and Literacy and Maths Learning Centres. As well, specialised tuition is provided to students in all mainstream departments in literacy, numeracy and study skills, which supports the University's PASiL Policy.

Innovation in delivery and development of programs remains an important focus of the School of Further Education, Arts and Employment Services to ensure that it retains its status as a provider of quality education and training. The School ensures that its educational initiatives provide a model of best practice in flexible delivery and use of new learning technologies. The establishment of a multi-media centre utilising learning technologies in the Women's Education Programs; the launch of the Certificates in General Education for Adults (CGEA) Online Assessment and Moderation Home Page; the development of a web-site Maths Connections 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.
Department of Adult Literacy & Work Education

The Department of Adult Literacy and Work Education—TAFE conduct a wide range of courses from entry level to Certificate level in the fields of language, literacy, access and preparatory to serve the communities of the central and western metropolitan region of Melbourne.

Many Adult Literacy and Work Education courses are designed to build on the existing skills and experience of adults who wish to return to study or enter/ re-enter the paid workforce. They offer alternative entry pathways into TAFE and Higher Education, Certificate, Diploma and degree courses at Victoria University of Technology or other Institutes and Universities.

Many programs operate as preparatory or bridging programs into TAFE or Higher Education, through a re-orientation to study and/or skill development in the general areas of language, literacy and numeracy and/or in specific vocational/academic areas.

Entry Requirements

There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

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

Selection Procedures/ Selection Criteria

All applicants who wish to study within the Certificate I in General Education for Adults (Introductory)(21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration

The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Elective Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM685</td>
<td>100</td>
<td>VBM687 Oral Communications–Introductory 80</td>
</tr>
<tr>
<td>VBM686</td>
<td>100</td>
<td>VBM563 General Curriculum Options – Introductory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>80</td>
</tr>
</tbody>
</table>

The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Elective Modules

VBM563 Oral Communications–Introductory 80
VBM687 General Curriculum Options – Introductory 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 General Education for Adults (21250VIC)

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part-time and Flexible delivery

Course Objective
The course aims to provide learners with:
• an accredited general education course at AQF level I;
• skill development in reading, writing and numeracy;
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Certificate in General Education for Adults

Certificate I in General Education for Adults (Introductory) (21249VIC)

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part-time and Flexible delivery

Course Objective
The course aims to provide learners with:
• an accredited general education course at AQF level I;
• skill development in reading, writing and numeracy;
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements

There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

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

Selection Procedures/ Selection Criteria

All applicants who wish to study within the Certificate I in General Education for Adults (21250VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Department of Adult Literacy and Work Education—TAFE

Certificates in General Education for Adults

Certificate I in General Education for Adults (Introductory) (21249VIC)

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part-time and Flexible delivery

Course Objective
The course aims to provide learners with:
• an accredited general education course at AQF level I;
• skill development in reading, writing and numeracy;
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements

There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

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

Selection Procedures/ Selection Criteria

All applicants who wish to study within the Certificate I in General Education for Adults (21250VIC) will be asked to meet with a teacher for an initial assessment and placement interview.
Course Duration
The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure
Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM688</td>
<td>100</td>
</tr>
<tr>
<td>VBCM689</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>VBM690</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 II in General Education for Adults (21251VIC)

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part-time and Flexible delivery

Course Objectives
The course aims to provide learners with:
- an accredited general education course at AQF level II;
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
To qualify for admission to the course students must have successfully completed Certificate I Level or be assessed by the Program Manager as competent at Certificate I Level.

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

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate II in General Education for Adults(21251VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration
The course may be offered on a full-time basis over 280 nominal hours or part-time equivalent.

Course Structure
Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM691</td>
<td>100</td>
</tr>
<tr>
<td>VBM692</td>
<td>100</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>VBM565</td>
<td>80</td>
</tr>
<tr>
<td>VBM693</td>
<td>80</td>
</tr>
</tbody>
</table>

or

80 Hours of Elective Modules at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Further education and training. Electives will be selected by the Program Area.

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

Certificate III in General Education for Adults (21252VIC)

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part-time and Flexible delivery

Course Objectives
The course aims to provide learners with:
- an accredited general education course at AQF level III;
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
To qualify for admission to the course students must have successfully completed Certificate II Level or be assessed by the Program Manager as competent at Certificate II Level.

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

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate III in General Education for Adults(21252VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration
The course may be offered on a full-time basis over 260 nominal hours or part-time equivalent.

Course Structure
Core Modules

<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:

Core modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM566</td>
<td>80</td>
</tr>
<tr>
<td>VBM696</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.
Victorian Certificate of Applied Learning (VCAL)

Foundation VCAL (21352VIC)

Intermediate VCAL (21353VIC)

Themed VCAL (21353VICA)

The Victorian Certificate of Applied Learning (VCAL) is a senior school certificate for students 15-19 years. It is a one year, full-time course which has been designed to meet the needs of students in Year 11 and 12 who prefer a course based on practical experience. The VCAL aims to develop skills by concentrating on literacy and numeracy, work related skills; industry specific skills; and personal and employability skills. The VCAL has three levels—Foundation, Intermediate and Senior. Student entry point is dependant on a pre-course assessment and would start at the level which matches needs and abilities. Victorian Certificate of Applied Learning is offered at Footscray Nicholson Campus and Werrribee (dependent on numbers). For further information contact (03)9284 8526.

Certificate I in Media(CUF10101)

Certificate I in Vocational Studies(21263VIC)

Certificate I in Vocational Studies (Transport and Distribution)(15598VIC)

Career Opportunities
Further education and training, traineeships and apprenticeships

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

Course Objective
The course aims to provide students who have specific learning difficulty or disability with basic vocational education and training. Students are assisted through case management and individualised programs to develop the social and personal skills necessary for transitioning to work or further education. It provides knowledge and skills for students to make informed choices about vocational and career paths, and enhances employment prospects across a range of occupations.

Entry Requirements
To qualify for admission to the course, applicants must be 16 years and over, have specific learning difficulty, and are able to travel independently. Student must be able to demonstrate their commitment to employment or further education. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/ Selection Criteria
Selection is conducted via individual interviews.

Additional Information
Certificate 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

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

Electives

- 80 hours of elective units selected from the following:
  - VBP137 Personal Effectiveness 30
  - VBP138 Orientation to Learning 25
  - VBP139 Orientation to Work 25
  - NCS001 Workplace Communication 40
  - NCS003 Job Seeking Skills 20
  - VBH726 Workplace Research Project 40
  - NOS118 Computer Operations – Data Operations 10
  - NOS143 Computer Operations – Fundamentals 5
  - VBM687 General Curriculum Options (Driver Education) 80
  - VBC858 Numeracy and Mathematics 1 80

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

Certificate IV in Further Education (21014VIC)

Career Opportunities
TAFE Entry.

Scope of Delivery
This course is offered full time at Footscray Nicholson Campus, and part-time at Werrribee Campus.

Course Objectives
This course provides an alternative pathway into tertiary education programs for those whose personal, geographical, family, educational history and other circumstances means that they are disadvantaged and/or unable to gain entry to courses via existing entry mechanisms. The Diploma of Further Education(21015VIC) is a nested framework curriculum in which there is an exit point at Certificate IV(21014VIC). Through its core modules, it provides a mechanism for learners to explore their own learning needs and to map a learning program using modules from accredited vocational education and training and higher education programs and courses. The learning program will be negotiated with staff to ensure that it meets adult entry requirements and selection process criteria.

The course recognises that a relaxed atmosphere of enquiry combined with opportunity to work on an individual study pathway for the future offers a good beginning point for students who wish to go further into mainstream study.

Entry Requirements
Applicants should be 16 years and over. Adults who have left school without a Year 12 pass are particularly suitable.
Selection Procedures/ Selection Criteria
Applicants should demonstrate skills in literacy and numeracy equivalent to Certificate II in General Education for Adults (21251VIC). Skills equivalent to Certificate III in General Education for Adults (21252VIC) are preferable.

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.

Certificate I in Work Education (21108VIC)

Career Opportunities
Various or further study.

Scope of Delivery
This course is offered on a full-time basis over 2 years.

Course Objective
This is a post secondary course designed to prepare people with a range of special learning needs for competitive mainstream employment involving routine tasks under supervision, or further vocational training.
The course introduces students to full-time adult learning in a valued, mainstream setting.
Course aims are:
- To develop confidence in a university and industry based valued learning environment;
- To develop effective communication skills through a range of verbal and non-verbal strategies;
- To develop confidence, skills and strategies to competently manage pathways in future employment and/or education and training;
- To develop personal organisational skills related to employment and vocational education and training.

Entry Requirements
- Minimum age 16;
- Have special learning needs (associated with intellectual, learning, psychological disability);
- Have potential and motivation for employment;
- Have the support of his or her family or advocate.

Certificate II in Workplace Practices
(30064QLD)

Career Opportunities
Various or further study.

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

Course Objective
The course aims to provide students with the knowledge and skills to gain:
- experience of workplace culture;
- an appreciation and understanding of generic workplace expectations; and
- requirements to gain employment.

Entry Requirements
There are no formal entry requirements for entry to the course but students must possess basic literacy skills.

Selection Procedures/ Selection Criteria
Selection is conducted via individual interviews.

Course Duration
This course is offered on a full-time basis over two years. Flexible learning arrangements may include off-campus study, workshops or workplace delivery.

Course Structure
Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB506</td>
<td>Reflective Learning and Practice 1A</td>
</tr>
<tr>
<td>BB507</td>
<td>Reflective Learning and Practice 1B</td>
</tr>
</tbody>
</table>

Elective Modules
(to be selected from currently accredited VET modules or endorsed units of competency)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VB583</td>
<td>Numeracy and Mathematics 1</td>
</tr>
<tr>
<td>VB156</td>
<td>Induction</td>
</tr>
<tr>
<td>VB157</td>
<td>Individual Vocational Plan</td>
</tr>
<tr>
<td>VB158</td>
<td>Interpersonal Communication Skills</td>
</tr>
<tr>
<td>VB159</td>
<td>Workplace Communication Skills</td>
</tr>
<tr>
<td>VB160</td>
<td>Team Work</td>
</tr>
<tr>
<td>VB161</td>
<td>Personal Management Skills</td>
</tr>
<tr>
<td>VB162</td>
<td>Community Skills</td>
</tr>
<tr>
<td>VB163</td>
<td>Career Planning</td>
</tr>
<tr>
<td>VB164</td>
<td>Workplace Education</td>
</tr>
<tr>
<td>VB165</td>
<td>Vocational Electives</td>
</tr>
</tbody>
</table>

Electives

Practical Placement
Practical Placement is a central part of the course. All students undertake a minimum of ten (10) weeks of Practical Placement during the course.

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

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 II in Workplace Practices (30064QLD)

Career Opportunities
Various or further study.

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

Course Objective
The course aims to provide students with the knowledge and skills to gain:
- experience of workplace culture;
- an appreciation and understanding of generic workplace expectations; and
- requirements to gain employment.

Entry Requirements
There are no formal entry requirements for entry to the course but students must possess basic literacy skills.

Selection Procedures/ Selection Criteria
Selection is conducted via individual interviews.
Course Duration
The course may be offered on a full-time basis over 320–400 nominal
hours or part-time equivalent.

Course Structure
Core Modules (at least 275 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENWCC201 Analyse work – culture characteristics</td>
<td>10</td>
</tr>
<tr>
<td>GENIWR201 Demonstrate knowledge of industrial and workplace relations</td>
<td>15</td>
</tr>
<tr>
<td>GENOHS201 Work safely according to OHS principles and procedures</td>
<td>15</td>
</tr>
<tr>
<td>GENPAS201 Project workplace behaviour and image</td>
<td>5</td>
</tr>
<tr>
<td>GENPMG201 Manage personal work performance</td>
<td>10</td>
</tr>
<tr>
<td>GENIEW201 Interact effectively in a workplace</td>
<td>10</td>
</tr>
<tr>
<td>GENPCD201 Access employment and training options</td>
<td>15</td>
</tr>
<tr>
<td>GENJAS201 Develop job acquisition strategies</td>
<td>15</td>
</tr>
<tr>
<td>GENENP201 Demonstrate an enterprising approach in an approved project</td>
<td>20</td>
</tr>
<tr>
<td>GENSWL201 Structured Workplace Learning 2</td>
<td>160–240</td>
</tr>
</tbody>
</table>

Electives (cumulatively at least 45 nominal hours)
At least one unit (at or above Australian Qualifications Framework Level II) selected by the student, with the approval of the Head of Department, having regard to any nationally endorsed Training Package or any endorsed competency standard accredited by the Australian National Training Authority.

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

Certificate I in Transition Education(15494VIC)

Career Opportunities
Further Education and Training

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

Course Objective
The course aims to provide young people who have special 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.

Selection Procedures/ Selection Criteria
Selection is conducted via individual interviews.

Additional Information
Certificate 1 in Transition Education participants may move onto Certificate 1 in Work Education, Certificate 1 in General Education for Adults (Foundation), or Vocational Course at AQF levels 1 & 2.

Course Duration
The course is offered on a full-time basis over 900 nominal hours or part-time equivalent.

Course Structure
Core units (450 nominal hours)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBG758</td>
<td>100</td>
</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>

Electives units (450 Hours)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBG762</td>
<td>100</td>
</tr>
<tr>
<td>VBG764</td>
<td>50</td>
</tr>
<tr>
<td>VBG766</td>
<td>50</td>
</tr>
<tr>
<td>VBG767</td>
<td>100</td>
</tr>
<tr>
<td>VBG768</td>
<td>50</td>
</tr>
<tr>
<td>VBG769</td>
<td>50</td>
</tr>
<tr>
<td>VBG774</td>
<td>25</td>
</tr>
</tbody>
</table>

or

Any modules/ electives units at AQF level I and II selected by the student with the approval of the Head of Department drawn from other accredited vocational courses or Training Packages.

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

Course in Concurrent Study(21204VIC)

Career Opportunities
Further Study.

Scope of Delivery
Flexible delivery.

Course Objective
The course aims to provide learning that can be delivered flexibly to adult learners returning to study or undertaking a program of vocational training and who have identified a need to gain extra generic skills while undertaking their study.

Entry Requirements
To qualify for admission to the course the learner should be enrolled in a program of vocational or other further education study at Victoria University.

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

Selection Procedures/ Selection Criteria
Students may self select or be referred by teachers.

Course Duration
This course may be offered up to 200 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ717</td>
<td>50</td>
</tr>
<tr>
<td>VBJ718</td>
<td>50</td>
</tr>
<tr>
<td>VBJ719</td>
<td>50</td>
</tr>
<tr>
<td>VBJ720</td>
<td>50</td>
</tr>
</tbody>
</table>

Upon successful completion of any unit students will be eligible to receive a statement of attainment.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate I in Laundry Operations (LMT10800)

Career Opportunities
Laundry Operations.

Scope of Delivery
This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Course Objectives
The course aims to provide students with the practical and theoretical knowledge required to work as an assistant under direct supervision in a sector of the laundry industry.

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

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

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

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

Course Structure
Core Units
LMTQAGN01A Apply quality standards
LMTHRGN08A Follow defined OH&S policies and procedures
LMTPRLA01A Collect, receive and sort product

Elective Unit
One unit (100 nominal hours) from a relevant production field, which 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 module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Laundry Operations (LMT21400)

Career Opportunities
Laundry Operations.

Scope of Delivery
This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Course Objectives
The course aims to provide students with the practical and theoretical knowledge required to work as a standard operator in a sector of the laundry industry.

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

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

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

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

Course Structure
Core Units
LMTQAGN01A Apply quality standards
LMTHRGN08A Follow defined OH&S policies and procedures
LMTPRLA01A Collect, receive and sort product

Elective Units
(i) two units (together totalling 210 nominal hours) at Australian Qualifications Framework Level 2, of which one unit must be from a relevant production field; and
(ii) one further unit (100 nominal hours) from a relevant production field;

which units are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

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

Certificate III in Laundry Operations (LMT31100)

Career Opportunities
Laundry Operations.

Scope of Delivery
This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Course Objectives
The course aims to provide students with the practical and theoretical knowledge required to work as a leading hand/supervisor in the laundry industry.

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

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.
Course Duration
The course may be offered on a full-time basis over 790 nominal hours or part-time equivalent.

Course Structure
Core Units
- LMTQAGN01A Apply quality standards
- LMTHRGN08A Follow defined O H&S policies and procedures
- LMTFRPLA01A Collect, receive and sort product;
- BSXFMI304A Participate in, lead and facilitate work teams;

Elective Units
(i) three units (together totalling 310 nominal hours) at Australian Qualifications Framework Level 3, of which two units must be from a relevant production field;
(ii) two units (together totalling 210 nominal hours) at Australian Qualifications Framework Level 2, of which one unit must be from a relevant production field; and
(iii) one further unit (100 nominal hours) from a relevant production field;

which units are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Dry Cleaning Operations (LMT11000)

Career Opportunities
Dry Cleaning Operations.

Scope of Delivery
This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Course Objectives
The course aims to provide students with the practical and theoretical knowledge required to work as a trainee under direct supervision in the dry cleaning industry.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration
The course may be offered on a full-time basis over 270 nominal hours or part-time equivalent.

Course Structure
Core Units
- LMTQAGN01A Apply quality standards
- LMTHRGN08A Follow defined O H&S policies and procedures;

Elective Units
Two units (together totalling 200 nominal hours) from a relevant production field, which units are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Dry Cleaning Operations (LMT21500)

Career Opportunities
Dry Cleaning Operations.

Scope of Delivery
This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Course Objectives
The course aims to provide students with the practical and theoretical knowledge required to work as a machine operator in the dry cleaning industry.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration
The course may be offered on a full-time basis over 490 nominal hours or part-time equivalent.

Course Structure
Core Units
- LMTQAGN01A Apply quality standards
- LMTHRGN08A Follow defined O H&S policies and procedures;

Elective Units
(i) two units (together totalling 220 nominal hours) at Australian Qualifications Framework Level 2, of which one unit must be from a relevant production field; and
(ii) two further units (together totalling 200 nominal hours) from a relevant production field;

which units are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Dry Cleaning Operations (LMT31200)

Career Opportunities
Dry Cleaning Operations.

Scope of Delivery
This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Course Objectives
The course aims to provide students with the practical and theoretical knowledge required to work as an owner-operator or manager in the dry cleaning industry.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

**Course Duration**
The course may be offered on a full-time basis over 790 nominal hours or part-time equivalent.

**Course Structure**

**Core Units**
- LMTQAG N01A Apply quality standards
- LMTHRGN08A Follow defined OHS policies and procedures

**Elective Units**
1. four units (together totalling 300 nominal hours) at Australian Qualifications Framework Level 3, of which two units must be from a relevant production field;
2. 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
3. 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.

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**Department of Arts, VCE and Preparatory Programs**

The Department of Arts, VCE and Preparatory Programs-TAFE conducts a wide range of courses which provide vocational education for a variety of Arts and Preparatory occupations ranging from pre-employment through to para-professional level.

- 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)
- 14379VIC Course in Gateway to Nursing and the Health Sciences (21379VIC)
- 21380VIC Course in Preparation for Tertiary Studies (Arts) (21380VIC)
- 14379VIC Certificate II in ESL Access (14379VIC)
- 14378VIC Certificate I in ESL Access (14378VIC)
- 21123VIC Certificate IV in General Education for Adults (Introductory) (21123VIC)
- 21250VIC Certificate II in General Education for Adults (21250VIC)
- 21251VIC Certificate II in General Education for Adults (21251VIC)
- 21220VIC Diploma of Liberal Arts (21220VIC)
- 21219VIC Certificate IV in Liberal Arts (21219VIC)
- 21352VIC Victorian Certificate of Applied Learning (Foundation) (21352VIC)
- 21353VIC Victorian Certificate of Applied Learning (Intermediate) (21353VIC)
- 21353VICA Victorian Certificate of Applied Learning (Themed) (21353VICA)
- 2200LZV Victorian Certificate of Education (2200LZV)

**Jacinta Richards**
Head, Department of Arts and Preparatory Programs–TAFE

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**Certificate IV in Professional Writing and Editing (21123VIC)**

**Career Opportunities**
Creative writing, journalism, editing and publishing.

**Scope of Delivery**
The course is offered either full-time or part-time, on campus. Most subjects are offered at St Albans only. There are currently no modules available through flexible delivery.

**Course Objectives**
The course aims to:
- provide participants with a theoretical base and practical skills in technical, business and/or creative writing, to pursue either para-professional level employment or further tertiary study;
- promote writing as a vocation, with the development of suitable communication skills which are transferable either within industry or freelance;
- improve participants’ writing skills and awareness of industry standards and demands, developing communication and cultural skills and adding to the cultural productivity in the community;
- provide participants with pathways to formal graduate and post graduate courses.

**Entry Requirements**
To qualify for admission to the course, applicants must have completed Year 12 or an equivalent or be of mature age. Applicants need to submit a folio of writing and a statement of interest before being selected for an interview.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/ Selection Criteria
Applicants must provide a 250 word statement of why they want to do the course, plus a folio of writing pieces totalling 1000-2000 words (fiction and/or non-fiction—no poetry accepted). Applicants will also be required to attend an interview and complete a grammar test and a further piece of writing.

Course Duration
The course may be offered on a full-time basis over one year or part-time equivalent (680 nominal hours).

Course Structure

Core modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Details</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC474</td>
<td>Industry Overview 1</td>
<td>1</td>
</tr>
<tr>
<td>VBK382</td>
<td>Computer Skills for Writers &amp; Editors</td>
<td>1</td>
</tr>
<tr>
<td>VAE919</td>
<td>Practical Placement</td>
<td>1</td>
</tr>
<tr>
<td>VBK384</td>
<td>Editing 1B</td>
<td>1</td>
</tr>
</tbody>
</table>

Elective Modules

At least two points must be selected from the following group:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Details</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAA408</td>
<td>Applied Writing for Public Relations 1</td>
<td>1</td>
</tr>
<tr>
<td>VAA409</td>
<td>Applied Writing for Public Relations 2</td>
<td>1</td>
</tr>
<tr>
<td>VAE344</td>
<td>Corporate Writing 1A</td>
<td>1</td>
</tr>
<tr>
<td>VAM041</td>
<td>Corporate Writing 1B</td>
<td>1</td>
</tr>
<tr>
<td>VBS385</td>
<td>Introduction to Fiction Writing 1</td>
<td>1</td>
</tr>
<tr>
<td>VAE272</td>
<td>Non Fiction 1A</td>
<td>1</td>
</tr>
<tr>
<td>VAM037</td>
<td>Non Fiction 1B</td>
<td>1</td>
</tr>
<tr>
<td>VAE281</td>
<td>Novel 1A</td>
<td>1</td>
</tr>
<tr>
<td>VAM039</td>
<td>Novel 1B</td>
<td>1</td>
</tr>
<tr>
<td>VAE831</td>
<td>Poetry 1A</td>
<td>1</td>
</tr>
<tr>
<td>VAM043</td>
<td>Poetry 1B</td>
<td>1</td>
</tr>
<tr>
<td>VAE863</td>
<td>Popular Fiction 1A</td>
<td>1</td>
</tr>
<tr>
<td>VAM044</td>
<td>Popular Fiction 1B</td>
<td>1</td>
</tr>
<tr>
<td>VAM042</td>
<td>Screenwriting 1B</td>
<td>1</td>
</tr>
<tr>
<td>VAM522</td>
<td>Screenwriting 1A</td>
<td>1</td>
</tr>
<tr>
<td>VBS388</td>
<td>Script Writing 1A</td>
<td>1</td>
</tr>
<tr>
<td>VBS387</td>
<td>Script Writing 1B</td>
<td>1</td>
</tr>
<tr>
<td>VAM045</td>
<td>Short Story 1B</td>
<td>1</td>
</tr>
<tr>
<td>VAM913</td>
<td>Short Story 1A</td>
<td>1</td>
</tr>
<tr>
<td>VBS386</td>
<td>Writing for Children (Young Readers) A</td>
<td>1</td>
</tr>
<tr>
<td>VBS389</td>
<td>Writing for Children (Young Readers) B</td>
<td>1</td>
</tr>
<tr>
<td>VBS390</td>
<td>Writing for Radio</td>
<td>1</td>
</tr>
</tbody>
</table>

(i)

Notes:
- One point equals nominal duration 68 hours
- Modules with asterisk after points may be undertaken as part of a Certificate IV or Diploma.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Arts (Professional Writing and Editing)(21124VIC)

Career Opportunities
Creative writing, journalism, editing and publishing.

Scope of Delivery
The course is offered either full-time or part-time, on campus. Most subjects are offered at St Albans only. There are currently no modules available through flexible delivery.

Course Objectives
The course aims to:
- provide students with an awareness of marketing in terms of their own work, and to develop knowledge of the markets available to the professional writer and editor.
- promote students' analytical and problem solving skills in relation to both written work and communication aspects of the industry
- develop skills in the 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).

Selection Procedures/ Selection Criteria
Applicants must provide a 250 word statement of why they want to do the course, plus a folio of writing pieces totalling 1000-2000 words (fiction and/or non-fiction—no poetry accepted). Applicants will also be required to attend an interview and complete a grammar test and a further piece of writing.

Course Duration
The course may be offered on a full-time basis over one year or part-time equivalent (544 nominal hours).

Course Structure

Elective Modules

At least two points must be selected from the following group:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Details</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC412</td>
<td>Desktop Publishing 1</td>
<td>1</td>
</tr>
<tr>
<td>VAD964</td>
<td>Design and Layout</td>
<td>1</td>
</tr>
<tr>
<td>VAC391</td>
<td>Internet Skills for Writers &amp; Editors</td>
<td>1</td>
</tr>
<tr>
<td>VBK392</td>
<td>Literature for Writers A</td>
<td>1</td>
</tr>
<tr>
<td>VBK393</td>
<td>Literature for Writers B</td>
<td>1</td>
</tr>
<tr>
<td>VBK394</td>
<td>Photography for Writers</td>
<td>1</td>
</tr>
<tr>
<td>VAE919</td>
<td>Practical Placement</td>
<td>1</td>
</tr>
<tr>
<td>VAM045</td>
<td>Role of the Editor</td>
<td>1</td>
</tr>
<tr>
<td>VAG831</td>
<td>Writer and Research</td>
<td>1</td>
</tr>
<tr>
<td>VBS388</td>
<td>Writing for Children (Young Readers) A</td>
<td>1</td>
</tr>
<tr>
<td>VBS389</td>
<td>Writing for Children (Young Readers) B</td>
<td>1</td>
</tr>
<tr>
<td>VBS390</td>
<td>Writing for Radio</td>
<td>1</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.
At least 5 points must be selected from the following group

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAA209</td>
<td>Advanced Novel 2</td>
<td>1</td>
</tr>
<tr>
<td>VBK397</td>
<td>Authoring a Multimedia Product 2</td>
<td>1</td>
</tr>
<tr>
<td>VAA410</td>
<td>Applied Writing for Public Relations 3</td>
<td>1</td>
</tr>
<tr>
<td>VAA411</td>
<td>Applied Writing for Public Relations 4</td>
<td>1</td>
</tr>
<tr>
<td>VBK396</td>
<td>Advanced Screenwriting Project 2</td>
<td>1</td>
</tr>
<tr>
<td>VAA810</td>
<td>Corporate Writing 2A</td>
<td>1</td>
</tr>
<tr>
<td>VAN028</td>
<td>Corporate Writing 2B</td>
<td>1</td>
</tr>
<tr>
<td>VAA980</td>
<td>Desktop Publishing 2A</td>
<td>1</td>
</tr>
<tr>
<td>VAN029</td>
<td>Desktop Publishing 2B</td>
<td>1</td>
</tr>
<tr>
<td>VAD728</td>
<td>Editing 2A</td>
<td>1</td>
</tr>
<tr>
<td>VAN035</td>
<td>Editing 2B</td>
<td>1</td>
</tr>
<tr>
<td>VBK398</td>
<td>Industry Overview 2</td>
<td>1</td>
</tr>
<tr>
<td>VBK399</td>
<td>Literary Non Fiction Project 2</td>
<td>1</td>
</tr>
<tr>
<td>VAB933</td>
<td>Myths &amp; Symbols A</td>
<td>1</td>
</tr>
<tr>
<td>VAN031</td>
<td>Myths &amp; Symbols B</td>
<td>1</td>
</tr>
<tr>
<td>VAE273</td>
<td>Non Fiction Project 2A</td>
<td>1</td>
</tr>
<tr>
<td>VAN038</td>
<td>Non Fiction Project 2B</td>
<td>1</td>
</tr>
<tr>
<td>VAE282</td>
<td>Novel 2A</td>
<td>1</td>
</tr>
<tr>
<td>VAN040</td>
<td>Novel 2B</td>
<td>1</td>
</tr>
<tr>
<td>VAC389</td>
<td>Performance Workshop 2</td>
<td>1</td>
</tr>
<tr>
<td>VAD260</td>
<td>Playwriting 2A</td>
<td>1</td>
</tr>
<tr>
<td>VAN049</td>
<td>Playwriting 2B</td>
<td>1</td>
</tr>
<tr>
<td>VBK400</td>
<td>Poetry 2A</td>
<td>1</td>
</tr>
<tr>
<td>VBK401</td>
<td>Poetry 2B</td>
<td>1</td>
</tr>
<tr>
<td>VAE544</td>
<td>Scientific/Technical Writing 2</td>
<td>1</td>
</tr>
<tr>
<td>VBK402</td>
<td>Screenwriting 2A</td>
<td>1</td>
</tr>
<tr>
<td>VBK403</td>
<td>Screenwriting 2B</td>
<td>1</td>
</tr>
<tr>
<td>VAF066</td>
<td>Short Story 2A</td>
<td>1</td>
</tr>
<tr>
<td>VAN046</td>
<td>Short Story 2B</td>
<td>1</td>
</tr>
<tr>
<td>VAF128</td>
<td>Small Press Publishing 2</td>
<td>1</td>
</tr>
<tr>
<td>VAM123</td>
<td>Writing Histories 2A</td>
<td>1</td>
</tr>
<tr>
<td>VAM131</td>
<td>Writing for Young Adults A</td>
<td>1</td>
</tr>
<tr>
<td>VAN048</td>
<td>Writing Histories 2B</td>
<td>1</td>
</tr>
<tr>
<td>VAN050</td>
<td>Writing for Young Adults B</td>
<td>1</td>
</tr>
<tr>
<td>VBK404</td>
<td>Writing for Children (Older Readers) A</td>
<td>1</td>
</tr>
<tr>
<td>VBK405</td>
<td>Writing for Children (Older Readers) B</td>
<td>1</td>
</tr>
<tr>
<td>VBK406</td>
<td>Writing an Interactive Multimedia Sequence 2</td>
<td>1</td>
</tr>
</tbody>
</table>

The three remaining elective points may be selected from paragraph (i) and/or (ii), as indicated by asterisk(*). Electives to be selected by the student with the approval of the Head of Department.

Notes: 1 point equals nominal duration 68 hours
Modules with asterisk after points may be undertaken as part of a Certificate IV or Diploma.
Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in English Language Literacies (21047VIC)

Career Opportunities
Various—further study.

Scope of Delivery
Delivered full-time only at Footscray Nicholson Campus.

Course Objective
The course aims to provide a flexible English language pathway for adult Language Background Other Than English (LBOE) learners who prefer a less formal approach to learning and assessment.

Entry Requirements
There are no formal entry requirements for the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Certificate II in English Language Literacies (21048VIC)

Career Opportunities
Various—further study.

Scope of Delivery
Delivered full-time only at Footscray Nicholson Campus.

Course Objective
The course aims to provide a flexible English language pathway for adult Language Background Other Than English (LBOE) learners who prefer a less formal approach to learning and assessment.

Entry Requirements
There are no formal entry requirements for the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course in Women's Access (14795VIC)

Career Opportunities
These programs are designed to meet the needs of women wanting to return to study or the workforce, or in other ways wanting to improve their skills.

Scope of Delivery
This course is offered on a full-time and part-time basis.

Course Objective
Women's Access programs provide training and educational services for women in a supportive and non-threatening environment. The staff are committed to encouraging women's growth and empowerment.
The course is an access course and will provide a pathway for women who are returning to study or upgrading their skills before re-entering the workforce.

**Entry Requirements**

There are no formal entry requirements for the course but students would be expected to have basic literacy skills.

**Selection Procedures/ Selection Criteria**

As part of the selection process students attend an interview or information session. After assessment to determine their literacy levels, students are placed in appropriate classes.

**Course Duration**

The course is offered on a part-time basis with students selecting modules, according to their own needs, with the approval of the Head of Department. The minimum number of nominal hours for the course would range from 40 hours (2 hours per week for one semester) to a maximum of 234 hours for students selecting the maximum number of modules.

**Course Structure**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCCMN107A</td>
<td>Operate a personal computer</td>
<td>20</td>
</tr>
<tr>
<td>BSCCMN108A</td>
<td>Develop keyboard skills</td>
<td>40</td>
</tr>
<tr>
<td>BSCCMN213A</td>
<td>Produce simple word processed documents</td>
<td>60</td>
</tr>
<tr>
<td>BSCCMN214A</td>
<td>Create and use simple spreadsheets</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM306A</td>
<td>Create electronic presentations</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM305A</td>
<td>Create and use databases</td>
<td>20</td>
</tr>
<tr>
<td>WE226</td>
<td>Desktop Publishing</td>
<td>20</td>
</tr>
<tr>
<td>WE189</td>
<td>Introduction to Learning to Learn</td>
<td>2</td>
</tr>
<tr>
<td>WE212</td>
<td>Stories Online</td>
<td>72</td>
</tr>
<tr>
<td>WE209</td>
<td>Work Preparation</td>
<td>90</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

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**Course in Gateway to Nursing and the Health Sciences (21379VIC)**

**Career Opportunities**

This is a bridging course that leads to nursing and other health sciences.

**Scope of Delivery**

This course is offered on a part-time basis.

**Course Objectives**

This course aims to provide students with the knowledge, skills and confidence required to successfully participate in nursing and other health sciences courses.

**Entry Requirements**

To qualify for admission to the course applicants must demonstrate competency in speaking, reading and writing at a minimum of Level 3 of the Certificate of General Education for Adults or Level 3 Certificate in English as a Second Language (Academic Purposes)(14373VIC).

Applicants seeking mid-year entry to the Preparation for Tertiary Studies (Arts)(21380VIC) program must be able to demonstrate competency in speaking, reading and writing at a minimum Level 4 of the Certificate of General Education for Adults or Level 4 of the Certificate in English as a Second Language (Academic Purposes)(14374VIC).

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

**Selection Procedures/ Selection Criteria**

Applicants will be assessed via an interview for suitable literacy levels.

**Course Duration**

The course may be offered on a part-time basis over 180 nominal hours.

**Course Structure**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM510</td>
<td>Learning to Learn</td>
<td>90</td>
</tr>
<tr>
<td>VBM511</td>
<td>Inquiry and Presentation</td>
<td>54</td>
</tr>
<tr>
<td>VBN048</td>
<td>Humanities Lecture Program Theory and Practicum</td>
<td>36</td>
</tr>
</tbody>
</table>

Elective Modules 36 nominal hours of an elective module, comprising the following: Lecture Program Practicum

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
**English as a Second Language Access**

**Certificate I in ESL Access (14378VIC)**

**Career Opportunities**
Various further study.

**Scope of Delivery**
Full-time or part-time at the Footscray Nicholson Campus.

**Course Objective**
The ESL Access courses aim to provide participants from non English speaking backgrounds with:
- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.

**Entry Requirements**
Access to the courses contained on the ESL framework is not limited on the basis of age, gender, social or educational background. Participants entering any course must have the following:
A level of English that is commensurate with the demands of the course they are entering into. In most cases this will mean that the student entering a certificate course will have preceding level of English as measured on the NRS. For example, a student wishing to enter a Certificate III course on the ESL framework should have completed a Certificate II from the framework or should be assessed at least at level 2 on NRS.

**Selection Procedures/Selection Criteria**
Applicants are required to attend an interview and are assessed to determine their language levels.

**Course Duration**
This course may be offered on a full-time basis or part-time equivalent. Certificate I and IV in ESL courses under the Framework are 600 nominal hours. Certificate II and III courses are 450 nominal hours.

**Course Structure**

<table>
<thead>
<tr>
<th>Certificate I - Compulsory</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH475 Oral Communication 1</td>
<td>100</td>
</tr>
<tr>
<td>VBH476 Listening Skills 1</td>
<td>100</td>
</tr>
<tr>
<td>VBH477 Writing Skills 1</td>
<td>100</td>
</tr>
<tr>
<td>VBH478 Reading Skills 1</td>
<td>100</td>
</tr>
<tr>
<td>Two or more electives</td>
<td></td>
</tr>
</tbody>
</table>

**Certificate II - Compulsory**

<table>
<thead>
<tr>
<th>Certificate II - Compulsory</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH482 Oral Communication 2</td>
<td>50</td>
</tr>
<tr>
<td>VBH483 Listening Skills 2</td>
<td>50</td>
</tr>
<tr>
<td>VBH484 Writing Skills 2</td>
<td>100</td>
</tr>
<tr>
<td>VBH485 Reading Skills 2</td>
<td>100</td>
</tr>
<tr>
<td>Two or more electives</td>
<td></td>
</tr>
</tbody>
</table>

Note: Electives offered will be selected by the Department and dependant upon the availability of suitable teaching resources and appropriacy. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

**Certificates in General Education for Adults**

**Certificate I in General Education for Adults (Introductory) (21249VIC)**

**Career Opportunities**
Further education and training.

**Scope of Delivery**
Full-time; part-time; flexible delivery.

**Course Objective**
The course aims to provide learners with:
- an accredited general education course at AQF level I;
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

**Entry Requirements**
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

**Selection Procedures/Selection Criteria**
All applicants who wish to study within the Certificate I in General Education for Adults (Introductory)(21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Course Duration**
The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Code</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:

<table>
<thead>
<tr>
<th>Elective Modules</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM563</td>
<td>Oral Communications - Introductory</td>
<td>80</td>
</tr>
<tr>
<td>VBM687</td>
<td>General Curriculum Options - Introductory</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.

Scope of Delivery
Full-time, part-time, flexible delivery.

Course Objective
The course aims to provide learners with:
• an accredited general education course at AQF level I
• skill development in reading, writing and numeracy
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults(21250VIC) will be asked to meet with a teacher for an initial assessment and placement interview. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Certificate II in General Education for Adults (21251VIC)

Entry Requirements
To qualify for admission to the course students must have successfully completed Certificate I Level or be assessed by the Program Manager as competent at Certificate I Level.

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate II in General Education for Adults(21251VIC) will be asked to meet with a teacher for an initial assessment and placement interview. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis over 280 nominal hours or part-time equivalent.

Course Structure
Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Module</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM688</td>
<td>Reading and Writing I</td>
<td>100</td>
</tr>
<tr>
<td>VBM689</td>
<td>Numeracy and Mathematics I</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>Module</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM565</td>
<td>Oral Communications II</td>
<td>80</td>
</tr>
<tr>
<td>VBM693</td>
<td>General Curriculum Options II</td>
<td>80</td>
</tr>
</tbody>
</table>

80 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. Further education and training. Electives will be selected by the Program Area.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Liberal Arts (21220VIC)
incorporating

Certificate IV in Liberal Arts (21219VIC)

Career Opportunities
Further studies.

Scope of Delivery
This course is offered on a full-time and part-time basis. Some modules are offered via flexible delivery.

Course Objectives
This course aims to develop skills in areas such as: complex writing; cultural analysis; research; communication and presentation; social inquiry; information technology; and inter-cultural communication. The course enables adults, including young adults, to develop a confident sense of identity, extends the range of possibilities learners can imagine for themselves and provides alternative and additional pathways into further study.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the Department competencies in reading and writing equivalent to Certificate III level in General Education for Adults(21252VIC).

Selection Procedures/Selection Criteria
Applicants to the course will be interviewed and required to undertake a literacy assessment in order to demonstrate competency at the above level.
Course Duration
This course will be offered over 1228 nominal hours or part-time equivalent.

Course Structure
Stage One Certificate IV
Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM510</td>
<td>90</td>
</tr>
<tr>
<td>VBM511</td>
<td>54</td>
</tr>
</tbody>
</table>

Stream Modules

<table>
<thead>
<tr>
<th>Code Module</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM107A Operate a personal computer</td>
<td>10</td>
</tr>
<tr>
<td>BSBCM108A Develop keyboard skills</td>
<td>10</td>
</tr>
<tr>
<td>BSBCM213A Produce simple word-processed documents</td>
<td>10</td>
</tr>
<tr>
<td>BSBCM306A Produce business documents</td>
<td>10</td>
</tr>
</tbody>
</table>

VBM512 Public Life- Past and Present       | 90    |
VBM513 Stories Cultures Tell Themselves    | 90    |
VBM514 Nature and its Human Transformations| 90    |
VBM515 Economy and Society                 | 90    |
VBM516 Text and Culture I                  | 72    |
Total                                       | 616   |

*Stream modules may be substituted as per Curriculum Document, Diploma of Liberal Arts (21220VIC) accreditation January 1 to 31 December 2006.

Stage Two Diploma
Core Module

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM517</td>
<td>180</td>
</tr>
<tr>
<td>VBM518</td>
<td>90</td>
</tr>
</tbody>
</table>

Stream Modules

<table>
<thead>
<tr>
<th>Code Module</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM519 History and Sociology of Human Relationships</td>
<td>90</td>
</tr>
<tr>
<td>VBM520 Urban Studies</td>
<td>90</td>
</tr>
<tr>
<td>VBM521 Introduction to Theories of Human Personality</td>
<td>90</td>
</tr>
<tr>
<td>VBM522 Text and Culture II</td>
<td>72</td>
</tr>
</tbody>
</table>
Total                                       | 612   |

Stream modules may be substituted as per Curriculum Document, Diploma of Liberal Arts (21220VIC) accreditation January 1 to 31 December 2006.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Victorian Certificate of Applied Learning (VCAL)

Foundation VCAL (21352VIC)

Intermediate VCAL (21333VIC)

Themed VCAL (21353VICA)
The Victorian Certificate of Applied Learning (VCAL) is a senior school certificate for students 15–19 years.

It is a one year, full-time course which has been designed to meet the needs of students in Year 11 and 12 who prefer a course based on practical experience.

The VCAL aims to develop skills by concentrating on literacy and numeracy; work related skills; industry specific skills; and personal and employability skills.

The VCAL has three levels—Foundation, Intermediate and Senior. Student entry point is dependant on a pre-course assessment and would start at the level which matches needs and abilities.

Certificate of Applied Learning is offered at Footscray Nicholson Campus. For further information contact (03)9284 8926.

Victorian Certificate of Education (2200LZV)

Career Opportunities
Various, Further Education.

What is VCE?
VCE stands for the Victorian Certificate of Education that is the Year 11 and 12 taught at most Victorian Secondary Institutes.

The Victorian Curriculum and Assessment Authority issues the VCE. All students throughout the state do the same course.

The VCE is the entrance requirement for most TAFE and tertiary (university) courses and is increasingly becoming a pre-requisite for employment in many areas.

How do I qualify for VCE?

Satisfactory Completion
The VCE will be awarded to adult students returning to study who have satisfactorily completed 6 units at 3 and 4 level plus 2 units of English. Each unit is a half year (semester) of study.

Students may take as many years as they require satisfying this requirement. Units 3 and 4 in a subject must be completed in the same year.

Students can combine subjects from full-time and part-time attempts. Subjects obtained prior to the introduction of VCE can also be counted. Subjects can be done at more than one institution in the same year.

Continuing students, i.e. students who have completed Units 1 and 2 in the previous year, require 16 units: details on request.

Definition of ‘Adult’
BOS considers an adult student to be one who is at least 18 years of age at 1 January and at least one year out of school.

Scope of Delivery
This course is offered on a full-time and part-time basis.

Course Duration
Adult VCE is offered on a full-time basis over one-year or equivalent part-time.

Selection Procedures/Selection Criteria
Students are expected to attend an interview prior to enrolment. At that interview literacy and numeracy may be assessed in response to student course selection. Students over 18 may enrol directly into Units 3 and 4. However if students wish to study Maths and Science subjects at: Unit 3 and 4, prerequisite courses of Units 1 and 2 must be completed. All students over 18 are eligible for enrolment.

Course Structure
For full-time secondary students, the VCE is a two-year award for Years 11 and 12. It comprises four semesters (of half-year length) of study. Full-time secondary students may study up to 24 units over the two-year course.

Units are broken into two levels: Units 1 and 2 levels correspond to the old Year 11. Units are of a semester (half-year) length. One or both units can be studied at this level. Units 3 and 4 levels are of equivalent standard to the old Year 12. Students have to do both units sequentially at this level. Adult students returning to study can gain their VCE by completing 8 units, 6 units at 3 and 4 level, plus 2 units of English at either Unit 1 and 2 level or Unit 3 and 4 level.

If students intend to undertake tertiary study in the future they would be well advised to do some units at 1 and 2 level in preparation for tackling Units at 3 and 4 level. This is essential for Mathematics and Science subjects. Students should check the pre-requisites suggested for units in the information brochure.

VCE DAY CLASS CODES

Year 11

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA020</td>
<td>72</td>
</tr>
<tr>
<td>VA021</td>
<td>72</td>
</tr>
<tr>
<td>VA018</td>
<td>72</td>
</tr>
</tbody>
</table>

Year 12

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA020</td>
<td>72</td>
</tr>
<tr>
<td>VA021</td>
<td>72</td>
</tr>
<tr>
<td>VA018</td>
<td>72</td>
</tr>
</tbody>
</table>
Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Department of Employment & Training Services

The Department of Employment and Training Services delivers and manages a range of services in response to community, business and government needs, including educational and training services, community and business support, and strategic partnerships and alliances. Current services and programs include:

Jobs Plus New Apprenticeships Centre

Provides New Apprenticeships Support Services in the Melbourne metropolitan area. As a New Apprenticeships Centre (NAC), Jobs Plus is contracted by the Commonwealth Government to provide support services, including advice, information and administration, to employers, apprentices, trainees, registered training organisations and others in the New Apprenticeships system. For more information contact: 03 9284 8533.

Jobs Plus Employment Services

Provides Job Placement services in the Melbourne Metropolitan area. Job Placement is an employer-focused recruitment service and assists eligible job seekers access many diverse jobs. For more information contact: 03 9248 1148.

Community Initiatives Program

A work-experience scheme funded under the Commonwealth Government’s Community Work Coordinator Services Contract, develops work skills and provides recent field experience for unemployed people. The Program works with organisations such as Rotary, councils, neighbourhood houses, researchers and other non-government organisations to develop and conduct projects of benefit to the local community. For more information contact: 03 9248 7311.

Community Jobs Program

The Community Jobs Program – Jobs and Training (CJP) is a component of the State Government’s employment and training initiative to enhance the employment prospects of long-term unemployed people, and those at risk of becoming long-term unemployed. Participants receive up to 15 weeks paid employment and nationally accredited training. CJP funds government and not-for-profit organisations to develop and conduct projects of benefit to the local community. For more information contact: 03 9284 7002.

Youth Pathways Program

Provides transitional support and guidance to young people 15–19 years ‘at risk’ of leaving education and training. Program participants complete a customised pathways plan which maps out the steps to be undertaken by the young person to achieve their training and vocational goals. Participants are followed up six months after they have completed their initial training. The Program is an initiative funded by the Victorian Office of Training and Tertiary Education. For more information contact: 03 9284 8755.

Training and Assessment Services

The Department offers training and assessment services, including the New Apprenticeships Access Program (NAAP). NAAP is an introductory training program offered in various disciplines, combining accredited training with practical placement in industry. Training has been conducted in the areas of Building and Construction, Retail, Hospitality and Administration. The Program is designed as a pathway into traineeships and apprenticeships. A range of career selection programs is offered through Victoria University’s Short Course Centre:

- Victoria Police Education Entrance Exam
- Preparation for Police Entrance Exam Program
- Metropolitan Ambulance Services Standard Entry Aptitude Test, and
- Preparation for Career Selection Tests Program

For further enquiries, please call: 03 9248 1121.

Maree Wheelens

Head, Department of Employment and Training Services–TAFE
The Department of Language Studies-TAFE offers an extensive range of courses to develop English language proficiency and sociocultural knowledge of Australia to a level sufficient to access work and/or further education or training.

### Code
- **14372VIC Certificate II in ESL (Academic Purposes)**
- **14373VIC Certificate III in ESL (Academic Purposes)**
- **14374VIC Certificate IV in ESL (Academic Purposes)**
- **14375VIC Certificate II in ESL (Vocational Purposes)**
- **14376VIC Certificate III in ESL (Vocational Purposes)**
- **14377VIC Certificate IV in ESL (Vocational Purposes)**
- **14378VIC Certificate I in ESL Access**
- **14379VIC Certificate II in ESL Access**
- **14380VIC Certificate III in ESL Access**
- **14381VIC Certificate IV in ESL Access**
- **21204VIC Course in Concurrent Study**
- **90989NSW Course in Preliminary Spoken and Written English**
- **90994NSW Certificate I in Spoken and Written English**
- **90993NSW Certificate II in Spoken and Written English**
- **90992NSW Certificate III in Spoken and Written English**

### 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.

### Scope of Delivery
- Full-time or part-time basis.

### Career Opportunities
- Various.

### Course Structure
- **Certificate II - Compulsory**
  - Code: V8H445 Oral Communication and Listening Skills 2
  - Hours: 150
  - Code: V8H446 Academic Writing 2
  - Hours: 150
  - Code: V8H447 Academic Reading 2
  - Hours: 100

- **Certificate III - Compulsory**
  - Code: V8H449 Oral Communication and Listening Skills 3
  - Hours: 150
  - Code: V8H450 Academic Writing 3
  - Hours: 150
  - Code: V8H451 Academic Reading 3
  - Hours: 100

- **Certificate IV - Compulsory**
  - Code: V8H453 Oral Communication and Listening Skills 4
  - Hours: 150
  - Code: V8H454 Academic Writing 4
  - Hours: 200
  - Code: V8H455 Academic Reading 4
  - Hours: 200

Elective modules may be taken from the Framework or from any accredited course. Note: Electives offered will be selected by the Department and depend upon the availability of suitable teaching resources and appropriacy. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

### Career Opportunities
- Various.

### Scope of Delivery
- Full-time or part-time basis.
Course Objective
The ESL for Vocational Purpose courses aim to provide participants from non English speaking backgrounds with:

• the knowledge and English language skills needed to obtain employment within their occupational fields;
• the knowledge and skills to function effectively in a work environment in Australia;
• an understanding of the Australian workplace and culture;
• a pathway for students with low levels of English language skills to enter the workforce.

Entry Requirements
Access to the courses contained on the ESL Framework is not limited on the basis of age, gender, social or educational background.

Participants entering any course must have the following:

• A level of English that is commensurate with the demands of the course they are entering into. In most cases this will mean that the student entering a certificate course will have preceding level of English as measured on the NRS. For example, a student wishing to enter a Certificate III course on the ESL Framework should have completed a Certificate II from the Framework or should be assessed at least at level 2 on NRS.

Selection Procedures/ Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
This course may be offered on a full-time basis or part-time equivalent. Certificate II and III courses are 450 nominal hours, Certificate IV is 600 nominal hours.

Course Structure
Certificate II - Compulsory
Code | Hours
--- | ---
VBH457 Communication in the Workplace 2 | 100
VBH458 Job Seeking Skills 2 | 100
VBH459 Language of Problem Solving in the Workplace 2 | 100
One or more electives

Certificate III - Compulsory
Code | Hours
--- | ---
VBH463 Communication in the Workplace 3 | 100
VBH464 Job Seeking Skills 3 | 100
VBH465 Language of Problem Solving in the Workplace 3 | 100
One or more electives

Certificate IV - Compulsory
Code | Hours
--- | ---
VBH469 Communication in the Workplace 4 | 100
VBH470 Job Seeking Skills 4 | 100
VBH471 Language of Problem Solving in the Workplace 4 | 100
One or more electives

These elective modules may be taken from the Framework or from any accredited course.

Note: Electives offered will be selected by the Department and dependant upon the availability of suitable teaching resources and appropriacy.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

English as a Second Language Access

Certificate I in ESL Access (14378VIC)
Certificate II in ESL Access (14379VIC)
Certificate III in ESL Access (14380VIC)
Certificate IV in ESL Access (14381VIC)

Career Opportunities
Various further study.

Scope of Delivery
Full-time or part-time basis.

Course Objective
The ESL Access courses aim to provide participants from non English speaking backgrounds with:

• an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
• employment and living skills;
• a knowledge of Australian society;
• strategies for successful transition into work or further study in Australia.

Entry Requirements
Access to the courses contained on the ESL Framework is not limited on the basis of age, gender, social or educational background.

Participants entering any course must have the following:

• A level of English that is commensurate with the demands of the course they are entering into. In most cases this will mean that the student entering a certificate course will have preceding level of English as measured on the NRS. For example, a student wishing to enter a Certificate III course on the ESL Framework should have completed a Certificate II from the Framework or should be assessed at least at level 2 on NRS.

Selection Procedures/ Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
This course may be offered on a full-time basis or part-time equivalent. Certificate I and IV in ESL courses under the Framework are 600 nominal hours. Certificate II and III courses are 450 nominal hours.

Course Structure
Certificate I - Compulsory
Code | Hours
--- | ---
VBH475 Oral Communication 1 | 100
VBH476 Listening Skills 1 | 100
VBH477 Writing Skills 1 | 100
VBH478 Reading Skills 1 | 100
Two or more electives

Certificate II - Compulsory
Code | Hours
--- | ---
VBH482 Oral Communication 2 | 50
VBH483 Listening Skills 2 | 50
VBH484 Writing Skills 2 | 100
VBH485 Reading Skills 2 | 100
Two or more electives
Course in Concurrent Study (21204VIC)

Career Opportunities
Further education and general employment.

Scope of Delivery
This course is available only to students concurrently enrolled in other courses with Victoria University.

Course Objective
The course aims to provide learning that can be delivered flexibly to adult learners returning to study or undertaking a program of vocational training 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 at Victoria University.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
To qualify for selection into this course the learner should be enrolled in a program of vocational or further education at Victoria University.

Course Duration
Up to 200 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ717</td>
<td>50</td>
</tr>
<tr>
<td>VBJ718</td>
<td>50</td>
</tr>
<tr>
<td>VBJ719</td>
<td>50</td>
</tr>
<tr>
<td>VBJ720</td>
<td>50</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Course in Preliminary Spoken and Written English (90989N SW)

Certificate I in Spoken and Written English (90994NSW)

Certificate II in Spoken and Written English (90993NSW)

Certificate III in Spoken and Written English (90992NSW)

Career Opportunities:
Further education and general employment.

Scope of Delivery:
The course may be offered on a full time or part-time basis.

Course Objective:
The courses aim to develop language level and literacy skills.

Entry Requirements:
To qualify for admission to the course, applicants must demonstrate at interview that they are capable of successfully completing the course.

Selection Procedure/Selection Criteria:
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration:
These courses may be offered on a full time or part-time basis.

Course in Preliminary Spoken and Written English is 200 nominal hours.
Certificate I in Spoken and Written English is 300 nominal hours.
Certificate II in Spoken and Written English is 300 nominal hours.
Certificate III in Spoken and Written English is 300 nominal hours.

Course Structure:

Course in Preliminary Spoken and Written English - Compulsory:
90989NSWA Orientation to Literacy and Numeracy 100
90989NSWB Orientation to Communication Skills 100

Certificate I - Compulsory:
90994NSWA Beginner Strategies for Learning 75
90994NSWB Beginner Communication Skills 75

Certificate II Compulsory:
90993NSWA Building Listening and Speaking Skills 75
90993NSWB Beginning Reading and Writing Skills 75

Certificate III Compulsory:
90992NSWA Developing Listening and Speaking Skills 75
90992NSWB Developing Reading and Writing Skills 75

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Library and Cultural Studies

The Library and Cultural Studies Unit offers a range of courses to train students to become Library Assistants and Library Technicians who work under the direction and guidance of an experienced Technician or Librarian. The courses are recognised by the Australian Library and Information Association.

**Certificate III in Library and Information Services (CUL30199)**

**Career Opportunities**
Library assistant, library technician.

**Scope of Delivery**
Library studies offer a range of study options, full-time, part-time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education.

**Course Objective**
These courses aim to train students to become Library Assistants and Library Technicians who work under the direction of a Librarian, performing a variety of tasks and requiring a combination of clerical and library skills. The course is recognised by the Australian Library and Information Association.

**Entry Requirements**
To qualify for entry to the course applicants must generally have successfully completed an approved course at Year 12 level or equivalent, or be of mature age and be assessed as being capable of successfully completing the course. Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non English speaking background.

**Selection Procedure/Selection Criteria**
Full-time students must apply through VTAC. Selection may involve an interview process.

**Course Duration**
These courses may be offered on a full-time or part-time basis over one year 400 maximum nominal hours - Certificate III or two years 1155 maximum nominal hours - Diploma or by non-campus flexible delivery.

**Course Structure**

**Certificate III in Library & Information Services (CUL30199)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULB201A</td>
<td>Assist Clients to use an Information Service Effectively</td>
<td>40</td>
</tr>
<tr>
<td>CULB202A</td>
<td>Assist with the Maintenance of Service Area</td>
<td>40</td>
</tr>
<tr>
<td>CULB203A</td>
<td>Develop own Information Literacy Skills</td>
<td>20</td>
</tr>
<tr>
<td>CULB204A</td>
<td>Manage own Work Performance and Learning</td>
<td>40</td>
</tr>
<tr>
<td>CULB205A</td>
<td>Prepare, Process and Store Resources</td>
<td>30</td>
</tr>
<tr>
<td>CULB301A</td>
<td>Participate in a Work Team</td>
<td>40</td>
</tr>
<tr>
<td>CULB302A</td>
<td>Use Bibliographic Methods</td>
<td>40</td>
</tr>
<tr>
<td>CULB307A</td>
<td>Use Multimedia Equipment</td>
<td>40</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>Train Small Groups</td>
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</tr>
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</table>

**Elective Units**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULLB303A</td>
<td>Accession and Process Resources</td>
<td>20</td>
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<tr>
<td>CULLB304A</td>
<td>Contribute to Promotional Programs and Activities for Clients</td>
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</tr>
<tr>
<td>CULLB305A</td>
<td>Process Orders</td>
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</table>

Note: The Certificate II in Library and Information Services (CUL30199) 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>Title</th>
<th>Hours</th>
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<tr>
<td>CULLB401A</td>
<td>Contribute to Client Access to Information</td>
<td>60</td>
</tr>
<tr>
<td>CULLB402A</td>
<td>Contribute to Effective Working Relationships</td>
<td>60</td>
</tr>
<tr>
<td>CULLB403A</td>
<td>Develop and apply own Information and Work Experience</td>
<td>50</td>
</tr>
<tr>
<td>CULLB405A</td>
<td>Manage own Work Development and Learning</td>
<td>50</td>
</tr>
<tr>
<td>CULLB406A</td>
<td>Organise and Coordinate Work Activities</td>
<td>50</td>
</tr>
<tr>
<td>CULLB407A</td>
<td>Use Networked Services Effectively to Provide Access to Information</td>
<td>50</td>
</tr>
<tr>
<td>CULLB501A</td>
<td>Contribute to the Organisation and Coordination of the Work of Others</td>
<td>60</td>
</tr>
<tr>
<td>CULLB502A</td>
<td>Deliver Information Literacy Programs for Clients</td>
<td>60</td>
</tr>
<tr>
<td>CULLB503A</td>
<td>Organise Information for Client Access</td>
<td>100</td>
</tr>
<tr>
<td>CULLB504A</td>
<td>Provide Clients with Access to Required Information</td>
<td>80</td>
</tr>
<tr>
<td>CULLB307A</td>
<td>Use Multimedia Equipment</td>
<td>40</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>Train Small Groups</td>
<td>30</td>
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<tr>
<td>BSZ401A</td>
<td>Plan Assessment</td>
<td>15</td>
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<tr>
<td>BSZ402A</td>
<td>Conduct Assessment</td>
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<td>BSZ403A</td>
<td>Review Assessment</td>
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**Elective Units**

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<th>Title</th>
<th>Hours</th>
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<tr>
<td>CULLB505A</td>
<td>Analyse and Describe Material</td>
<td>50</td>
</tr>
<tr>
<td>CULLB506A</td>
<td>Catalogue and Classify Material</td>
<td>50</td>
</tr>
<tr>
<td>CULLB507A</td>
<td>Contribute to Collection Development</td>
<td>50</td>
</tr>
<tr>
<td>CULLB508A</td>
<td>Develop and Improve Systems and Processes to Increase Access to Information</td>
<td>50</td>
</tr>
<tr>
<td>CULLB509A</td>
<td>Coordinate Selection &amp; Acquisition of Information</td>
<td>50</td>
</tr>
<tr>
<td>CULLB510A</td>
<td>Establish and Maintain Consultation with, and Promotion to, Client Groups</td>
<td>50</td>
</tr>
<tr>
<td>CULLB511A</td>
<td>Lead a Team</td>
<td>50</td>
</tr>
<tr>
<td>CULLB512A</td>
<td>Maintain and Modify Technological Applications in the Library</td>
<td>50</td>
</tr>
<tr>
<td>CULLB411A</td>
<td>Provide Promotion and Programs and Activities for Clients</td>
<td>30</td>
</tr>
<tr>
<td>CULLB513A</td>
<td>Manage Maintenance of Physical Resources and Environment</td>
<td>50</td>
</tr>
<tr>
<td>CULLB514A</td>
<td>Provide Assistance for Research and Projects</td>
<td>50</td>
</tr>
<tr>
<td>CULMSS501A</td>
<td>Apply Basic Preservation Techniques</td>
<td>60</td>
</tr>
<tr>
<td>ICATTU006B</td>
<td>Operate Computing Packages</td>
<td>60</td>
</tr>
</tbody>
</table>

Note: The Certificate IV in Library and Information Services (CUL40199) is nested within the Diploma of Library and Information Services (CUL50199).

Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

The Advanced Diploma of Library and Information Services (CUL60199) is also available upon demand.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

### Certificate II in Museum Practice (CUL320299)

For further information please contact the Library and Cultural Studies Unit on 9284 8633.
Music Programs

TAFE Music currently offers six courses in the areas of Music Performance, Technical Production and Music Business. These vocational courses provide education and training to equip students with industry standard skills.

Course Codes
CUS40101 Certificate IV in Music (CUS40101)
CUS40201 Certificate IV in Music Industry (Technical Production) (CUS40201)
CUS40301 Certificate IV in Music Industry (Business) (CUS40301)
CUS50101 Diploma of Music (CUS50101)
CUS50201 Diploma of Music Industry (Technical Production) (CUS50201)
CUS50301 Diploma of Music Industry (Business) (CUS50301)

CUSMGE10A Use MIDI devices or software to compose music 30
CUSMGE12A Maintain and expand music knowledge and critical listening skills 69
CUSMGE14A Read Music for performance and analysis 60

CUSMPF04A Plan, prepare and present a live audition program 70
CUSMPF05A Prepare self for performance 70
CUSMGE14A Read Music for performance and analysis 60
CUSMGE15A Use MIDI devices or software to compose music 70

Certificate IV in Music Industry (Technical Production) (CUS40201)

Career Opportunities
Sound engineer or producer in the studio, live or theatre settings.

Scope of Delivery
This course is offered on a full-time basis.

Course Objectives
The course aims to provide students with a wide range of knowledge and skills to be able to work in the music industry, either as small business (freelance) operators in a variety of music technology and related fields including the home studio, live sound, MIDI, digital audio editing, collaboration and management, or as practitioners in medium to large production facilities. This course provides training in both live and studio recording practices and is suitable for students wanting to work with performers operating at the local/National level.

Entry Requirements
The entry requirements for this course are consistent with the Australian Qualifications Framework. For Certificate IV courses this is generally the successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information form.

Selection Procedures/ Selection Criteria
Selection is via an interview.

Course Duration
This course is offered on a full-time basis for one year, over a nominal duration of 561 hours.

Course Structure
To attain the Certificate IV in Music (CUS40101) 14 units of competency must be achieved. All units in Group A, at least seven units in Group B and four other units selected from Group B or the Certificate IV Unit Bank. Selection of units will be made by the school.

Group A
Code
CUSAD M08A Address copyright requirements 18
CUSSAF02A Follow health, safety and security procedures in the music industry 9
CUSBG E17A Maintain and apply music industry knowledge 69

Group B
CUSMCP02A Compose a simple song or tune 36
CUSMPF08A Contribute to backup accompaniment for a performance 35
CUSMCP03A Create a simple accompaniment for a song or tune 35
CUSMPF09A Develop and maintain stagecraft skills 70
CUSMPF10A Develop and practice improvisation 36
CUSMCP09A Evaluate and extend performance technique 33
CUSMGE12A Maintain and expand music knowledge and critical listening skills 69
CUSMPF15A Perform music as a soloist 70

CUSMGE10A Use MIDI devices or software to compose music 30
CUSMPF04A Plan, prepare and present a live audition program 70
CUSMPF05A Prepare self for performance 70
CUSMGE14A Read Music for performance and analysis 60
CUSMGE15A Use MIDI devices or software to compose music 70

Certificate IV Unit Bank
Units to be selected by the School.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Music Industry (Technical Production) (CUS40201)

Career Opportunities
Sound engineer or producer in the studio, live or theatre settings.

Scope of Delivery
This course is offered on a full-time basis.

Course Objectives
The course aims to provide students with a wide range of knowledge and skills to be able to work in the music industry, either as small business (freelance) operators in a variety of music technology and related fields including the home studio, live sound, MIDI, digital audio editing, collaboration and management, or as practitioners in medium to large production facilities. This course provides training in both live and studio recording practices and is suitable for students wanting to work with performers operating at the local/National level.

Entry Requirements
The entry requirements for this course are consistent with the Australian Qualifications Framework. For Certificate IV courses this is generally the successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information form.

Selection Procedures/ Selection Criteria
Selection is via an interview.

Course Duration
This course is offered on a full-time basis for one year, over a nominal duration of 561 hours.

Course Structure
To attain the Certificate IV in Music Industry (Technical Production) (CUS40201) 14 units of competency must be achieved. At least five units in Group A, five units in Group B and four other units from group A or B and/or the unit bank for Certificate IV. Selection of units will be made by the school.

Group A
Code
CUSSTG E01A Supervise technical operations 36
CUETF3MA Establish and manage resources and technical requirements 30
CUEOHS1A Implement workplace health, safety and security procedures 9
CUSAD M03A Manage a project 48
THHG LE16A Manage physical assets 39
CUETF3MA Establish and manage resources and technical requirements 30
BSXFM10A Participate in, lead and facilitate work teams 50

Group B
CUSSU014A Breakdown soundtracks 35
CUSSU012A Edit sound using digital systems 84
CUSSU016A Install, align and test sound equipment 36
CUSMGE12A Maintain and expand music knowledge and critical listening skills 85
CUSSU011A Operate sound reinforcement system 69
CUSSU008A Operate sound reinforcement system 40

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Certificate IV in Music Industry (Business) (CUS40301)

Career Opportunities
Event, artist or band manager.

Scope of Delivery
This course is offered on a full-time basis.

Course Objectives
This course aims to provide students with a wide range of business skills necessary for successful participation in the music industry, including promotion, marketing, publishing, copyright, contracts, licensing, technology, self-promotion and health and safety.

Entry Requirements
The entry requirements are consistent with the Australian Qualifications Framework. For Certificate IV courses this is generally the successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information Form.

Selection Procedures/Selection Criteria
An interview is required.

Course Duration
The course is offered on a full-time basis for one year, over a nominal duration of 561 hours.

Course Structure
To attain the Certificate IV in Music Industry (Business) (CUS40301) 14 units of competency must be achieved. All units in Group A, at least six units from Group B and four other units, and/or the unit bank for Certificate IV, or from another endorsed industry training package at Certificate IV level. Selection of units will be made by the school.

Group A

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSADM08A</td>
<td>20</td>
</tr>
<tr>
<td>CUSSAF02A</td>
<td>9</td>
</tr>
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</table>

Group B

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSBGE13A</td>
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<tr>
<td>CUSBGE07A</td>
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<td>CUSBGE04A</td>
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<td>CUSMCP08A</td>
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<tr>
<td>CUSMCP06A</td>
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<tr>
<td>CUSMCP04A</td>
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</tr>
<tr>
<td>CUSMGE02A</td>
<td>70</td>
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<tr>
<td>CUSMPF17A</td>
<td>69</td>
</tr>
<tr>
<td>CUSMPF14A</td>
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<tr>
<td>CUSMPF16A</td>
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<tr>
<td>CUSMPF13A</td>
<td>70</td>
</tr>
<tr>
<td>CUSLRN01A</td>
<td>35</td>
</tr>
</tbody>
</table>

Diploma of Music (CUS50101)

Career Opportunities
Performer, composer or arranger.

Scope of Delivery
The course is offered on a full-time basis.

Course Objectives
The course focuses on building the technical, compositional and performance skills of the contemporary artist including music analysis, craft, improvisation, technology, touring and self-promotion skills, to professional standards and to meet requirements of entry into university and the workplace.

Entry Requirements
Applicants for the Diploma of Music (CUS50101) are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Applicants apply through VTAC. Applicants without formal educational qualifications may apply and in such cases entry to the course may be granted after interview and audition, having regard to the applicants prior life and work experiences. All applicants must lodge a completed Victoria University Supplementary Information form.

Selection Procedures/Selection Criteria
An interview and audition are required.

Course Duration
The course is offered on a full-time basis for 1 year, over a nominal duration of 855 hours.

Course Structure
To attain a Diploma of Music (CUS50101) 16 units of competency must be achieved. All of the units in Group A plus at least seven other units from Group B and the unit bank for Diploma or from another endorsed industry training package at Diploma level. Selection of units will be made by the school.

Group A

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSAD M08A</td>
<td>18</td>
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<tr>
<td>CUSSA F02A</td>
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Group B

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<thead>
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<th>Code</th>
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<tr>
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<tr>
<td>CUSMGE07A</td>
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<td>CUSMGE04A</td>
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<td>CUSMCP08A</td>
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<tr>
<td>CUSMPF14A</td>
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<td>CUSLRN01A</td>
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</table>

Diploma Unit Bank
Units to be selected by the School.
Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Diploma of Music Industry (Technical Production) (CUS50201)

Career Opportunities
Engineer or producer in the large or small studio, live venue, theatre, post-production/multimedia facility or the broadcast area.

Scope of Delivery
This course is offered on a full-time basis.

Course Objectives
This course aims to provide students with a wide range of skills necessary for successful participation in the music industry, including live sound, studio engineering, audio post-production, multimedia, the internet, music analysis, small business management and working in teams.

Entry Requirements
Applicants are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Apply through VTAC. Applicants without formal educational qualifications may apply and, in such cases, entry to the course may be granted after interview having regard to the applicant's prior life and work experiences. All applicants must lodge a completed Victoria University Supplementary Information form.

Selection Procedures/Selection Criteria
An interview is required.

Course Duration
The course is offered on a full-time basis for 1 year, over a nominal duration of 855 hours.

Course Structure
To attain the Diploma of Music Industry (Technical Production) (CUS50201) 14 units of competency must be achieved. All units in Group A, at least four units in Group B and eight other units selected from the Unit bank for Diploma or another endorsed industry training package at Diploma level. Selection of units will be made by the school.

Group A

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tr>
<td>CUSBGE17A</td>
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Group B

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>CUSMG13A</td>
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<td>CUSSU15A</td>
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<td>CUSSU16A</td>
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<td>CUSSU17A</td>
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</table>

Diploma Unit Bank

Units to be selected by the School.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

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Diploma of Music Industry (Business) (CUS50301)

Career Opportunities
Event, artist or band manager; A & R representative. Label manager, promoter, agent or production/tour manager.

Scope of Delivery
The course is offered on a full-time basis.

Course Objectives
This course aims to provide students with a wide range of business skills necessary for successful participation in the music industry including touring, budgets, legal issues, recording and distribution deals, market research, multimedia, planning, promotion and risk management.

Entry Requirements
Applicants are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Apply through VTAC. Applicants without formal educational qualifications may apply and, in such cases, entry to the course may be granted after interview having regard to the applicant's prior life and work experiences. All applicants must also lodge a completed Victoria University Supplementary Information Form.

Selection Procedure/Selection Criteria
An interview is required.

Course Duration
This course is offered on a full-time basis for 1 year, over a nominal duration of 855 hours.

Course Structure
To attain the Diploma of Music Industry (Business) (CUS50301), sixteen units of competency must be achieved. All units in Group A, six units on Group B and five other units selected from the Unit bank for Diploma or another endorsed industry training Package at Diploma level. Selection of units will be made by the school.

Group A

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<td>CUSBGE17A</td>
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Group B

<table>
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<tr>
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<tr>
<td>CUSMG13A</td>
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<tr>
<td>CUEFIN1A</td>
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<td>CUEMA3A</td>
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</tbody>
</table>

Diploma Unit Bank

Units to be selected by the School.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Advanced Diploma of Arts (Graphic Design) (12862VIC)

Career Opportunities
Graphic Design, Web Design and production, Graphic Art, Graphic Designer.

Scope of Delivery
This course is offered on a full-time basis.

Course Objectives
Upon completion of the Diploma of Arts (Graphic Art) successful or equivalent graduates are eligible to enter into the Advanced Diploma of Graphic Design. A further year of study is undertaken in Design for Interactive Media with the emphasis on Web Production. The course promotes development of skills in design for interactive and print based media with a focus on:

• visual design;
• interface design; and
• information design.

Entry Requirements
Extensive pre-press knowledge is required, therefore entry is limited to students who have successfully completed the Diploma of Arts (Graphic Art) or equivalent course. 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.

Selection Procedures/Selection Criteria
Applicants need to apply through VTAC, contact the department to arrange an interview (see Application Procedure), attend an interview and present a folio representing these major components: typography, pre-press design, illustration, electronic media.

Course Structure
All modules are compulsory.

<table>
<thead>
<tr>
<th>Code</th>
<th>Modules</th>
<th>Hours</th>
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</thead>
<tbody>
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<td>VBS647</td>
<td>Life Drawing 2</td>
<td>32</td>
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<td>VBS758</td>
<td>History of Design</td>
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<td>VBS759</td>
<td>Design Process 2</td>
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<td>VBS760</td>
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<tr>
<td>VBS781</td>
<td>3D Studies</td>
<td>48</td>
</tr>
<tr>
<td>VBS782</td>
<td>Design for New Media</td>
<td>96</td>
</tr>
<tr>
<td>VBS783</td>
<td>Vocational Studies</td>
<td>96</td>
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<tr>
<td>VBS784</td>
<td>Critical Analysis</td>
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<tr>
<td>VBD290</td>
<td>Research Project: Specialisation 1</td>
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</tr>
<tr>
<td>VBS689</td>
<td>Electronic Design 2</td>
<td>48</td>
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</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 Artist, Further education opportunities.

Scope of Delivery
Full-time basis.

Course Objectives
The Diploma of Arts (Graphic Arts) is a two year full time course in which students learn the skills necessary to produce artwork for commercial purposes using both traditional and electronic means. The workload includes theory and practical elements. Throughout the course, close industry ties are maintained with frequent visits to sites including printers, advertising and design agencies, in addition to exhibitions and trade shows. These strong industry links allow our Graphic Art students the benefit of a well-established and extensive Work Placement program.

Entry Requirements
To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course.

Selection Procedures/Selection Criteria
Applicants are required to attend an interview and submit a folio which includes a range of design and practical works, which may include technical and product drawings, illustrations, layouts and sketches. However, other material which indicates an ability to undertake the course can be included. At the interview students should demonstrate an understanding of the course and work in this field.

Campus Location
City-South Melbourne and St Albans

Course Duration
This course is offered on a full-time basis over two years.

Course Structure
All modules are compulsory.

<table>
<thead>
<tr>
<th>Code</th>
<th>Modules</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>NCS007</td>
<td>Presenting Information</td>
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<tr>
<td>VBS635</td>
<td>Occupational Health &amp; Safety</td>
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<td>VBS636</td>
<td>Business Practices</td>
<td>16</td>
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<tr>
<td>VBS637</td>
<td>Focus on Industry</td>
<td>16</td>
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<tr>
<td>VBS638</td>
<td>Design Principles &amp; Elements</td>
<td>48</td>
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<td>VBS639</td>
<td>Contemporary Art and/ or Design</td>
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<td>VBS640</td>
<td>Computer Aided Design</td>
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<tr>
<td>VBS641</td>
<td>Drawing</td>
<td>48</td>
</tr>
<tr>
<td>VBS642</td>
<td>Life Drawing</td>
<td>32</td>
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</tbody>
</table>

186
Certificate IV in Arts (Applied Design) (15727VIC)

Career Opportunities
Further education opportunities—TAFE and Higher Education.

Scope of Delivery
Full-time basis.

Course Objective
This course is designed to develop the entry level skills necessary for further education in Graphic Arts, Graphic Design and Multimedia at the Diploma level. The content has been tailored to bridge the gap that exists between Year 12 and the Diploma level courses. This preliminary year of study is a combination of practical and theory based modules.

Entry Requirements
To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 11 or 12 level or equivalent, or be of mature age and must demonstrate the capacity to meet the requirements of the course.

Selection Procedures/Selection Criteria
Applicants will be required to attend an interview and submit a folio of recent art work.

Course Duration
This course is offered on a full-time basis over one year.

Campus Location
City-South Melbourne and St Albans

Course Structure
All modules are compulsory.

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBS638 Design Principles &amp; Elements</td>
<td>48</td>
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<tr>
<td>NCS807 Presenting Information</td>
<td>20</td>
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<tr>
<td>VBH332 Thematic Studies in Art &amp; Design</td>
<td>48</td>
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<tr>
<td>VBH336 Consumer Psychology &amp; Marketing</td>
<td>16</td>
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<tr>
<td>VBH341 Drawing</td>
<td>48</td>
</tr>
<tr>
<td>VBH338 Introduction to 3D Studies</td>
<td>48</td>
</tr>
<tr>
<td>VBH339 Design Principles &amp; Elements 2</td>
<td>48</td>
</tr>
<tr>
<td>VBH340 Design Law</td>
<td>16</td>
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<tr>
<td>VBH341 Design &amp; the Environment</td>
<td>16</td>
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<tr>
<td>VBH342 Colour</td>
<td>48</td>
</tr>
<tr>
<td>VBH343 Introduction to the Design Process</td>
<td>48</td>
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<tr>
<td>VBH355 Occupational Health &amp; Safety</td>
<td>16</td>
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<tr>
<td>VBH346 Focus on Industry</td>
<td>16</td>
</tr>
</tbody>
</table>

Elective Modules

| VBS633 Drawing for Illustration | 48    |
| VBS643 Photography              | 48    |

Total course hours 1476

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Multimedia (CUF60501)

Career Opportunities
Studio based art practice, web design and development, animation and special effects production.

Scope of Delivery
This course is offered on a full-time and part-time basis.

Course Objectives
This qualification is designed to reflect the role of people working in the multimedia industry who perform technical, design, managerial or executive duties. At this level it is possible to specialise in instructional design, project management, production, games or web site design depending on the units selected. Common duties may include:

- Designing multimedia products;
- Managing major projects;
- Coordinating the production of multimedia products;
- Business management;
- Evaluating multimedia products;
- Managing the design process for multimedia;
- Managing multimedia projects;
- Writing for multimedia;
- Undertaking instructional design;
- Editing on-line;
- Designing games;
- Testing games;
- Designing multimedia;
- Producing animation;
- Designing web sites/pages.

Entry Requirements
Entry to these courses is via an interview and submission of a folio. 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.

Selection Procedures/Selection Criteria
Applicants will be required to attend an interview and submit a folio. Previous work and life experience of mature age applicants may be considered. Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Course Duration
The Advanced Diploma of Multimedia is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 month. The courses are also offered part-time. (The Advanced Diploma of Arts Electronic Design and Interactive Media is no longer offered and is replaced by the Film, Television, Radio Multimedia Industry Training Package).

Campus Location
City-South Melbourne and St Albans.
This course is offered on a full-time basis over one year.

Selection Procedures/Selection Criteria

Applicants will be required to attend an interview and submit a folio of recent art work.

Course Duration

This course is offered on a full-time basis over one year.

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFGEN01A</td>
<td>Develop And Apply Industry Knowledge</td>
<td>15</td>
</tr>
<tr>
<td>CUEOHS1A</td>
<td>Develop a Budget</td>
<td>30</td>
</tr>
<tr>
<td>CUFMEM09A</td>
<td>Apply Principles Of Game Design to a Multimedia Product</td>
<td>30</td>
</tr>
<tr>
<td>CUFMEM08A</td>
<td>Apply Principles Of Instructional Design to a Multimedia Product</td>
<td>40</td>
</tr>
<tr>
<td>CUFMEM06A</td>
<td>Design a Multimedia Product</td>
<td>50</td>
</tr>
<tr>
<td>CUSFRAD01A</td>
<td>Originate and Develop the Concept</td>
<td>60</td>
</tr>
<tr>
<td>CUFMEM02A</td>
<td>Author a Multimedia Product</td>
<td>50</td>
</tr>
<tr>
<td>CUFIMA01A</td>
<td>Create 3D Digital Models and Images</td>
<td>75</td>
</tr>
<tr>
<td>CUFMEM10A</td>
<td>Design and Create a Multimedia Interface</td>
<td>70</td>
</tr>
<tr>
<td>CUFMEM11A</td>
<td>Design the Navigation for a Multimedia Product</td>
<td>70</td>
</tr>
<tr>
<td>CUFMEM03A</td>
<td>Integrate And Use Scripting Language in Authoring a Multimedia Product</td>
<td>60</td>
</tr>
<tr>
<td>CUFEDT01A</td>
<td>Make Creative and Technical Editing Decisions</td>
<td>60</td>
</tr>
<tr>
<td>ICPMM61DA</td>
<td>Prepare Multimedia for Different Platforms</td>
<td>50</td>
</tr>
<tr>
<td>CUFMEM04A</td>
<td>Test A Multimedia Product</td>
<td>40</td>
</tr>
<tr>
<td>CUFWRRT07A</td>
<td>Write An Interactive Sequence for Multimedia</td>
<td>50</td>
</tr>
<tr>
<td>CUFAD02A</td>
<td>Address Copyright Requirements</td>
<td>20</td>
</tr>
<tr>
<td>CUFPO09A</td>
<td>Conduct A Briefing</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE16A</td>
<td>Manage Physical Assets</td>
<td>40</td>
</tr>
<tr>
<td>CUFAD01A</td>
<td>Prepare A Proposal</td>
<td>50</td>
</tr>
<tr>
<td>CUFMEM07A</td>
<td>Apply Principles of Visual Design and Communication to the Development of a Multimedia Product</td>
<td>40</td>
</tr>
<tr>
<td>CUFEDT05A</td>
<td>Operate a Non-linear Editing System</td>
<td>50</td>
</tr>
<tr>
<td>CUFIMA07A</td>
<td>Create Titles for Screen Production</td>
<td>30</td>
</tr>
<tr>
<td>CUSAD04A</td>
<td>Manage a Major Project</td>
<td>35</td>
</tr>
<tr>
<td>CUSRAD02A</td>
<td>Conduct Research</td>
<td>35</td>
</tr>
<tr>
<td>CUSSOU12A</td>
<td>Edit Sound using Digital Systems</td>
<td>85</td>
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</tbody>
</table>

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Multimedia (CUF40801)

Career Opportunities

Further Education opportunities — TAFE and Higher Education.

Scope of Delivery

Full-time basis.

Course Objectives

This qualification is designed to reflect the role of personnel producing multimedia products who perform a range of artistic, administrative and technical duties such as:

• Producing animation;
• Producing graphics;
• Editing multimedia material;
• Developing web/ intranet/ sites/ pages;
• Authoring/ developing CD ROMs;
• Testing games;
• Designing interfaces.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 11 or 12 level or equivalent, or be of mature age and must demonstrate the capacity to meet the requirements of the course.

Selection Procedures/Selection Criteria

Applicants will be required to attend an interview and submit a folio of recent art work.

Course Duration

This course is offered on a full-time basis over one year.

Certificate III in Multimedia (CUF30601)

Career Opportunities

Further Education opportunities — TAFE and Higher Education.

Scope of Delivery

This course is offered as a VET in Schools program auspiced by Victoria University.

Course Objectives

While Certificate IV is the main entry point to the multimedia industry, this qualification is designed to reflect the role of employees who perform such duties as:

• Assisting with graphics;
• Producing and updating basic web pages;
• Producing multimedia components;
• Editing multimedia material;
• Producing animation.
Entry Requirements  
Current enrolment in VCE Year 12.

Course Duration  
This course is offered on a part-time basis over two years.

Course Structure  
To attain a Certificate III in Multimedia, 13 units must be achieved:
- 2 core units from Group A, plus
- 7 specialist units from Group B, plus

Group A Core Units  
- CUFGEN01A Develop and apply industry knowledge
- CUFSAF01A Follow Health, Safety and Security Procedures

Group B Specialist Units  
- CUFMEM07A Apply principles of visual design and communication to the development of multimedia products
- CUFIMA03A Create 2D digital animation
- ICPMM65DA Create web pages with multimedia
- ICPM615DA Develop a multimedia script
- CUSS012A Edit sound using digital systems
- CUFEDT05A Operate a non-linear editing system
- ICAITU123A Operate system software
- ICAITU126A Use advanced features of computer applications
- CUFWRT05A Write content and/or copy

Group C Elective Units  
- CUSRAD01A Address copyright requirements
- CUFMEM01A Create, manipulate and incorporate 2D graphics
- ICPM611BA Identify components of multimedia
- ICPM641CA Incorporate text into multimedia presentations
- CUFM613A Incorporate, design and edit digital video
- ICPM644CA Incorporate audio into multimedia presentations
- ICAITU005B Operate computer hardware
- ICAITU006B Operate computer packages
- CUFPO01A Prepare and participate in an electronic media activity
- CUFGA01A Produce and manipulate digital images
- CUFCCAM01A Set up and operate a basic video camera
- CUFMEM12A Update webpages
- CUFMEM001A Use an authoring tool to create an interactive sequence
- CULMS513A Use information technology

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Multimedia (CUF20601)  

Career Opportunities  
Further Education opportunities — TAFE and Higher Education.

Scope of Delivery  
This course is offered as a VET in Schools program auspiced by Victoria University.

Course Objectives  
This qualification is designed to reflect the role of people working in the multimedia industry as assistants who perform basic duties such as:
- Assisting in updating a web page
- Assisting with a project
- Assisting with animation
- Capturing and manipulating images
- Assisting with production

Entry Requirements  
Current enrolment in VCE Year 12.

Course Duration  
This course is offered on a part-time basis over one year.

Course Structure  
To attain a Certificate II in Multimedia, 9 units must be achieved:
- 2 core units from Group A, plus
- 7 specialist units from Group B, plus

Group A Core Units  
- CUFGEN01A Develop and apply industry knowledge
- CUFSAF01A Follow Health, Safety and Security Procedures

Group B Specialist Units  
- CUFIMA01A Produce and manipulate digital images
- ICPM611BA Identify components of multimedia
- ICPM641CA Incorporate text into multimedia presentations
- CUFM613A Incorporate, design and edit digital video
- ICPM644CA Incorporate audio into multimedia presentations
- ICAITU005B Operate computer hardware
- ICAITU006B Operate computer packages
- CUFPO01A Prepare and participate in an electronic media activity
- CUFGA01A Produce and manipulate digital images
- CUFCCAM01A Set up and operate a basic video camera
- CUFMEM12A Update webpages
- CUFMEM001A Use an authoring tool to create an interactive sequence
- CULMS513A Use information technology

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Arts (Visual Art) (12857VIC)  

Career Opportunities  
Visual Artist. Further education opportunities

Scope of Delivery  
This course is offered on a full-time or part-time basis. Part-time programs are normally conducted during the day.

Course Objectives  
This course aims to prepare students for a career in the Visual Arts, particularly painting, by studying relevant practical and theoretical subjects.

The course has been developed in conjunction with industry with the intention of training personnel who will be able to operate as self-sufficient artists.

Entry Requirements  
To qualify for entry to the course applicants must have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age.

Selection Procedures/Selection Criteria  
Applicants will be required to attend an interview and submit a folio of recent art work.

Course Duration  
This course is offered on a full-time basis over two years or part-time equivalent. Part-time programs are normally conducted during the day.

Campus Location  
City-South Melbourne.

Course Structure  
All modules are compulsory.

Generic Modules  

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCS007</td>
<td>Presenting Information</td>
<td>20</td>
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<tr>
<td>VBS633</td>
<td>Occupational Health &amp; Safety</td>
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<tr>
<td>VBS636</td>
<td>Business Practice</td>
<td>16</td>
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<tr>
<td>VBS637</td>
<td>Focus on Industry</td>
<td>16</td>
</tr>
<tr>
<td>VBS659</td>
<td>Contemporary Art and/ or design</td>
<td>32</td>
</tr>
<tr>
<td>VBS641</td>
<td>Drawing</td>
<td>48</td>
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<tr>
<td>VBS642</td>
<td>Life Drawing</td>
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Compulsory Modules

<table>
<thead>
<tr>
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<th>Module Title</th>
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<tr>
<td>VBS644</td>
<td>Drawing Level 2</td>
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<tr>
<td>VBS645</td>
<td>Drawing Level 3</td>
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<td>VBS646</td>
<td>Drawing Level 4</td>
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<tr>
<td>VBS647</td>
<td>Life Drawing Level 2</td>
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<tr>
<td>VBS648</td>
<td>Art Business Level 2</td>
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<td>VBS649</td>
<td>Art Business Level 3</td>
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<tr>
<td>VBS650</td>
<td>Contemporary Art Studies Level 2</td>
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<tr>
<td>VBS651</td>
<td>Contemporary Art Studies Level 3</td>
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<tr>
<td>VBS652</td>
<td>Context &amp; Culture Level 2</td>
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<td>VBS653</td>
<td>Context &amp; Culture Level 3</td>
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<td>VBS654</td>
<td>Context &amp; Culture Level 4</td>
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<tr>
<td>VBS655</td>
<td>Studio &amp; Materials Studies</td>
<td>96</td>
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<tr>
<td>VBS656</td>
<td>Context &amp; Culture Level 1</td>
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Stream Options - Painting

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>VBS657</td>
<td>Painting Level 1</td>
<td>48</td>
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<td>VBS658</td>
<td>Painting Level 2</td>
<td>48</td>
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<td>VBS659</td>
<td>Painting Minor Study 1</td>
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<td>VBS660</td>
<td>Painting Minor Study 2</td>
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<td>VBS661</td>
<td>Painting Major Study 1</td>
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<td>Painting Major Study 2</td>
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Electives

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
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<tr>
<td>VBS663</td>
<td>Printmaking Level 1</td>
<td>48</td>
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<tr>
<td>VBS664</td>
<td>Printmaking Level 2</td>
<td>48</td>
</tr>
<tr>
<td>VBD259</td>
<td>Electronic Imaging 1</td>
<td>48</td>
</tr>
<tr>
<td>VBD264</td>
<td>Electronic Imaging 2</td>
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</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
School of Human Services, Science and Technology

The School of Human Services, Science and Technology consists of six Departments:

- Child Studies;
- Health Services;
- Information Technology;
- Science and Biotechnology;
- Social and Community Studies;
- Sport, Recreation and Performance.

The School offers courses from Certificate I to Advanced Diploma level, as well as customised professional development programs developed specifically for industry. The School maintains close links with industry and bases its courses on industry-endorsed competency standards so the vocational education and training students receive is up-to-date and relevant to the world of work.

A major focus of the School is to provide support for individuals and enterprises in the workplace, and the provision of on-the-job training to a range of industries. Using flexible teaching and learning materials, enterprises are able to utilise both the University and their own workplaces to deliver training which complements individual enterprise training schedules and work patterns. The School has developed a range of flexible materials to support the delivery of training, which include CD ROM interactive, web-based and distance education.

The School of Human Services, Science and Technology is Victoria’s biggest provider of Health Services training, with a facility at the Sunbury campus, and is also a major provider of Aged Care and Sport and Recreation training. The School is the only provider of Performing Arts courses in the Western Region of Melbourne, which are delivered at both Footscray Nicholson and Sunbury campuses. These courses provide young people with an opportunity to commence training for employment in the Performing Arts Industry. The School is a major provider of animal technology education and training, a feature of which is the animal house development at the Werribee campus together with first class laboratory research facilities.

In Information Technology, the School offers Apprenticeship courses (generally Certificate III level). However, the majority of IT students undertake Certificate IV or Diploma courses which provide skills for employment in areas such as web page development and multimedia, computer hardware and software sales, PC/user support, network support/administration, or computer operations/programming.

The School’s courses are delivered at the University’s St Albans, Sunbury, Melton, Werribee, Sunshine, Footscray Nicholson, Footscray Park, City King and South Melbourne campuses. A significant number of courses are also delivered in industry settings. Programs are also delivered on-the-job in enterprises including hospitals, nursing homes and aged care facilities, and sporting clubs.

The School of Human Services, Science and Technology is also involved in industry consultancy and research. During 2003–2004 the School continues to be involved in research and development projects in biotechnology, aged care, community work, youth work, and disability work. The Department of Sport, Recreation and Performance continues its relationship with the AFL as the major provider of the outstandingly successful AFL traineeship. Continuous professional development of staff is a high priority with the School continually developing its staff’s industry and training expertise. The teaching and administrative staff attend and present papers at numerous conferences and workshops each year. All staff are involved in curriculum and learning materials development and the development of materials and approaches to support the flexible delivery of programs. A number of staff from the School are involved in the development of internet-based courses and learning materials.

Ainsley Jones
Associate Director
School of Human Services, Science & Technology

Department of Child Studies

The Department of Child Studies-TAFE offers a range of courses at Certificate and Diploma levels at Melton, Footscray, Werribee and industry based locations.

The Child Studies Department offers courses which provide vocational education for a variety of Child Studies occupations ranging from pre-employment through to para-professional level.

The courses provide graduates with good employment prospects, particularly in the western metropolitan region where there is a high level of demand for qualified workers in the Children’s Services sector.

The Child Studies Training Package was under review at the time this material was prepared. Up-to-date information can be obtained by attending the Child Studies Department course information sessions for 2004 courses. Details of these sessions can be obtained by calling the Child Studies Department on 9216 8060.

Code
CHC50399 Diploma of Community Services (Children’s Services)
CHC60399 Advanced Diploma of Community Services (Children’s Services)

In addition to these courses, the Department of Child Studies-TAFE conducts professional development programs for Industry and research and consultancies for children’s services programs.

Teresa Durka
Acting Head, Department of Child Studies-TAFE

Advanced Diploma of Community Services (Children’s Services)(CHC60399)

In 2004 this course is to be replaced by Advanced Diploma of Children’s Services (CHC60202)

Career Opportunities
Qualified worker, leadership and management roles in the children’s services industry.

Scope of Delivery
Industry.

Course Objective
This course aims to equip students with leadership and management skills, knowledge and understanding to provide for the social, emotional, physical and educational needs of infants and children up to the age of twelve. The course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed an approved year 12 or equivalent, or be of mature age and assessed by the Department as being capable of completing the course.

Admission will be restricted to applicants who hold a recognised two-year minimum early childhood qualification. These applicants will usually complete Core Units plus some Electives, dependent upon the content of their previous qualification.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Some agencies require that participants provide a police check clearance before undertaking workplace training.

**Course Duration**
The course may be offered on a full-time basis over 1760 nominal hours or part-time equivalent.
The course will be available through part-time studies. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

**Course Structure**

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD3A</td>
<td>Meet information needs of the community</td>
<td>70</td>
</tr>
<tr>
<td>CHCCT7A</td>
<td>Support community resources</td>
<td>30</td>
</tr>
<tr>
<td>CHCCO4A</td>
<td>Develop, implement and promote effective</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>communication techniques</td>
<td></td>
</tr>
<tr>
<td>CHCIF2A</td>
<td>Maintain organisation's information systems</td>
<td>50</td>
</tr>
<tr>
<td>CHCGR5A</td>
<td>Maintain an effective work environment</td>
<td>50</td>
</tr>
<tr>
<td>CHCGR7A</td>
<td>Manage workplace issues</td>
<td>75</td>
</tr>
<tr>
<td>CHCGR11A</td>
<td>Lead and develop others</td>
<td>90</td>
</tr>
<tr>
<td>CHCGR17A</td>
<td>Implement and monitor occupational health</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and safety policies, procedures and programs</td>
<td>60</td>
</tr>
<tr>
<td>CHCGR19A</td>
<td>Develop and maintain the quality of service</td>
<td>90</td>
</tr>
<tr>
<td>CHCPR10A</td>
<td>Facilitate the design of programs of the service</td>
<td>70</td>
</tr>
<tr>
<td>CHCPR12A</td>
<td>Monitor and evaluate programs</td>
<td>70</td>
</tr>
<tr>
<td>CHCPR13A</td>
<td>Facilitate the development of programs for children</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>with additional needs</td>
<td></td>
</tr>
<tr>
<td>CHCRF11A</td>
<td>Work in partnership with families to care for the</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>child</td>
<td></td>
</tr>
<tr>
<td>CHCRF23A</td>
<td>Respond to problems and complaints about the service</td>
<td>40</td>
</tr>
<tr>
<td>CHCS12A</td>
<td>Act as a resource to workers</td>
<td>40</td>
</tr>
</tbody>
</table>

**Elective and Optional Units**

Twelve elective units and one optional unit selected from one of the following three specialisations:
- Centre Based Care Workers;
- Out of School Hours Care Workers;
- Family Day Care Personnel.

Prerequisites are required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department, having regard to the relevant units listed in the Community Services Training Package, Children's Services National Competency Standards (CHC59), published 1999.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

**Diploma of Community Services (Children's Services) (CHC50399)**

[In 2004 this course is to be replaced by Diploma of Children's Services (CHC50320)]

**Career Opportunities**

Qualified worker, management of a range of children's services.

**Scope of Delivery**

On Campus and Industry.

**Course Objective**

This course aims to assist students to develop the skills, knowledge and understanding to provide for the social, emotional, physical and educational needs of infants and children up to the age of twelve, and to work closely with parents in fostering children's development.

This course combines both classroom teaching and supervised workbased techniques. Students gain "hands-on" experience working with infants and young children in children's centres, kindergartens, and other relevant settings. Great importance is attached to the student's performance during workbased teaching which constitutes about thirty per cent of the course.

This course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia. Many graduates also work for a period overseas.

**Entry Requirements**

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age or working in Children's services, and be assessed by the Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Selection Procedures/Selection Criteria**

All applicants must:
- Attend a central test/information sessions/open days and interview conducted by the University;
- Some agencies require that participants provide a police check clearance before undertaking workplace training.

Where demand for student places exceeds the number of places available, special consideration will be given to applicants who live or work in the western metropolitan region.

**Course Duration**

This course may be offered on a full-time basis over two years or part-time equivalent. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangement may include off-campus study, workshops or workplace facilitation.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Code</th>
<th>Compulsory Units of Competency, common to all streams</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>CHCCN10A</td>
<td>Support the Emotional Needs of Children</td>
</tr>
<tr>
<td>CHCCN11A</td>
<td>Guide the Establishment and Maintenance of a Safe Environment</td>
</tr>
<tr>
<td>CHCCN8A</td>
<td>Plan Care Routines</td>
</tr>
<tr>
<td>CHCF5A</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>CHCIC10A</td>
<td>Establish Plans for Developing Responsible Behaviour</td>
</tr>
<tr>
<td>CHCIC11A</td>
<td>Implement and Promote Inclusive Policies and Practices</td>
</tr>
<tr>
<td>CHCIC12A</td>
<td>Plan the Inclusion of Children with Special Needs</td>
</tr>
<tr>
<td>CHCIC14A</td>
<td>Facilitate Children's Communication Skills</td>
</tr>
<tr>
<td>CHCP5A</td>
<td>Enhance Children's Play and Leisure</td>
</tr>
<tr>
<td>CHCP9A</td>
<td>Use Observations and Records</td>
</tr>
<tr>
<td>CHCSD10A</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.
Certificate IV in Community Services (Children's Services) (CHC40399)

[In 2004 this course is to be replaced by Certificate IV in Out of School Hours Care (CHC40202)]

Career Opportunities
Out of school programs, childcare worker, childcare assistant level II, kindergarten assistant and family day care worker.

Scope of Delivery
Industry.

Course Objective
This course aims to equip students with the skills, knowledge and understanding to provide for the social, emotional, physical and educational needs of infants and children up to the age of twelve.

The course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia and overseas.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed an approved year 12 or equivalent, or be of mature age and assessed by the Department as being capable of completing the course.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Some agencies require that participants provide a police check clearance before undertaking workplace training.

Course Duration
The course may be offered over one year on a full-time basis for 760 nominal hours or part-time equivalent.

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

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCFCA  Foster the physical development of children</td>
<td>40</td>
</tr>
<tr>
<td>CHCFSA  Foster the social development of children</td>
<td>40</td>
</tr>
<tr>
<td>CHCFC4A Foster the emotional and psychological development of children</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective and Optional Units:
Nine elective units and one optional unit selected from one of the following specialisations:

• Centre Based Care Workers
• Out of School Hours Care Workers
• Family Day Care Workers

Additional prerequisite units may be required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department, having regard to the relevant units listed in the Community Services Training Package, Children's Services National Competency Standards (CHC399), published 1999.

Entry Requirements
No formal qualifications are required, but applicants must be at least 16 years of age on the first day of course commencement; and have successfully completed Year 11 or equivalent.

Special consideration will be given to groups of applicants who fit into the following categories:

• Persons working in Children's Services who have worked the equivalent of six months full-time or who have had substantial voluntary work;
• Persons from a non-English-speaking background;
• Persons who have successfully completed other relevant qualifications e.g. Certificate in Child Care Home Based, Certificate in Occupational Studies Social and Community Services.
• Persons who are of mature age.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

All applicants must attend an interview and testing before undertaking workplace training.

Selection Procedures/Selection Criteria
Application is made via a Direct Application Form.

All applicants must:
• Attend a central test/session/ open days and interview conducted by the University.
• Some agencies require that participants provide a police check clearance before undertaking workplace training.

Where demand for student places exceeds the number of places available, special consideration will be given to applicants who live or work in the western metropolitan region.

Course Duration
This course may be offered on a full-time basis over one year or part-time equivalent. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Certificate III in Community Services (Children's Services) (CHC30399)

[In 2004 this course is to be replaced by Certificate III in Children's Services (CHC30202)]

Career Opportunities
Out of school programs, childcare worker, childcare assistant level II, kindergarten assistant, and family day care worker.

This course has three specialist streams:
• Centre Based Care Workers;
• Out of School Hours Care Workers;
• Family Day Care Workers.

Scope of Delivery
Full-time, on campus study.

Course Objective
The Certificate III in Children's Services, is designed for people working on a full-time, part-time or voluntary basis as assistants in a range of early childhood settings. This course aims to help students develop their knowledge and understanding of early childhood development and school age children's development, and to provide students with skills necessary to meet the needs of these age groups.

The course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia and overseas.

Entry Requirements
No formal qualifications are required, but applicants must be at least 16 years of age on the first day of course commencement; and have successfully completed Year 11 or equivalent.

Special consideration will be given to certain groups of applicants who fit into the following categories:

• Persons working in Children's Services who have worked the equivalent of six months full-time or who have had substantial voluntary work;
• Persons from a non-English-speaking background;
• Persons who have successfully completed other relevant qualifications e.g. Certificate in Child Care Home Based, Certificate in Occupational Studies Social and Community Services.
• Persons who are of mature age.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

All applicants must attend an interview and testing before undertaking workplace training.

Selection Procedures/Selection Criteria
Application is made via a Direct Application Form.

All applicants must:
• Attend a central test/session/ open days and interview conducted by the University.
• Some agencies require that participants provide a police check clearance before undertaking workplace training.

Where demand for student places exceeds the number of places available, special consideration will be given to applicants who live or work in the western metropolitan region.

Course Duration
This course may be offered on a full-time basis over one year or part-time equivalent. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Career Opportunities
Out of school programs, childcare worker, childcare assistant level II, kindergarten assistant, and family day care worker.

This course has three specialist streams:
• Centre Based Care Workers;
• Out of School Hours Care Workers;
• Family Day Care Workers.

Scope of Delivery
Full-time, on campus study.

Course Objective
The Certificate III in Children's Services, is designed for people working on a full-time, part-time or voluntary basis as assistants in a range of early childhood settings. This course aims to help students develop their knowledge and understanding of early childhood development and school age children's development, and to provide students with skills necessary to meet the needs of these age groups.

The course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia and overseas.
The course is designed to prepare students for careers in early childhood development and school age care. It aims to help students develop their knowledge and understanding of early childhood development and school age children's needs, and to provide students with skills necessary to meet the needs of these age groups. The course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia.

Course Structure
Compulsory units of competency (common to all streams)

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN4A</td>
<td>Respond to Illness, Accidents and Emergencies</td>
<td>30</td>
</tr>
<tr>
<td>CHCCN5A</td>
<td>Travel with Children Safely</td>
<td>10</td>
</tr>
<tr>
<td>CHCCN7A</td>
<td>Foster Children's Self Help Skills</td>
<td>20</td>
</tr>
<tr>
<td>CHCFCA1</td>
<td>Support the Development of Children in the Service</td>
<td>30</td>
</tr>
<tr>
<td>CHCIC1A</td>
<td>Interact Positively with Children</td>
<td>30</td>
</tr>
<tr>
<td>CHCIC2A</td>
<td>Guide Children's Behaviour</td>
<td>30</td>
</tr>
<tr>
<td>CHCIC4A</td>
<td>Work Collaboratively with Children</td>
<td>20</td>
</tr>
<tr>
<td>CHCORG3A</td>
<td>Participate in the Work Environment</td>
<td>20</td>
</tr>
<tr>
<td>CHCFRA1</td>
<td>Facilitate Play and Leisure</td>
<td>30</td>
</tr>
<tr>
<td>CHCFRA2</td>
<td>Organise Experiences for Children</td>
<td>30</td>
</tr>
<tr>
<td>CHCPRA3</td>
<td>Observe Children</td>
<td>20</td>
</tr>
<tr>
<td>CHCRFA1</td>
<td>Communicate with Family Members about their Child</td>
<td>20</td>
</tr>
</tbody>
</table>

Children’s Services Specialisation Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAL7A</td>
<td>Fulfil Family Day Care Administration Requirements #2</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN3A</td>
<td>Prepare Food #2</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN5A</td>
<td>Support the Emotional Wellbeing of Babies/Infants</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN10A</td>
<td>Support Emotional Needs of Children</td>
<td>20</td>
</tr>
<tr>
<td>CHCCNA1</td>
<td>Support Babies Needs #2</td>
<td>20</td>
</tr>
<tr>
<td>CHCFCA2</td>
<td>Foster the Physical Development of Children</td>
<td>40</td>
</tr>
<tr>
<td>CHCFCA3</td>
<td>Foster the Social Development of Children</td>
<td>40</td>
</tr>
<tr>
<td>CHCFCA4</td>
<td>Foster the Emotional and Psychological Development of Children++</td>
<td>40</td>
</tr>
<tr>
<td>CHCGROUP2A</td>
<td>Support Group Activities++</td>
<td>20</td>
</tr>
</tbody>
</table>

Compulsory units of competency (common to all streams)

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN1A</td>
<td>Maintain a Healthy &amp; Safe Environment</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN2A</td>
<td>Provide Physical Care</td>
<td>30</td>
</tr>
<tr>
<td>CHCICAA</td>
<td>Communicate with Children</td>
<td>30</td>
</tr>
<tr>
<td>CHCCN7A</td>
<td>Foster Children's Self Help Skills</td>
<td>20</td>
</tr>
<tr>
<td>CHCFCA1</td>
<td>Support the Development of Children in the Service</td>
<td>30</td>
</tr>
<tr>
<td>CHCIC1A</td>
<td>Interact Positively with Children</td>
<td>30</td>
</tr>
<tr>
<td>CHCIC2A</td>
<td>Guide Children's Behaviour</td>
<td>30</td>
</tr>
</tbody>
</table>

Additional prerequisite units may be required for some core, elective and optional units.

Certificate II in Community Services (Children’s Services)(CHC20399)

[In 2004 this course is to be replaced by the Certificate II in Community Services Work (CHC20320)]

Career Opportunities
Family day care worker.

Scope of Delivery
Industry.

Course Objective
The course aims to help students develop their knowledge and understanding of early childhood development and school age children's needs, and to provide students with skills necessary to meet the needs of these age groups. The course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia.

Entry Requirements
There are no formal entry requirements but applicants must have successfully completed Year 11 or equivalent and be at least 16 years of age when they start the course. Some agencies require that participants provide a police check clearance before undertaking workplace training. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/ Selection Criteria
Currently working in relevant Children’s Services position.

Course Duration
The course may be offered on a full-time basis over a period of one year or part-time equivalent. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure
The course consists of a total of 10 units of competency, 7 compulsory 2 electives and 1 option. Electives may be chosen from the Children’s Services specialisation electives, the common competency elective, options may be chosen from elective or from the bank of competencies in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Additional prerequisite units may be required for some core, elective and optional units.

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN1A</td>
<td>Maintain a Healthy and Safe Environment</td>
<td>30</td>
</tr>
<tr>
<td>CHCCN2A</td>
<td>Provide Physical Care</td>
<td>30</td>
</tr>
<tr>
<td>CHCICAA</td>
<td>Communicate with Children</td>
<td>30</td>
</tr>
<tr>
<td>CHCCAL7A</td>
<td>Fulfil Family Day Care Administration Requirements #2</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN3A</td>
<td>Prepare Food #2</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN5A</td>
<td>Support the Emotional Wellbeing of Babies/Infants</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN10A</td>
<td>Support Emotional Needs of Children</td>
<td>20</td>
</tr>
<tr>
<td>CHCCNA1</td>
<td>Support Babies Needs #2</td>
<td>20</td>
</tr>
<tr>
<td>CHCFCA2</td>
<td>Foster the Physical Development of Children</td>
<td>40</td>
</tr>
<tr>
<td>CHCFCA3</td>
<td>Foster the Social Development of Children</td>
<td>40</td>
</tr>
<tr>
<td>CHCFCA4</td>
<td>Foster the Emotional and Psychological Development of Children++</td>
<td>40</td>
</tr>
<tr>
<td>CHCGROUP2A</td>
<td>Support Group Activities++</td>
<td>20</td>
</tr>
</tbody>
</table>

Compulsory competencies

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN1A</td>
<td>Support the Development of Children in the Service</td>
<td>30</td>
</tr>
<tr>
<td>CHCCN2A</td>
<td>Provide Physical Care</td>
<td>30</td>
</tr>
<tr>
<td>CHCICAA</td>
<td>Communicate with Children</td>
<td>30</td>
</tr>
<tr>
<td>CHCCAL7A</td>
<td>Fulfil Family Day Care Administration Requirements #2</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN3A</td>
<td>Prepare Food #2</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN5A</td>
<td>Support the Emotional Wellbeing of Babies/Infants</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN10A</td>
<td>Support Emotional Needs of Children</td>
<td>20</td>
</tr>
<tr>
<td>CHCCNA1</td>
<td>Support Babies Needs #2</td>
<td>20</td>
</tr>
<tr>
<td>CHCFCA2</td>
<td>Foster the Physical Development of Children</td>
<td>40</td>
</tr>
<tr>
<td>CHCFCA3</td>
<td>Foster the Social Development of Children</td>
<td>40</td>
</tr>
<tr>
<td>CHCFCA4</td>
<td>Foster the Emotional and Psychological Development of Children++</td>
<td>40</td>
</tr>
<tr>
<td>CHCGROUP2A</td>
<td>Support Group Activities++</td>
<td>20</td>
</tr>
</tbody>
</table>

Common competency elective

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCACOM1A</td>
<td>Communicate with People Accessing the Services of the Organisation</td>
<td>15</td>
</tr>
<tr>
<td>CHCDFCA1</td>
<td>Support the Development of Children in the Service</td>
<td>30</td>
</tr>
<tr>
<td>CHCCNAA</td>
<td>Support Babies Needs #2</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN4A</td>
<td>Respond to Illness, Accidents and Emergencies</td>
<td>30</td>
</tr>
<tr>
<td>CHCCN7A</td>
<td>Foster Children's Self Help Skills</td>
<td>20</td>
</tr>
<tr>
<td>CHCIC1A</td>
<td>Interact Positively with Children</td>
<td>30</td>
</tr>
<tr>
<td>CHCIC2A</td>
<td>Guide Children's Behaviour</td>
<td>30</td>
</tr>
</tbody>
</table>

**compulsory unit for centre based care workers.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Department of Health Services

The Department of Health Services conducts a range of courses which provide vocational education and training to satisfy the demands of the Health Services industry.

Code
21358VIC Certificate IV in Health (Nursing) (21358VIC)
20003VIC Course in Cardiopulmonary Resuscitation (20003VIC)
20004VIC Course in Emergency First Aid (20004VIC)
20005VIC Course in Basic First Aid (20005VIC)
20006VIC Course in Paediatric Aid (20006VIC)

In addition to these courses, the Health Services Unit conducts Traineeships and training courses for Industry.

Certificate IV in Health (Nursing)(21358VIC)

Career Opportunities
There are excellent employment opportunities for Division 2 Registered Nurses, particularly in Hospitals, Nursing Homes and Community Based Centres. Those seeking careers, as Division 2 Nurses should enjoy working with a diverse range people with varied medical conditions. Division 2 Nurses work under the direct or indirect supervision of a Division 1 Registered Nurse within the hospital, residential aged care or community health setting.

Scope of Delivery
This course is offered on a full time and part time basis.

Course Objective
The course is designed to provide a broad-based training program for students to become Division 2, Registered Nurses, working in Hospital, Medical, Aged Care or Community Health Care facilities.

Entry Requirements
To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course. All applicants will be required to sit an English literacy/numeracy test and achieve a passing grade of 80% in order to be eligible to enrol in the course.

Selection Procedures/Selection Criteria
All applicants will be required to sit an English literacy/numeracy test and achieve a passing grade of 80% in order to be eligible to enrol in the course. This selection test indicates achievement in reading and writing equivalent to National Report System level 4 in English and NRS 3 in Maths.

Course Duration
The course is 850 hours and is offered on a full-time basis over one year or part-time over two years.

Campus Location
This course is available at Sunbury Campus.

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM593</td>
<td>Contribute to the health and wellbeing of patients and clients (Rehabilitation and Community)</td>
<td>30</td>
</tr>
<tr>
<td>VBM594</td>
<td>Participate in providing palliative care</td>
<td>50</td>
</tr>
<tr>
<td>VBM595</td>
<td>Participate as a preceptor in a work team</td>
<td>30</td>
</tr>
<tr>
<td>CHCDIS3A</td>
<td>Provide services to people with disabilities</td>
<td>50</td>
</tr>
<tr>
<td>VBM596</td>
<td>Participate in providing therapeutic interventions for clients experiencing alterations to mental health and mental disorders</td>
<td>50</td>
</tr>
</tbody>
</table>

Elective Unit
One unit selected by the student, with the approval of the Head of Unit, from:

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTLIR3A</td>
<td>Work effectively with culturally diverse patients, clients, customers and co-workers</td>
<td>20</td>
</tr>
<tr>
<td>HLTLIR4A</td>
<td>Work effectively in a cross-cultural context with Aboriginal and Torres Strait Islander people and organisations</td>
<td>20</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Course in Cardiopulmonary Resuscitation (20003VIC)
For further information please contact the Health Services Unit on 9218 3231.

Course in Emergency First Aid (20004VIC)
For further information please contact the Health Services Unit on 9218 3231.

Course in Basic First Aid (20005VIC)
For further information please contact the Health Services Unit on 9218 3231.

Course in Paediatric Aid (20006VIC)
For further information please contact the Health Services Unit on 9218 3231.
**Certificate I in Information Technology (ICA10101)**

**Career Opportunities**
Computer operator.

**Scope of Delivery**
Evening classes are offered on two evenings per week for 20 weeks. Day classes will be offered over 15 weeks.

**Course Objectives**
The course is appropriate for people wanting a basic qualification in the information technology field and is designed to cover the requirements for the International Computers Drivers License. Assessment will be the endorsed tests for the ICDL.

**Certificate III in Information Technology (ICA30299)**

**Course Structure**
There are six core modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITU128A</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU129A</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU130A</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU131A</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU132A</td>
<td>25</td>
</tr>
<tr>
<td>ICAITU133A</td>
<td>25</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

**Certificate IV in Information Technology (ICA50601)**

**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.

**Certificate IV in Information Technology (ICA41101)**

**Course Structure**
This course is offered to full-time students at the Werribee Campus.

**Career Opportunities**
Web Page designer.

**Scope of Delivery**
This course is offered to full-time students at the Werribee Campus.

**Course Objectives**
The specific outcomes of the course are to provide the skills to use computers efficiently in the workplace and an understanding of a wide range of computer concepts and knowledge.

**Entry Requirements**
Basic English language, literacy and numeracy skills.

**Selection Procedures/Selection Criteria**
Selection will be based on details provided in the written application.

**Course Duration**
The course involves 170 hours of study.

**Course Structure**
There are six core modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITU128A</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU129A</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU130A</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU131A</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU132A</td>
<td>25</td>
</tr>
<tr>
<td>ICAITU133A</td>
<td>25</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

**Certificate III in Information Technology (Software Applications)(ICA30299) [Web Pages]**

**Career Opportunities**
Web Page designer.

**Scope of Delivery**
This course is offered to full-time students at the Werribee Campus.

**Course Objectives**
Designed to enable graduates of the course to gain a broad range of skills and knowledge in Internet technologies and in particular web page implementation and design. This course attempts to meet the need for skills training that has been identified by industry in the areas of software applications, networks and Web page development.

**Entry Requirements**
To qualify for admission to the course, applicants must have successfully completed an approved course of study at Year 11 level or equivalent, or be of mature age and be assessed as being capable of successfully completing the course or be able to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units:

- ICAITTW001B Work effectively in an information technology environment
- ICAITTW002B Communicate in the workplace
- ICAITU004C Apply Occupational Health and Safety procedures
- ICAITU005C Operate computer hardware
- ICAITU006C Operate computing packages
- ICAITU007B Maintain equipment and consumables
- ICAITU008C Design organisational documents using computing packages
- ICAITU013C Integrate commercial computing packages
- ICAITS014C Connect hardware peripherals
- ICAITS015B Install software applications
- ICAITS017C Maintain system integrity

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/ Selection Criteria
Selection will be based on details provided in the written application.

Course Duration
The course may be offered on a full-time basis over six months or part-time equivalent (350–620 nominal hours).

Course Structure
The Certificate III includes 280 hours of core competencies and an additional 150 hours of electives and options. The total nominal hours for the course are 410, although there may some reduction of these hours where competencies overlap and are delivered concurrently, resulting in between 360 and 420 hours of class time.

Learning Area

<table>
<thead>
<tr>
<th>Software</th>
<th>Competency Code</th>
<th>Competency Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ICAITU126B</td>
<td>Use advanced features of computer applications</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>ICAITU018C</td>
<td>Develop macros &amp; templates for clients using standard products</td>
<td>60</td>
</tr>
<tr>
<td>Web Tools</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICPMM13cA</td>
<td></td>
<td>Author a Multimedia Sequence</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU019C</td>
<td></td>
<td>Migrate to new Technology</td>
<td>20</td>
</tr>
<tr>
<td>Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICAITU028C</td>
<td></td>
<td>Customised Package</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project Applications for clients</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>ICAITS031B</td>
<td>Provide advice to clients</td>
<td>36</td>
</tr>
<tr>
<td>HTML</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICPMM65dA</td>
<td></td>
<td>Create Web Pages with Multimedia</td>
<td>50</td>
</tr>
<tr>
<td>ICAITD128A</td>
<td></td>
<td>Create user and technical documentation</td>
<td></td>
</tr>
<tr>
<td>Configures a Web PC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICAITS023B</td>
<td></td>
<td>Run standard diagnostic tests</td>
<td>20</td>
</tr>
<tr>
<td>ICPMM63dA</td>
<td></td>
<td>Access the Internet</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS021C</td>
<td></td>
<td>Connect internal hardware components</td>
<td>20</td>
</tr>
</tbody>
</table>

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Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Information Technology (General)(ICA30299)

Career Opportunities
A person with the competencies could provide basic diagnostic support in an organization with a range of technologies.

Scope of Delivery
This course is offered as an Industry Based Traineeship only.

Course Objective
The course aims to provide students with a broad range of skills and knowledge to provide basic software support to a unit or branch within an organisation.

Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no formal entry requirements for this course. Applicants may be required to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units or equivalent:

ICAITTW001B Work effectively in an information technology environment
ICAITTW002B Communicate in the workplace
ICAITU004B Apply Occupational Health and Safety procedures
ICAITU005B Operate computer hardware
ICAITU006B Operate computing packages
ICAITU007B Maintain equipment and consumables
ICAITU012B Design organisational documents using computing packages
ICAITU013B Integrate commercial computing packages
ICAITS034B Connect hardware peripherals
ICAITS058B Install software applications
ICAITS077B Maintain system integrity.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
As an industry based traineeship over 400–530 nominal hours.

Course Structure

Course Objective
The course is appropriate for a person working as a network administrator within an organisation.
Entry Requirements
There are no specific entry requirements for admission to the course. Applicants may be required to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units or equivalent:

- ICAITTW001B Work effectively in an information technology environment
- ICAITTW002B Communicate in the workplace
- ICAITU004C Apply Occupation Health and Safety procedures;
- ICAITU005C Operate computer hardware;
- ICAITU006C Operate computing packages;
- ICAITU007B Maintain equipment and consumables;
- ICAITU012C Design organisational documents using computing packages;
- ICAITU013C Integrate commercial computing packages;
- ICAITS014C Connect hardware peripherals;
- ICAITS015B Install software applications;
- ICAITS014C Maintain system integrity.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration
The course may be offered on a full-time basis over at least 350 nominal hours or part-time equivalent.

Course Structure
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.

Scope of Delivery
This course is offered to full time students at Footscray Nicholson Street, Werribee, Sunshine, St Albans and Melton campuses. It can also be undertaken in part time evening mode at the Footscray Nicholson Street campus.

Course Objectives
The Certificate IV in Information Technology (21103VIC) is designed to enable graduates of the course to gain a broad range 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.

Selection Procedures/ Selection Criteria
Selection is based on VTAC entries or the details provided in a written application. Applicants may be required to sit a selection test.

Course Duration
One year full time or two–three years part time.

Course Structure
The Certificate IV includes 520 hours of core competencies along with an additional 280 hours of electives and options. Total nominal hours for the course are 800, although there may some reduction of these hours where competencies overlap and are delivered concurrently, resulting in between 700 and 800 hours class time.

Office Applications (100 Hours)

- ICAITU005C Operate computer hardware
- ICAITU012C Use advanced features of computer applications
- ICAITS012B Administer and configure a network operating system
- ICAITS024C Provide basic system administration
- ICAITS025B Use advanced features of computer applications

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.

Selection Procedures/ Selection Criteria
Selection is based on VTAC entries or the details provided in a written application. Applicants may be required to sit a selection test.

Course Duration
One year full time or two–three years part time.

Course Structure
The Certificate IV includes 520 hours of core competencies along with an additional 280 hours of electives and options. Total nominal hours for the course are 800, although there may some reduction of these hours where competencies overlap and are delivered concurrently, resulting in between 700 and 800 hours class time.

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- ICAITU005C Operate computer hardware
- ICAITU012C Use advanced features of computer applications
- ICAITS012B Administer and configure a network operating system
- ICAITS024C Provide basic system administration
- ICAITS025B Use advanced features of computer applications

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.

Selection Procedures/ Selection Criteria
Selection is based on VTAC entries or the details provided in a written application. Applicants may be required to sit a selection test.

Course Duration
One year full time or two–three years part time.

Course Structure
The Certificate IV includes 520 hours of core competencies along with an additional 280 hours of electives and options. Total nominal hours for the course are 800, although there may some reduction of these hours where competencies overlap and are delivered concurrently, resulting in between 700 and 800 hours class time.

Office Applications (100 Hours)

- ICAITU005C Operate computer hardware
- ICAITU012C Use advanced features of computer applications
- ICAITS012B Administer and configure a network operating system
- ICAITS024C Provide basic system administration
- ICAITS025B Use advanced features of computer applications

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.

Selection Procedures/ Selection Criteria
Selection is based on VTAC entries or the details provided in a written application. Applicants may be required to sit a selection test.

Course Duration
One year full time or two–three years part time.

Course Structure
The Certificate IV 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.

Selection Procedures/ Selection Criteria
Selection is based on VTAC entries or the details provided in a written application. Applicants may be required to sit a selection test.

Course Duration
One year full time or two–three years part time.

Course Structure
The Certificate IV 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.

Selection Procedures/ Selection Criteria
Selection is based on VTAC entries or the details provided in a written application. Applicants may be required to sit a selection test.

Course Duration
One year full time or two–three years part time.

Course Structure
The Certificate IV 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.

Selection Procedures/ Selection Criteria
Selection is based on VTAC entries or the details provided in a written application. Applicants may be required to sit a selection test.

Course Duration
One year full time or two–three years part time.

Course Structure
The Certificate IV 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.

Selection Procedures/ Selection Criteria
Selection is based on VTAC entries or the details provided in a written application. Applicants may be required to sit a selection test.

Course Duration
One year full time or two–three years part time.

Course Structure
The Certificate IV 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.

Selection Procedures/ Selection Criteria
Selection is based on VTAC entries or the details provided in a written application. Applicants may be required to sit a selection test.

Course Duration
One year full time or two–three years part time.

Course Structure
The Certificate IV 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.

Selection Procedures/ Selection Criteria
Selection is based on VTAC entries or the details provided in a written application. Applicants may be required to sit a selection test.

Course Duration
One year full time or two–three years part time.
Certificate IV in Information Technology (Network Management) (ICA40399)

Career Opportunities
Network Administrator.

Scope of Delivery
This course is offered to Industry only.

Course Objective
The course aims to develop the knowledge and skills of students wishing to make a career in the Information Technology Industry in the areas of Network Management.

Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. Applicants must be employed or about to be employed as an industry-based trainee. Suggested entry level competencies are:

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Course Structure
Core Units (50 nominal hours)

ICAITI097B Install & configure a network 40
ICAITI061B Undertake capacity planning 50
ICAITI020B Install & optimise system software 20
ICAITI021B Connect internal hardware components 20
ICAITI017B Monitor & administer network security 20
ICAITI018B Monitor & administer system faults 30
ICAITI019B Optimise system performance 30
ICAITI022B Apply skills in project management 20
ICAITI023B Install software to networked computers 40
ICAITI024B Install network hardware to a network 40
ICAITI025B Use advanced features of computer applications 40
ICAITI026B Determine & action network problem 30
ICAITI027B Operate system software 50
ICAITI028B Build an internet infrastructure 50
ICAITI029B Action & complete change requests 60
ICAITT027B Relate to clients on a business level 40

Two from the following:

Elective Units (60–190 nominal hours)

ICAITI018B Implement system software changes 30
ICAITI019B Implement maintenance procedures 10
ICAITI020B Complete database backup and recovery 30
ICAITI021B Identify & resolve common database performance problems 30
ICAITI022B Apply skills in time management 10
ICAITI023B Apply skills in quality management 30
ICAITU001C Migrate to new technology 20
ICPMM65A Create web pages with multimedia 50
ICAITI012B Monitor and administer a database 30
ICAITT026B Co-ordinate and maintain work teams 20
ICAITI025B Assist with analysis of emerging technology 40
ICAITI026B Maintain equipment and software in working order 40
ICAITI029B Evaluate system status 20
ICAITI014B Connect internal hardware components 20
ICAITU028C Customise packaged software applications for clients 60

Two elective units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Information Technology Training Package.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Information Technology (Client Support) (ICA40199)

Career Opportunities
A support role is a ‘Client Services’ area of an organisation.

Scope of Delivery
This course is offered to Industry only.

Course Objective
The course is appropriate for a person working in a support role in an organisation.

Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. Applicants must be employed or about to be employed as an industry-based trainee. Suggested entry level competencies are:

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Information Technology (Database Administration)

(ICA40299)

Career Opportunities

The course is appropriate for a person working in a database support role in an organisation.

Scope of Delivery

This course is offered to Industry only.

Course Objectives

This course is designed for students wishing to gain skills and a basic qualification in the use and design of databases. In particular the role of database administrator will be covered with issues surrounding security accuracy and currency of data as opposed to data entry. Students will cover topics such as SQL keys and normalisation of databases.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a full-time basis of between 770–920 nominal hours or part-time equivalent.

Course Structure

The module descriptors are listed under the Module/Unit Details section of this Handbook.

ICAITU006C Operate computing packages
ICAITU007C Maintain equipment and consumables
ICAITU013C Integrate commercial computing packages
ICAITU014C Connect hardware peripherals
ICAITU015C Install software applications
ICAITU017C Maintain system integrity
ICAITU021C Design organisational documents using commercial computing packages
ICAITU126A Use advanced features of computer applications
ICAITU127B Operate system software
ICAITU128B Create user and technical documentation
ICAITU129B Create code for applications
ICAITU130B Install software to networked computers
ICAITU131B Provide advice to clients
ICAITU132B Provide network systems administration
ICAITU133B Develop macros and templates for clients using standard products
ICAITU134B Install and optimise system software
ICAITU135B Determine client computing problems & action
ICAITU136B Run standard diagnostic tests
ICAITU137B Provide advice to clients
ICAITU138B Develop macros and templates for clients using standard products
ICAITU139B Provide advice to clients
ICAITU140B Monitor and administer a database
ICAITU141B Monitor and administer systems security
ICAITU142B Identify and resolve common database problems
ICAITU143B Provide advice to clients
ICAITU144B Action and complete change requests
ICAITU145B Complete database backup and recovery
ICAITU146B Relate to clients on a business level

Two units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in the Information Technology Training Package ICA99, Version3 (published 2002); Two units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in any other relevant training package endorsed by the Australian National Training Authority.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Information Technology (Programming) (ICA40699)

Career Opportunities
Provides skills for basic programming requirements. A person competent in these competencies could work as a junior team member in an implementation project or in a technical support role.

Scope of Delivery
This course is offered to Industry only.

Course Objectives
A person competent in these competencies could work as a junior team member in an implementation project or in a technical support role. A person completing this group of competencies should hold the suggested entry competencies for the Diploma of Information Technology (Software Development).

Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. Applicants must be employed or about to be employed as an industry based trainee. Suggested entry level competencies are:

ICAITT001B Work effectively in an Information Technology environment;
ICAITT002B Communicate in the workplace;
ICAITU004C Apply Occupational Health and Safety procedures;
ICAITU005C Operate computer hardware;
ICAITU006C Operate computer peripherals;
ICAITU007C Maintain computer equipment and consumables;
ICAITU010C Design documentation;
ICAITU011C Use a library or pre-existing component;
ICAITU012C Use design 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 is only offered as an Industry based traineeship of 520-660 nominal hours.

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITPM129A</td>
<td>Apply skills in project integration</td>
<td>20</td>
</tr>
<tr>
<td>BSX154L403</td>
<td>Apply skills in time management</td>
<td>10</td>
</tr>
<tr>
<td>BSX154L404</td>
<td>Apply skills in costing management</td>
<td>30</td>
</tr>
<tr>
<td>BSX154L405</td>
<td>Apply skills in quality management</td>
<td>30</td>
</tr>
<tr>
<td>ICAITD058A</td>
<td>Apply skills in object oriented design</td>
<td>40</td>
</tr>
<tr>
<td>ICAITB075A</td>
<td>Use a library or pre-existing component</td>
<td>20</td>
</tr>
<tr>
<td>ICAITTW027B</td>
<td>Relate to clients on a business level</td>
<td>40</td>
</tr>
<tr>
<td>ICAITB064B</td>
<td>Prepare software development review</td>
<td>10</td>
</tr>
<tr>
<td>ICAITB070B*</td>
<td>Create code for applications</td>
<td>200</td>
</tr>
<tr>
<td>ICAITB076B</td>
<td>Implement configuration management</td>
<td>20</td>
</tr>
<tr>
<td>ICAITD041B</td>
<td>Determine client business expectations &amp; needs</td>
<td>30</td>
</tr>
<tr>
<td>ICAITD051B</td>
<td>Develop client interface</td>
<td>40</td>
</tr>
<tr>
<td>ICATS015B</td>
<td>Maintain equipment and software in working order</td>
<td>40</td>
</tr>
</tbody>
</table>

Certificate IV in Information Technology (Technical Support) (ICA40599)

Career Opportunities
A person competent in these competencies could work in a range of technical support roles.

Scope of Delivery
This course is offered as to Industry only.

Course Objectives
The course provides skills for support roles within organisations. A person competent in these competencies could work in a range of technical support roles.

Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. Applicants must be employed or about to be employed as an industry based trainee. Suggested entry level competencies are:

ICAITTW001B Work effectively in an Information Technology environment;
ICAITTW002B Communicate in the workplace;
ICAITU004C Apply Occupational Health and Safety procedures;
ICAITU005C Operate computer hardware;
ICAITU006C Operate computer peripherals;
ICAITU007C Maintain computer equipment and consumables;
ICAITU010C Design documentation;
ICAITU011C Use a library or pre-existing component;
ICAITU012C Use design knowledge acquired by the applicant through previous study, in articulation, informal or formal learning, or from work and/ or life experience.

Some module descriptors are listed under the Module/ Unit Details section of this Handbook.

Certificate IV in Information Technology (Technical Support) (ICA40599)

Career Opportunities
A person competent in these competencies could work in a range of technical support roles.

Scope of Delivery
This course is offered as to Industry only.

Course Objectives
The course provides skills for support roles within organisations. A person competent in these competencies could work in a range of technical support roles.

Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. Applicants must be employed or about to be employed as an industry based trainee. Suggested entry level competencies are:

ICAITTW001B Work effectively in an Information Technology environment;
ICAITTW002B Communicate in the workplace;
ICAITU004C Apply Occupational Health and Safety procedures;
ICAITU005C Operate computer hardware;
ICAITU006C Operate computer peripherals;
ICAITU007C Maintain computer equipment and consumables;
ICAITU010C Design documentation;
ICAITU011C Use a library or pre-existing component;
ICAITU012C Use design knowledge acquired by the applicant through previous study, in articulation, informal or formal learning, or from work and/ or life experience.

Some module descriptors are listed under the Module/ Unit Details section of this Handbook.
Recognition of prior learning may be available based on skills and knowledge already acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis over at least 365 nominal hours or part-time equivalent.

Course Structure
Core Units (285 nominal hours)
ICAITS184A Ensure site usability
ICAITS189A Maintain information standards
ICAITS189A Develop guidelines for updating and loading information to a website
ICAITS189A Ensure website content meets appropriate technical protocols & standards
ICAITS189A Use development software & IT tools to build a basic website to specifications
ICAITS189A Validate basic website performance
ICAITS189A Create a simple mark-up language document to specification
ICAITS189A Produce basic client side script for dynamic webpages

Elective Units
Units, together totalling four (a minimum of at least 80 nominal hours cumulatively) selected by the student with the approval of the head of Department, having regard to the relevant units detailed in the Information Technology Training Package, ICA99(V3), Australian National Training Authority, 2002, of which two units, at equivalent qualification levels, may be selected from any other nationally endorsed training package.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Information Technology (Website Design)(ICA41101)

Career Opportunities
Website Administration, Web Page Construction

Scope of Delivery
This course is offered to Industry only.

Course Objectives
The course aims to develop the knowledge and skills of students wishing to make a career in the Information Technology Industry.

Entry Requirements
To qualify for admission there are no specific entry requirements for this qualification. It is however reasonable to expect that prior to commencing this training program, learners should have demonstrated competency in basic information technology skills.
ICAITT183A Confirm accessibility of website design
ICAITU205A Select and employ software and hardware multimedia tools
ICAITB169A Use development software & IT tools to build a basic website to specifications
ICAITI189A Ensure website content meets appropriate technical protocols & standards
ICAITT185A Validate basic website performance
ICAITB171A Develop Cascading Style Sheets (CSS) ICAITS117B Maintain custom software
ICAITB137A Produce basic client side script for dynamic web pages ICAITAD049A Develop logical abstraction from requirements (OOA)
ICAIITU207A Apply a web authoring tool to convert client data ICATB070B Create code for applications

CUFMEM06A Design a multimedia product CUFMEM07A Apply principles of visual design and communication to the development of a multimedia product
CUFMEN08A Apply the principles of instructional design to a media product
CUFMEN10A Design and create a multimedia interface
ICAITS201A Transfer content to a website using commercial applications

Elective Units
Units, together totalling four (a minimum of at least 80 nominal hours cumulatively) selected by the student with the approval of the Head of Department, having regard to the relevant units detailed in the Information Technology Training Package, ICA99(V3), Australian National Training Authority, 2002, of which two units at equivalent qualification levels, may be selected from any other nationally endorsed training package.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Information Technology (Computer Science)(21378VIC)

Career Opportunities
This course provides entry into the degree in Computer Science with advanced standing.

Scope of Delivery
Offshore delivery only.

Course Objectives
The course aims to enskill those wishing to pursue a career in the information technology industry involving the application of analytical skills across a range of environments including statistics, data analysis, quality improvement analysis, market research and forecast, operations research, production planning, production scheduling, simulation studies, transportation, financial modelling and investment analysis. In addition, the course aims to impart skills for work in other areas of computing such as help desk operator, programmer, software developer, systems designer, systems analyst, applications developer and networking administrator.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department IELTS level 5.5 English (oral and written) competency and numeracy at NRS level 5. These competencies may be met by Mathematics to Foundation VCE level, or equivalent, and demonstration to the satisfaction of the Head of Department that the applicants concerned are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
At least 930 nominal hours full-time or part-time equivalent.

Course Structure
Core Units (600 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICATTS014C</td>
<td>Connect hardware peripherals</td>
<td>20</td>
</tr>
<tr>
<td>ICATTS020C</td>
<td>Install and optimise system software</td>
<td>20</td>
</tr>
<tr>
<td>ICATTS021C</td>
<td>Operate internal hardware components</td>
<td>20</td>
</tr>
<tr>
<td>ICATTS025B</td>
<td>Run standard diagnostic tests</td>
<td>20</td>
</tr>
<tr>
<td>ICATTS117B</td>
<td>Maintain custom software</td>
<td>40</td>
</tr>
<tr>
<td>ICAITAD049A</td>
<td>Develop logical abstraction from requirements (OOA)</td>
<td>60</td>
</tr>
<tr>
<td>ICATB070B</td>
<td>Create code for applications</td>
<td>200</td>
</tr>
<tr>
<td>ICATT079B</td>
<td>Perform integration test</td>
<td>10</td>
</tr>
<tr>
<td>ICAITU006C</td>
<td>Operate computing packages</td>
<td>60</td>
</tr>
<tr>
<td>ICATU126B</td>
<td>Use advanced features of computer applications</td>
<td>40</td>
</tr>
<tr>
<td>ICPM011A</td>
<td>Identify components of multimedia</td>
<td>20</td>
</tr>
<tr>
<td>ICPM021A</td>
<td>Capture a digital image</td>
<td>20</td>
</tr>
<tr>
<td>ICPM041A</td>
<td>Incorporate text into multimedia presentations</td>
<td>20</td>
</tr>
<tr>
<td>ICPM063A</td>
<td>Access the internet</td>
<td>20</td>
</tr>
<tr>
<td>ICPM065A</td>
<td>Create web pages with multimedia</td>
<td>50</td>
</tr>
<tr>
<td>VBM978</td>
<td>Solve mathematical problems in industrial situation</td>
<td>120</td>
</tr>
<tr>
<td>VBM979</td>
<td>Use statistics for data mining</td>
<td>30</td>
</tr>
<tr>
<td>VBM980</td>
<td>Design experiments using time series and forecasting techniques</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units
Units (totalling at least 130 nominal hours) from one of the following elective groups:

Group A
ICAITS030B Install software to networked computers 40
ICAITT120B Administer and configure a network O/S 50
ICAITT077B Install and configure a network 40

Group B
ICAITS032B Provide network systems administration 20
ICAITSO12B Optimise system configuration 40
ICAITS118B Manage system security 50
ICAITS119B Monitor and administer system security 50

Diploma of Information Technology (Software Development)(ICA50299)

Career Opportunities
Analyst, web development, software support.

Scope of Delivery
Full-time, part-time

Course Objectives
The course provides skills in programming and software development. A person competent in these competencies could work in the areas of programming analysis, web development and software support. There are several recommended entry competencies identified in the competency groupings, which would assist a person to complete this course.

Entry Requirements
Successful completion of the Certificate IV in Information Technology(21130VIC) or demonstrated competency in the following units of competency

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICATTS025B</td>
<td>Run standard diagnostic tests</td>
</tr>
<tr>
<td>ICATD128A</td>
<td>Create user and technical documentation</td>
</tr>
<tr>
<td>ICATTS031B</td>
<td>Provide advice to clients</td>
</tr>
<tr>
<td>ICAITP129A</td>
<td>Apply skills in project integration</td>
</tr>
<tr>
<td>BSN154L043</td>
<td>Apply skills in time management</td>
</tr>
<tr>
<td>BSN154L040</td>
<td>Apply skills in cost management</td>
</tr>
<tr>
<td>BSN154L045</td>
<td>Apply skills in quality management</td>
</tr>
<tr>
<td>ICAITAD058A</td>
<td>Apply skills in object oriented design</td>
</tr>
<tr>
<td>ICAITB075A</td>
<td>Use a library or pre-existing components</td>
</tr>
</tbody>
</table>
ICAITTW027B  Relate to clients on a business level
ICAITB064B  Prepare software development review
ICAITB070B  Create code for applications
ICAITB076A  Implement configuration management

Selection Procedures/Selection Criteria
Selection will be based on academic progress in 21103VIC.

Course Duration
The Diploma of Information Technology (Software Development)(ICA50299) consists of 796 nominal hours of study, which will be completed in one year full time study or two years part time evening study (evening classes will be offered subject to numbers).

Course Structure

Semester One
Project Management (56 Hours)
BSX154L501  Guide Application of Project Integrative Processes
BSX154L602  Manage Project Scope
Database Technology (72 Hours)
ICAITB069B  Identify Physical Database Requirements
ICAITB136A  Use SQL to Create Database Structures and manipulate data
System Modelling & Design (76 Hours)
ICAITAD043B  Develop and Present a Feasibility Report
ICAITAD056B  Prepare Disaster Recovery/Contingency Plans
ICAITB059B  Develop Detailed Technical Design
Advanced VB Programming A (68 Hours)
ICAITB069B.1  Develop Software
00 Java Programming A (70 Hours)
ICAITB069B.2  Develop Software
ICAITT080B  Perform Specific Unit Test for 00 Class
Database Server Scripting (54 Hours)
ICAITB069B.3  Develop Software

Semester Two
Advanced VB Programming B (60 Hours)
ICAITSI17B  Maintain Custom Software
ICAITD048C  Develop Configuration Management
ICAITB069B.4  Develop Software
00 Java Programming B (60 Hours)
ICAITT079B  Perform Integration Test
ICAITB069B.5  Develop Software
ICAITT077C  Develop Detailed Test Plan
Database Project (126 Hours)
BSX154L604  Manage Cost
BSX154L605  Manage Quality
ICAITAD050A  Develop Detailed Component Specification from Project Specification
ICAITAD043B  Develop and Present a Feasibility Report
ICAITAD046B  Model Preferred System Solutions
MM Design 1 (60 hours)
ICPMM67DA  Plan Interface Design
ICPMM43CA  Incorporate Digital Photography in MM Presentation
MM Design 1 (110 hours)
ICPMM13CA  Author a Multimedia Script
ICPMM15DA  Develop a Multimedia Script
Multimedia Authoring 2 (90 hours)
ICPMM45CA  Incorporate Animation into MM Presentation
ICPMM46DA  Develop and Present a Feasibility Report
MM Design 2 (80 hours)
ICPMM13CA  Author a Multimedia Script
Client Support (60 hours)
ICAITAD056B  Prepare Disaster Recovery/ Contingency Plans
Client Liaison (60 hours)
ICAITB069B  Develop Software
ICAITB069B.6  Develop Software
Advanced Internet Technologies (90 hours)
ICAITB069B.7  Develop Software
ICAITT083B  Develop and Conduct Client Acceptance Test
Networking for the Internet (80 Hours)
ICAITB090B  Build an Intrernet
ICAITB090B  Conduct pre-installation audit for software installation
ICAITT084B  Perform stress and loading test of integrated platform
Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Information Technology (21104VIC)

Specialising in Multimedia

Career Opportunities
Multimedia programmer; animation (2D and 3D), digital imaging and web page development.

Scope of Delivery
One year full time study.

Course Objectives
The course has a specific emphasis on the skills needed to design and develop multimedia applications; Multimedia Programming, Authoring, Animation, Digital Imaging and client liaison. This course will be offered at the St Albans campus to full time students.

Entry Requirements
The successful completion of 21103VIC–Certificate IV in Information Technology.

Selection Procedures/Selection Criteria
Selection will be based on academic progress in 21103VIC.

Course Duration
The second Diploma year of the course will be offered on a full time bases over 805 Nominal hours.

Course Structure
Multimedia Production (80 hours)
ICPMM46CA  Incorporate Video into MM Presentation
ICPMM67DA  Incorporate Animation into MM Presentation
MM Design 2 (80 hours)
ICPMM45CA  Incorporate Animation into MM Presentation
ICPMM13CA  Author a Multimedia Script
ICPMM15DA  Develop a Multimedia Script
Multimedia Authoring 2 (90 hours)
ICPMM45CA  Incorporate Animation into MM Presentation
ICPMM13CA  Author a Multimedia Script
Client Support (60 hours)
ICAITS031B  Provide Advice to Clients
Client Liaison (60 hours)
ICAITS022B  Determine Client Computing Problems and Actions
Database Technology (90 hours)
ICAITB139A  Design a Databasesolutions
ICAITB069B  Identify Physical Database Requirements
Database Integration (55 hours)
ICAITB170A  Build a Database
ICAITB180A  Integrate a Database with a Web Site
Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Diploma of Information Technology (Website Development) (ICA50601)/ Diploma of Information Technology (Internetworking) (ICA50701)

(Dual Diploma)

Career Opportunities
E-commerce, website development, website security, web-page development content management and network administration.

Scope of Delivery
One year full time study.

Course Objective
The course has a specific emphasis on the skills needed to design and develop web-based applications and platforms, including securing websites and payment gateways for eCommerce applications. This course will be offered at the Sunshine campus to full time students.

Entry Requirements
Successful completion of 21103VIC-Certificate IV in Information Technology.

Selection Procedures/Selection Criteria
Selection will be based on academic progress in 21103VIC.

Course Duration
The two Diplomas together offered full time over 740 nominal hours.

Course Structure
Database Programming & Integration (55 hours) ICA50601
- ICAITB170A Build a Database
- ICAITB180A Integrate a Database with a Website

Data Modelling (100 hours) ICA50601
- ICAITAD139 Design a Database
- ICAITAD151A Gather Data to Identify Business Requirements
- ICAITAD158A Translate Business Needs into Technical Requirements

Internet Hardware 1 (100 hours) ICA50701
- ICAITAD144A Determine Best Fit Topology for a Local Network
- ICAITAD145A Determine Best Fit Topology for WAN Network
- ICAITB173A Install Intelligent Hub
- ICAITB174A Install Network Bridges/Switches
- ICAITB176A Install and Configure a Router
- ICAITS192A Configure an Internet Gateway

Content Management (70 hours) ICA50601
- ICAITAD146A Develop Web Site Information Architecture
- ICAITAD152A Implement Risk Management Processes
- ICAITB209A Writing for the World Wide Web
- ICAITTW214A Maintain Ethical Conduct*

Internet Hardware 2 (90 hours) ICA50701
- ICAITI097B Install and Configure a Network
- ICAITI101B Install and Manage Network Protocols
- ICAITAD045B Produce Network/Communication Design
- ICAITS121A Administer Network Peripherals

Internet Programming (70 hours) ICA50601
- ICAITB165A Create Dynamic Pages
- ICAITT084B Perform Stress and Loading Test of Integrated Platform
- ICAITU208A Use Site Server Tools for E-Business

Server Security 1 (80 hours) ICA50701
- ICAITS124B Monitor and Administer Network Security
- ICAITB159A Build a Security Shield for a Network
- ICAITS197A Install and Maintain a Valid Authentication Processes*

Server Security 2 (65 hours) ICA50601
- ICAITS196A Implement Secure Encryption Technologies**
- ICAITS202A Ensure Privacy for Users
- ICAITS195A Ensure Dynamic Website Security

Web Project (120 hours) ICA50601
- ICAITB168A Compile and Run an Application
- ICAITAD142A Design a Website to Meet Technical Requirements

ICAITT083B Develop and Conduct Client Acceptance Test

Network Project (90 hours) ICA50601/ICA50701
- ICAITB162A Configure a Payment Gateway
- ICAITI188A Install and Maintain a Server
- ICAITI099B Build an Intranet

*Also required for ICA50601
**Also required for ICA50701

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
### Department of Science and Biotechnology

The Department of Science and Biotechnology-TAFE conducts a wide range of courses that provide vocational education for a wide variety of occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificates I to IV and Diploma courses offered by the Department are set out below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTM50100</td>
<td>Advanced Diploma of Meat Processing(MTM50100)</td>
</tr>
<tr>
<td>LGA20200</td>
<td>Certificate II in Local Government (Environmental Health and Regulation)</td>
</tr>
<tr>
<td>LGA30200</td>
<td>Certificate III in Local Government (Environmental Health and Regulation)</td>
</tr>
<tr>
<td>LGA50300</td>
<td>Diploma of Local Government (Environmental Health and Regulation)</td>
</tr>
<tr>
<td>LGA60300</td>
<td>Advanced Diploma of Local Government (Environmental Health and Regulation)</td>
</tr>
<tr>
<td>FD10398</td>
<td>Certificate I in Food Processing (Plant Baking)</td>
</tr>
<tr>
<td>FD20398</td>
<td>Certificate II in Food Processing (Plant Baking)</td>
</tr>
<tr>
<td>FD30398</td>
<td>Certificate III in Food Processing (Plant Baking)</td>
</tr>
<tr>
<td>PMA10198</td>
<td>Certificate I in Process Plant Skills(PMA10198)</td>
</tr>
<tr>
<td>PMA20198</td>
<td>Certificate II in Process Plant Operations(PMA20198)</td>
</tr>
<tr>
<td>PMA30198</td>
<td>Certificate III in Process Plant Operations(PMA30198)</td>
</tr>
<tr>
<td>FD10198</td>
<td>Certificate I in Food Processing(FD10198)</td>
</tr>
<tr>
<td>FD30198</td>
<td>Certificate III in Food Processing(FD30198)</td>
</tr>
<tr>
<td>11893VIC</td>
<td>Certificate IV in Food Technology(11893VIC)</td>
</tr>
<tr>
<td>206A/KC</td>
<td>Diploma of Food Technology(206A/KC)</td>
</tr>
<tr>
<td>FD10298</td>
<td>Certificate I in Pharmaceutical Manufacturing(FD10298)</td>
</tr>
<tr>
<td>FD20298</td>
<td>Certificate II in Pharmaceutical Manufacturing(FD20298)</td>
</tr>
<tr>
<td>FD30298</td>
<td>Certificate III in Pharmaceutical Manufacturing(FD30298)</td>
</tr>
<tr>
<td>LHT31402</td>
<td>Certificate III in Health Service Assistance (Hospital/Community Health Assistance)(LHT31402)</td>
</tr>
<tr>
<td>21010VIC</td>
<td>Courses in Lubrication(21010VIC)</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 Science and Biotechnology-TAFE offers a range of short courses and training programs to meet the specific training needs of industry for example–Pharmaceutical Manufacturing, Food Processing, Meat Processing, Stockfeed Milling and many more.

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**Certification III in Science (21238VIC)**

**Career Opportunities**

This course aims to develop knowledge and skills of students wishing to enter a TAFE course or undertake VCE.

**Scope of Delivery**

This course is offered on full-time basis.

**Course Objectives**

This course provides general science training for people wishing to undertake further study in the science or health related fields at Certificate IV or diploma level.

**Entry Requirements**

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

**Selection Procedures/Selection Criteria**

Lodgement of a timely application form, direct to the University.

**Course Duration**

The course may be offered on a full-time basis over 400 nominal hours or part-time equivalent.
Course Structure
Core Units (totalling 220 nominal hours)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM049</td>
<td>20</td>
</tr>
<tr>
<td>VBM050</td>
<td>20</td>
</tr>
<tr>
<td>VBM060</td>
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<tr>
<td>VBD740</td>
<td>50</td>
</tr>
<tr>
<td>VBD745</td>
<td>20</td>
</tr>
<tr>
<td>VBD746</td>
<td>50</td>
</tr>
</tbody>
</table>

Stream Modules (totalling a minimum of 160 nominal hours)

Students must complete a minimum of 80 hours of modules from two of the following streams:

(i) Chemistry
(ii) Physics
(iii) Biology

Modules are to be selected by the student with the approval of the Head of Department having regard to the list of relevant modules on page XVII in the Certificate III in Science (21238VIC) and Certificate IV in Science (21239VIC) accreditation document (published 2002).

Elective Units

Students must complete a minimum of 40 nominal hours of elective modules from:

- the list of relevant modules listed in the Certificate III in Science (21238VIC) and Certificate IV in Science (21239VIC) accreditation document (published 2002).
- any other Training Package or accredited curriculum endorsed by the Australian National Training Authority.

Modules are to be selected by the student with the approval of the Head of Department.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Science (21239VIC)

Career Opportunities

This course aims to develop knowledge and skills of students wishing to undertake further study in a scientific field.

Scope of Delivery

This course is offered on a full-time basis.

Course Objective

This course provides general science training for people wishing to undertake further study in the science or health related fields at diploma or degree level.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Selection Procedures/Selection Criteria

Lodgement of a timely application form, direct to the University.

Course Duration

The course may be offered on a full-time basis over 700 nominal hours or part-time equivalent.

Course Structure
Core Units (totalling 335 nominal hours)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM049</td>
<td>20</td>
</tr>
<tr>
<td>VBM050</td>
<td>20</td>
</tr>
<tr>
<td>VBM060</td>
<td>60</td>
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<tr>
<td>VBD740</td>
<td>50</td>
</tr>
<tr>
<td>VBD745</td>
<td>20</td>
</tr>
<tr>
<td>VBD746</td>
<td>50</td>
</tr>
<tr>
<td>NCS015</td>
<td>20</td>
</tr>
</tbody>
</table>

Certificate III in Animal Technology (QLD 3757)

Career Opportunities

Animal Carer.

Scope of Delivery

Part-time, on campus.

Course Objective

This course aims to provide an accredited program of training for people wishing to pursue a career in a range of animal care facilities and environments associated with husbandry. The level of training provided by this course is to the degree of competence required by a person entering the occupational level of animal carer.

Entry Requirements

To qualify for admission to this course students must have completed a year 9/10 program or equivalent.

Selection Procedures/Selection Criteria

Direct application and interview.

Course Duration

The course is offered on a part-time basis (three days per week) over 12 months.

Course Structure

Students are required to complete all 10 core subjects and 80 hours of electives.

Students intending to continue onto Certificate IV in Animal Technology (2411ARC) will also need to complete Introductory Mathematics and Bridging Science.

<table>
<thead>
<tr>
<th>Code</th>
<th>Science Industry Orientation</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA600</td>
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<td>Work Placement</td>
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<td>AAA630</td>
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<td>Laboratory Animal Husbandry</td>
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<td>AAA651</td>
<td>Farm Animal Husbandry</td>
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<tr>
<td>AAA652</td>
<td>Companion Animal Husbandry</td>
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</tr>
<tr>
<td>AAA653</td>
<td>Animal Facility Operation and Hygiene</td>
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<tr>
<td>AAA654</td>
<td>Animal Ethics and Welfare</td>
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<tr>
<td>AAA668</td>
<td>Animal Anatomy and Physiology</td>
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</tr>
<tr>
<td>NCS002</td>
<td>Writing Skills for Work</td>
<td>20</td>
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</tbody>
</table>
Certificate IV in Animal Technology (2411ARC)

Career Opportunities
Animal technical assistant, animal attendant.

Scope of Delivery
Full-time or part-time, on campus.

Course Objective
This course aims to provide an accredited program of training for people wishing to pursue a career involving the care and use of animals in a range of environments including biomedical research, welfare, primary production and education. The level of training provided by this course is to the degree of competence required by a person entering the occupational level of Technical Assistant.

Entry Requirements
To qualify for admission to the course, applicants generally must have:
- successfully completed an approved course of study at Year 12 level or
- equivalent with studies in English and Biology, or be of mature age and be assessed as being capable of successfully completing the course.

Selection Procedures/Selection Criteria
Non exit VCE: Direct application and interview. Exit VCE: Through VTAC.

Course Duration
The course is offered on a full-time basis over 12 months or part-time equivalent.

Course Structure
Students are required to complete all 21 core modules as well as any necessary introductory modules.

Electives
AAA640 Introductory Mathematics 50
AAA655 Practical Animal Breeding 40
NCSI03 Job Seeking Skills 20
SB04 Customer Relations 20
SB05 Time Management 10
VAD065 Husbondry of Birds 20
VAF553 Bridging Science 50
VBA228 Husbondry 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

Supervised work experience 160 hours

Total course duration 405 hours

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Applied Science (Animal Technology)(QLD3522)

Career Opportunities
Senior Technical Officer, animal house manager.

Scope of Delivery
Part-time, on campus.

Course Objective
This course aims to provide an accredited program of training for people wishing to pursue a career in the care and use of animals in a range of environments including biomedical research, welfare, primary production and education. The level of training provided by this course is to the degree of competence required by a person entering the occupational level of Technical Officer.

Selection Procedures/Selection Criteria
Successful completion of Certificate IV in Animal Technology.

Course Duration
The course is usually offered over two years part-time post Certificate IV in Animal Technology.

Course Structure

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Module</th>
<th>Hours</th>
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</thead>
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<tr>
<td>AAA600</td>
<td>Science Industry Orientation</td>
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<tr>
<td>AAA601</td>
<td>Work Placement</td>
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<tr>
<td>AAA603</td>
<td>Occupational Health and Safety</td>
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<td>AAA620</td>
<td>Principles of Instrumentation</td>
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<tr>
<td>AAA630</td>
<td>Computer Fundamentals</td>
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<td>AAA641</td>
<td>Laboratory Mathematics</td>
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<td>AAA650</td>
<td>Laboratory Animal Husbandry</td>
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</tr>
<tr>
<td>AAA651</td>
<td>Farm Animal Husbandry</td>
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<td>Companion Animal Husbandry</td>
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<td>AAA653</td>
<td>Animal Facility Operation &amp; Hygiene</td>
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<td>AAA654</td>
<td>Animal Ethics and Welfare</td>
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<td>AAA655</td>
<td>Practical Animal Breeding</td>
<td>40</td>
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<tr>
<td>AAA656</td>
<td>Animal Laboratory Techniques</td>
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<td>AAA657</td>
<td>Animal Health</td>
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<td>AAA702</td>
<td>Biological Techniques B</td>
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<td>AAA709</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>AAA710</td>
<td>Anatomy and Physiology II</td>
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Elective Modules

<table>
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<th>Module</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>AAA751</td>
<td>Chemical Principles</td>
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<tr>
<td>AAA752</td>
<td>Chemical Laboratory Techniques</td>
<td>50</td>
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<tr>
<td>NCSI006</td>
<td>Writing Workplace Documents</td>
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</tr>
<tr>
<td>NCSI015</td>
<td>Presenting Reports</td>
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<tr>
<td></td>
<td>Supervised work experience 160 hours</td>
<td></td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

A maximum 100 hours of other suitable electives at an appropriate level.
Total Core 500 Hours
Total Electives (minimum) 210 Hours
Total Course Duration 710 Hours
Supervised Work Experience 160 Hours

Note: Electives offered will be selected by the Department and dependant upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Animal Studies (RU20198)

Career Opportunities
Veterinary receptionist, animal attendant

Scope of Delivery
Part-time, on campus.

Course Objectives
The aim of this course is to provide vocational training for people caring for a range of animals on a daily basis in a veterinary clinic whilst under direction and supervision.

Entry Requirements
To qualify for admission to the course applicants must have successfully completed an approved year 10 or equivalent, preferably including English and Science or be of mature age with a basic understanding of the animal care industry and assessed by the Head of Department as being capable of completing the course. Applicants must have regular access to a veterinary clinic, either paid or voluntary.

Selection Procedures/Selection Criteria
Direct Application. Applicants must have regular access to a veterinary clinic, either paid or voluntary.

Course Duration
This course may be offered on a part-time basis over 152 nominal hours.

Course Structure
Students are required to complete all eight competencies.

RUV201A Carry out reception duties 20
RUV202A Carry out daily clinic routines 20
RUV203A Carry out surgery preparations 20
RUV204A Follow clinic occupational health and safety procedures 20
RUV205A Use hazardous substances safely 20
RUV206A Communicate in the workplace 20
RUV207A Act to minimize emergencies and respond to a variety of situations 20
RUV208A Plan daily work routines 12

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Animal Studies (RU30198)

Career Opportunities
Veterinary receptionist, animal attendant

Scope of Delivery
Part-time, on campus.

Course Objectives
The aim of this course is to provide vocational training for people caring for a range of animals on a daily basis in a veterinary clinic whilst under direction and supervision.

Entry Requirements
To qualify for admission to the course applicants must have successfully completed the Certificate II in Animal Studies (RU20198) or equivalent. Applicants must be working in a veterinary clinic.

Selection Procedures/Selection Criteria
Applicants must be working in a veterinary clinic.

Course Duration
This course may be offered on a part-time basis over 220 nominal hours.

Course Structure
Students are required to complete all seven modules.

RUV301A Carry out patient admission and discharge 40
RUV302A Apply radiographic routines 30
RUV303A Apply clinic pathology support procedures 15
RUV304A Provide clinic and administration support 10
RUV305A Carry out surgical nursing routines 40
RUV306A Provide animal care 65
RUV307A Apply specific clinic routines 20

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Veterinary Nursing (RU40198)

Career Opportunities
Veterinary nurse

Scope of Delivery
Part-time, on campus.

Course Objective
The aim of this course is to provide vocational training for people providing nursing care for a range of animals on a daily basis in a veterinary clinic.

Entry Requirements
To qualify for admission to the course applicants must have successfully completed Certificate III in Animal Studies (RU30198) or equivalent. Applicants must be working in a veterinary clinic.

Selection Procedures/Selection Criteria
Applicants must be working in a veterinary clinic.

Course Duration
This course is offered on a part-time basis over 16 weeks (170 nominal hours).

Course Structure
Students are required to complete all five modules.

Code Hours
RUV401A Apply haematology and blood chemistry tests, radiography and other test procedures 30
RUV402A Coordinate theatre routines 20
RUV403A Carry out nursing procedures for non-routine surgery 30
RUV404A Implement clinic office routines 20
RUV405A Provide specific animal care advice 70

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate I in Conservation and Land Management (RTD 10102)

Career Opportunities
Assistant park ranger, reforestation crew member.

Scope of Delivery
Part-time, on campus.

Course Objectives
The course aims to provide training to the level of crew member in the area of natural resources.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct application and interview.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
(a) Compulsory units
Unit Code
RTC1801A Prepare for work

(b) Five units comprising:
(i) Four units selected from Group B; and
(ii) One unit selected from:
• Group B or
• any other relevant units of competency at AQF level 1 or 2 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
• the relevant units of competency at AQF level 1 or 2 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Conservation and Land Management (RTD 20102)

Career Opportunities
Bush regeneration crew member, a seed collector or a ranger.

Scope of Delivery
Part-time, on campus.

Course Objectives
The course aims to provide training to the level of crew member.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct application and interview.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
(a) Compulsory units
Unit Code
RTC2701A Follow OHS procedures
RTC2702A Observe environmental work practices
RTC2704A Provide basic first aid
RTC2705A Work effectively in the industry
RTC2801A Participate in workplace communications

(b) Ten units comprising:
(i) Eight units selected from Group B; and
(ii) Two units selected from:
• Group B; or
• any other relevant units of competency at AQF level 1, 2 or 3 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
• the relevant units of competency at AQF level 1, 2 or 3 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Conservation and Land Management (RTD 30102)

Career Opportunities
Pest animal control officer, park ranger.

Scope of Delivery
Part-time, on campus.

Course Objectives
The course aims to provide training to the level of crew member or team leader.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct application and interview.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
(a) Compulsory units
Unit Code
RTC2701A Follow OHS procedures
RTC2702A Observe environmental work practices
RTC2704A Provide basic first aid
RTC2705A Work effectively in the industry
RTC2801A Participate in workplace communications
RTC3701A Respond to emergencies
(b) Ten units comprising:
(i) Eight units selected from Group B; and
(ii) Two units selected from:
   • Group B; or
   • any other relevant units of competency at AQF level 2, 3 or 4 within the Conservation and Land Management Training Package, RTD 02 V1, Australian National Training Authority, 2002; or
   • the relevant units of competency at AQF level 2, 3, or 4 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD 02 V1, Australian National Training Authority, 2002.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Conservation and Land Management (RTD 40102)

Career Opportunities
Pest management officer, park ranger or cultural officer.

Scope of Delivery
Full-time or part-time, on campus.

Course Objectives
The course aims to provide training to the level of leading hand or supervisor.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct entry and interview or VTAC application.

Course Duration
The course may be offered on a full-time or part-time equivalent.

Course Structure
The structure of the course comprises twelve units:
• Four units selected from the Group A; and
• Six units selected from Group A or Group B; and
• Two units selected from:
  (i) Group A; or
  (ii) Group B; or
  (iii) any other relevant units of competency at AQF level 3, 4, or 5 within the Conservation and Land Management Training Package, RTD 02 V1, Australian National Training Authority, 2002; or
  (iv) the relevant units of competency at AQF level 3, 4, or 5 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD 02 V1, Australian National Training Authority, 2002.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Conservation and Land Management (RTD 50102)

Career Opportunities
Forest officer, public land pest manager, bushcare coordinator.

Scope of Delivery
Full-time or part-time, on campus.

Course Objectives
The course aims to provide training to the level of park manager.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct entry and interview or VTAC application.

Course Duration
The course may be offered on a full-time or part-time equivalent.

Course Structure
The structure of the course comprises ten units:
(a) Four units selected from the Group A; and
(b) Four units selected from Group A or Group B; and
(c) Two units selected from:
  (i) Group A; or
  (ii) Group B; or
  (iii) any other relevant units of competency at AQF level 4, 5, or 6 within the Conservation and Land Management Training Package, RTD 02 V1, Australian National Training Authority, 2002; or
  (iv) the relevant units of competency at AQF level 4, 5, or 6 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD 02 V1, Australian National Training Authority, 2002.

Advanced Diploma of Conservation and Land Management (RTD 60102)

Career Opportunities
Ranger in charge of a national park, park manager.

Scope of Delivery
Full-time or part-time, on campus.

Course Objectives
The course aims to provide training to the level of ranger in charge.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Successful completion of Diploma of Conservation and Land Management.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
The structure of the course comprises eight units:
(a) Two units selected from the Group A; and
(b) Four units selected from Group A or Group B; and
(c) Two units selected from:
   (i) Group A; or
   (ii) Group B; or
   (iii) any other relevant units of competency at AQF level 5 and 6 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
   (iv) the relevant units of competency at AQF level 5 and 6 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Laboratory Skills(PML30199)
Career Opportunities
Laboratory assistant.

Scope of Delivery
Part-time, on campus.

Course Objectives
The course aims to provide participants with the skills and knowledge required to function effectively in the role of a laboratory assistant in a science laboratory setting.

Entry Requirements
To qualify for admission to this course students must have completed a year 9/10 program or equivalent.

Selection Procedures/Selection Criteria
Direct application and interview.

Course Duration
The course is offered on a part-time basis over 12 months (435–540 nominal hours).

Course Structure
Core Modules

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<tr>
<th>Code</th>
<th>Hours</th>
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<td>PMLOHS300A</td>
<td>40</td>
</tr>
<tr>
<td>PMLORG300A</td>
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</tbody>
</table>

Elective Modules
Five electives selected by the student, with the approval of the Head of Department.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Laboratory Techniques(PML40199)
Career Opportunities
Technical assistant.

Scope of Delivery
Full-time or part-time, on campus.

Course Objectives
The course aims to provide participants with the skills and knowledge required to function effectively in the role of a technical assistant in a science laboratory setting.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to the relevant competence levels in Australian Qualifications Framework Level 3 or equivalent.

Selection Procedures/Selection Criteria
Application and interview or VTAC application.

Course Duration
This course is offered on a full-time basis over 12 months (920–1080 nominal hours) or part-time equivalent.

Course Structure
Core Modules

<table>
<thead>
<tr>
<th>Code</th>
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<td>PMLCOM300A</td>
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</table>

Elective Modules
Five electives selected by the student, with the approval of the Head of Department.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
### Diploma of Laboratory Technology (PML50199)

**Career Opportunities**  
Laboratory Technician

**Scope of Delivery**  
Full-time, on campus.

**Entry Requirements**  
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to the relevant competence levels in Australian Qualifications Framework Level 4 or equivalent.

**Selection Procedures / Selection Criteria**  
Direct entry by application and interview or VTAC application.

**Course Duration**  
This course is offered on a full-time basis over 2 years (1090–1645 nominal hours) or part-time equivalent.

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</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>
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<th>Hours</th>
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<td>PMLTEST507A</td>
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Elective Modules
Two electives selected by the student with the approval of the Head of Department.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

### Diploma of Laboratory Technology (Pathology Testing) (PML50199)

**Career Opportunities**  
Medical Laboratory Technician

**Course Objectives**  
The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a pathology testing science laboratory setting.

**Course Structure**  
Students must complete all core modules listed above, plus the following additional core modules for this diploma:

<table>
<thead>
<tr>
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Elective Modules
One elective selected by the student with the approval of the Head of Department.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

### Diploma of Laboratory Technology (Biological and Environmental Testing) (PML50199)

**Career Opportunities**  
Biological Laboratory Technician

**Course Objectives**  
The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a biological and environmental science laboratory setting.

**Course Structure**  
Students must complete all core modules listed above, plus the following additional core modules for this diploma:
Code  Hours
PMLTEST301A  Perform biological laboratory procedures  80
PMLTEST305A  Perform aseptic techniques  40
PMLTEST501A  Perform microbiological tests  140
PMLTEST506A  Apply spectrometric techniques  200
PMLTEST507A  Apply chromatographic and electrophoretic techniques  200

Elective Modules
Two electives selected by the student with the approval of the Head of Department.
Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Laboratory Technology (Food Testing)(PML50199)

Career Opportunities
Quality Assurance Laboratory Technician

Course Objectives
The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a food testing science laboratory setting.

Course Structure
Students must complete all core modules listed above, plus the following additional core modules for this diploma:

Code  Hours
PMLTEST300A  Perform basic tests  60
PMLQUAL400A  Contribute to ongoing development of HACCP plans  60
PMLTEST305A  Perform aseptic techniques  40
PMLTEST501A  Perform microbiological tests  140

Elective Modules
Two electives selected by the student with the approval of the Head of Department.
Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Laboratory Operations(PML60199)

Career Opportunities
Senior technical officer, laboratory technician, laboratory supervisor

Scope of Delivery
Full-time, on campus.

Course Objectives
The course aims to provide participants with the skills and knowledge required to work as senior technical officers, laboratory technicians or laboratory supervisors responsible for planning, allocation of tasks, coordination, quality assurance, and the recording and reporting of laboratory outputs in a science laboratory setting.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed one of the following:
• Diploma of Laboratory Technology(PML50199);
• Diploma of Laboratory Technology (Process Manufacturing Testing)(PML50199);
• Diploma of Laboratory Technology (Pathology Testing)(PML50199);
• Diploma of Laboratory Technology (Biological and Environmental Testing)(PML50199);
• Diploma of Laboratory Technology (Food Testing)(PML50199);
• or equivalent.

Selection Procedures/ Selection Criteria
Successful completion of any Diploma of Laboratory Technology course.

Course Duration
Full-time over 1 year (460–520 nominal hours) or part-time equivalent.

Course Structure
Core Modules
Code  Hours
PMLCO M500A  Provide information to customers  30
PMLCO M600A  Develop & maintain laboratory documentation  30
PMLO HS500A  Work safely in accordance with defined policies & procedures  40
PMLO HS600A  Implement and monitor risk management processes associated with OHS and environmental policies and procedures  60
PMLO RG 600A  Supervise laboratory operation in work/functional area  60
PMLO RG 601A  Maintain registration and statutory or legal compliance in work/functional area  50
PMLQUAL600A  Maintain quality system & continuous improvement processes within work/functional area  50
PMLTEAM600A  Manage and develop teams  40

Elective Modules
Four electives are selected by the student with the approval of the Head of Department.
Note: Electives offered will be selected by the Department and dependent upon the availability of suitable teaching resources.
Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Horticulture (RUH10198)

Career Opportunities
This course aims to provide vocational training for people working under supervision in the horticulture industry.

Scope of Delivery
Part-time, on campus.

Course Objective
The Certificate I in Horticulture(RUH10198) aims to:
• increase workplace productivity through raising the skill level of workers; and
• increase career opportunities for those working or seeking to work in the horticulture industry.

Entry Requirements
There are no formal entry requirements for the course. Recognition of prior learning may be available based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/ Selection Criteria
Direct application; no formal selection criteria.

Course Duration
The course is offered part-time over 110–114 nominal hours.

Course Structure
Core Units
Code  Hours
RUHCORE1A  Meet Industry requirements  10
RUHCORE2A  Meet Workplace health & safety requirements  10
RUHCORE3A  Use hazardous substances safely  10
RUHCORE4A  Cooperate in the workplace  10
RUHCORE5A  Act in an emergency  10
RUHCORE6A  Plan daily work routine  10
Plus 5 points (50–54 nominal hours) in total at AQF levels 1 or 2 from Horticulture units of competency selected by the student, with the approval of the Head of Department.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Horticulture (Arboriculture)(RUH20298)

Certificate II in Horticulture (Floriculture)(RUH20398)

Certificate II in Horticulture (Landscape)(RUH20498)

Certificate II in Horticulture (Nursery)(RUH20598)

Certificate II in Horticulture (Parks & Gardens)(RUH20698)

Certificate II in Horticulture (Production)(RUH20898)

Certificate II in Horticulture (Turf Management)(RUH20798)

Career Opportunities
This course aims to provide vocational training for people working under supervision in the horticulture industry.

Scope of Delivery
Part-time, on campus.

Course Objectives
The Certificate II in Horticulture(RUH20298-RUH20798) aims to:
• increase workplace productivity through raising the skill level of workers; and
• increase career opportunities for those working or seeking to work in the horticulture industry.

Entry Requirements
Access to the course is not limited on the basis of age, gender, social or educational background. However, participants should have an interest in the horticulture industry.

Selection Procedures/Selection Criteria
Direct application; Completion of Certificate I in Horticulture.

Course Duration
The course is offered on a part-time basis over 390 nominal hours.

Course Structure
Core Units
Code  Hours
RUHCORE1A Meet Industry Requirements 10
RUHCORE2A Meet Workplace Health & Safety Requirements 10
RUHCORE3A Use Hazardous Substances Safely 10
RUHCORE4A Cooperate in the workplace 10
RUHCORE5A Act in an Emergency 10
RUHCORE6A Plan Daily Work Routines 10

Plus 24 points of units of competency listed below selected by the student with the approval of the Head of Department, from the following sector streams:
• Nursery;
• Production;
• Arboriculture;
• Floriculture;
• Landscape;
• Park & Gardens;
• Turf Management;

Plus an additional 6 points from other Horticulture or Agriculture units of competency (at any level) chosen by the student with the approval of the Head of Department.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Horticulture (RUH30198)

Career Opportunities
This course aims to provide vocational training for people working with minimal supervision in the horticulture industry.

Scope of Delivery
Part-time, on campus.

Course Objectives
The Certificate III in Horticulture(RUH30198) aims to:
• increase workplace productivity through raising the skill level of workers; and
• increase career opportunities for those working or seeking to work in the horticulture industry.

Entry Requirements
There are no formal entry requirements for the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Application; Completion of Certificate II in Horticulture.

Course Duration
The course is offered on a full-time basis over 740–885 nominal hours or part-time equivalent.

Course Structure
Core Units
Code  Hours
RUHCORE1 Meet Industry requirements 10
RUHCORE2 Meet Workplace health & safety requirements 10
RUHCORE3 Use hazardous substances safely 10
RUHCORE4 Cooperate in the workplace 10
RUHCORE5 Act in an emergency 10
RUHCORE6 Plan daily work routine 10

Elective Units
(i) Plus 30 points (650–695 nominal hours) in total at AQF levels 3 or 4 from the Horticulture units of competency selected by the student, with the approval of the Head of Department, from one, or amongst more than one, of the following streams:
• Arboriculture;
• Floriculture;
• Landscape;
• Nursery;
• Parks and Gardens;
• Turf Management;
• Production.

(ii) Plus 6 points (30–130 nominal hours) in total at any AQF level from other Horticulture or Agriculture units of competency selected by the student, with the approval of the Head of Department having regard to the relevant units listed in the RUH98 Horticulture Training Package, Australian National Training Authority, 1999.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate III in Occupational Health & Safety (QLD 1893)

Career Opportunities
Occupational Health and Safety representative.

Scope of Delivery
Part-time, on campus.

Course Objective
This course aims to provide participants with an overview to a range of skills within the area of Occupational Health and Safety.

Entry Requirements
To qualify for admission to the course, applicants generally must have had current or previous experience in an industrial setting and have an appreciation of occupational health and safety in the workplace, or be of mature age and be assessed as being capable of successfully completing the course.

Selection Procedures/Selection Criteria
Direct Application.

Course Duration
The course is offered on a one-year part-time basis. Recognition of prior learning may be granted for certain subjects.

Course Structure
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD500</td>
<td>60</td>
<td>Occupational Health and Safety Fundamentals</td>
</tr>
<tr>
<td>ABD501</td>
<td>40</td>
<td>Occupational Hygiene 1</td>
</tr>
<tr>
<td>ABD502</td>
<td>20</td>
<td>Rehabilitation and Workers Compensation 1</td>
</tr>
<tr>
<td>ABD503</td>
<td>30</td>
<td>Hazardous Substances</td>
</tr>
<tr>
<td>ABD504</td>
<td>20</td>
<td>Occupational Health and Safety Law</td>
</tr>
<tr>
<td>ABD505</td>
<td>40</td>
<td>Workplace Health-Human Body [Elective]</td>
</tr>
<tr>
<td>ABD506</td>
<td>40</td>
<td>Industrial Placement 1 [Elective]</td>
</tr>
<tr>
<td>NCS005</td>
<td>20</td>
<td>Dealing with Conflict</td>
</tr>
<tr>
<td>NCS007</td>
<td>20</td>
<td>Presenting Information</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Core Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Elective Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Course Hours</td>
</tr>
</tbody>
</table>

Certificate IV in Occupational Health & Safety (QLD 1892)

Career Opportunities
Occupational Health and Safety officer.

Scope of Delivery
Part-time, on campus.

Course Objective
This course aims to provide an accredited program of training for people wishing to pursue a career in the area of Occupational Health and Safety.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed the Certificate IV in Occupational Health & Safety (QLD 1892).

Selection Procedures/Selection Criteria
Successful completion of Certificate IV in Occupational Health and Safety.

Diploma of Occupational Health & Safety (QLD 1891)

Career Opportunities
Occupational Health and Safety manager.

Scope of Delivery
Part-time, on campus.

Course Objective
This course aims to provide participants with a multi-disciplinary approach to occupational health and safety in the workplace.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed the Certificate IV in Occupational Health & Safety (QLD 1892).

Selection Procedures/Selection Criteria
Successful completion of Certificate IV in Occupational Health and Safety.

Course Duration
The course is offered on a part-time basis over three semesters, post Certificate IV in Occupational Health and Safety (QLD 1892).

Course Structure
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD500</td>
<td>40</td>
<td>Occupational Health and Safety Fundamentals</td>
</tr>
<tr>
<td>ABD501</td>
<td>40</td>
<td>Occupational Health &amp; Safety Management Systems</td>
</tr>
<tr>
<td>ABD562</td>
<td>40</td>
<td>Risk Management</td>
</tr>
<tr>
<td>ABD563</td>
<td>30</td>
<td>Management of Hazardous Substances</td>
</tr>
<tr>
<td>ABD564</td>
<td>40</td>
<td>Action Research Project</td>
</tr>
<tr>
<td>ABD565</td>
<td>100</td>
<td>Industrial Placement 2</td>
</tr>
<tr>
<td>ABD566</td>
<td>40</td>
<td>Rehabilitation and Workers Compensation</td>
</tr>
<tr>
<td>ABD567</td>
<td>40</td>
<td>Workplace Health and Safety Programs[Elective]</td>
</tr>
<tr>
<td>ABD568</td>
<td>40</td>
<td>Ergonomics 2[Elective]</td>
</tr>
<tr>
<td>NBB05</td>
<td>20</td>
<td>Quality Concepts [Elective]</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 micro meat retailing establishment.

Scope of Delivery
Block release on campus.

Course Objectives
The course aims to provide vocational training for individuals wishing to pursue a career as a manager in a traditional micro meat retailing establishment.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct entry, company nomination.

Course Duration
This course is offered on a part time basis over 50-700 nominal hours.

Course Structure
Core units (300 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMMP72B</td>
<td>20</td>
</tr>
<tr>
<td>MTMMP70B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP6B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP5B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP4B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP3B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP2B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP1B</td>
<td>40</td>
</tr>
<tr>
<td>MTM00</td>
<td>40</td>
</tr>
</tbody>
</table>

Eight units (300 nominal hours) of which:

- five units must be undertaken from the leadership units listed at Australian Qualifications Framework Level 4;
- eight units must be taken from the meat quality assurance units listed at Australian Qualifications Framework Level 4;
- for the units listed in the meat quality assurance units, units are to be selected by the student, with the approval of the Head of Department, having regard to relevant Meat Industry Training package.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct entry, company nomination.

Course Duration
This course is offered on a part time basis over 660 nominal hours.

Course Structure
Core units (280 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMMP72B</td>
<td>20</td>
</tr>
<tr>
<td>MTMMP70B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP6B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP5B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP4B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP3B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP2B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP1B</td>
<td>40</td>
</tr>
<tr>
<td>MTM00</td>
<td>40</td>
</tr>
</tbody>
</table>

Eight units (380 nominal hours) of which:

- five units must be undertaken from the quality assurance units listed at Australian Qualifications Framework Level 4;
- 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 relevant Meat Industry Training package.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct entry, company nomination.

Certificate IV in Meat Processing (Quality Assurance)(MTM40300)

Career Opportunities
Quality assurance officer or manager in a meat processing enterprise.

Scope of Delivery
Block release on campus.

Course Objective
The course aims to provide vocational training for individuals wishing to pursue a career as a quality assurance officer or manager in a meat processing enterprise.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct entry, company nomination.

Diploma of Meat Processing(MTM50100)

Career Opportunities
Manager or production manager in the meat processing industry.

Scope of Delivery
Block release, on campus.

Course Objective
The course aims to provide vocational training for individuals wishing to pursue a career as a manager of a small meat processing establishment or as a production manager of a medium to large meat processing establishment.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct entry, company nomination.
Advanced Diploma of Meat Processing (MTM60100)

Career Opportunities
Manager or production manager in the meat processing industry.

Scope of Delivery
Block release, on campus.

Course Objective
The course aims to provide vocational training for individuals wishing to pursue a career as a manager of a medium to large meat processing establishment.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 6 or equivalent. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct entry, company nomination.

Course Duration
This course is offered on a part time basis over 990–1250 nominal hours.

Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Code</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>

Ten units (together totalling at least 730 nominal hours) of which:
- a minimum of nine units must be undertaken from the technical units listed at Australian Qualifications Framework Level 6; and
- a maximum of one unit may be undertaken from this or any other training package at Australian Qualifications Framework Level 5 or 6;
- are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in the relevant Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Local Government (Environmental Health and Regulation) (LGA20200)

Career Opportunities
Ranger, Pound Assistant

Scope of Delivery
Part-time, off campus.

Course Objective
The course aims to provide students with the skills and training required by a person working as a ranger in a Local Government setting.

Entry Requirements
To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct entry, company nomination.

Course Duration
The course may be offered on a full-time basis over 216–560 nominal hours or part-time equivalent.

Course Structure
The course consists of 9 units:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Code</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>
</tbody>
</table>
LGACORE103A Work effectively in local government context 60
LGACORE105A Work with others in local government 40

At least three units may be selected from any of the Local Government general elective units pertaining to this qualification and/or from any other Local Government specialization elective units listed at AQF level 2 from any other Local Government qualification pathway.

Up to one unit from any Local Government pathway packaged at AQF level 3 may be selected to construct the qualification content.

Elective units are selected by the student with the approval of the Head of Department, having regard to the units listed in the relevant Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Local Government (Environmental Health and Regulation)(LGA30200)

Career Opportunities
Ranger, Pound Assistant

Scope of Delivery
Part-time, off campus

Course Objective
The course aims to provide students with the skills and training required by a person working in a range of Local Government areas including ranger, pound manager or residential amenity officer.

Entry Requirements
To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct entry, company nomination.

Course Duration
The course may be offered on a full-time basis over 235–490 nominal hours or part-time equivalent.

Course Structure
The course consists of 13 units:

- Core Units:
  - Code | Hours
  - LGACORE101A | Access learning opportunities 20
  - LGACORE102A | Follow defined OHS policies and procedures 20
  - LGACORE103A | Provide service to customers in a local government environment 20
  - LGACORE104A | Work effectively in local government context 60
  - LGACORE105A | Work with others in local government 40
  - Eight elective units (75–330 nominal hours)

- At least five units may be selected from any of the Local Government specialisation elective units and general elective units specified for this qualification and/or from any other Local Government specialisation elective units listed at AQF level 3 from any other Local Government qualification pathway.
- Up to two units from general electives and/or electives from any other Local Government pathway packaged at AQF level 2 may be selected to construct the qualification content.
- Up to one unit from general electives and/or electives from any other Local Government pathway packaged at AQF level 4 may be selected to construct the qualification content.

Elective units are selected by the student with the approval of the Head of Department, having regard to the units listed in the relevant Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Local Government (Environmental Health and Regulation)(LGA50300)

Career Opportunities
Health Officer, Ranger, Pound Manager

Scope of Delivery
Part-time, off campus

Course Objective
The course aims to provide students with the skills and training required by a person working as an environmental health officer in a Local Government setting.

Entry Requirements
To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct entry, company nomination.

Course Duration
The course may be offered on a full-time basis over 552–920 nominal hours or part-time equivalent.

Course Structure
The course consists of 14 units:

- Core Units:
  - Code | Hours
  - LGACORE102A | Follow defined OHS policies and procedures 20
  - LGACORE104A | Work effectively in local government context 60
  - LGACORE105A | Work with others in local government 40
  - BSXFMI502AA | Provide Leadership in the Workplace 60
  - BSXFMI504A | Participate in, Lead and Facilitate Work Teams 60
  - BSXFMI505A | Manage Operations to Achieve Planned Outcomes 60

- Eight elective units (252–620 nominal hours)

At least four Local Government electives must be selected from the common elective and specialisation elective units specified for this qualification.

Additional electives may come from general electives and/or electives from any other Local Government pathway at AQF level 5.

One elective unit packaged at AQF level 6 may be selected to construct the qualification content.

Elective units are selected by the student with the approval of the Head of Department, having regard to the units listed in the relevant Training package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Advanced Diploma of Local Government (Environmental Health and Regulation) (LGA60300)

**Career Opportunities**
Health Officer, Program Co-ordinator

**Scope of Delivery**
Part-time, off campus.

**Course Objective**
The course aims to provide students with the skills and training required by a person working as a program coordinator in the areas of environmental health and regulation in a Local Government setting.

**Entry Requirements**
To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Selection Procedures/Selection Criteria**
Direct entry, company nomination.

**Course Duration**
The course may be offered on a full-time basis over 440–810 nominal hours or part-time equivalent.

**Course Structure**
The course consists of 12 units:

- **Core Units**
  - LGACORE102A Follow defined OHS policies and procedures 20 hours
  - LGACORE501A Develop, implement and review operational plans 40 hours
  - LGACORE601A Promote and facilitate organisational performance 60 hours
  - LGACORE602A Promote council's mission and services 40 hours

- **Seven elective units (240–610 nominal hours)**

At least four Local Government electives must be selected from the common elective and specialisation elective units specified for this qualification.

Additional electives may come from general electives and/or electives from any other Local Government pathway at AQF level 6. One elective unit packaged at AQF level 5 may be selected to construct the qualification content.

Erective units are selected by the student with the approval of the Head of Department, having regard to the units listed in the relevant Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Food Processing (Plant Baking) (FDF10398)

**Career Opportunities**
Machine Operator.

**Scope of Delivery**
Part-time, on site.

**Course Objectives**
The course aims to allow employees in the food processing (plant baking) industry to acquire and apply competencies required for safe and effective work practices and also aims to provide the opportunity to integrate on-the-job training with understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality productivity.

**Entry Requirements**
There are no formal requirements for entry into the course. Students will primarily be those currently employed in the food processing industry. However, people who hope to gain employment by improving their skill levels may also be considered in selecting course applicants.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

**Selection Procedures/Selection Criteria**
Company nomination.

**Course Duration**
The course may be offered on a part-time basis over a period of 18 months.

**Course Structure**
The course consists of core, optional and specialist units.

- **Core units**
  - FDFOCROCOM1A Communication in the workplace
  - FDFOCORNUM1A Apply basic mathematical concepts
  - FDFOCROHSA1A Apply safe work procedures

- **Three units from the Specialist/Optional units selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to the units in the Food Processing Industry Training Package FDF 98 ANTA 1998 and the following criteria:**
  - the selection of specialist and optional units, including enterprise-specific, will vary according to the particular requirements of the enterprise and the individual student, taking into account his/her work requirements, industrial agreements and career paths; and
  - for qualification purposes a maximum of one enterprise-specific unit approved by the National Food Industry Training Council may be included as an optional unit.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate II in Food Processing (Plant Baking) (FD F20398)

Career Opportunities
Machine Operator.

Scope of Delivery
Part-time, on site.

Course Objectives
The course aims to enable production and packaging employees in the food processing (plant baking) industry to acquire and apply competencies required for safe and effective work practices; gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality and productivity.

Entry Requirements
There are no formal educational requirements for entry into the course but applicants who have completed the Certificate I in Food Processing (Plant Baking) will be given advanced standing in the course.

Applications will generally be currently employed in the food processing industry but people who hope to gain employment by improving their skill levels may also apply.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Company nomination.

Course Duration
The course may be offered on a part-time basis over a period of three years.

Course Structure
The course consists of 17 units:
(a) nine core units, and
(b) eight specialist and optional units (including a minimum of 2 specialist units), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to:
(i) the particular requirements of the enterprise and the individual student, taking into account the enterprise's work requirements, industrial agreements and career paths;
(ii) the units listed in 'Food Processing Industry Training Package FDF 98 ANTA 1998'; and
(iii) the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Food Processing (Plant Baking) (FD F30398)

Career Opportunities
Leading Hand, Shift Manager.

Scope of Delivery
Part-time, on site.

Course Objectives
The course aims to enable employees in the food processing (plant baking) industry to acquire and apply competencies required for safe and effective work practices; gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as gaining a range of competencies that focus on quality, productivity and management.

Entry Requirements
There are no formal educational requirements for entry into the course but applicants who have completed the Certificate II in Food Processing (Plant Baking) will be given advanced standing in the course.

Applications will generally be currently employed in the food processing industry, but people who hope to gain employment by improving their skill levels may also apply.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Company nomination.

Course Duration
The course may be offered on a part-time basis over a period of 5 years.

Course Structure
The course consists of 25 units:
(a) 13 core units, and
(b) 12 specialist and optional units, (including a minimum of 3 specialist units), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to:
(i) the particular requirements of the enterprise and the individual student, taking into account the enterprise's work requirements, industrial agreements and career paths;
(ii) the units listed in 'Food Processing Industry Training Package FDF 98 ANTA 1998'; and
(iii) the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.
Certificate I in Process Plant Skills(PMA10198)

Career Opportunities
Chemical Operator.

Scope of Delivery
Part-time, on site.

Course Objectives
The course aims to develop the knowledge and skills of students wishing to undertake a career as a chemical plant operator.

Entry Requirements
Applicants should currently be, or have previously been, employed as chemical process operators and preferably have satisfactorily completed year 10 or equivalent. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/ Selection Criteria
Direct entry, company nomination.

Course Duration
The course may be offered on a part-time basis over a period of 1 year.

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Core competencies</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMACOM100A</td>
<td>Relay and respond to information</td>
<td>10</td>
</tr>
<tr>
<td>PMAENV100A</td>
<td>Identify and minimize environmental hazards20</td>
<td></td>
</tr>
<tr>
<td>PMAOHS100A</td>
<td>Follow O H&amp;S policies and procedures 20</td>
<td></td>
</tr>
<tr>
<td>PMAPLAN100A</td>
<td>Follow established work plan</td>
<td>10</td>
</tr>
<tr>
<td>FMPROC101A</td>
<td>Make measurements</td>
<td>15</td>
</tr>
<tr>
<td>FMPROC102A</td>
<td>Undertake housekeeping operations</td>
<td>15</td>
</tr>
<tr>
<td>FMAQUAL100A</td>
<td>Contribute to quality processes</td>
<td>20</td>
</tr>
<tr>
<td>PMACOM200A</td>
<td>Process and record information</td>
<td>20</td>
</tr>
<tr>
<td>PMAHAZ200A</td>
<td>Respond to an emergency situation</td>
<td>20</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, Team Leader in the Chemical Industry.

Scope of Delivery
Part-time, on site.

Course Objectives
The course aims to develop the knowledge and skills of students wishing to undertake a career as a chemical plant operator.

Entry Requirements
Applicants should currently be, or have previously been, employed as chemical process operators and preferably have satisfactorily completed year 10 or equivalent. 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.

Certificate III in Process Plant Operations(PMA30198)

Career Opportunities
Shift Supervisor, Team Leader in the Chemical Industry.

Scope of Delivery
Part-time, on site.

Course Objectives
The course aims to develop the knowledge and skills of students wishing to undertake a career as a chemical plant operator.

Entry Requirements
Applicants should currently be, or have previously been, employed as chemical process operators and preferably have satisfactorily completed year 10 or equivalent. Applicants who have completed the Certificate II in Process Plant Operations may be granted advanced standing in this course. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/ Selection Criteria
Direct entry, company nomination.

Course Duration
The course may be offered on a part-time basis over a period of 3 years.

Course Structure
The course consists of 21 competencies:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Competency Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMA98</td>
<td>10</td>
<td>Identify and minimize environmental hazards</td>
</tr>
<tr>
<td>PMA100</td>
<td>20</td>
<td>Follow OHS policies and procedures</td>
</tr>
<tr>
<td>PMA101</td>
<td>10</td>
<td>Establish work plan</td>
</tr>
<tr>
<td>PMA102</td>
<td>15</td>
<td>Make measurements</td>
</tr>
<tr>
<td>PMA103</td>
<td>15</td>
<td>Undertake housekeeping operations</td>
</tr>
<tr>
<td>PMA104</td>
<td>20</td>
<td>Contribute to quality processes</td>
</tr>
<tr>
<td>PMA105</td>
<td>10</td>
<td>Process and record information</td>
</tr>
<tr>
<td>PMA106</td>
<td>20</td>
<td>Respond to an emergency situation</td>
</tr>
<tr>
<td>PMA107</td>
<td>40</td>
<td>Initiate continuous improvement</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';
- 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';
- 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';
- 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.

Certificate I in Food Processing (FDF10198)
Career Opportunities
Machine Operator in Food Processing Industry.

Scope of Delivery
Part-time, on site.

Course Objectives
The course aims to enable employees in the following sectors of the food processing industry — aerated waters, biscuits, confectionery, dairy processing, edible oils and fats, flour milling, fruit and vegetable, general foods, pastry, pet-food, poultry, stockfeed and milling and tea and coffee — to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job work 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.

Certificate III in Food Processing (FDF30198)
Career Opportunities
Shift Supervisor; Machine Operator

Scope of Delivery
Part-time, on site.

Course Objectives
The course aims to enable employees in the food processing industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job work 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 education requirements for entry into the course but applicants who have completed the Certificate II in Food Processing will be given advanced standing in this course. Applicants will generally be currently employed in the food processing industry, but people who hope to gain employment by improving their skill levels may also apply.

Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/ Selection Criteria
Company nomination.

Course Duration
The course may be offered on a part-time basis over a period of 18 months.

Course Structure
The course consists of 8 units:

- five core units, and
- three specialist and optional units (including a minimum of 1 specialist unit), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to:
  - the 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.
Course Structure
The course consists of 25 units:

- 13 core units, and
- 12 specialist and optional units (including a minimum of 2 specialist units), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to:
  - the particular requirements of the enterprise and the individual student, taking into account the enterprise’s work requirements, industrial agreements and career paths;
  - the units listed in ‘Food Processing Industry Training Package FDF 98 ANTA 1996’; 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.

Certificate IV in Food Technology (11893VIC)

Career Opportunities
Technical assistant in the Food Industry.

Scope of Delivery
Part-time, on site.

Course Objectives
The Certificate IV in Food Technology (11893VIC) aims to provide general training to a level required for people entering the food industry as a technical assistant.

The Diploma of Food Technology (2506AKC) aims to provide training to a level of competency required of a technical officer in the food industry, including competencies within specialisations.

Entry Requirements
To qualify for admission to the course an applicant generally must have satisfactorily completed an approved course of study at VCE level or equivalent, preferably including English, Mathematics, Biology, Chemistry and Physics.

Students with backgrounds other than VCE, such as mature age, will be eligible for admission to the course if they are competent in English, both verbally and in writing, they can use arithmetical processes to perform basic numerical manipulations and calculations and they have a basic understanding of scientific methodology and endeavour.

To qualify for admission to the Diploma of Food Technology (2506AKC) applicants must have successfully completed the Certificate IV in Food Technology (11893VIC).

Selection Procedures/Selection Criteria
Company nomination.

Course Duration
The course may be offered on a full-time basis over one year or part-time equivalent.

Course Structure
This course has specialisations — students are required to complete 22 core modules (578 hours) and a further 272 hours from the four other specified groups.

Core modules

<table>
<thead>
<tr>
<th>First Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
</tr>
<tr>
<td>AAA640</td>
</tr>
<tr>
<td>AAA750</td>
</tr>
<tr>
<td>AAA600</td>
</tr>
<tr>
<td>AAA610</td>
</tr>
<tr>
<td>NOSS22</td>
</tr>
<tr>
<td>ABD569</td>
</tr>
<tr>
<td>AAA712</td>
</tr>
<tr>
<td>AAA752</td>
</tr>
<tr>
<td>VBF181</td>
</tr>
<tr>
<td>VBF195</td>
</tr>
<tr>
<td>VBF163</td>
</tr>
<tr>
<td>VBF196</td>
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<tr>
<td>VBF197</td>
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<tr>
<td>VBF164</td>
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<td>VBF166</td>
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<tr>
<td>VBF198</td>
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<td>VBF199</td>
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<td>VBF200</td>
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<tr>
<td>VBF201</td>
</tr>
<tr>
<td>VBF207</td>
</tr>
<tr>
<td>VBF281</td>
</tr>
<tr>
<td>AAA807</td>
</tr>
</tbody>
</table>

Specified hours are to be chosen from the following groups:

- Management Level 1 — 40 hours must be completed
  - NGMS101 Managing Information
  - NGMS102 Managing Operations— Customer Service
  - NGMS103 Managing Operations — Productivity
  - NGMS104 Managing Operations— Innovation
  - NGMS105 Managing Operations— Change
  - NGMS106 Managing Effective Working Relationship
  - NGMS107 Managing and Developing Teams
  - NGMS108 Managing & Organising Work for Goal Achievement
  - NGMS109 Managing Performance and Goal Achievement
  - NGMS110 Managing GVs and Disputes
  - NGMS111 Managing People— Workplace Practices
  - NGMS112 Managing People— Recruitment, Selection & Induction
  - NGMS113 Managing Finance— Setting and Achieving Budgets
  - NGMS114 Managing Finance— Performance
  - NGMS115 Managing Finance— Cost and Efficiency
  - NGMS116 Managing Finance— Operating & Capital Expenditure
  - NGMS117 Managing Group Problem Solving & Decision Making
  - NGMS118 Managing People— Training and Development

- Generic Electives — 142 hours must be completed
  - AAA601 Work Placement B
  - AAA702 Biological Techniques B
  - AAA756 Physical Chemistry
  - AAA757 Organic Chemistry
  - VBF167 Thermal Processing 1
  - VBF188 Process Control
  - AAA805 Nutrition
  - VBD382 Career Planning and Skills Assessment
  - NOS216 Spreadsheet Fundamentals

224
<table>
<thead>
<tr>
<th>Code</th>
<th>Course</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>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>
</tr>
<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>
<tr>
<td>AAA601</td>
<td>Work Placement C</td>
<td>50</td>
</tr>
<tr>
<td>AAA758</td>
<td>Applied Organic Chemistry</td>
<td>60</td>
</tr>
<tr>
<td>VBF184</td>
<td>Packaging Materials</td>
<td>20</td>
</tr>
<tr>
<td>VBF186</td>
<td>Fruit Juice Processing Techniques</td>
<td>15</td>
</tr>
<tr>
<td>VBF187</td>
<td>Fruit Juice Products</td>
<td>15</td>
</tr>
<tr>
<td>VBF188</td>
<td>Process Control</td>
<td>40</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>

**Second Year**

Students are required to complete:

- Ten Generic Core Modules (302 hours) plus 40 hours from Management Level 1 or 2.
- 160 hours from Generic (Optional) modules and 338 hours from Specialisation modules of which 108 is from Food Technology 3 and 230 hours in Food Technology 4.

**Generic Core Modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA801</td>
<td>Food Analysis</td>
<td>18</td>
</tr>
<tr>
<td>AAA756</td>
<td>Physical Chemistry</td>
<td>20</td>
</tr>
<tr>
<td>VBF297</td>
<td>Applied Hazards Analysis</td>
<td>18</td>
</tr>
<tr>
<td>VBF298</td>
<td>Product Control</td>
<td>18</td>
</tr>
</tbody>
</table>

**Food Technology 3 — 108 hours (must complete the six modules not already covered in Certificate IV in Food Technology)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<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>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>
</tr>
</tbody>
</table>

**Food Technology 4 — 230 hours from any of the following specialisations:**

- Food Research and Development Specialisation
- Food Analysis Specialisation
- Food Engineering Specialisation
- Marketing Specialisation

**Generic (optional)—170 hours**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<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>VBF186</td>
<td>Process Control</td>
<td>40</td>
</tr>
<tr>
<td>AAA756</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>VBF169</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 six modules not already covered in Certificate IV in Food Technology)**
The course aims to enable employees in the pharmaceutical manufacturing industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality and productivity.

Entry Requirements
There are no formal educational requirements for entry into the course. Applicants will primarily be those currently employed in the pharmaceutical manufacturing industry, but people who hope to gain employment by improving their skill levels may also apply. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Company nomination.

Course Duration
The course may be offered on a part-time basis over a period of 18 months.

Course Structure
The course consists of 8 units:

- five core units, and
- three specialist and optional units (including a minimum of 1 specialist unit), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to:
  - the particular requirements of the enterprise and the individual student, taking into account the enterprise's work requirements, industrial agreements and career paths;
  - the units listed in 'Food Processing Industry Training Package FDF 98 ANTA 1998'; and
  - the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.

Certificate II in Pharmaceutical Manufacturing (FDF10298)

Career Opportunities
Quality Assurance Officer, Machine Operator.

Scope of Delivery
Part-time, on site.

Course Objectives
The course aims to enable employees in the pharmaceutical manufacturing industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality and productivity.

Entry Requirements
There are no formal educational requirements for entry into the course. 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.

Certificate I in Pharmaceutical Manufacturing (FDF20298)

Career Opportunities

Scope of Delivery
Part-time, on site.

Course Objectives
The course aims to allow employees in the pharmaceutical manufacturing industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training, and gain an understanding of various operations and principles inherent in the relevant workplace as well as a range of competencies that focus on quality and productivity.

Entry Requirements
There are no formal educational requirements for entry into the course. Applicants will primarily be those currently employed in the pharmaceutical manufacturing industry but people who hope to gain employment by improving their skill levels may also apply.
Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

**Selection Procedures/Selection Criteria**
Company nomination.

**Course Duration**
The course may be offered on a part-time basis over a period of 3 years.

**Course Structure**
The course consists of 17 units:
- nine core units, and
- eight specialist and optional units (including a minimum of 2 specialist 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>FDFCOROHS1A</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>FDFCORMP1A</td>
<td>50</td>
<td>Apply basic good manufacturing practices</td>
</tr>
<tr>
<td>FDFCOROHS2A</td>
<td>30</td>
<td>Collect, present &amp; apply workplace information</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>
</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

**Scope of Delivery**
Part-time, on-site.

**Course Objectives**
The course aims to allow employees in the pharmaceutical manufacturing industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality, productivity and management.

**Entry Requirements**
There are no formal educational requirements for entry into the course but applicants who have completed the Certificate II in Pharmaceutical Manufacturing will be given advanced standing in this course.

Applicants will generally be those currently employed in the pharmaceutical manufacturing industry, but people who hope to gain employment by improving their skill levels may also apply.

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**Certificate III in Health Service Assistance (Hospital/Community Health Pharmacy Assistance)** *(HLT31402)*

**Career Opportunities**
Assistant to a pharmacist in hospital or community health setting.

**Scope of Delivery**
Block release — 1 day/week.

**Course Objective**
The course aims to provide knowledge and skills required of those working as a pharmacy assistant to pharmacists in a hospital or community health setting, and who undertake a range of varied assistance tasks.

**Entry Requirements**
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Selection Procedure/Selection Criteria
Should be working in a hospital or community health setting.

Course Duration
The course may be offered on a part-time basis over 395 nominal hours.

Course Structure
Core Units
Module Code Hours
BSAMED201A Use basic medical terminology in order to communicate with patients, fellow workers and health professionals 30
BSBCMN203A Communicate in the workplace 40
BSBCMN204A Work effectively with others 15
BSBCMN302A Organise personal work priorities and development 40
BSBCMN205A Use Business Technology 30
HLTHIR2A Contribute to organisational effectiveness in the Health industry 30
HLTHSE1A Follow the organisation's occupational health and safety policies 20
HLTIN1A Comply with infection control policies and procedures 20
HLTPH1A Orientation to hospital pharmacy services and hospital pharmacy assistant practices 20
HLTPH2A Procure and store pharmaceutical products 20
HLTPH3A Distribute pharmaceutical products 20
HLTPH4A Maintain pharmaceutical imprest/ward stock 15
HLTPH5A Assist with prescription preparation 30
HLTPH6A Package and/or pre-pack pharmaceutical products 15
HLTPH7A Small scale compound/manufacture of pharmaceutical products 50

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Courses in Lubrication(21010VIC)

Career Opportunities
Lubrication products.

Scope of Delivery
This course is generally offered as workplace based delivery to industry/corporations.

Course Objectives
The course aims to provide an accredited training program for Mobil staff and customers involved in the sales, application and usage of lubrication products.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate, to the satisfaction of the Head of Department, that they can read, write, comprehend and discuss printed information in English.

Selection Procedures/Selection Criteria
Company nomination.

Course Duration
The course may be offered on a full-time basis over 21-28 nominal hours or part-time equivalent.

Course Structure
The structure of the course is as follows:

Core Modules
- VBG553 Fundamentals of Lubrication
- VBG554 Safety, Health and Environment

Elective Modules
Four modules selected by the student from one of the following specialist streams:
(i) Automotive
(ii) Commercial Vehicle
(iii) Industrial
(iv) Mining

in consultation with his/her employer, with the approval of the Head of Department, having regard to Course in Lubrication Curriculum Document published by Mobil Oil Australia—New Zealand, January, 2000.

Certificate IV in Assessment and Workplace Training(BSZ40198)

Career Opportunities
Industry Trainer.

Scope of Delivery
Part-time, on campus.

Course Objectives
The aim of this course is to provide people for whom training is a large part of their job with the knowledge and skills required to develop, deliver and assess training programs for employees in an enterprise or industry.

This course is designed to provide a combination of on- and off-the-job training and assessment and provide an understanding of the requirements for:

- preparing, delivering and reviewing training on a one-to-one or small group basis in the workplace;
- conducting and reviewing workplace assessments.

Entry Requirements
There are no special educational requirements for entry into this course. Participants will be required to possess an appropriate level of literacy and numeracy.

Recognition of prior learning may be available based on skills and knowledge already acquired from previous study, as in articulation, or from work or life experience.

Selection Procedures/Selection Criteria
Direct entry.

Course Duration
This course may be offered on a full-time basis over 6 months or part-time equivalent.

Course Structure
The course consists of the following 8 units:

- Plan Assessment;
- Conduct Assessment;
- Review Assessment;
- Train Small Groups;
- Plan and Promote a Training Program;
- Plan a Series of Training Sessions;
- Deliver Training Sessions;
- Review Training.
Department of Social and Community Studies

The Department of Social and Community Studies-TAFE offers a range of courses at Certificate and Diploma levels at Melton, Footscray, St Albans, Sunbury, Werribee and City campuses. The courses offered in the department include: the Diplomas of Community Services, Community Work, Justice Studies, Welfare Studies, Youth Work, Disability Support and Community Services. Also available are Certificate II, III and IV level courses as well as a range of certificate courses aimed to meet the needs of local industry. The courses provide graduates with good employment prospects in the western metropolitan region where there is a high level of demand for qualified workers in the community services sector with government and non-government agencies.

The provision of social and community studies programs is influenced by the multicultural nature of the western region, the youthful and rapidly growing population centres and the emphasis on implementing social justice strategies essential to redress traditional socio-economic disadvantage in the region. Social and Community Studies courses at TAFE level have direct articulation links with degree programs in all higher education fields of study and especially in Education and Humanities.

Certificate III in Community Services (Disability Work) (CHC30799)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities

This course is for people wishing to pursue careers working with people who experience disability. Opportunities exist in agencies which provide residential day services, vocational, early intervention, outreach or respite services.

Scope of Delivery

Full-time and part-time.

Course Objectives

This course aims to provide students with the knowledge, skills, values and attitudes required to support and develop programs which enable people with disabilities to live as independently as possible.

Entry Requirements

All applicants are required to attend a selection interview. Entry is at the discretion of the Department.

Selection Procedures/Selection Criteria

Selection procedures are based on affirmative action principles and allow for course advice about education, training and employment options. Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

This course is offered on a full-time basis over one year or part-time equivalent.

Course Structure

This course consists of a total of 13 units, 6 compulsory and 7 electives.

Elective Units

One unit selected from the disability specialisation stream by the student in consultation with his/her employer, with approval of the Head of Department, having regard to the list of relevant units in the

- Community Services Training Package CHC99 Disability Works competency standards (published 1999)

Six units selected from:

- disability specialisation Stream
- common elective Stream
- any other unit from within the Community Services Training Package

Six units selected from:

- Community Services Training Package CHC99 (published 1999)
- Community Services Training Package CHC99 Disability Works Competency Standards (published 1999)

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Community Services (Disability Work) (CHC40799)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities

This course is for people wishing to pursue careers working with people who experience disability. Opportunities exist in agencies which provide residential day services, vocational, early intervention, outreach or respite services.

Course Objective

This course aims to provide students with the knowledge, skills and attitudes required to supervise, assist and develop programs to enable people with disabilities to live as independently as possible.

Entry Requirements

All applicants must be able to demonstrate an understanding of, and commitment to human services for people with disabilities and an ability to communicate effectively.

Successful applicants will be selected on the basis of:

• Social awareness and commitment to working with people;
• Relevant paid or unpaid work experience and life experience;
• Group, interpersonal skills;
• Flexibility and openness to change;
• Appropriate English language, literacy and numeracy skills.

Selection Procedures/Selection Criteria

All applicants are required to attend a group/individual interview;

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

This course requires one year of full-time study or part-time equivalent.

Course Structure

This course consists of a total of 14 competencies, 9 compulsory and 5 electives. The electives may be drawn from the disability specialisation electives, the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Compulsory Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Utilise specialist communication skills</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCO M3A</td>
<td>Deliver and develop client service</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS2A</td>
<td>Orientation to disability work</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS1A</td>
<td>Maintain an environment designed to empower people with disabilities</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS2A</td>
<td>Provide services to people with disabilities</td>
<td>50</td>
</tr>
<tr>
<td>CHCIN F2A</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 OHS &amp; policies</td>
<td>30</td>
</tr>
<tr>
<td>CHCORG5A</td>
<td>Maintain an effective work environment</td>
<td>50</td>
</tr>
</tbody>
</table>

Disability Specialisation Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Design procedures for support</th>
<th>90</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIS4A</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>Maximize participation in work by people with disabilities</td>
<td>100</td>
</tr>
</tbody>
</table>

Common Unit Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Advocate for clients</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD 1A</td>
<td>Undertake administrative work</td>
<td>50</td>
</tr>
<tr>
<td>CHCAD MIN3A</td>
<td>Support community participation</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD 1A</td>
<td>Provide community education programs</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD 2A</td>
<td>Meet the information needs of the community</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD 4A</td>
<td>Develop and implement community programs</td>
<td>150</td>
</tr>
<tr>
<td>CHCCD 5A</td>
<td>Develop community resources</td>
<td>90</td>
</tr>
<tr>
<td>CHCCM2A</td>
<td>Establish and Monitor a Case Plan</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS8A</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>BSZ 404A</td>
<td>Train small groups</td>
<td>40</td>
</tr>
<tr>
<td>**BSZ 405A</td>
<td>Plan and promote a training program</td>
<td>50</td>
</tr>
<tr>
<td>**BSZ 406A</td>
<td>Plan a series of training sessions</td>
<td>30</td>
</tr>
<tr>
<td>**BSZ 407A</td>
<td>Deliver training sessions</td>
<td>50</td>
</tr>
<tr>
<td>**BSZ 408A</td>
<td>Review training</td>
<td>15</td>
</tr>
</tbody>
</table>

Note: These four competencies are co-requisites and count for one elective option.

Advanced Diploma of Community Services (Disability Work) (CHC60799)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities

Human services, intellectual disability, residential services, visual and physical and early intervention.

Scope of Delivery

Full-time and part-time

Course Objective

The objective of the course is to provide students with the knowledge, skills and attitudes required to supervise, and develop programs to enable people with disabilities to live as independently as possible.

The disability field incorporates the diverse needs of people from the following areas; residential settings, day centres, employment services community centres and respite services.

Entry Requirements

To qualify for Entry to the Advanced Diploma applicants must be deemed to be of mature age, and preferably have had paid or unpaid experience in the field. Applicants under 21 years of age may be considered. They are generally required to have successfully completed an approved Year 12 equivalent.

Selection Procedures/Selection Criteria

Intending applicants must be able to demonstrate an understanding of, and commitment to, human services for people with disabilities and an ability to communicate effectively.

Some agencies require that participants provide a police clearance before undertaking workplace training.

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.
Course Structure
This course consists of a total of 16 competencies, 9 compulsory and 7 electives. The electives may be drawn from the disability specialisation electives, the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Compulsory Competencies

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD1A</td>
<td>Advocate for clients</td>
<td>20</td>
</tr>
<tr>
<td>CHCAD2A</td>
<td>Provide community education programs</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD4A</td>
<td>Develop and implement community programs</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD5A</td>
<td>Develop community resources</td>
<td>90</td>
</tr>
<tr>
<td>CHCCS7A</td>
<td>Coordinate the assessment and delivery of services to people with disabilities</td>
<td>90</td>
</tr>
<tr>
<td>CHCCS7A</td>
<td>Design and adapt surroundings to group needs</td>
<td>90</td>
</tr>
<tr>
<td>CHCCS9A</td>
<td>Maximise participation in work by people with disabilities</td>
<td>100</td>
</tr>
</tbody>
</table>

Common Competency Electives

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCM3A</td>
<td>Utilise specialist communication skills</td>
<td>50</td>
</tr>
<tr>
<td>CHCCM4A</td>
<td>Develop, implement and promote effective communication techniques</td>
<td>75</td>
</tr>
<tr>
<td>CHCDIS1A</td>
<td>Coordinate work in the disability sector</td>
<td>150</td>
</tr>
<tr>
<td>CHCDIS2A</td>
<td>Maintain an environment designed to empower people with disabilities</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS4A</td>
<td>Design procedures for support and safety policies, procedures and programs</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS5A</td>
<td>Implement and monitor occupational health and safety policies, procedures and programs</td>
<td>60</td>
</tr>
<tr>
<td>CHCDIS9A</td>
<td>Maximise participation in work by people with disabilities</td>
<td>100</td>
</tr>
</tbody>
</table>

Disability Specialist Electives

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIS2A</td>
<td>Maintain an environment designed to empower people with disabilities</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS4A</td>
<td>Design procedures for support and safety policies, procedures and programs</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS7A</td>
<td>Design and adapt surrounding 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>
</tr>
</tbody>
</table>

Common Competency Electives

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCM3A</td>
<td>Utilise specialist communication skills</td>
<td>50</td>
</tr>
<tr>
<td>CHCCM4A</td>
<td>Develop, implement and promote effective communication techniques</td>
<td>75</td>
</tr>
<tr>
<td>CHCDIS1A</td>
<td>Coordinate work in the disability sector</td>
<td>150</td>
</tr>
<tr>
<td>CHCDIS2A</td>
<td>Maintain an environment designed to empower people with disabilities</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS4A</td>
<td>Design procedures for support and safety policies, procedures and programs</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS7A</td>
<td>Design and adapt surrounding to group requirements</td>
<td>90</td>
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<tr>
<td>CHCDIS9A</td>
<td>Maximise participation in work by people with disabilities</td>
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<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIS2A</td>
<td>Maintain an environment designed to empower people with disabilities</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS4A</td>
<td>Design procedures for support and safety policies, procedures and programs</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS7A</td>
<td>Design and adapt surrounding 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>
</tr>
</tbody>
</table>

Certificate II in Community Services (Community Work)(CHC20499)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities

Community services.

Scope of Delivery

Full-time.

Course Objective

The course aims to provide a positive adult learning environment through which students will:
- explore skills and knowledge necessary to work in different areas of the social and community services field;
- explore career options and pathways to further study options in Community Development, Welfare, Youth Work and Social Work.

Entry Requirements

There are no formal entry level requirements for the course. Entry is at the discretion of the Department. Selection procedures are based on affirmative action principles and allow for course advice about education, training, and employment options. Interest in working in Social and Community Services, basic literacy skills and some work experience in Social and Community Services or related field is preferred.

Selection Procedures/Selection Criteria

- Applicants apply direct to Victoria University TAFE Division;
- Applicants submit a TAFE Supplementary application form;
- Applicants undertake a Literacy test;
- Applicants participate in a group interview.

Course Duration

Full-time basis over one semester or part-time equivalent.

Course Structure

The course consists of a total of 11 units of competency, 5 compulsory and 6 electives, (one elective must be a Community Work (CD) unit) selected from the Community Work specialisation elective. The remaining electives can be drawn from the common competency electives or from the bank of competencies in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Core Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD1A</td>
<td>Undertake administrative work</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD2A</td>
<td>Provide community education programs</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD5A</td>
<td>Develop community resources</td>
<td>90</td>
</tr>
<tr>
<td>CHCCM3A</td>
<td>Utilise specialist communication skills</td>
<td>50</td>
</tr>
<tr>
<td>CHCCM4A</td>
<td>Develop, implement and promote effective communication techniques</td>
<td>75</td>
</tr>
<tr>
<td>CHCDIS1A</td>
<td>Coordinate work in the disability sector</td>
<td>150</td>
</tr>
<tr>
<td>CHCDIS2A</td>
<td>Maintain an environment designed to empower people with disabilities</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS4A</td>
<td>Design procedures for support and safety policies, procedures and programs</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS7A</td>
<td>Design and adapt surrounding 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>
</tr>
</tbody>
</table>

Elective Unit

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD1A</td>
<td>Advocate for clients</td>
<td>20</td>
</tr>
<tr>
<td>CHCAD2A</td>
<td>Provide community education programs</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD4A</td>
<td>Develop and implement community programs</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD5A</td>
<td>Develop community resources</td>
<td>90</td>
</tr>
<tr>
<td>CHCCM3A</td>
<td>Utilise specialist communication skills</td>
<td>50</td>
</tr>
<tr>
<td>CHCCM4A</td>
<td>Develop, implement and promote effective communication techniques</td>
<td>75</td>
</tr>
<tr>
<td>CHCDIS1A</td>
<td>Coordinate work in the disability sector</td>
<td>150</td>
</tr>
<tr>
<td>CHCDIS2A</td>
<td>Maintain an environment designed to empower people with disabilities</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS4A</td>
<td>Design procedures for support and safety policies, procedures and programs</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS7A</td>
<td>Design and adapt surrounding 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>
</tr>
</tbody>
</table>

Certificate II in Community Services (Community Work)(CHC20499)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities

Community services.

Scope of Delivery

Full-time.

Course Objective

The course aims to provide a positive adult learning environment through which students will:
- explore skills and knowledge necessary to work in different areas of the social and community services field;
- explore career options and pathways to further study options in Community Development, Welfare, Youth Work and Social Work.

Entry Requirements

There are no formal entry level requirements for the course. Entry is at the discretion of the Department. Selection procedures are based on affirmative action principles and allow for course advice about education, training, and employment options. Interest in working in Social and Community Services, basic literacy skills and some work experience in Social and Community Services or related field is preferred.

Selection Procedures/Selection Criteria

- Applicants apply direct to Victoria University TAFE Division;
- Applicants submit a TAFE Supplementary application form;
- Applicants undertake a Literacy test;
- Applicants participate in a group interview.

Course Duration

Full-time basis over one semester or part-time equivalent.

Course Structure

The course consists of a total of 11 units of competency, 5 compulsory and 6 electives, (one elective must be a Community Work (CD) unit) selected from the Community Work specialisation elective. The remaining electives can be drawn from the common competency electives or from the bank of competencies in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Core Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD1A</td>
<td>Undertake administrative work</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD2A</td>
<td>Provide community education programs</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD5A</td>
<td>Develop community resources</td>
<td>90</td>
</tr>
<tr>
<td>CHCCM3A</td>
<td>Utilise specialist communication skills</td>
<td>50</td>
</tr>
<tr>
<td>CHCCM4A</td>
<td>Develop, implement and promote effective communication techniques</td>
<td>75</td>
</tr>
<tr>
<td>CHCDIS1A</td>
<td>Coordinate work in the disability sector</td>
<td>150</td>
</tr>
<tr>
<td>CHCDIS2A</td>
<td>Maintain an environment designed to empower people with disabilities</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS4A</td>
<td>Design procedures for support and safety policies, procedures and programs</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS7A</td>
<td>Design and adapt surrounding 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>
</tr>
</tbody>
</table>

Elective Unit

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD1A</td>
<td>Advocate for clients</td>
<td>20</td>
</tr>
<tr>
<td>CHCAD2A</td>
<td>Provide community education programs</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD4A</td>
<td>Develop and implement community programs</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD5A</td>
<td>Develop community resources</td>
<td>90</td>
</tr>
<tr>
<td>CHCCM3A</td>
<td>Utilise specialist communication skills</td>
<td>50</td>
</tr>
<tr>
<td>CHCCM4A</td>
<td>Develop, implement and promote effective communication techniques</td>
<td>75</td>
</tr>
<tr>
<td>CHCDIS1A</td>
<td>Coordinate work in the disability sector</td>
<td>150</td>
</tr>
<tr>
<td>CHCDIS2A</td>
<td>Maintain an environment designed to empower people with disabilities</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS4A</td>
<td>Design procedures for support and safety policies, procedures and programs</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS7A</td>
<td>Design and adapt surrounding 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>
</tr>
</tbody>
</table>
Certificate III in Community Services (Community Work) (CHC30699)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities
Support Worker within Social and Community Services field.

Scope of Delivery
Full-time.

Course Objectives
The Certificate III in Community Services (Community Work) (CHC30699) aims to prepare students:

• to be competent in a range of skills, knowledge and attributes identified by the Community Services sector to be an effective program or support worker in Community Work;
• to have a working knowledge of the Community Services sector including its work models and practices; organisational, legal and ethical requirements; programs and services; and issues facing clients and communities;
• to understand how the social, political and economic structures and processes within 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.

Selection Procedures/Selection Criteria

• Applicants apply direct to Victoria University TAFE Division;
• Applicants submit a TAFE Supplementary application form;
• Applicants undertake a Literacy test;
• Applicants participate in a group interview.

Course Duration
This course is offered on a full-time basis over one semester. Part-time places need to be negotiated.

Course Structure
The course consists of a total of 12 competencies, six compulsory and six electives, (one elective must be a Community Work (CD) unit) selected from the Community Work specialisation electives. 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. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Compulsory Competencies

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD M2A</td>
<td>Provide administrative support</td>
<td>20</td>
</tr>
<tr>
<td>CHCDD 12A</td>
<td>Undertake work in the community services industry</td>
<td>70</td>
</tr>
<tr>
<td>CHCCO M2A</td>
<td>Communicate appropriately with clients and colleagues</td>
<td>20</td>
</tr>
<tr>
<td>CHCINF 1A</td>
<td>Process and provide information</td>
<td>20</td>
</tr>
<tr>
<td>CHCOR 3A</td>
<td>Participate in the work environment</td>
<td>20</td>
</tr>
<tr>
<td>CHCORG 4A</td>
<td>Follow the organisation’s OHS &amp; policies</td>
<td>30</td>
</tr>
</tbody>
</table>

Community Work Specialisation Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD 1A</td>
<td>Advocate for clients</td>
<td>20</td>
</tr>
<tr>
<td>CHCDD 1A</td>
<td>Implement a community development strategy</td>
<td>70</td>
</tr>
<tr>
<td>CHCCM 1A</td>
<td>Undertake case management</td>
<td>20</td>
</tr>
</tbody>
</table>

CHCCS 6A Assess and deliver services to clients
with complex needs
50

CHCCW 11A Operate under a case work framework
20

CHCYTH 1A Work effectively with young people
60

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Diploma of Community Services (Community Work) (CHC50699)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Scope of Delivery
Full-time and part-time

Career Opportunities
Graduates can apply for positions requiring a community development worker. Potential employers include local government, state and commonwealth government, community health centres, refuges, migrant resource centres, women's services, neighbourhood houses, community legal centres, women's services industry.

Course Objectives
The course aims to:

• develop an understanding of the social, economic and political basis of inequality and ways to achieve social justice;
• develop a broad range of skills to work with a diverse range of people and communities in ways which are empowering and encourage participation;
• train people currently employed as community development workers or those wishing to enter the industry.

Entry Requirements
Applicants will normally be expected to be at least 20 years of age and to be already working or have worked in a paid or unpaid position in a human service organisation. Relevant community experience is an important aspect of the selection criteria. Such experience can be from a diverse range of agency, paid, unpaid, or community management roles. Mature age or other applicants with appropriate community experience to successfully undertake the course are encouraged to apply.

Applicants under the age of 20 years are normally required to have successfully completed VCE or an approved equivalent course before qualifying for entry into the course. A number of places will be made available each year for young people under the age of 20 years with the relevant community experience. Such community experience could have been within the applicants' school community.

Selection Procedures/Selection Criteria
All applicants must fill in a TAFE Supplementary form, attend an information session and attend a group interview, to be eligible for selection. Selection criteria will be based on completion of Year 12, or a TAFE course, or have work experience in the Community sector. This work experience may be paid or voluntary. Full-time applicants must apply through VTAC and part-time applicants may apply directly to the University by contacting the Social and Community Studies Department.
Course Duration
This course is offered on a full-time basis over two years or part-time equivalent.

Course Structure
This course consists of 15 units of competency, 10 compulsory and 5 electives. The electives may be drawn from the Community Work specialisation electives, the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide.

Compulsory competencies

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD4A</td>
<td>Develop &amp; Implement Community Programs</td>
<td>135</td>
</tr>
<tr>
<td>CHCCD9A</td>
<td>Support Community Leadership</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD12A</td>
<td>Undertake Work in the Community Services Industry</td>
<td>70</td>
</tr>
<tr>
<td>CHCADMIN3A</td>
<td>Undertake Administrative Work</td>
<td>50</td>
</tr>
<tr>
<td>CHCCM3A</td>
<td>Utilise Specialist Communication Skills</td>
<td>50</td>
</tr>
<tr>
<td>CHCCM4A</td>
<td>Develop, Implement and Promote Effective</td>
<td>75</td>
</tr>
<tr>
<td>CHCINF3A</td>
<td>Coordinate Information Systems</td>
<td>75</td>
</tr>
<tr>
<td>CHCADMIN4A</td>
<td>Manage the Organisation's Finances, Accounts</td>
<td></td>
</tr>
<tr>
<td>CHCAD1A</td>
<td>Advocate for Clients</td>
<td>20</td>
</tr>
</tbody>
</table>

**These competencies are co-requisite and count for one-only elective.

BSZ408A Review Training 15
BSZ407A Deliver Training Sessions 50
BSZ406A Plan a Series of Training Sessions 30
BSZ405A Plan and Promote a Training Programs 50

**These competencies are co-requisite and count for one-only elective.

BSZ403A Review Assessment 5
BSZ402A Conduct Assessment 15
BSZ401A Plan Assessment 15

*These competencies are co-requisite and count for one-only elective.

BSZ405A Plan and Promote a Training Programs 50
BSZ406A Plan a Series of Training Sessions 30
BSZ407A Deliver Training Sessions 50
BSZ408A Review Training 15

Common competencies 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>90</td>
</tr>
<tr>
<td>CHCCD8A</td>
<td>90</td>
</tr>
<tr>
<td>CHCC11A</td>
<td>90</td>
</tr>
<tr>
<td>CHCC12A</td>
<td>150</td>
</tr>
<tr>
<td>CHCC16A</td>
<td>90</td>
</tr>
<tr>
<td>CHC210A</td>
<td>60</td>
</tr>
</tbody>
</table>

##Recommended units for Community Development Workers

**Common competency electives**

*BSZ401A Plan Assessment 15
*BSZ402A Conduct Assessment 15
*BSZ403A Review Assessment 5

**These competencies are co-requisite and count for one-only elective.

**BSZ405A Plan and Promote a Training Programs 50
**BSZ406A Plan a Series of Training Sessions 30
**BSZ407A Deliver Training Sessions 50
**BSZ408A Review Training 15

**These competencies are co-requisite and count for one-only elective.

CHCAD1A Advocate for Clients 20
CHCADMIN4A Manage the Organisation’s Finances, Accounts and Resources 90
CHCCM3A Develop, Facilitate and Monitor all Aspects of Case Management 50

CHCCS7A Coordinate the Assessment and Delivery of Services to Clients With Particular Needs 75
CHCGROUP3A Plan and Conduct Group Activities 50
CHCINF3A Coordinate Information Systems 75
CHCP&R4A Develop and Implement Policy 150
CHCP&R5A Manage Research Activities 75

Note: Electives offered will be selected by the School and will be dependent upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Community Services (Aged Care Work)(CHC30199)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities
Aged Care worker.

Scope of Delivery
Full-time over one semester.

Course Objective
This course aims to provide vocational training for aged care workers in hostels, nursing homes, day centres, private personal care agencies, community organisations, and other health agencies.

The curriculum has been designed to meet the needs of adult students.

Entry Requirements
Applicants are required to be of a mature age and able to undertake physical work which involves frequent bending and lifting. No formal entry requirements are required, but applicants must be able to read, write and communicate in English to a level required to perform the job.

Selection Procedures/Selection Criteria
Preference will be given to prospective students who are currently employed in this field.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration
This course is offered on a full-time basis over one semester or part-time equivalent.

Course Structure
The course consists of a total of 13 competencies, 6 compulsory and 7 electives, one elective must be selected from the Aged Care specialisation elective. The remaining electives can be drawn from either the aged care specialisation electives or from the bank of competencies in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Scope of Delivery
This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Certificate III in Community Services (Aged Care Work)(CHC30199)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities
Aged Care worker.

Scope of Delivery
Full-time over one semester.

Course Objective
This course aims to provide vocational training for aged care workers in hostels, nursing homes, day centres, private personal care agencies, community organisations, and other health agencies.

The curriculum has been designed to meet the needs of adult students.

Entry Requirements
Applicants are required to be of a mature age and able to undertake physical work which involves frequent bending and lifting. No formal entry requirements are required, but applicants must be able to read, write and communicate in English to a level required to perform the job.

Selection Procedures/Selection Criteria
Preference will be given to prospective students who are currently employed in this field.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration
This course is offered on a full-time basis over one semester or part-time equivalent.

Course Structure
This course consists of 15 units of competency, 10 compulsory and 5 electives. The electives may be drawn from the Community Work specialisation electives, the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide.

Compulsory competencies

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD4A</td>
<td>Develop &amp; Implement Community Programs</td>
<td>135</td>
</tr>
<tr>
<td>CHCCD9A</td>
<td>Support Community Leadership</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD12A</td>
<td>Undertake Work in the Community Services Industry</td>
<td>70</td>
</tr>
<tr>
<td>CHCADMIN3A</td>
<td>Undertake Administrative Work</td>
<td>50</td>
</tr>
<tr>
<td>CHCCM3A</td>
<td>Utilise Specialist Communication Skills</td>
<td>50</td>
</tr>
<tr>
<td>CHCCM4A</td>
<td>Develop, Implement and Promote Effective</td>
<td>75</td>
</tr>
<tr>
<td>CHCINF3A</td>
<td>Coordinate Information Systems</td>
<td>75</td>
</tr>
<tr>
<td>CHCADMIN4A</td>
<td>Manage the Organisation’s Finances, Accounts</td>
<td></td>
</tr>
<tr>
<td>CHCAD1A</td>
<td>Advocate for Clients</td>
<td>20</td>
</tr>
</tbody>
</table>

**These competencies are co-requisite and count for one-only elective.

BSZ408A Review Training 15
BSZ407A Deliver Training Sessions 50
BSZ406A Plan a Series of Training Sessions 30
BSZ405A Plan and Promote a Training Programs 50

**These competencies are co-requisite and count for one-only elective.

BSZ403A Review Assessment 5
BSZ402A Conduct Assessment 15
BSZ401A Plan Assessment 15

*These competencies are co-requisite and count for one-only elective.

BSZ405A Plan and Promote a Training Programs 50
BSZ406A Plan a Series of Training Sessions 30
BSZ407A Deliver Training Sessions 50
BSZ408A Review Training 15

*These competencies are co-requisite and count for one-only elective.

CHCAD1A Advocate for Clients 20
CHCADMIN4A Manage the Organisation’s Finances, Accounts and Resources 90
CHCCM3A Develop, Facilitate and Monitor all Aspects of Case Management 50

CHCCS7A Coordinate the Assessment and Delivery of Services to Clients With Particular Needs 75
CHCGROUP3A Plan and Conduct Group Activities 50
CHCINF3A Coordinate Information Systems 75
CHCP&R4A Develop and Implement Policy 150
CHCP&R5A Manage Research Activities 75

Note: Electives offered will be selected by the School and will be dependent upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Community Services (Aged Care Work) (CHC40199)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

Career Opportunities
Supervisor, team leader of Aged Care facility.

Scope of Delivery
Part-time, one day per week.

Course Objectives
This course has been designed for Aged Care supervisory staff or those who are currently working as Personal Carers and wish to develop the competence necessary to undertake supervisory positions.

Entry Requirements
• Currently hold Certificate III in Community Services (Aged Care Work) (CHC30199) or be eligible for assessment of the equivalent level of these competencies;
• Be currently employed as a Carer or in a supervisory position in the Aged Care Sector;
• Have a 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.

Selection Procedures / Selection Criteria
Group interview sessions are conducted.

Course Duration
This course is offered one day per week over one year.

Course Structure
This course consists of a total of 14 competencies, 10 compulsory and 4 electives. The electives may be drawn from the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Compulsory Competencies

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCA3A</td>
<td>Orientation to aged care work</td>
</tr>
<tr>
<td>CHCA6A</td>
<td>Provide services to aged people</td>
</tr>
<tr>
<td>CHCA8A</td>
<td>Monitor services to aged people</td>
</tr>
<tr>
<td>CHCA12A</td>
<td>Provide services to meet aged people's personal needs</td>
</tr>
<tr>
<td>CHCAD MIN3A</td>
<td>Undertake administrative work</td>
</tr>
<tr>
<td>CHCCO M3A</td>
<td>Utilise specialist communication skills</td>
</tr>
<tr>
<td>CHCCS2A</td>
<td>Deliver and develop client service</td>
</tr>
<tr>
<td>CHCINF2A</td>
<td>Maintain organisation's information system</td>
</tr>
<tr>
<td>CHCO RG4A</td>
<td>Follow the organisation's O H&amp;S policies</td>
</tr>
<tr>
<td>CHC RG5A</td>
<td>Maintain an effective work environment</td>
</tr>
</tbody>
</table>

Common Competency Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD 1A</td>
<td>Advocate for clients</td>
</tr>
<tr>
<td>CHCCD 3A</td>
<td>Meet the information needs of the community</td>
</tr>
<tr>
<td>CHCCM2A</td>
<td>Establish and Monitor a Case Plan</td>
</tr>
<tr>
<td>CHCCS5A</td>
<td>Assess and deliver services to clients with complex needs</td>
</tr>
<tr>
<td>CHCG RO UP3A</td>
<td>Plan and conduct group activities</td>
</tr>
<tr>
<td>CHCNET2A</td>
<td>Maintain effective networks</td>
</tr>
<tr>
<td>CHCPR R2A</td>
<td>Contribute to policy development</td>
</tr>
<tr>
<td>BSZ 404A</td>
<td>Train small groups</td>
</tr>
</tbody>
</table>

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module / Unit Details section of this Handbook.

Diploma of Community Services (Welfare Studies) (2507/ABC)

It is anticipated that the current course will change to a National Training Package to be delivered Australia wide, in 2004. Details of the changes are yet to be confirmed. Victoria University intends to deliver the new course in 2004.

Career Opportunities
Human services, community and welfare work.

Scope of Delivery
Full-time and part-time. The course is delivered in a flexible manner so that students can choose subject timing and electives relevant to their needs.

Course Objective
The Diploma of Community Services (Welfare Studies) (2507/ABC) 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.

Formal Entry (Year 12)
Successful applicants will be selected on the basis of their group and interpersonal skills, flexibility and openness to change, understanding of the Welfare Industry area, ability to think analytically, and their social awareness and commitment. All applicants must satisfactorily complete a written task to at least Year 12 standard.

Selection Procedures / Selection Criteria
Entry to the course will be based on the Supplementary Application form, a group interview, a brief written assessment and a reference. Successful applicants will be selected on the basis of their group and interpersonal skills, flexibility and openness to change, understanding of the Welfare Industry area, ability to think analytically, and their social awareness and commitment. All applicants must satisfactorily complete a written task to at least Year 12 standard.

Course Duration
The course duration is two years full-time or four years part-time.

Course Structure

Level 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAD 520</td>
<td>Introduction to Social and Community Services</td>
</tr>
<tr>
<td>VAF703</td>
<td>Sociology</td>
</tr>
<tr>
<td>VAF171</td>
<td>Psychology I</td>
</tr>
<tr>
<td>VAD 686</td>
<td>Law for Welfare Work</td>
</tr>
<tr>
<td>VAG679</td>
<td>Welfare Practice</td>
</tr>
<tr>
<td>VAB381</td>
<td>Community Work I</td>
</tr>
<tr>
<td>VAB005</td>
<td>Casework</td>
</tr>
<tr>
<td>VAC878</td>
<td>Group work I</td>
</tr>
<tr>
<td>VAC441</td>
<td>Field Education I, Placement</td>
</tr>
<tr>
<td>VAC442</td>
<td>Field Education I, Professional Integration Seminar</td>
</tr>
</tbody>
</table>
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to meet the requirements of the course and to undertake formal study at an Australian Qualifications Framework Level 6. This may be achieved by successfully completing a year 12 or a TAFE course. Year 12 students must apply through VTAC. Applicants need to have studied arts type subjects, such as Legal Studies, History, English Literature and/or Social Science. Mature aged adult learner provisions apply. These applicants may apply directly to Victoria University of Technology. All students must complete a supplementary form.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Selection Procedures/ Selection Criteria**

Applicants are required to complete a TAFE Supplementary Application form.

**Course Duration**

The Advanced Diploma of Justice(21214VIC) requires two years full-time study (1329 nominal hours) or part-time equivalent. The Diploma of Justice(21213VIC) may be offered on a full-time basis over 1075 nominal hours or part-time equivalent. The Certificate IV in Justice(21214VIC) may be offered on a full-time basis over 650 nominal hours or part-time equivalent.

**Course Structure**

**Certificate IV in Justice(21212VIC)**

Students must successfully complete the following Core modules and two elective modules.

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAK060 Counselling Skills</td>
<td>60</td>
<td></td>
</tr>
</tbody>
</table>

**Elective modules** can differ each year.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAK247</td>
<td>Work Environment – Planning Work Tasks</td>
</tr>
<tr>
<td>VAK262</td>
<td>Work Environment – Supervision</td>
</tr>
<tr>
<td>VBK280</td>
<td>Legal Aspects 1 for Justice Studies</td>
</tr>
<tr>
<td>VBK281</td>
<td>Legal Aspects 2 for Justice Studies</td>
</tr>
<tr>
<td>VBK283</td>
<td>Australian Criminal Justice System</td>
</tr>
<tr>
<td>VBK288</td>
<td>Social Research and Analysis</td>
</tr>
<tr>
<td>VBK291</td>
<td>Justice Communication</td>
</tr>
<tr>
<td>VBK293</td>
<td>Workplace Practice</td>
</tr>
<tr>
<td>VBK294</td>
<td>Organisational Principles and Practices</td>
</tr>
<tr>
<td>PSPOHS401</td>
<td></td>
</tr>
</tbody>
</table>

**Advanced Diploma of Justice (21214VIC)**

incorporating:

**Diploma of Justice (21213VIC)**

**Certificate IV in Justice (21212VIC)**

**Career Opportunities**

This course is suited to people wishing to pursue careers as paralegal workers, community justice workers, police, correctional services, juvenile justice, community corrections or other justice related fields.

**Scope of Delivery**

Full-time, part-time and flexible delivery.

**Course Objective**

The course aims to provide participants with the vocational education and training needed by persons wishing to enter, develop additional skills, or pursue a long-term career within the justice field.

**Entry Requirements**

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to meet the requirements of the course and to undertake formal study at an Australian Qualifications Framework Level 6. This may be achieved by successfully completing a year 12 or a TAFE course. Year 12 students must apply through VTAC. Applicants need to have studied arts type subjects, such as Legal Studies, History, English Literature and/or Social Science. Mature aged adult learner provisions apply. These applicants may apply directly to Victoria University of Technology. All students must complete a supplementary form.
## Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to meet the requirements of the course and to undertake formal study at an Australian Qualifications Framework Level 6. This may be achieved by successfully completing a year 12 or a TAFE course. Year 12 students must apply through VTAC. Mature aged adult learner provisions apply. These applicants may apply directly to Victoria University of Technology. All students must complete a supplementary form. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

## Selection Procedures/Selection Criteria
Applicants are required to complete a TAFE Supplementary application form.

## Course Duration
To complete the Certificate IV in Justice(21212VIC), one year of full-time study or approximately two years of part-time study is required.

### Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Modules</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>PSPOHS401</td>
<td>Implement and Monitor the Organisation's</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Occupational Health and Safety Policies,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Procedures and Programs</td>
<td>20</td>
</tr>
<tr>
<td>VAK247</td>
<td>Work Environment - Planning Work Tasks</td>
<td>30</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
- Work Environment - Supervision
- Electives
- Correctional Systems
- Contemporary Policing

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

## Diploma of Justice(21213VIC)

Students must successfully complete the core and elective modules for Certificate IV in Justice(21212VIC) plus the following core modules and two additional electives.

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Modules</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>VAL689</td>
<td>Sociology</td>
<td>68</td>
</tr>
<tr>
<td>VBK289</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.

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Code</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>

<table>
<thead>
<tr>
<th>Elective Modules</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK302</td>
<td>Human Rights</td>
<td>54</td>
</tr>
<tr>
<td>VAJ221</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>

Elective modules are selected by the student with approval of the Head of Department.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

## Diploma of Community Services (Youth Work) (CHC50999)

This course is subject to review and new competencies may be delivered in 2004. For further information applicants are advised to contact the Social and Community Studies Department on (03) 9284 8674.

### Career Opportunities
Youth worker.

### Scope of Delivery
Full-time and part-time places are offered.

### Course Objective
The aim of the course is to provide training for people to work as Youth Workers in the Community Services Industry.

### Entry Requirements
To qualify for entry to the course applicants under the age of 20 are normally required to have completed their VCE or equivalent. All applicants must have experience either paid or unpaid in the Youth Work or Community Services Industry.

Some agencies require that participants provide a police clearance before undertaking workplace training.

### Selection Procedures/Selection Criteria
Applicants must apply through VTAC, complete a TAFE Supplementary Application form and participate in a group interview.

### Course Duration
Full-time basis over two years or part-time equivalent.

### Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCYTH3A</td>
<td>Support young people to take collective action</td>
<td>90</td>
</tr>
<tr>
<td>CHCYTH4A</td>
<td>Assist young people in responding to crisis</td>
<td>90</td>
</tr>
<tr>
<td>CHCAadmin3A</td>
<td>Undertake administrative work</td>
<td>50</td>
</tr>
<tr>
<td>CHCCO/M3A</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>CHCOPG4A</td>
<td>Follow the organisation’s O H &amp; S policies</td>
<td>30</td>
</tr>
</tbody>
</table>
This course consists of a total of 13 units of competency, with 7 electives for other Human Service Courses. The remaining five elective units may be drawn from the Alcohol and Other Drugs sector.
Course in Palliative Care Awareness (3113GWD50)

Career Opportunities
Caregivers caring for people who are dying.

Scope of Delivery
Part-time

Course Objectives
The aim of the course is to provide training for caregivers who may be involved in or wish to become involved in caring for people (including those in a nursing home or hostel, in their own home or in a hospice or hospital) who are dying.

Entry Requirements
To qualify for admission to the course, applicants must have experience as a worker in the health and community services industry. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/ Selection Criteria
Direct entry application, interviews conducted.

Course Duration
The course may be offered part-time one day a week for eight weeks (50 nominal hours).

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WD550</td>
<td>Orientation to Palliative Care</td>
<td></td>
</tr>
<tr>
<td>WD551</td>
<td>Philosophy of Palliative Care</td>
<td></td>
</tr>
<tr>
<td>WD552</td>
<td>Ethical and Legal Issues in Palliative Care</td>
<td></td>
</tr>
<tr>
<td>WD553</td>
<td>Communication for the Palliative Care Team</td>
<td></td>
</tr>
<tr>
<td>WD554</td>
<td>Exploring Client Groups</td>
<td></td>
</tr>
<tr>
<td>WD555</td>
<td>Symptoms</td>
<td></td>
</tr>
<tr>
<td>WD556</td>
<td>Grief and Loss</td>
<td></td>
</tr>
<tr>
<td>WD557</td>
<td>Death and Dying</td>
<td></td>
</tr>
<tr>
<td>WD558</td>
<td>Resources</td>
<td></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) (PRM20190)

Career Opportunities
Cleaning Operations.

Scope of Delivery
This course is delivered to industry clients only.

Course Objectives
The course aims to provide training in skills and competencies for participants who currently work or intend to work in cleaning operations.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they have the basic literacy and numeracy skills and that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Department of Sport Recreation and Performance

The Department of Sport Recreation and Performance–TAFE offers a range of courses at Certificate and Diploma levels that provide vocational education for the Sport and Recreation industry ranging from pre-employment through to para-professional level.

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</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>SRS20299</td>
<td>Certificate II in Sport (SRS20299)</td>
</tr>
<tr>
<td>SRO21999</td>
<td>Certificate II in Sport and Recreation (SRO21999)</td>
</tr>
<tr>
<td>SRO31999</td>
<td>Certificate III in Sport and Recreation (SRO31999)</td>
</tr>
<tr>
<td>SRO31013</td>
<td>Certificate III in Sport and Recreation (SRO31013)</td>
</tr>
<tr>
<td>SRO40103</td>
<td>Certificate IV in Sport and Recreation (SRO40103)</td>
</tr>
<tr>
<td>SRO50103</td>
<td>Diploma of Sport and Recreation (SRO50103)</td>
</tr>
<tr>
<td>SRO60103</td>
<td>Advanced Diploma of Sport and Recreation (SRO60103)</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>SRS40503</td>
<td>Certificate IV in Sports (Development) (SRS40503)</td>
</tr>
<tr>
<td>SRS50503</td>
<td>Diploma of Sports (Development) (SRS50503)</td>
</tr>
<tr>
<td>2123TVIC</td>
<td>Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport) (2123TVIC)</td>
</tr>
<tr>
<td>21052VIC</td>
<td>Diploma of Arts (Small Companies and Community Theatre) (21052VIC)</td>
</tr>
</tbody>
</table>

In addition to these courses, the Department of Sport, Fitness and Recreation–TAFE conducts traineeships.

Head, Department of Sport Recreation and Performance–TAFE

Jane McLennan

Certificate II in Fitness (SRF20201)

Career Opportunities
Further study, educational component of fitness traineeship

Scope of Delivery
This course is offered as a traineeship, or as a VET in Schools.

Course Objective
The course aims to provide training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3.

Selection Procedures/Selection Criteria
Applicants would normally be employed as a Fitness trainee or be enrolled in the course through their existing VCE program.

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUXEM001A</td>
<td>10</td>
</tr>
<tr>
<td>SRSCL002A</td>
<td>10</td>
</tr>
<tr>
<td>SRSXM002A</td>
<td>10</td>
</tr>
</tbody>
</table>

Electives Units

Students must complete seven elective units selected by the student with the approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Fitness (SRF30201)

Career Opportunities
Aerobic, fitness or aquatic instructor

Scope of Delivery
This course is offered on a full-time basis at the South Melbourne campus and part-time at the Footscray Park campus over one semester.

Course Objective
The course aims to provide training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3.

Selection Procedures/Selection Criteria
All applicants must complete a direct application form available from the department. Selection will be based on interest/involvement in the fitness industry, previous education and/or qualifications and possible interview.

Course Duration
The course may be offered on a full-time basis over 1 year (489 nominal hours) or part-time equivalent.

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRSCL003A</td>
<td>8</td>
</tr>
<tr>
<td>SRSXM003A</td>
<td>7</td>
</tr>
<tr>
<td>SRSXM004A</td>
<td>10</td>
</tr>
</tbody>
</table>

Electives Units

Students must complete seven elective units selected by the student with the approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
**Fitness Stream Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</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 equipment</td>
<td>10</td>
</tr>
<tr>
<td>SRSSRT001A</td>
<td>Implement sports first aid procedures and apply sports first aid</td>
<td>25</td>
</tr>
<tr>
<td>SRXCA004A</td>
<td>Plan a sport and recreation session for clients</td>
<td>8</td>
</tr>
<tr>
<td>SRXCA005A</td>
<td>Conduct a sport and recreation session for clients</td>
<td>8</td>
</tr>
<tr>
<td>SRXFAC001A</td>
<td>Maintain equipment for activities</td>
<td>5</td>
</tr>
<tr>
<td>SRXGRO001A</td>
<td>Facilitate a group</td>
<td>8</td>
</tr>
</tbody>
</table>

**Fitness Specialisation Elective Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRFAER001A</td>
<td>Plan and instruct a group exercise class</td>
<td>20</td>
</tr>
<tr>
<td>SRFAQ001A</td>
<td>Instruct water based fitness classes for the general population</td>
<td>65</td>
</tr>
<tr>
<td>SRFGYM001A</td>
<td>Instruct fitness activity skills to a client using fitness equipment</td>
<td>20</td>
</tr>
</tbody>
</table>

**Electives Units**

Students must complete 4 elective units selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

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**Certificate IV in Fitness (SRF40201)**

**Career Opportunities**

Personal trainer, aerobic, fitness or aquatic instructor

**Scope of Delivery**

This course is offered on a full-time and part-time basis at the South Melbourne campus

**Course Objective**

The course aims to provide advanced training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor.

**Entry Requirements**

To qualify for admission to the course, applicants must have completed year 12 and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5. Applicants must have also completed Certificate III Fitness or equivalent.

**Selection Procedures/Selection Criteria**

All applicants must complete a direct application form available from the department. Selection will be based on interest/involvement in the fitness industry, previous education and/or qualifications and possible interview.

**Course Duration**

The course may be offered on a full-time basis over one year (743 nominal hours) or part-time equivalent.

**Course Structure**

### Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCL5004A</td>
<td>Provide advice in order to meet current and anticipated client requirements</td>
<td>7</td>
</tr>
<tr>
<td>SRXCM004A</td>
<td>Source and present information in response to requests</td>
<td>7</td>
</tr>
<tr>
<td>SRXOHS002A</td>
<td>Implement and monitor the organisation’s Ocupational 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>
</tbody>
</table>

**Fitness Stream Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</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>
<tr>
<td>SRFFIT012A</td>
<td>Utilise an understanding of motivational Psychology with fitness clients</td>
<td>20</td>
</tr>
<tr>
<td>SRXCA006A</td>
<td>Organise a sport and recreation program</td>
<td>10</td>
</tr>
<tr>
<td>SRXCA007A</td>
<td>Conduct a sport and recreation program</td>
<td>10</td>
</tr>
<tr>
<td>SRXGP002A</td>
<td>Provide leadership to groups</td>
<td>6</td>
</tr>
<tr>
<td>SRXORG005A</td>
<td>Conduct projects</td>
<td>15</td>
</tr>
<tr>
<td>SRXORG006A</td>
<td>Participate in the meeting process</td>
<td>6</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>

**Electives Units**

Students must complete four elective units selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

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**Certificate II in Outdoor Recreation (SRO20299)**

**Career Opportunities**

Further study, educational component of traineeship.

**Scope of Delivery**

This course is only offered as a traineeship or as VET in schools.

**Course Objectives**

The course aims to provide training for entry-level employees working under direct supervision in the outdoor recreation industry.

**Entry Requirements**

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Selection Procedures/Selection Criteria**

Applicants would normally be employed as a trainee or be enrolled in the course through their existing VCE program.

**Course Duration**

The course may be offered on a full-time basis over 341 nominal hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUXEM001A</td>
<td>Provide emergency care</td>
<td>10</td>
</tr>
<tr>
<td>SRXOS001A</td>
<td>Implement minimal environmental impact practices</td>
<td>10</td>
</tr>
<tr>
<td>SRXORE001A</td>
<td>Prepare to participate in a supervised outdoor activity requiring basic skills</td>
<td>6</td>
</tr>
</tbody>
</table>
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

Certificate II in Sport (Career Oriented Participation)(SRS20299)

Career Opportunities
Further study, educational component of traineeship.

Scope of Delivery
This course is offered to elite level athletes through their existing sporting club or organization.

Course Objectives
The course aims to provide students with a pathway to further study, which will enable them to gain employment in the sport industry.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/ Selection Criteria
This program is only available to elite level athletes through their existing sporting club or organization.

Course Duration
The course may be offered on a full-time basis over 400 nominal hours or part-time equivalent.

Course Structure
Core Units – (195 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXTEM001A</td>
<td>10</td>
<td>Work in teams</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>10</td>
<td>Support the work of a team</td>
</tr>
<tr>
<td>SRXIND002A</td>
<td>10</td>
<td>Develop and implement a career path</td>
</tr>
<tr>
<td>SRXOHS001A</td>
<td>10</td>
<td>Follow defined Occupational Health and safety policy and procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace</td>
</tr>
<tr>
<td>SRXORG001A</td>
<td>10</td>
<td>Organise work</td>
</tr>
<tr>
<td>SRXORG002A</td>
<td>10</td>
<td>Work effectively in a sport and recreation organisation</td>
</tr>
<tr>
<td>SRXTEC001A</td>
<td>10</td>
<td>Operate a computer to gain access to and retrieve data using keyboard skills</td>
</tr>
<tr>
<td>SRXTEC002A</td>
<td>10</td>
<td>Operate a computer and printer to produce and print simple documents</td>
</tr>
<tr>
<td>SRXIND001A</td>
<td>10</td>
<td>Develop knowledge of the sport and recreation industry</td>
</tr>
<tr>
<td>SRXEME001A</td>
<td>10</td>
<td>React safely in an emergency and help prevent emergencies</td>
</tr>
<tr>
<td>SRXEME002A</td>
<td>10</td>
<td>Participate in the control of minor emergencies</td>
</tr>
<tr>
<td>SRSCOP 011A</td>
<td>10</td>
<td>Develop an integrated time management plan</td>
</tr>
<tr>
<td>SRSCOP 012A</td>
<td>5</td>
<td>Develop a travel and accommodation plan</td>
</tr>
<tr>
<td>SRSCOP 013A</td>
<td>5</td>
<td>Develop a career goal setting plan</td>
</tr>
<tr>
<td>SRSCOP 014A</td>
<td>5</td>
<td>Prepare to study</td>
</tr>
</tbody>
</table>

Elective Units (totaling 146 nominal hours)

Two clusters of Outdoor Recreation Specialisation units selected from:
- Abseiling – artificial surface
- Abseiling – natural surface
- Bushwalking
- Canoeing – canoes
- Canoeing – kayaks
- Canoeing – sea kayaks
- Canyoning
- Caving
- Climbing – artificial wall
- Climbing – natural surface
- Cycling
- Fishing
- Horseridng
- SCUBA
- Skiing
- Skateboarding
- Snowboarding
- Surfing
- Yachting – ballasted yacht
- Yachting – motor cruisers
- Yachting – sailboards
- Yachting – small boat
- Sport and Recreation.

as specified in Section 6.3 of the Outdoor Recreation Industry Training Package (SRO99), Australian National Training Authority, 2000. A minimum of four elective units having regard to relevant units in any nationally endorsed Industry Training Package.

All units are selected by the student, with approval of the Head of Department, and must be relevant to the occupational outcome sought at Australian Qualifications Framework Level 2. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Further study, educational component of traineeship.

Scope of Delivery
This course is offered to elite level athletes through their existing sporting club or organization.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/ Selection Criteria
This program is only available to elite level athletes through their existing sporting club or organization.

Course Duration
The course may be offered on a full-time basis over 400 nominal hours or part-time equivalent.

Course Structure
Core Units – (195 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUXEME 001A</td>
<td>10</td>
<td>Provide emergency care</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>10</td>
<td>Deliver service to clients</td>
</tr>
<tr>
<td>SRXCO M002A</td>
<td>10</td>
<td>Receive and pass on information to facilitate effective routine communication</td>
</tr>
<tr>
<td>SRXEME002A</td>
<td>10</td>
<td>Participate in the control of minor emergencies</td>
</tr>
<tr>
<td>SRXIND002A</td>
<td>10</td>
<td>Develop and implement a career path</td>
</tr>
<tr>
<td>SRXOHS001A</td>
<td>10</td>
<td>Follow defined Occupational Health and safety policy and procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace</td>
</tr>
<tr>
<td>SRXORG002A</td>
<td>10</td>
<td>Work effectively in a sport and recreation organisation</td>
</tr>
<tr>
<td>SRXTEC001A</td>
<td>10</td>
<td>Operate a computer to gain access to and retrieve data using keyboard skills</td>
</tr>
<tr>
<td>SRXTEC002A</td>
<td>10</td>
<td>Operate a computer and printer to produce and print simple documents</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>10</td>
<td>Support the work team</td>
</tr>
<tr>
<td>SRXTEM001A</td>
<td>10</td>
<td>Work in teams</td>
</tr>
</tbody>
</table>

Elective Units (totaling 146 nominal hours)

Two clusters of Outdoor Recreation Specialisation units selected from:
- Abseiling – artificial surface
- Abseiling – natural surface
- Bushwalking
- Canoeing – canoes
- Canoeing – kayaks
- Canoeing – sea kayaks
- Canyoning
- Caving
- Climbing – artificial wall
- Climbing – natural surface
- Cycling
- Fishing
- Horseridng
- SCUBA
- Skiing
- Skateboarding
- Snowboarding
- Surfing
- Yachting – ballasted yacht
- Yachting – motor cruisers
- Yachting – sailboards
- Yachting – small boat
- Sport and Recreation.

as specified in Section 6.3 of the Outdoor Recreation Industry Training Package (SRO99), Australian National Training Authority, 2000. A minimum of four elective units having regard to relevant units in any nationally endorsed Industry Training Package.

All units are selected by the student, with approval of the Head of Department, and must be relevant to the occupational outcome sought at Australian Qualifications Framework Level 2. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate II in Sport and Recreation (SRO20199)

Career Opportunities
Further study, educational component of sport traineeship

Scope of Delivery
This course is only offered as a traineeship or as VET in schools

Course Objective
This course aims to provide training for persons working in the administrative and retail sectors of the sport and recreation industry.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2. Students enrolled as trainees must be employed under the Apprenticeship Training Scheme.

Selection Procedures/Selection Criteria
Applicants would normally be employed as a trainee or be enrolled in the course through their existing VCE program.

Course Duration
The course may be offered on a part-time basis over 1 year (323 nominal hours). This course is also available as a traineeship.

Course Structure
Core unit co-requisites and pre-requisites

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXE01A</td>
<td>React safely in an emergency &amp; help prevent emergencies</td>
<td>10</td>
</tr>
<tr>
<td>SXRXIND01A</td>
<td>Develop knowledge of the sport &amp; recreation industry</td>
<td>10</td>
</tr>
<tr>
<td>SRRXICO01A</td>
<td>Operate a computer to access to &amp; retrieve data using keyboard skills</td>
<td>20</td>
</tr>
</tbody>
</table>

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUXE01A</td>
<td>Provide emergency care</td>
</tr>
<tr>
<td>SRRXCL02A</td>
<td>Deliver service to clients</td>
</tr>
<tr>
<td>SRRXC002A</td>
<td>Receive &amp; pass on information to facilitate effective routine communication</td>
</tr>
<tr>
<td>SRRXIND02A</td>
<td>Participate in the control of minor emergencies</td>
</tr>
<tr>
<td>SRXOHS01A</td>
<td>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</td>
</tr>
<tr>
<td>SRRXOR02A</td>
<td>Operate effectively in a sport &amp; recreation organisation</td>
</tr>
<tr>
<td>SRRXTEC002A</td>
<td>Operate a computer &amp; printer to produce simple documents</td>
</tr>
<tr>
<td>SRRXTX002A</td>
<td>Support the work of a team</td>
</tr>
<tr>
<td>SRRXADM005A</td>
<td>Handle mail to facilitate the information flow of the organisation</td>
</tr>
<tr>
<td>SRRXADM006A</td>
<td>Process &amp; analyse information to provide access to &amp; security of records</td>
</tr>
</tbody>
</table>

Compulsory Stream Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRRXADM007A</td>
<td>Select, operate &amp; maintain a range of office equipment to complete a range of tasks</td>
</tr>
<tr>
<td>SRRXADM008A</td>
<td>Organise the copying &amp; collating of documents</td>
</tr>
</tbody>
</table>

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Sport and Recreation (SRO30199)

Career Opportunities
Further study

Scope of Delivery
This course is only offered as a traineeship

Course Objective
This course aims to provide training for persons employed in the sport and recreation industry who's focus is on client services in sport and recreation marketing, facility management, retail, event organisation or assisting in activity/program leadership.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3. Students enrolled as trainees must be employed under the Apprenticeship Training Scheme.

Selection Procedures/Selection Criteria
Applicants would normally be employed as a trainee and complete the qualification as a requirement of the traineeship.

Course Duration
The course may be offered on a full-time basis over 6 months (474 nominal hours) or part-time equivalent. This course is also available as a traineeship.

Course Structure
Core Pre-requisites and Co-requisites Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRRXCL002A</td>
<td>Deliver service to clients</td>
</tr>
<tr>
<td>SRRXCL003A</td>
<td>Deliver &amp; pass on information to facilitate effective routine communication</td>
</tr>
<tr>
<td>SRRXME001A</td>
<td>React safely in an emergency &amp; help prevent emergencies</td>
</tr>
<tr>
<td>SRRXME002A</td>
<td>Participate in the control of minor emergencies</td>
</tr>
<tr>
<td>SRRXIND01A</td>
<td>Develop knowledge of the sport &amp; recreation industry</td>
</tr>
<tr>
<td>SRRXH0101A</td>
<td>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</td>
</tr>
<tr>
<td>SRRXOR002A</td>
<td>Work effectively in a sport &amp; recreation organisation</td>
</tr>
<tr>
<td>SRRXTM002A</td>
<td>Support the work of a team</td>
</tr>
<tr>
<td>SRRXTEC001A</td>
<td>Operate a computer &amp; printer to produce simple documents</td>
</tr>
<tr>
<td>SRRXTEC002A</td>
<td>Operate a computer &amp; printer to produce simple documents</td>
</tr>
<tr>
<td>SRRXADM003A</td>
<td>Co-ordinate interaction with clients</td>
</tr>
<tr>
<td>SRRXADM004A</td>
<td>Collect &amp; provide information to facilitate communication flow</td>
</tr>
<tr>
<td>SRRXADM005A</td>
<td>Respond to emergency situations</td>
</tr>
</tbody>
</table>
SRXIND003A Apply sport & recreation law 10
SRXIND004A Establish & maintain an effective industry network 8
SRXORG003A Co-ordinate work & work priorities in a sport & recreation organisation 8
SRXRS001A Undertake risk analysis of activities 10
SRXTEC003A Design, develop & produce documents, reports & worksheets using advanced functions 8
SRXTEM003A Work autonomously 7
SRXTEM004A Deal with conflict 10

Stream Core Pre-requisite and Co-requisite Units

SRXADM001A Handle mail to facilitate communication 6
SRXADM002A Handle information to maintain access to & security of records 12
SRXADM003A Apply knowledge of the organisation to Complete routine administration tasks 12
SRXADM004A Operate a range of office equipment to Complete routine tasks 15
SRXADM005A Handle mail to facilitate the information flow of the organisation 5
SRXADM006A Process & analyse information to provide access to & security of records 10
SRXADM007A Select, operate & maintain a range of office equipment to complete a range of tasks 8
SRXADM008A Maintain information records system to ensure its integrity TBA
SRXTEM001A Recognise risk in a sport & recreation organisation 10
SRXTEM002A Support the work of a team 10
SRXTEM003A Work autonomously 7

Certificate II in Community Recreation (SRC20201)

Career Opportunities
Further study, educational component of traineeship.

Scope of Delivery
This course is only offered as a traineeship or as VET in schools.

Course Objectives
The course aims to provide students with a pathway to further study, which will enable them to gain employment in the community recreation industry.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Applicants would normally be employed as a trainee or be enrolled in the course through their existing VCE program.

Course Duration
The course may be offered on a full-time basis over 290 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUXEME001A</td>
<td>10</td>
<td>Provide emergency care</td>
</tr>
<tr>
<td>SRXCL002A</td>
<td>10</td>
<td>Deliver service to clients</td>
</tr>
<tr>
<td>SRXCO002A</td>
<td>10</td>
<td>Receive and pass on information to facilitate effective routine communication</td>
</tr>
<tr>
<td>SRXEM002A</td>
<td>10</td>
<td>Participate in the control of minor emergencies</td>
</tr>
<tr>
<td>SRXIND002A</td>
<td>10</td>
<td>Develop and implement a career path</td>
</tr>
<tr>
<td>SRXOHS001A</td>
<td>10</td>
<td>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</td>
</tr>
<tr>
<td>SRXORG002A</td>
<td>10</td>
<td>Work effectively in a sport and recreation organisation</td>
</tr>
<tr>
<td>SRXTE002A</td>
<td>20</td>
<td>Operate a computer and printer to produce simple documents</td>
</tr>
<tr>
<td>SRXTE003A</td>
<td>10</td>
<td>Support the work of a team</td>
</tr>
<tr>
<td>SRCCR002A</td>
<td>15</td>
<td>Apply the principles of community development to community recreation work</td>
</tr>
<tr>
<td>SRCCR003A</td>
<td>15</td>
<td>Respond to clients at risk</td>
</tr>
<tr>
<td>SRCCR004A</td>
<td>10</td>
<td>Apply point of sale handling procedures in a recreation setting</td>
</tr>
</tbody>
</table>

Stream Core Units

SRXADM009A Maintain information records system to ensure its integrity TBA
SRXTEM001A Recognise risk in a sport & recreation organisation 10
SRXTEM002A Support the work of a team 10
SRXTEM003A Work autonomously 7

Elective Units

Five elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

SRXIND001A Apply sport & recreation law 10
SRXIND002A Develop and implement a career path 10
SRXTEM001A Recognise risk in a sport & recreation organisation 10
SRXTEM002A Support the work of a team 10
SRXTEM003A Work autonomously 7

SRO 30103 Certificate III in Sport and Recreation

This course aims to provide training for persons employed in the sport and recreation industry who’s focus is on client services in sport and recreation marketing, facility management, retail, event organisation or assisting in activity/program leadership.

For further information please contact the Department of Sport, Recreation and Fitness on ph 9694 1505.

SRO 40103 Certificate IV in Sport and Recreation

This course aims to provide training for persons working as administrative officers in the sport and recreation industry.

For further information please contact the Department of Sport, Recreation and Fitness on ph 9694 1505.

SRO 50103 Diploma of Sport and Recreation

This course aims to provide training for persons working as administrative managers in the sport and recreation industry with responsibility for marketing, conferences, client services co-ordination and event management.

For further information please contact the Department of Sport, Recreation and Fitness on ph 9694 1505.

Advanced Diploma of Sport & Recreation (SRO 60103)

This course aims to provide training for people wanting to work as an administrative manager in the sport and recreation industry with responsibilities for marketing, conference organisation and client service co-ordination.

For further information please contact the Department of Sport, Recreation and Fitness on ph 9694 1505.

Certificate II in Community Recreation (SRC20201)

Career Opportunities
Further study, educational component of traineeship.

Scope of Delivery
This course is only offered as a traineeship or as VET in schools.

Course Objectives
The course aims to provide students with a pathway to further study, which will enable them to gain employment in the community recreation industry.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Applicants would normally be employed as a trainee or be enrolled in the course through their existing VCE program.

Course Duration
The course may be offered on a full-time basis over 290 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUXEME001A</td>
<td>10</td>
<td>Provide emergency care</td>
</tr>
<tr>
<td>SRXCL002A</td>
<td>10</td>
<td>Deliver service to clients</td>
</tr>
<tr>
<td>SRXCO002A</td>
<td>10</td>
<td>Receive and pass on information to facilitate effective routine communication</td>
</tr>
<tr>
<td>SRXEM002A</td>
<td>10</td>
<td>Participate in the control of minor emergencies</td>
</tr>
<tr>
<td>SRXIND002A</td>
<td>10</td>
<td>Develop and implement a career path</td>
</tr>
<tr>
<td>SRXOHS001A</td>
<td>10</td>
<td>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</td>
</tr>
<tr>
<td>SRXORG002A</td>
<td>10</td>
<td>Work effectively in a sport and recreation organisation</td>
</tr>
<tr>
<td>SRXTE002A</td>
<td>20</td>
<td>Operate a computer and printer to produce simple documents</td>
</tr>
<tr>
<td>SRXTE003A</td>
<td>10</td>
<td>Support the work of a team</td>
</tr>
<tr>
<td>SRCCR002A</td>
<td>15</td>
<td>Apply the principles of community development to community recreation work</td>
</tr>
<tr>
<td>SRCCR003A</td>
<td>15</td>
<td>Respond to clients at risk</td>
</tr>
<tr>
<td>SRCCR004A</td>
<td>10</td>
<td>Apply point of sale handling procedures in a recreation setting</td>
</tr>
</tbody>
</table>

Stream Core Units

SRXADM009A Maintain information records system to ensure its integrity TBA
SRXTEM001A Recognise risk in a sport & recreation organisation 10
SRXTEM002A Support the work of a team 10
SRXTEM003A Work autonomously 7

Elective Units

Five elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

SRXIND003A Apply sport & recreation law 10
SRXIND004A Establish & maintain an effective industry network 8
SRXORG003A Co-ordinate work & work priorities in a sport & recreation organisation 8
SRXRS001A Undertake risk analysis of activities 10
SRXTEC003A Design, develop & produce documents, reports & worksheets using advanced functions 8

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Certificate III in Community Recreation (SRC30201)

Career Opportunities
Customer service in an aquatic or recreation centre.

Scope of Delivery
This course is currently only offered as a traineeship.

Course Objective
This course aims to provide training for people in a customer service role of an aquatic or recreation centre.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Selection Procedures/Selection Criteria
Applicants would normally be employed as a trainee.

Course Duration
The course may be offered on a full-time basis over 744 nominal hours over or part-time equivalent.

Course Structure
Core Units (totalling 159 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCAI 001A</td>
<td>Assist in preparing a sport and recreation session for clients</td>
<td>6</td>
</tr>
<tr>
<td>SRXCAI 002A</td>
<td>Assist in conducting a sport and recreation session for clients</td>
<td>8</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.

Scope of Delivery
Full-time.

Course Objectives
This course aims to provide training for people who are supervising individuals or teams in a recreational facility and/or community program.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Selection Procedures/Selection Criteria
This course is run as a dual qualification with the Certificate IV in Sport and Recreation (SRO40301). Entry to this course is via the Certificate IV in Sport and Recreation (SRO40301).

Course Duration
The course may be offered on a full-time basis over 1043 nominal hours over or part-time equivalent.

Course Structure
Core Units (totalling 184 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCAI 001A</td>
<td>Assist in preparing a sport and recreation session for clients</td>
<td>6</td>
</tr>
<tr>
<td>SRXCAI 002A</td>
<td>Assist in conducting a sport and recreation session for clients</td>
<td>8</td>
</tr>
</tbody>
</table>

Elective Units
Ten elective units (totalling 585 nominal hours) comprising:
- A minimum of five units, at Australian Qualifications Framework level three, selected from any other endorsed sport and recreation training packages: Community Recreation; Fitness; Outdoor Recreation; or Sport Training endorsed by the Australian National Training Authority.
- A maximum of five elective units selected from the units at Australian Qualifications Framework level three in any other industry related Training Package endorsed by the Australian National Training Authority.

All units are selected by the student with the approval of the Head of Department. Units selected must be relevant to the occupational outcome sought and appropriate to the Australian Qualifications Framework level.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
SRCCRD008A Work effectively with government and other key stakeholders 20
SRCCRO005A Develop a budget for a recreation initiative 20
SRXEME004A Coordinate emergency response 20
SRXGO002A Provide leadership to groups 6
SRXRIND005A Promote compliance with laws & legal principles 12
SRXRES002A Improve client awareness and implementation of environmental management practices 10

Elective Units
Thirteen elective units (totaling 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.

Diploma of Community Recreation (SRC50201)

Career Opportunities
Recreational Manager.

Scope of Delivery
Full-time.

Course Objectives
This course aims to provide training for people who manage policies and procedures for a recreational facility and/or recreational programs.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Selection Procedures/ Selection Criteria
This course is run as a dual qualification with the Diploma of Sport and Recreation (SRO50103).

Elective Units
• Elective units (totaling 907 nominal hours) selected from the list of relevant units in the Community Recreation Industry Training Package SRC01 (Version 1.00, 2001);
• The units at Australian Qualifications Framework level five units, selected from any of the nationally endorsed Sport and Recreation training packages: Community Recreation; Fitness; Outdoor Recreation; or Sport Training;
• The Australian Qualifications Framework level five units in any other nationally endorsed Industry Training Package related to the industry.

Course Duration
The course may be offered on a full-time basis over 1531 nominal hours or part-time equivalent.

Course Structure
Core Units (totalling 624 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSXFM1501A</td>
<td>40</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSXFM1502A</td>
<td>40</td>
<td>Participate in, lead and facilitate work teams</td>
</tr>
<tr>
<td>BSXFM1507A</td>
<td>50</td>
<td>Manage quality client service</td>
</tr>
<tr>
<td>SRXCO M005A</td>
<td>10</td>
<td>Research, prepare and present information</td>
</tr>
<tr>
<td>SRXRIND005A</td>
<td>12</td>
<td>Promote compliance with laws &amp; legal principles</td>
</tr>
<tr>
<td>SRXOH5003A</td>
<td>15</td>
<td>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>
</tr>
</tbody>
</table>

SRXORG007A Develop teams and individuals to enhance performance 12
SRXTEM006A Create, maintain and enhance effective working relationships 8
BSXFM1505A Manage operations to achieve planned outcomes 50
CHCCD14A Implement a community development strategy 70
SRCCRD007A Develop recreation programs 20
SRCCRD008A Work effectively with government and other key stakeholders 20
SRCCRO011A Implement a sales system for a recreation facility or organisation 20
SRCCRO012A Manage contracts 30
SRXAD M014A Manage and coordinate projects 30
SRXFAC005A Coordinate facility and equipment acquisition and maintenance 15
SRXFIN007A Monitor and control disbursements within a given budget 20
SRXGO004A Work effectively with the Board of an organisation 25
SRXHRM001A Manage volunteers 20
SRXHRM002A Participate in staff selection to ensure team goals are achieved 15
SRXMTK003A Promote organisation's activities 15
SRXMTK004A Analyse and respond to changing markets 15
SRXPLA004A Evaluate organisation's activities 20
SRXRES005A Achieve an efficient use of resources 12

Certificate IV in Sport and Recreation (SRO 40199)

Career Opportunities
Sports administration officer.

Scope of Delivery
This course is offered on a full-time basis over one year at the South Melbourne campus.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework level 4.
Selection Procedures/Selection Criteria
Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration
The course may be offered on a full-time basis over 622 nominal hours or part-time equivalent.

Course Structure
Core Pre-requisites and Co-requisites Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCLS002A</td>
<td>Deliver service to clients</td>
<td>10</td>
</tr>
<tr>
<td>SRXCLS003A</td>
<td>Co-ordinate interaction with clients</td>
<td>8</td>
</tr>
<tr>
<td>SRXCO M002A</td>
<td>Receive &amp; pass on information to facilitate effective routine communication</td>
<td>10</td>
</tr>
<tr>
<td>SRXCO M003A</td>
<td>Collect &amp; provide information to facilitate communication flow</td>
<td>7</td>
</tr>
<tr>
<td>SRXO R002A</td>
<td>Work effectively in a sport &amp; recreation organisation</td>
<td>10</td>
</tr>
<tr>
<td>SRXO R003A</td>
<td>Co-ordinate work &amp; work priorities in a sport &amp; recreation organisation</td>
<td>8</td>
</tr>
<tr>
<td>SRXT E002A</td>
<td>Support the work of a team</td>
<td>10</td>
</tr>
<tr>
<td>SRXT E003A</td>
<td>Work autonomously</td>
<td>7</td>
</tr>
<tr>
<td>SRXTEC001A</td>
<td>Operate a computer to gain access to &amp; retrieve data using keyboard skills</td>
<td>20</td>
</tr>
<tr>
<td>SRXTEC002A</td>
<td>Operate a computer &amp; printer to produce simple documents</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>
</tbody>
</table>

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCLS004A</td>
<td>Provide advice in order to meet current &amp; anticipated client requirements</td>
<td>7</td>
</tr>
<tr>
<td>SRXCM 004A</td>
<td>Source &amp; present information in response to requests</td>
<td>7</td>
</tr>
<tr>
<td>SRXO H002A</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 Standards</td>
<td>12</td>
</tr>
<tr>
<td>SRXO R004A</td>
<td>Plan, allocate &amp; evaluate work carried out by teams, individuals &amp; self</td>
<td>10</td>
</tr>
<tr>
<td>SRXO R005A</td>
<td>Participate in the meeting process</td>
<td>6</td>
</tr>
<tr>
<td>SRXO R006A</td>
<td>Conduct projects</td>
<td>12</td>
</tr>
<tr>
<td>SRXT E004A</td>
<td>Assist with the analysis &amp; use of emerging technology</td>
<td>7</td>
</tr>
<tr>
<td>SRXT E005A</td>
<td>Lead, manage &amp; develop work teams</td>
<td>12</td>
</tr>
</tbody>
</table>

Stream Core Pre-requisites and Co-requisite Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXADM 001A</td>
<td>Handle mail to facilitate communication</td>
<td>6</td>
</tr>
<tr>
<td>SRXADM 002A</td>
<td>Handle information to maintain access to &amp; security of records</td>
<td>12</td>
</tr>
<tr>
<td>SRXADM 005A</td>
<td>Handle mail to facilitate the information flow of the organisation</td>
<td>5</td>
</tr>
<tr>
<td>SRXADM 006A</td>
<td>Process &amp; analyse information to provide access to &amp; security of records</td>
<td>10</td>
</tr>
<tr>
<td>SRXADM 009A</td>
<td>Maintain information records system to ensure its integrity</td>
<td>8</td>
</tr>
</tbody>
</table>

Stream Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXADM 012A</td>
<td>Supervise an established records system to ensure its integrity</td>
<td>12</td>
</tr>
<tr>
<td>SRXADM 013A</td>
<td>Plan business trip &amp; associated itinerary to ensure efficient travel</td>
<td>15</td>
</tr>
<tr>
<td>SRXTEC005A</td>
<td>Assist in the maintenance of a computer system</td>
<td>40</td>
</tr>
<tr>
<td>SRXTEC006A</td>
<td>Customise &amp; maintain software</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units
Eight elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Diploma of Sport and Recreation (SRO50199)

Career Opportunities
Sports administration officer

Scope of Delivery
This course is offered on a full-time basis over two years at the South Melbourne campus.

Course Objectives
This course aims to provide training for persons working as administrative managers in the sport and recreation industry with responsibility for marketing, conferences, client services co-ordination and event management.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

Selection Procedures/Selection Criteria
Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration
The course may be offered on a full-time basis over two years (936 nominal hours) or part-time equivalent.

Course Structure
Core Pre-requisites and Co-requisites Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCO M002A</td>
<td>Receive &amp; pass on information to facilitate routine communication</td>
<td>10</td>
</tr>
<tr>
<td>SRXCO M003A</td>
<td>Collect &amp; provide information to facilitate communication flow</td>
<td>7</td>
</tr>
<tr>
<td>SRXCO M004A</td>
<td>Source &amp; present information in response to requests</td>
<td>7</td>
</tr>
<tr>
<td>SRXCO R002A</td>
<td>Work effectively in a sport &amp; recreation organisation</td>
<td>10</td>
</tr>
<tr>
<td>SRXT E002A</td>
<td>Support the work of a team</td>
<td>10</td>
</tr>
<tr>
<td>SRXT E003A</td>
<td>Work autonomously</td>
<td>7</td>
</tr>
<tr>
<td>SRXTEC001A</td>
<td>Operate a computer to gain access to &amp; retrieve data using keyboard skills</td>
<td>20</td>
</tr>
<tr>
<td>SRXTEC002A</td>
<td>Operate a computer &amp; printer to produce simple documents</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>
</tbody>
</table>

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSXF M501A</td>
<td>Manage personal work priorities &amp; professional development</td>
<td>40</td>
</tr>
<tr>
<td>BSXF M502A</td>
<td>Provide leadership in the workplace</td>
<td>40</td>
</tr>
<tr>
<td>BSXF M504A</td>
<td>Participate in, lead &amp; facilitate work teams</td>
<td>40</td>
</tr>
<tr>
<td>BSXF M507A</td>
<td>Manage quality customer service</td>
<td>50</td>
</tr>
<tr>
<td>SRXCO M005A</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>SRXOH S003A</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>SRXOR G007A</td>
<td>Develop teams &amp; individuals to enhance performance</td>
<td>12</td>
</tr>
</tbody>
</table>
Certificate IV in Sports (Development) (SRS40399)

Career Opportunities
Sports coach, sports official, sports administrator

Scope of Delivery
This course is offered on a full-time basis over one year at the South Melbourne campus.

Course Objective
This course aims to provide training for coaches or officials, who wish to work in the sport industry doing a range of coaching and officiating at the beginner and intermediate levels and/or administrative duties.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 4.

Selection Procedures/Selection Criteria
Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration
The course may be offered on a full-time basis over 1 year (1032 nominal hours) or part-time equivalent.

Course Structure
Core Pre-requisite and Co-requisite Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXADM001A</td>
<td>6</td>
<td>Handle mail to facilitate communication</td>
</tr>
<tr>
<td>SRXADM002A</td>
<td>10</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>SRXADM003A</td>
<td>12</td>
<td>Handle information to maintain access to &amp; security of records</td>
</tr>
<tr>
<td>SRXADM004A</td>
<td>15</td>
<td>Maintain information records system to ensure its integrity</td>
</tr>
<tr>
<td>SRXADM005A</td>
<td>24</td>
<td>Plan &amp; establish administration systems &amp; procedures</td>
</tr>
<tr>
<td>SRXADM006A</td>
<td>20</td>
<td>Review office administration procedures &amp; processes to meet changing demands</td>
</tr>
<tr>
<td>SRXADM007A</td>
<td>30</td>
<td>Manage the establishment &amp; maintenance of a work group network</td>
</tr>
</tbody>
</table>

Elective Units
Ten elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
SCHOOL OF HUMAN SERVICES, SCIENCE AND TECHNOLOGY

SRXCO M003A Collect and provide information to facilitate communication flow 7
SRXCO M004A Source and present information in response to requests 7
SRXCO M005A Research, prepare and present information 10
SRXIND 005A Promote compliance with laws & legal principles 12
SRXOH 003A Establish, maintain and evaluate Occupational Health and Safety systems in order to ensure that the workplace is, as far as is practicable, safe and without risks to health of employees and clients 15
SRXORG 002A Work effectively in a sport and recreation organisation 10
SRXORG 007A Develop teams and individuals to enhance performance 12
SRXTM 002A Support the work of a team 10
SRXTM 003A Work autonomously 7
SRXTM 004A Deal with conflict 10
SRXTM 005A Lead, manage and develop work teams 12
SRXTM 006A Create, maintain and enhance effective working relationships 8

Development Stream Units

PUXEME 001A Provide emergency care 10
SRSCOA 001A Operate in accord with accepted coaching practices, styles & legal & ethical responsibilities 30
SRSCOA 007A Provide information about the principles of eating for peak performance 15
SRSCOA 011A Work with officials 10
SRSCOA 012A Provide information regarding drugs in sport issues 5
SRSCOA 013A Support clients to adopt the principles of sports psychology 20
SRSCOA 014A Support clients to adopt the principles of eating for peak performance 10
SRSCOA 015A Monitor coach welfare 10
SRSCOA 016A Implement recovery training programs 25
SRSNET 001A Interpret and apply the fundamental rules of netball at the beginner level 10
SRSNET 002A Use basic communication strategies to umpire netball at the beginner level 10
SRSNET 003A Demonstrate fundamental positioning skills relevant to umpire netball at the beginner level 10
SRSNET 004A Teach and develop the fundamental skills of netball 35
SRSOFF 001A Operate in accord with accepted officiating practices, styles & legal & ethical responsibilities to manage risk 25
SRSOFF 004A Apply self reflection techniques to evaluate and modify officiating sessions 15
SRSOFF 005A Resolve conflict related to officiating 15
SRSOFF 006A Develop a fitness program for officials 20
SRSOFF 007A Evaluate, analyse and modify the conduct and outcomes of officiating to improve performance 15
SRSOFF 008A Manage conflict related to officiating 15
SRSOFF 009A Plan, implement and evaluate a fitness and recovery program for officials 20
SSAC 001A Teach or develop basic skills of strength and conditioning 60
SRXAD M001A Handle mail to facilitate communication 6
SRXAD M002A Handle information to maintain access to and security of records 12
SRXAD M005A Handle mail to facilitate the information flow of the Organisation 5
SRXAD M006A Process and analyse information to provide access to and security of records 10
SRXAD M009A Maintain information records system to ensure its integrity 8
SRXAD M012A Supervise an established records system to ensure its integrity 12
SRXAD M014A Manage and coordinate projects 30

Career Opportunities
Sports coach, sports official, sports administrator

Scope of Delivery
This course is offered on a full-time basis over two years at the South Melbourne campus

Course Objective
This course aims to provide training for coaches and officials who wish to work in the sport industry doing a range of coaching and officiating and/or administrative duties.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

Selection Procedures/Selection Criteria
Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration
The course may be offered on a full-time basis over two years (1400 nominal hours) or part-time equivalent.

Course structure
Core Units
BSXFMI501A Manage personal work priorities and professional Development 60
BSXFMI502A Provide leadership in the workplace 40
BSXFMI504A Participate, lead and facilitate work teams 40
BSXFMI507A Manage quality client service 50
SRXCO M002A Receive and pass on information to facilitate effective routine communication 10

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)
SRX AD M015A  Establish and maintain a records system to ensure integrity of the system 40
SRX AD M016A  Establish and maintain library-resource collection 20
SRX AD M017A  Plan and establish administration systems and procedures 24
SRX AD M018A  Review administration procedures and processes to meet changing demands 15
SRX AD M019A  Manage the meeting process 15
SRX CAI001A  Assist in preparing sport and recreation sessions for clients 6
SRX CAI002A  Assist in conducting sport and recreation sessions for clients 8
SRX CAI003A  Provide equipment for activities 7
SRX CAI004A  Plan a sport and creation session for clients 8
SRX CAI005A  Conduct a sport and creation session for clients 8
SRX CAI008A  Plan and prepare an individualised long-term training programs 20
SRX CAI009A  Conduct, monitor and adjust individualised long-term training programs 20
SRX CO M001A  Evaluate, analyse and modify long-term and/or high performance individualised training programs 20
SRX EME001A  React safely in an emergency and help prevent emergencies 10
SRX EME002A  Participate in the control of minor emergencies 10
SRX OHS001A  Follow defined Occupational Health and Safety policy and procedures related to work being undertaken in order to ensure own safety and that of others in the workplace 10
SRX ORG001A  Organise work 10
SRX ORG004A  Plan, allocate and evaluate work carried out by teams, individuals and self 10
SRX ORG005A  Participate in the meeting process 6
SRX ORG006A  Conduct projects 15
SRX TEC005A  Assist in the maintenance of a computer system 40
SRX TEC006A  Customise and maintain software 30
SRX TEC007A  Manage the establishment and maintenance of a Work group network 30
SRX TEM001A  Work in teams 10

**Elective Units**

Students must complete seven elective units selected by the student, with approval of the Head of Department, having regard to the list of relevant units in the relevant Sport Industry Training Package. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

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**Certificate IV in Sport (Development) (SRS40503)**

This course aims to provide training for coaches or officials, who wish to work in the sport industry doing a range of coaching and officiating at the beginner and intermediate levels and/or administrative duties.

For further information please contact the Department of Sport, Recreation and Fitness on ph 9694 1505.

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**Diploma of Sport (Development) (SRS50503)**

This course aims to provide training for coaches and officials who wish to work in the sport industry doing a range of coaching and officiating and/or administrative duties.

For further information please contact the Department of Sport, Recreation and Fitness on ph 9694 1505.
Diploma of Arts (Small Companies and Community Theatre) (21052VIC)

Career Opportunities
Stage actor/performer, circus performer, stage director/manager, performing arts manager.

Scope of Delivery
Full-time, flexible delivery on and off campus.

Course Objectives
The course aims to provide the knowledge and skills required for employment in all areas of the performing arts industry including festivals and community theatres. It is appropriate for multi-skilled theatre workers who have some performance and technical skills. The course is designed to enable students to develop, manage and perform in productions for small companies, community theatres, festivals and events.

Entry Requirements
The main requirement for entry to the course is that students have the necessary aptitude to successfully undertake the program. Entry is suited to highly motivated people who have practical skills and a sensitivity to performance. Basic computer skills would be an advantage.

The general competencies recommended on course entry include:
• good communication/presentation skills (verbal);
• positive team working skills and attitudes;
• ability to read, write and speak English using appropriate language structures;
• ability to use numbers, measurement, shapes and patterns in relation to transferring and manipulating data.

Selection Procedures/Selection Criteria
Applicants must attend an interview and/or performance workshop/audition.

Course Duration
The course may be offered on a full-time basis over two years (1849 nominal hours).

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBJ301</td>
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<td>VBJ315</td>
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<td>VBJ316</td>
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</table>

Elective Modules
350 nominal hours of elective modules offered as follows:

Sunbury Campus electives (Theatre Events):
- VBJ311 Acting 2 50
- VBJ312 Voice 2 50
- VBJ313 Movement 2 50
- VBJ314 Improvisation 2 50
- VBJ316 Music in performance 50

Footscray Nicholson Campus electives (Festival Events):
- VBJ311 Acting 2 50
- VBJ313 Movement 2 50
- VBJ314 Improvisation 2 50
- VBJ308 Circus skills 50
- VBJ310 Puppetry 50

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Module/Unit Details

In this section the modules are listed in alpha-numerical order according to their University/PETE code. Codes beginning with a number are listed at the start. Look under the Course Structure heading in the course descriptions (pages 35–250) to find the names and codes of the modules included in a course. Additional unit/module details may be obtained by contacting the relevant department.

023/01 EVALUATE A BUSINESS OPPORTUNITY
Campus To be advised
Prerequisite(s) To be advised
Content Clarify personal expectations, values, skills and experience; Identify a business opportunity; Investigate the business opportunity; Determine nature of products/services to be provided; Establish market needs for the product/service.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

023/02 COMPLETE A BUSINESS PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Specify business goals and objectives; Identify need for specialist services; Formulate business plan; Apply the business plan.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

023/03 ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Establish legal structure of business; Comply with statutory and regulatory requirements; Establish rights to products/services; Secure rights to products/services.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

023/04 ADDRESS CUSTOMER REQUIREMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Establish customer requirements; Develop marketing strategies; Implement marketing strategies; Monitor marketing performance; Explore opportunities to improve customer satisfaction.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

023/05 MANAGE BUSINESS OPERATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Develop operational strategies; Implement operational strategies; Monitor operational performance; Explore opportunities to improve performance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

023/06 REVIEW BUSINESS
Campus To be advised
Prerequisite(s) To be advised
Content Review external environment; Review internal environment; Re-focus the business; Maintain networks.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

206/01 TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION
Campus St Albans
Prerequisite(s) Nil
Content Establish the client’s needs; Identify parties, properties and other interests; Determine contingency strategies; Initiate the transaction; Determine terms of engagement; Identify any conflict of interest between conveyancer and client.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

206/05 PREPARE AND EXECUTE DOCUMENTS
Campus St Albans
Prerequisite(s) Nil
Content Prepare documentation; Present documentation for execution; Manage collateral/third party involvement; Draft, adapt and construct documents to meet client needs and instructions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA600 SCIENCE INDUSTRY ORIENTATION
Campus To be advised
Prerequisite(s) To be advised
Content Scientific language and literacy skills; Collect, analyse and organise information relevant to scientific technical work; Identify the structure, culture, and resources in two contrasting scientific technical workplaces; Investigation of two distinct aspects of the operation of a laboratory or other scientific technical workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
### AAA601 WORK PLACEMENT
- **Campus**: To be advised
- **Prerequisite(s)**: AAA600 Science Industry Orientation
- **Content**: Team work, occupational health and safety procedures, equal opportunity practices, care with equipment, record and report results.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### AAA603 OCCUPATIONAL HEALTH AND SAFETY
- **Campus**: To be advised
- **Prerequisite(s)**: AAA600 Science Industry Orientation
- **Content**: Relevant legislation and standards concerning occupational health and safety; hazards associated with specific materials, equipment and procedures; recognition of laboratory hazards; control measures to minimise risks; identify and implement appropriate procedures.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### AAA604 PRACTICAL PROJECT
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Prepare a feasible project plan; refine the project parameters as a result of background research and/or evaluation of trial procedures or prototypes; execute the project plan and analyse the outcomes.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### AAA610 INTRODUCTORY PHYSICS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Terminology and concepts to explain commonly experienced physical phenomena, controlled experiments, safely perform investigations and record, analyse and report data, methods to solve problems involving physical quantities.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### AAA620 PRINCIPLES OF INSTRUMENTATION
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: Terminology and key concepts; use of given equipment/instruments; safely perform investigations.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### AAA630 COMPUTER FUNDAMENTALS
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: Computing terminology; create, save, print, spell-check, format; solution of operational problems, print a report.
- **Required Reading**: To be advised
- **Nominal Hours**: 25 Hours
- **Assessment**: As per accredited curriculum

### AAA631 SCIENTIFIC SPREADSHEET APPLICATIONS
- **Campus**: To be advised
- **Prerequisite(s)**: AAA630 Computer Fundamentals
- **Content**: Design and construct a spreadsheet; edit and manipulate data; format and print a spreadsheet; test the accuracy of spreadsheet; use graphics to represent numeric data in a visual format.
- **Required Reading**: To be advised
- **Nominal Hours**: 25 Hours
- **Assessment**: As per accredited curriculum

### AAA632 SCIENTIFIC DATABASE APPLICATIONS
- **Campus**: To be advised
- **Prerequisite(s)**: AAA630 Computer Fundamentals
- **Content**: Terminology and concepts; access an existing datafile and manipulate the data; create a database; maintain an existing database; produce useable reports from a specified database.
- **Required Reading**: To be advised
- **Nominal Hours**: 25 Hours
- **Assessment**: As per accredited curriculum

### AAA640 INTRODUCTORY MATHEMATICS
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: Fractions, decimals, ratios, proportions, percentages, mensuration problems in two and three dimensions, linear algebraic equations, polynomials, equations of straight lines and representing them graphically on the Cartesian Plane, geometry of triangles and quadrilaterals, definition of sin, cos and tan.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### AAA641 LABORATORY MATHEMATICS
- **Campus**: To be advised
- **Prerequisite(s)**: AAA640 Introductory Mathematics
- **Content**: Collect and process numerical data; calculate the equations of regression lines; predictions and interpretation of results; indices; linear and quadratic functions and their graphs; non-linear laws; exponential and logarithmic functions; growth and decay problems; exponential or power laws.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### AAA642 STATISTICS AND METHODS OF SAMPLING
- **Campus**: To be advised
- **Prerequisite(s)**: AAA641 Laboratory Mathematics
- **Content**: Characterise the variation and/or distribution in a data set by constructing frequency distributions from raw data for categorical and numerical variables. Employ statistical inference techniques to estimate population parameters.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### AAA643 STATISTICS AND METHODS OF QUALITY ASSURANCE
- **Campus**: To be advised
- **Prerequisite(s)**: AAA642 Statistics and methods of sampling
- **Content**: Characterise the variation and/or distribution in a data set by constructing frequency distribution from raw data for categorical and numerical variable. Employ statistical inference techniques to estimate population parameters.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum
<table>
<thead>
<tr>
<th>MODULE/UNIT DETAILS</th>
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<tbody>
<tr>
<td><strong>AAA650 LABORATORY ANIMAL HUSBANDRY</strong></td>
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<tr>
<td><strong>Campus</strong></td>
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<tr>
<td><strong>Prerequisite(s)</strong></td>
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<td><strong>Content</strong></td>
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<tr>
<td><strong>Required Reading</strong></td>
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<tr>
<td><strong>Nominal Hours</strong></td>
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<tr>
<td><strong>Assessment</strong></td>
</tr>
</tbody>
</table>

| **AAA651 FARM ANIMAL HUSBANDRY** |
| **Campus** | To be advised |
| **Prerequisite(s)** | Nil |
| **Content** | Safely handle, restrain and transport farm animals for specific husbandry procedures; Provide a suitable diet for the species; Maintain the health and records of an animal under care. |
| **Required Reading** | To be advised |
| **Nominal Hours** | 40 Hours |
| **Assessment** | As per accredited curriculum |

| **AAA652 COMPANION ANIMAL HUSBANDRY** |
| **Campus** | To be advised |
| **Prerequisite(s)** | Nil |
| **Content** | Safely handle, restrain and transport companion animals for specific husbandry procedures; Provide a suitable diet for the species; Maintain the health and records of an animal under care. |
| **Required Reading** | To be advised |
| **Nominal Hours** | 40 Hours |
| **Assessment** | As per accredited curriculum |

| **AAA653 ANIMAL FACILITY OPERATIONS AND HYGIENE** |
| **Campus** | To be advised |
| **Prerequisite(s)** | Nil |
| **Content** | Maintenance of hygiene in animal facilities; Methods of chemical or physical decontamination; Work routines to maintain optimum environmental hygiene standards; Maintain optimum levels of personal hygiene and occupational safety relevant to environmental hygiene. |
| **Required Reading** | To be advised |
| **Nominal Hours** | 40 Hours |
| **Assessment** | As per accredited curriculum |

| **AAA654 ANIMAL ETHICS AND WELFARE** |
| **Campus** | To be advised |
| **Prerequisite(s)** | Nil |
| **Content** | Examine personal and community issues of animal ethics; Understand the legislation, Australian Codes of Practices and guidelines for specific matters which may arise in the workplace. |
| **Required Reading** | To be advised |
| **Nominal Hours** | 25 Hours |
| **Assessment** | As per accredited curriculum |

| **AAA655 PRACTICAL ANIMAL BREEDING** |
| **Campus** | To be advised |
| **Prerequisite(s)** | AAA650 Laboratory Animal Husbandry |
| **Content** | List breeding data for commonly kept animals; The methods used to adjust reproductive performance; Awareness of reproductive ailments; Health problems and treatments; Stress minimisation regimes in breeding animals. |
| **Required Reading** | To be advised |
| **Nominal Hours** | 40 Hours |
| **Assessment** | As per accredited curriculum |

| **AAA656 ANIMAL LABORATORY TECHNIQUES** |
| **Campus** | To be advised |
| **Prerequisite(s)** | AAA650 Laboratory animal husbandry, AAA654 Animal ethics and welfare, AAA702 Biological techniques B. |
| **Content** | Occupational Health and Safety; Ethical, welfare and legal requirements which govern animal laboratory procedures; Collect biological samples and then perform initial analysis; Administer specified substances/treatments. |
| **Required Reading** | To be advised |
| **Nominal Hours** | 40 Hours |
| **Assessment** | As per accredited curriculum |

| **AAA657 ANIMAL HEALTH** |
| **Campus** | To be advised |
| **Prerequisite(s)** | AAA653 Animal facility operations and hygiene and at least one animal husbandry module. |
| **Content** | The use of appropriate terminology to describe health and disease in animals; Recognise signs of disease and take appropriate action; Monitoring and disease control measures; First aid for animals. |
| **Required Reading** | To be advised |
| **Nominal Hours** | 40 Hours |
| **Assessment** | As per accredited curriculum |

| **AAA658 ANIMAL BEHAVIOUR** |
| **Campus** | To be advised |
| **Prerequisite(s)** | One animal husbandry module, AAA654 Animal ethics and welfare. |
| **Content** | Identify natural and breed characteristic behaviours; Behaviour of animals involved in specified research; Procedures that may be used to provide optimal captive environments and care for animals; Behaviour, prediction and effects of the actions of an animal carer on the behaviour of animals. |
| **Required Reading** | To be advised |
| **Nominal Hours** | 40 Hours |
| **Assessment** | As per accredited curriculum |

| **AAA659 ANIMAL SURGICAL TECHNIQUES** |
| **Campus** | To be advised |
| **Prerequisite(s)** | AAA650 Laboratory animal husbandry, AAA709/710 Anatomy and Physiology I & II, AAA656 Laboratory animal techniques. |
| **Content** | Prepare animals for anaesthesia and surgery; Prepare facilities, equipment and personnel for anaesthesia and surgery; Assist with the induction, maintenance and monitoring of anaesthesia; Post-anaesthetic and post-operative care for animals; Maintain anaesthetic and surgical facilities and equipment. |
| **Required Reading** | To be advised |
| **Nominal Hours** | 60 Hours |
| **Assessment** | As per accredited curriculum |

| **AAA660 ANIMAL HOUSE MANAGEMENT** |
| **Campus** | To be advised |
| **Prerequisite(s)** | To be advised |
| **Content** | Procedures to forecast, assess, cost and satisfy the demand for animals in a research facility, financial, legislative material, equipment, staff and animal records, maintain ethical work practices, capabilities and services of an animal facility; methods of communication between the animal facility and other organisation sections, problem solving strategies, plan, deliver and audit a training program for animal facility staff, or student, or junior researcher. |
| **Required Reading** | To be advised |
| **Nominal Hours** | 60 Hours |
| **Assessment** | As per accredited curriculum |
AAA661 ANIMAL NUTRITION

Campus To be advised
Prerequisite(s) AAA650/651/652 Laboratory/Farm/Companion Animal Husbandry, AAA710 Anatomy & Physiology II.
Content Diets of selected animals and functions of their digestive systems; Diets for the purposes of maintenance, growth and reproduction; Inappropriate feeding practices.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA662 HUSBANDRY OF LESS COMMON SPECIES

Campus To be advised
Prerequisite(s) AAA650 Laboratory/AAA651 Farm/AAA652 Companion Animal Husbandry, AAA653 Animal Facility Operations and Hygiene, AAA654 Animal Ethics and Welfare, AAA655 Practical Animal Breeding, AAA656 Animal Laboratory Techniques.
Content For selected species: Biological data for selected species; Maintenance and care; Design accommodation, care facilities and environment in accordance with legislation and animal welfare requirements; Breeding procedures; Monitor and maintain the health and induced disease status.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA663 ARTIFICIAL BREEDING TECHNIQUES

Campus To be advised
Prerequisite(s) AAA650 Laboratory animal husbandry, AAA710 Anatomy & physiology II, AAA655 Practical animal breeding, AAA702 Biological techniques B.
Content Prepare animals, facilities and equipment for artificial breeding; Collect, evaluate and store reproductive products; Culture reproductive products.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA664 ANIMAL HOUSE DESIGN

Campus To be advised
Prerequisite(s) AAA650 Laboratory animal husbandry, AAA653 Animal facility operations and hygiene.
Content Pen, cage and rack requirements for housing common laboratory animals; Major plant equipment requirements for a modern experimental animal house; Provide technical advice in experimental animal house construction requirements; environmental parameters; Ventilation and servicing requirements; Produce experimental animal house design floor plans.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

AAA665 ANIMAL DISEASE

Campus To be advised
Prerequisite(s) AAA657 Animal health, AAA656 Animal laboratory techniques, AAA712 General microbiology.
Content Assist in monitoring the health status of laboratory animals; Assist in identifying and controlling disease; Explain the significance of, and mechanisms by which, disease process may influence the design and outcome of experiments; Interpret scientific and research literature.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA666 BARRIER MAINTAINED ANIMALS

Campus To be advised
Prerequisite(s) This module is designed for advanced and diploma level students. Students should have completed: AAA650 Laboratory/AAA651 Farm/AAA652 Companion animals husbandry and AAA712 General microbiology.
Content Criteria in the design, construction and maintenance of barrier buildings; strategies that minimise the risk of barrier breakdown; care and monitoring of animals maintained under different barrier conditions; prepare and sterilise materials and equipment; construct, commission and operate an isolator under barrier conditions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA667 ANIMAL PRACTICAL SKILLS BOOK

Campus To be advised
Prerequisite(s) To be advised
Content Develop the skills and be assessed in a practical exercise that could not be assessed on Campus.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

AAA668 ANIMAL ANATOMY AND PHYSIOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Animal species; Body organisation; Structure and function of systems and organs; Husbandry practices and associated organs and systems.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA702 BIOLOGICAL TECHNIQUES B

Campus To be advised
Prerequisite(s) Nil
Content Prepare, separate, fix, stain a variety of biological specimens; Compound light microscope; Number of specific cells in a biological sample; Aseptic techniques in the preparation of culture media and manipulation of bacteria in cultures; Quality assurance procedures employed in animal, biological food and medical testing laboratories.
Required Reading To be advised
Nominal Hours 40-50 Hours
Assessment As per accredited curriculum

AAA705 BIOCHEMISTRY I

Campus To be advised
Prerequisite(s) AAA751 Chemical Principles, AAA752 Chemical Laboratory Techniques.
Content Interpret and apply relevant biochemical terms and concepts; differentiate between given molecules of biological significance in terms of their structure, properties, and biological functions; qualitative biochemical analyses.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
AAA709 ANATOMY AND PHYSIOLOGY I

Campus To be advised
Prerequisite(s) Nil
Content Anatomy and physiology terminology; structural organisation of mammals; body functions through the interaction of nervous and endocrine systems; mammals interaction with external environment; structure and function of the musculo-skeletal system.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

AAA710 ANATOMY AND PHYSIOLOGY II

Campus To be advised
Prerequisite(s) AAA709 Anatomy and Physiology I.
Content Anatomy and physiology terminology; nutrients; metabolism within the body; urinary, 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

AAA711 GENETICS

Campus To be advised
Prerequisite(s) AAA703 Biology; AAA702 Biological Techniques B.
Content Genetic terminology; transcription and translation of genetic information in determining the phenotype; analyses of genetic data; organisms breeding program for genetic analysis; factors which affect genetic variation, techniques and ethical implications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA712 GENERAL MICROBIOLOGY

Campus To be advised
Prerequisite(s) AAA702 Biological Techniques B.
Content Microscopy, microorganisms, aseptic technique, cell structure & function, staining methods, culture media, growth of bacterial cultures, enumeration, quality control.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

AAA720 VERTEBRATE ZOOLOGY

Campus To be advised
Prerequisite(s) AAA709/710 Anatomy and Physiology I & II.
Content Identify and classify members of the Subphylum Vertebrata; collect vertebrate specimens; establish and maintain displays of vertebrate materials; perform common laboratory and field procedures with vertebrates; understanding of comparative anatomy and physiology of vertebrate specimens.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA721 INVERTEBRATE ZOOLOGY

Campus To be advised
Prerequisite(s) AAA709/710 Anatomy and Physiology I & II.
Content Identify, classify and collect members of the major protozoa and invertebrate phyla; establish and maintain cultures and displays of protozoa and invertebrate species; observations of protozoa and invertebrate specimens under laboratory and field conditions.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA724 ECOLOGICAL PRINCIPLES

Campus To be advised
Prerequisite(s) AAA703 Biology; AAA722 Plant Identification.
Content Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA725 ECOLOGICAL TECHNIQUES

Campus To be advised
Prerequisite(s) AAA620 Principles of Instrumentation, AAA642 Statistics and methods of sampling.
Content Apply terminology, principles, legislative requirements and management guidelines relevant to environmental and/or ecological assessments; plan, prepare and perform tasks for a given field of study; analyse and interpret results/information and report significant field of study findings.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA750 INTRODUCTORY CHEMISTRY

Campus To be advised
Prerequisite(s) Nil
Content Classification and properties of matter; Derive systematic names and formulae for simple inorganic compounds; Simple chemical reactions; Safety using common chemicals and equipment.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA751 CHEMICAL PRINCIPLES

Campus To be advised
Prerequisite(s) AAA750 Introductory Chemistry.
Content Physical and chemical properties of element in the periodic table; Bonding; Derive systematic names and formulae for simple compounds; Chemical reactions; Concentration calculations.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA752 CHEMICAL LABORATORY TECHNIQUES

Campus To be advised
Prerequisite(s) AAA750 Introductory Chemistry.
Content Safety regulations applied to common chemicals and equipment; Use of laboratory glassware, equipment, chemicals and instruments; Record, interpret, analyse and report experimental results; Basic metrology and separation procedures; Volumetric and gravimetric analysis.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA805 NUTRITION

Campus To be advised
Prerequisite(s) To be advised.
Content What is nutrition, general physiological functions of food, digestion and absorption of foods including liquids, carbohydrates, dietary fibre, protein, water, minerals and vitamins, diseases.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
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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>
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<td>AAA807</td>
<td>WASTE MANAGEMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Origins of liquid and solid wastes in the food industry; management strategies to minimise waste generation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>AAA854</td>
<td>FIRST AID</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identification of physical hazards, hazard control, assessment of casualty vital signs and physical condition.</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
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<td>ABC001</td>
<td>CONSTRUCTION 1</td>
<td>To be advised</td>
<td>ABC001 Construction 1.</td>
<td>Construction principles, standards and services commonly used in single storey residential scale buildings.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
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<td>ABC002</td>
<td>CONSTRUCTION 2</td>
<td>To be advised</td>
<td>ABC001 Construction 1.</td>
<td>Construction principles, practices and services commonly used in low rise residential scale buildings up to three storeys.</td>
<td>To be advised</td>
<td>36-54 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC003</td>
<td>CONSTRUCTION 3</td>
<td>To be advised</td>
<td>ABC001 Construction 1, ABC002 Construction 2.</td>
<td>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>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC004</td>
<td>CONSTRUCTION 4</td>
<td>To be advised</td>
<td>ABC001 Construction 1.</td>
<td>Characteristics and quality standards of building materials commonly used in commercial and industrial buildings (past and present); Make informed selections of these materials.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC005</td>
<td>MATERIALS 1</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Characteristics and quality standards of building materials commonly used in residential scale buildings; Make informed selections of these materials.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC006</td>
<td>MATERIALS 2</td>
<td>To be advised</td>
<td>ABC005 Materials 1.</td>
<td>Characteristics and quality standards of building materials commonly used in commercial and industrial buildings (past and present); Make informed selections of these materials.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC007</td>
<td>SERVICES 1</td>
<td>To be advised</td>
<td>ABC001 Construction 1, ABC002 Construction 2.</td>
<td>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>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC009</td>
<td>BUILDING QUALITY CONCEPTS 1</td>
<td>To be advised</td>
<td>To be advised</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>
<td></td>
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<tr>
<td>ABC061</td>
<td>BUILDERS WORKING DRAWINGS 1A</td>
<td>To be advised</td>
<td>ABC001 Construction 1, ABC105 Timber Framing Code, ABC003 Construction 3, ABC089 Building Technology 2.</td>
<td>Read and interpret plans and specifications and undertake basic architectural drafting.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC062</td>
<td>BUILDERS WORKING DRAWINGS 1B</td>
<td>To be advised</td>
<td>ABC001 Construction 1.</td>
<td>Reading and interpreting plan 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>
<td></td>
</tr>
<tr>
<td>ABC063</td>
<td>BUILDERS WORKING DRAWINGS 2</td>
<td>To be advised</td>
<td>ABC001 Construction 1, ABC002 Construction 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>
<td></td>
</tr>
<tr>
<td>Module Code</td>
<td>Module Title</td>
<td>Campus</td>
<td>Prerequisite(s)</td>
<td>Content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
<td>Notes</td>
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<tr>
<td>ABC064</td>
<td>BUILDING COMPUTING APPLICATIONS 1</td>
<td>To be advised</td>
<td></td>
<td>To 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>
<td></td>
</tr>
<tr>
<td>ABC067</td>
<td>BUILDING CONTRACT LAW 1</td>
<td>To be advised</td>
<td>ABC001, ABC076</td>
<td>Provides the student with the knowledge and skills necessary to administer a building contract with due care.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>ABC069</td>
<td>COST CONTROL AND PLANNING 1</td>
<td>To be advised</td>
<td>ABC001, ABC076</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>ABC070</td>
<td>COST CONTROL AND PLANNING 2</td>
<td>To be advised</td>
<td>ABC002, ABC076</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>
<td></td>
</tr>
<tr>
<td>ABC074</td>
<td>BUILDING DRAFTING EXPERIENCE 2</td>
<td>To be advised</td>
<td>Registered student, Building 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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<tr>
<td>ABC076</td>
<td>BUILDING QUANTITIES AND ESTIMATING 1</td>
<td>To be advised</td>
<td>ABC001</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>ABC077</td>
<td>BUILDING QUANTITIES AND ESTIMATING 2</td>
<td>To be advised</td>
<td>ABC076</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>
<td></td>
</tr>
<tr>
<td>ABC081</td>
<td>BUILDING SITE SURVEYING AND SET OUT 1</td>
<td>To be advised</td>
<td>ABC001, ABC076</td>
<td>Knowledge of supervision techniques as they apply to building sites.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ABC082</td>
<td>BUILDING SITE SURVEYING AND SET OUT 2</td>
<td>To be advised</td>
<td>ABC001, ABC076</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>54 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ABC083</td>
<td>BUILDING SITE SUPERVISION</td>
<td>To be advised</td>
<td>ABC001, ABC076</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>ABC084</td>
<td>BUILDING SITE SURVEYING AND SET OUT 2</td>
<td>To be advised</td>
<td>ABC001, ABC076</td>
<td>Knowledge of supervision techniques as they apply to building sites.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC085</td>
<td>BUILDING STAFF MANAGEMENT</td>
<td>To be advised</td>
<td>ABC001, ABC076</td>
<td>Theoretical knowledge and practical experience required at middle management level for the effective management of office and site staff.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ABC086</td>
<td>STRUCTURES 1</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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</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>ABC087</td>
<td>STRUCTURES 2</td>
<td></td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ABC096</td>
<td>CONSTRUCTION SAFETY</td>
<td></td>
<td>To be advised</td>
<td>Apply safety principles on medium rise and wide span building sites.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>ABC102</td>
<td>RESIDENTIAL SITE SAFETY</td>
<td></td>
<td>To be advised</td>
<td>Provides the participants with the knowledge to apply safety.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>ABC088</td>
<td>BUILDING TECHNOLOGY 1</td>
<td></td>
<td>To be advised</td>
<td>ABC005 Materials 1, ABC001 Construction 1, ABC002 Construction 2, ABC062 Builder's Working Drawings 1.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC089</td>
<td>BUILDING TECHNOLOGY 2</td>
<td></td>
<td>To be advised</td>
<td>ABC088 Building Technology 1.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>ABC091</td>
<td>BUSINESS MANAGEMENT FOR BUILDERS 1</td>
<td></td>
<td>To be advised</td>
<td>ABC005 Materials 1, ABC001 Construction 1, ABC002 Construction 2, ABC062 Builder's Working Drawings 1.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC092</td>
<td>BUSINESS MANAGEMENT FOR BUILDERS 2</td>
<td></td>
<td>To be advised</td>
<td>ABC005 Materials 1, ABC001 Construction 1, ABC002 Construction 2, ABC062 Builder's Working Drawings 1.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC095</td>
<td>PLANNING 1</td>
<td></td>
<td>To be advised</td>
<td>ABC005 Materials 1, ABC001 Construction 1, ABC002 Construction 2, ABC062 Builder's Working Drawings 1.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
ABC114 DRAFTING STUDIO 3

Campus To be advised
Prerequisite(s) To be advised
Content Aims to assist full-time students in further problem solving aspects of their study through tutorial support, integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course, obtain work experience related skills, successful completion of this modules counts as 5 days towards the Practical Experience module.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC115 BUILDING STUDIO 1

Campus To be advised
Prerequisite(s) Students who have previously participated in relevant areas in the work force maybe given exemption from this module.
Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrate and develop the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC116 BUILDING STUDIO 2

Campus To be advised
Prerequisite(s) Students who have previously participated in relevant areas in the work force may be given exemption from this module.
Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC117 BUILDING STUDIO 3

Campus To be advised
Prerequisite(s) Students who have previously participated in relevant areas in the work force maybe given exemption from this module.
Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC301 DEVELOPMENT CONTROL 1

Campus To be advised
Prerequisite(s) Nil
Content The natural environment; The impacts of settlement; Land-use and urban structure; Building and land-use legislation; Rights and responsibilities of individuals with respect to applications; Heritage and Environmental legislation; Environmental health with respect to building.

Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC303 BUILDING SURVEYING PROCEDURES 1

Campus To be advised
Prerequisite(s) Nil
Content Interpret plans and specifications for content; Review documents for compliance; Site inspections and inspection reports; Consult with relevant agencies, builders and consultants; Check breaches and rectified work; Certificate of Occupancy.

Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC305 BUILDING SURVEYING PRACTICE 1

Campus To be advised
Prerequisite(s) Nil
Content Describe the role of the building surveyor; Administration of building and land-use applications; Powers and duties of the building surveyor; Simple reports; Essential safety provisions; Mandatory and discretionary powers.

Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC307 BCA AND STANDARDS 1

Campus To be advised
Prerequisite(s) Nil
Content Basic philosophy of the Building Codes of Australia (BCA); locate and interpret codes/standard requirements that are applicable to particular domestic scale projects; Classify buildings; Apply various solutions to a construction problem for compliance with the intent of the BCA.

Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC309 GEOMECHANICS AND FOOTINGS 1

Campus To be advised
Prerequisite(s) Nil
Content Outline the geological formation of rocks and their subsequent weathering to form various soil types; Determine the difference between topographical and geological maps and to be able to read and comprehend both map types; Methods of testing soils; Classification of sites; Suggest footing systems to suit particular site conditions; Select a footing in accordance with the relevant Australian standards; Site maintenance to minimise long term damage to the structure.

Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC311 FIRE TECHNOLOGY 1

Campus To be advised
Prerequisite(s) Nil
Content Causes of fire in buildings, the combustion process and the development of fire and smoke; Describe the behaviour of building materials subjected to extreme levels of heat; Define the fire load of a building and describe its effect on the classification and compartmentation of buildings; Requirements for fire resistance of material, building elements and forms of construction; Passive fire protection systems for buildings; Principles of smoke control in buildings.

Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC317 ACHIEVING SAFETY 1

Campus To be advised
Prerequisite(s) Nil
Content The role of the building surveyor; 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

ABC318 DESIGN AND PLANNING 1

Campus To be advised
Prerequisite(s) Nil
Content The role of the building surveyor; 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

ABC321 CONSTRUCTION PROJECT MANAGEMENT 1

Campus To be advised
Prerequisite(s) Nil
Content Basic philosophy of the Building Codes of Australia (BCA); locate and interpret codes/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

ABC323 SURVEYING AND GENERATION PROCEDURES 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
ABCB3 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

ABCB3 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

ABCB3 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

ABCB3I 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

ABCB3 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

ABCD3 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

ABCB3 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

ABCB3 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

ABCD3 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
<table>
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<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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<tr>
<td>ABC322</td>
<td>PSYCHOLOGY</td>
<td>To be advised</td>
<td>48-701 Communication</td>
<td>Discuss the relationship between psychology, psychological research methodology and the role of the building surveyor; Describe the differences between the major psychological approaches to human behaviour; Discuss the developmental process in humans and how this relates to interaction with clients.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<td>ABC323</td>
<td>MANAGEMENT 1</td>
<td>To be advised</td>
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<td>ABC325</td>
<td>QUALITY SERVICE</td>
<td>To be advised</td>
<td></td>
<td>Describe the benefits which can be derived from quality 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.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>ABC326</td>
<td>LAND USE PLANNING AND MANAGEMENT</td>
<td>To be advised</td>
<td>48-701 Communication</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ABC327</td>
<td>BUILDING FIRE SCIENCE</td>
<td>To be advised</td>
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<tr>
<td>ABC350</td>
<td>INTRODUCTION TO THE FURNITURE INDUSTRY</td>
<td>To be advised</td>
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<td>ABC352</td>
<td>OCCUPATIONAL HEALTH &amp; SAFETY 1</td>
<td>To be advised</td>
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<td>ABC353</td>
<td>WORKPLACE ENVIRONMENT</td>
<td>To be advised</td>
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<tr>
<td>ABC354</td>
<td>CALCULATIONS</td>
<td>To be advised</td>
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<tr>
<td>ABC501</td>
<td>COMMUNICATIONS</td>
<td>To be advised</td>
<td></td>
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<tr>
<td>ABC502</td>
<td>OCCUPATIONAL HEALTH &amp; SAFETY 1</td>
<td>To be advised</td>
<td></td>
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<tr>
<td>ABC503</td>
<td>WORKPLACE ENVIRONMENT</td>
<td>To be advised</td>
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<tr>
<td>ABC504</td>
<td>CALCULATIONS</td>
<td>To be advised</td>
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<tr>
<td>ABC505</td>
<td>COMMUNICATIONS</td>
<td>To be advised</td>
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<tr>
<td>ABC506</td>
<td>INTRODUCTION TO MATERIALS</td>
<td>To be advised</td>
<td></td>
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<tr>
<td>ABC507</td>
<td>INFORMATION TECHNOLOGY</td>
<td>To be advised</td>
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<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>ABC508</td>
<td>HAND TOOLS AND EQUIPMENT</td>
<td>To be advised</td>
<td></td>
<td>Develop the skills and knowledge required for selecting, using and maintaining specified furnishings industry hand tools and equipment.</td>
<td>To be advised</td>
<td>40-80 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC509</td>
<td>POWER TOOLS AND EQUIPMENT</td>
<td>To be advised</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>
<td></td>
</tr>
<tr>
<td>ABC510</td>
<td>MATERIALS HANDLING</td>
<td>To be advised</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>
<td></td>
</tr>
<tr>
<td>ABC511</td>
<td>CONSTRUCTION - BASIC</td>
<td>To be advised</td>
<td></td>
<td>Identify, manufacture and assemble basic furniture construction joints.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC512</td>
<td>DRAWING</td>
<td>To be advised</td>
<td></td>
<td>Develop drawing techniques used in the furnishings industry by means of conventional and/or Computer Aided Drawing</td>
<td>To be advised</td>
<td>20-80 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC513</td>
<td>WORKING WITH OTHERS</td>
<td>To be advised</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>
<td></td>
</tr>
<tr>
<td>ABC514</td>
<td>OCCUPATIONAL HEALTH &amp; SAFETY 2</td>
<td>To be advised</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>
<td></td>
</tr>
<tr>
<td>ABC542</td>
<td>SURFACE PREPARATION</td>
<td>To be advised</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>
<td></td>
</tr>
<tr>
<td>ABC543</td>
<td>ERGONOMICS</td>
<td>To be advised</td>
<td></td>
<td>Apply ergonomics and basic design principles to the design and construction of furniture generally.</td>
<td>To be advised</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC544</td>
<td>BASIC STATIC MACHINES AND EQUIPMENT</td>
<td>To be advised</td>
<td></td>
<td>Develop fundamental skills and knowledge of basic machines and equipment.</td>
<td>To be advised</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC545</td>
<td>PLAN READING AND DOCUMENTATION</td>
<td>To be advised</td>
<td></td>
<td>Develop the knowledge and skills required for reading basic plans and interpreting documentation.</td>
<td>To be advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC546</td>
<td>CUSTOMER RELATIONS AND SERVICES</td>
<td>To be advised</td>
<td></td>
<td>Develop effective communication skills for interacting with customers.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC547</td>
<td>QUALITY PRINCIPLES</td>
<td>To be advised</td>
<td></td>
<td>Implementation of quality principles and practices.</td>
<td>To be advised</td>
<td>8-12 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC548</td>
<td>INSTALLATION TECHNIQUES 1</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>24-80 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>
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<tr>
<td>ABC601</td>
<td>FRAME AND PANEL CONSTRUCTION</td>
<td>To be advised</td>
<td></td>
<td>Manufacture a project of framed and panelled construction.</td>
<td>80 Hours</td>
<td></td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC603</td>
<td>MODULAR CONSTRUCTION</td>
<td>To be advised</td>
<td></td>
<td>Construct modular furniture including types of modular furniture components and construction and fitting methods used in the furniture industry.</td>
<td>40 Hours</td>
<td></td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC608</td>
<td>DRAWER CONSTRUCTION</td>
<td>To be advised</td>
<td></td>
<td>Constructing drawers including: Drawer types and components; Construction and fitting methods used in the furniture industry.</td>
<td>40 Hours</td>
<td></td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC606</td>
<td>PATTERN AND TEMPLATE MAKING</td>
<td>To be advised</td>
<td></td>
<td>Produce patterns and templates as used in the furniture industry.</td>
<td>20 Hours</td>
<td></td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC607</td>
<td>VENEER PROCESSES AND LAMINATES</td>
<td>To be advised</td>
<td></td>
<td>Apply wood veneers and plastic laminates.</td>
<td>20 Hours</td>
<td></td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC609</td>
<td>DOOR CONSTRUCTION</td>
<td>To be advised</td>
<td></td>
<td>Produce doors suitable for the furniture industry.</td>
<td></td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC612</td>
<td>TABLE CONSTRUCTION</td>
<td>To be advised</td>
<td></td>
<td>Construct leg and rail framed tables.</td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC615</td>
<td>SOLID TIMBER CONSTRUCTION</td>
<td>To be advised</td>
<td></td>
<td>Identify timber for constructing furniture using solid timber.</td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC616</td>
<td>BUILT-IN FURNITURE</td>
<td>To be advised</td>
<td></td>
<td>Planning and constructing domestic and commercial built-in furniture.</td>
<td></td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC619</td>
<td>INSTRUCT OTHER WORKERS</td>
<td>To be advised</td>
<td></td>
<td>Training other workers in the workplace.</td>
<td></td>
<td>24 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC654</td>
<td>CHAIR MAKING - BASIC</td>
<td>To be advised</td>
<td></td>
<td>Producing a chair from drawings and templates.</td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ABC957</td>
<td>ESTIMATING AND COSTING</td>
<td>To be advised</td>
<td></td>
<td>Costing furniture materials and production.</td>
<td></td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
ABC960 DESIGN PRINCIPLES - BASIC (FURNITURE)
Campus To be advised
Prerequisite(s) To be advised
Content Basic design principles and processes to initiate interest,
progressive improvement and/or successful application outcomes in
designing furniture.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC963 WOOD TURNING
Campus To be advised
Prerequisite(s) To be advised
Content Operating a wood working lathe.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC966 HANDLING MATERIALS
Campus To be advised
Prerequisite(s) To be advised
Content Ordering and shipping materials; Moving materials within the
workplace with the aid of mechanical devices.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC967 FURNITURE POLISHING - BASIC PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Basic procedures in polishing furniture.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD500 OCCUPATIONAL HEALTH AND SAFETY
FUNDAMENTALS
Campus To be advised
Prerequisite(s) To be advised
Content Historical development of OH&S, acceptable/non-acceptable
risk, State and Commonwealth OH&S legislation, identification and
assessment of common workplace hazards, prevention strategies.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ABD501 OCCUPATIONAL HYGIENE 1
Campus To be advised
Prerequisite(s) Nil
Content Philosophy, principles and practices of occupational hygiene
including the nature of common hazards, their measurement and
personal protection.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD502 REHABILITATION AND WORKERS
COMPENSATION 1
Campus To be advised
Prerequisite(s) Nil
Content Overview of compensation system, importance of
rehabilitation in minimising the effects of a work related illness or injury.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD503 HAZARDOUS SUBSTANCES
Campus To be advised
Prerequisite(s) ABD500 Occupational Health and Safety Fundamentals, ABD501 Occupational Hygiene 1.
Content Properties of hazardous substances, methods of controlling
exposure.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABD504 OCCUPATIONAL HEALTH AND SAFETY LAW
Campus To be advised
Prerequisite(s) Nil
Content Introduction to the Australian legal system, structure of the
courts, criminal and civil law, OH&S legislative requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD505 WORKPLACE HEALTH - HUMAN BODY
Campus To be advised
Prerequisite(s) Nil
Content Anatomy and function of major body systems and the effect of
occupational hazards on these systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD506 IN INDUSTRIAL PLACEMENT 1
Campus To be advised
Prerequisite(s) ABD500 Occupational Health and Safety Fundamentals.
Content Hazard identification and management of noise, manual
handling and personal protective equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD530 ENGINEERING CONTROLS
Campus To be advised
Prerequisite(s) ABD501 Occupational Hygiene 1, ABD530
Occupational Hygiene 2.
Content Isolation and enclosure, access limiting guards, guard
construction and securing systems, electrical safety, ventilation systems,
methods of reducing noise and vibration.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
**ABD532 RESOLUTION OF OCCUPATIONAL HEALTH & SAFETY ISSUES**

*Campus:* To be advised  
*Prerequisite(s):* Nil  
*Content:* Occurrence of OH&S issues, legislative framework for issue resolution, State, Territory and Commonwealth agencies.  
*Required Reading:* To be advised  
*Nominal Hours:* 20 Hours  
*Assessment:* As per accredited curriculum

**ABD533 OCCUPATIONAL HEALTH & SAFETY STATISTICS**

*Campus:* To be advised  
*Prerequisite(s):* Nil  
*Content:* Instruction on how to recognise, collect, validate, interpret, set priorities and report on data at a local level.  
*Required Reading:* To be advised  
*Nominal Hours:* 20 Hours  
*Assessment:* As per accredited curriculum

**ABD534 FIRE SAFETY MANAGEMENT**

*Campus:* To be advised  
*Prerequisite(s):* Nil  
*Content:* Causes and classes of fire, methods of fire extinguishment, HAZCHEM codes, Management's role in fire safety, building codes of Australia, Acts relevant to fire.  
*Required Reading:* To be advised  
*Nominal Hours:* 40 Hours  
*Assessment:* As per accredited curriculum

**ABD535 ERGONOMICS 1**

*Campus:* To be advised  
*Prerequisite(s):* Nil  
*Content:* Application of a range of ergonomics principles to the design of work stations, optimisation of the relationship between people and their work.  
*Required Reading:* To be advised  
*Nominal Hours:* 40 Hours  
*Assessment:* As per accredited curriculum

**ABD560 OCCUPATIONAL HYGIENE 3**

*Campus:* To be advised  
*Prerequisite(s):* ABD501 Occupational Hygiene 1, ABD530 Occupational Hygiene 2, ABD533 Occupational Health & Safety Statistics.  
*Content:* Work surveying, use of testing equipment in sampling, interpretation and evaluation of sampling results.  
*Required Reading:* To be advised  
*Nominal Hours:* 40 Hours  
*Assessment:* As per accredited curriculum

**ABD561 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS**

*Campus:* To be advised  
*Prerequisite(s):* Nil  
*Content:* Insight into organisational management; Integration of occupational health and safety management into the total quality management philosophy.  
*Required Reading:* To be advised  
*Nominal Hours:* 40 Hours  
*Assessment:* As per accredited curriculum

**ABD562 RISK MANAGEMENT**

*Campus:* To be advised  
*Prerequisite(s):* To be advised  
*Content:* Knowledge and skills to identify, evaluate and advise on the management of risk in the workplace.  
*Required Reading:* To be advised  
*Nominal Hours:* 40 Hours  
*Assessment:* As per accredited curriculum

**ABD563 MANAGEMENT OF HAZARDOUS SUBSTANCES**

*Campus:* To be advised  
*Prerequisite(s):* To be advised  
*Content:* Compliance requirements for the storage, handling and transportation of hazardous substances, labelling requirements, material safety data sheets, Australian code for the transport of dangerous goods by road and rail.  
*Required Reading:* To be advised  
*Nominal Hours:* 30 Hours  
*Assessment:* As per accredited curriculum

**ABD564 ACTION RESEARCH PROJECT**

*Campus:* To be advised  
*Prerequisite(s):* Nil  
*Content:* Project planning, determination of an organisation's needs, research methods, the change process, project evaluation.  
*Required Reading:* To be advised  
*Nominal Hours:* 40 Hours  
*Assessment:* As per accredited curriculum

**ABD565 INDUSTRIAL PLACEMENT 2**

*Campus:* To be advised  
*Prerequisite(s):* Nil  
*Content:* Health and Safety policies and plans, workplace health and safety training including needs analysis, design and evaluation, carrying out training.  
*Required Reading:* To be advised  
*Nominal Hours:* 100 Hours  
*Assessment:* As per accredited curriculum

**ABD566 REHABILITATION AND WORKERS COMPENSATION 2**

*Campus:* To be advised  
*Prerequisite(s):* ABD502 Rehabilitation and Workers Compensation 1.  
*Content:* Management of workers compensation claims, rehabilitation of people at work experiencing work related injury or illness.  
*Required Reading:* To be advised  
*Nominal Hours:* 40 Hours  
*Assessment:* As per accredited curriculum

**ABD567 WORKPLACE HEALTH AND SAFETY PROGRAMS**

*Campus:* To be advised  
*Prerequisite(s):* ABD500 Occupational Health and Safety Fundamentals, ABD505 Workplace Health – Human Body.  
*Content:* Skills needed to plan, design, implement, analyse and evaluate occupational health and safety programs in a workplace.  
*Required Reading:* To be advised  
*Nominal Hours:* 40 Hours  
*Assessment:* As per accredited curriculum
ABH500 REAL ESTATE INDUSTRY OVERVIEW
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

ABH501 INTRODUCTION TO SALES
Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview.
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

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 15 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

ABH506 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 15 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 Main and major features of tenancy management; Types of agreements/contracts; Rights and duties of landlords; Security deposits/bond moneys; Rights and duties relating to termination; Resolution of tenancy disputes; Presenting cases to the tribunal.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH513 RECOGNISING COMMON BUILDING STYLES AND FAULTS
Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview
Content Main and major features of building styles; Common building construction techniques; Minor and major defects and their implications; Internal and external inspections.
Required Reading To be advised
Nominal Hours 12 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 Marketing residential rental properties; Procedures for the selection of tenants.
Required Reading To be advised
Nominal Hours 10 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 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

ABH524 PROPERTY APPRAISALS
Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH507 Property Research and Analysis; ABH511 Property Law; ABH513 Recognising Common Building Styles and Faults
Content Advantages and disadvantages of each method of sale; Complete agency documentation associated with each type of sale.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABH525 LISTINGS
Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH507 Property Research and Analysis; ABH511 Property Law; ABH523 Methods of Sale, ABH524 Property Appraisals.
Content Value of real property; Identifying target groups; Preparing, delivering, closing and recording a listing.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABH527 SELLING BY AUCTION
Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH510 Contract Law for Real Estate, ABH525 Listings.
Content Preparing, conducting and completing an auction.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABH528 INTRODUCTION TO SPECIALISED PROPERTY SALES
Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH524 Property Appraisals, ABH523 Methods of Sale.
Content Types of specialised properties; Documentation with listing and selling specialised property; Matching different methods of sale to different property types.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
AUR00108A CARRY OUT MAINTENANCE AND/OR COMPONENT SERVICING OPERATIONS
Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Equipment/material safety requirements; Types and application of lubricants and fluids; Servicing/maintenance procedures and inspection checklists.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment As per endorsed training package

AUR0166A REPAIR ENGINES AND ASSOCIATED ENGINE COMPONENTS
Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Engine construction and operation relevant to application; Engine removal and replacement procedures; Engine/component repair procedures; Engine measuring and testing procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR0170A SERVICE ENGINES AND ASSOCIATED ENGINE COMPONENTS
Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Equipment/material safety requirements; Principles of engine operation including engine types and components; Servicing procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR02166A REPAIR COOLING SYSTEMS AND ASSOCIATED ENGINE COMPONENTS
Campus Newport.
Prerequisite(s) To be advised
Content Cooling system construction and operation relevant to application; Cooling system/component testing procedures; Cooling system/component repair/removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR02170A SERVICE COOLING SYSTEMS AND ASSOCIATED ENGINE COMPONENTS
Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Relevant Australian Design Rules (ADR’s) for noise pollution and gas emissions; Exhaust system principles of operation; Exhaust systems/components construction, operation and minimum requirements relevant to application; Exhaust system repair procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR03166A REPAIR PETROL AND FUEL SYSTEMS
Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Construction and operation of mechanical and electronic fuel systems relevant to application; Fuel system/component repair procedures (including removal, replacement and adjustment relevant to application); Measuring and testing procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR03170A SERVICE PETROL AND FUEL SYSTEMS
Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Relevant Australian Design Rules (ADR’s) appropriate to fuel systems; Operating principles of mechanical and electronic fuel systems; Fuel system service procedures; Manual handling techniques; Construction and operation of mechanical and electronic fuel systems relevant to application; Fuel system/component repair procedures (including removal, replacement and adjustment relevant to application). Measuring and testing procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR0671A SERVICE AND REPAIR EMISSION CONTROL SYSTEMS
Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; OH&S regulation/statutory legislation where applicable; Motor vehicle emissions and their effect on the environment; Types and operation of emission control systems relevant to the application, including interpretation of technical information, graphic symbols and diagrams; Testing procedures and the relationship between faults and symptoms; Service, repair and adjustment procedures for emission control systems.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR05166A REPAIR EXHAUST SYSTEMS
Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Relevant Australian Design Rules (ADR’s) for noise pollution and gas emissions; Exhaust system principles of operation; Exhaust systems/components construction, operation and minimum requirements relevant to application; Exhaust system repair procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package
AUR06666A REPAIR TRANSMISSION (MANUAL)
Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Construction and operation of manual transmissions relevant to application; Measuring and testing procedures; Repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR0670A SERVICE TRANSMISSION (MANUAL)
Campus Newport.
Prerequisite(s) To be advised
Content Construction and operation of clutch assemblies and operating systems relevant to application; Clutch assembly and operating system test procedures; Clutch assembly and operating system repair/removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR10170A SERVICE BRAKING SYSTEMS
Campus Newport.
Prerequisite(s) To be advised
Content Brake system/component test procedures; Brake system/component repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR12666A REPAIR FINAL DRIVE ASSEMBLY
Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Construction and operation of final drives relevant to application; Testing and adjustment procedures; Repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR13166A REPAIR FINAL DRIVE (DRIVELINE)
Campus Newport.
Prerequisite(s) To be advised
Content Construction and operation of drive lines relevant to application; Testing procedures; Repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR13170A SERVICE FINAL DRIVE (DRIVELINE)
Campus Newport.
Prerequisite(s) To be advised
Content Construction and operation of drive lines relevant to application; Principles of operation of drive lines/velocity fluctuations; Service procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package
<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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<tr>
<td>AUR16166A</td>
<td>REPAIR STEERING SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Principles and geometry of wheel alignment; Construction and operation of mechanical and power assisted steering systems relevant to application; Repair, removal and replacement procedures for mechanical and power assisted steering systems.</td>
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<td>As per endorsed training package</td>
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<td>AUR16170A</td>
<td>SERVICE SUSPENSION SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Principles of operation of relevant types of suspension systems; Suspension system testing procedures and component evaluation; Repair, removal and replacement procedures.</td>
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<td>AUR16166A</td>
<td>REPAIR SUSPENSION SYSTEMS</td>
<td>Newport</td>
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<td>Principles of operation of relevant types of suspension systems; Construction and operation of mechanical and power assisted steering systems; Steering system service procedures.</td>
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<td>As per endorsed training package</td>
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<td>AUR16170A</td>
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<td>AUR16776A</td>
<td>TEST, SERVICE AND REPLACE BATTERY</td>
<td>Newport</td>
<td>To be advised</td>
<td>Personal safety requirements/safe handling of battery electrolyte and acids; OH&amp;S and statutory legislation/industry codes of practice/disposal of batteries and acid; Types of batteries and basic battery construction; Battery testing procedures, load and specific gravity; Battery charging procedures; Removal and replacement procedures; Servicing procedures; Jump starting procedures.</td>
<td>To be advised</td>
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<td>AUR18708A</td>
<td>CARRY OUT MINOR REPAIRS TO ELECTRICAL CIRCUITS/ SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Personal safety requirements; Vehicle/equipment safety requirements/procedures to avoid damage to electronic control units (ECU); Operating principles of electronic control units.</td>
<td>To be advised</td>
<td>40</td>
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<tr>
<td>AUR19066A</td>
<td>REPAIR CHARGING AND STARTING SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Principles of operation of charging and starting systems; Construction and operation of charging and starting systems relevant to application; Test procedures for charging and starting systems; Production procedures for charging and starting systems.</td>
<td>To be advised</td>
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<td>As per endorsed training package</td>
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<tr>
<td>AUR21171A</td>
<td>SERVICE AND REPAIR ELECTRONIC ENGINE MANAGEMENT SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Construction and operation of relevant types of electronic engine management systems/components relevant to application; Test procedures for charging and starting systems; Production procedures for charging and starting systems.</td>
<td>To be advised</td>
<td>40</td>
<td>As per endorsed training package</td>
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<td>AUR21171A</td>
<td>SERVICE AND REPAIR ELECTRONIC DRIVE MANAGEMENT SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Construction and operation of drive management systems/components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic drive management systems/components.</td>
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<tr>
<td>AUR21171A</td>
<td>SERVICE AND REPAIR ELECTRONIC BODY MANAGEMENT SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Construction and operation of body management systems/components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic body management systems/components.</td>
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AUR23708A CARRY OUT WELDING, THERMAL CUTTING AND HEATING PROCEDURES
Campus Newport.
Prerequisite(s) To be advised
Content  Personal safety requirements/OH&S requirements; Equipment/material safety requirement; Types of materials relevant to application/types of fluxes and their application; Manual metal arc welding procedures; Gas metal arc (MIG) and gas tungsten arc (TIG) welding procedures; Oxy acetylene and spot welding procedures; Oxy acetylene and/or carbon rod heating procedures; Oxy acetylene and/or plasma arc cutting procedures.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per endorsed training package

AUR23790A CARRY OUT THERMO PLASTIC REPAIR PROCEDURES
Campus Newport.
Prerequisite(s) To be advised
Content  Personal safety requirements; Vehicle/equipment safety requirements; Environmental requirements for the disposal of substances; Manual handling techniques; Plastic component removal and replacement procedures; Thermo plastic welding procedures relevant to application/cleaning agent types and application; Thermo plastic bonding procedures relevant to application/cleaning agent types and application; Testing procedures for repaired components relevant to application.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per endorsed training package

AUR26778B USE AND MAINTAIN MEASURING EQUIPMENT
Campus To be advised
Prerequisite(s) To be advised
Content  Measure dimensions or variables; Maintain measuring equipment.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

AUR26108A CARRY OUT PRE-REPAIR OPERATIONS
Campus Newport.
Prerequisite(s) To be advised
Content  Personal safety requirements; Vehicle/equipment safety requirements; Use and handling of cleaning agents; Manual handling techniques; Component removal and replacement procedures; Component tagging and storage procedures.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per endorsed training package

AUR26367A REPAIR MAJOR WELDED PANELS
Campus Newport.
Prerequisite(s) To be advised
Content  Personal safety requirements/OH&S requirements/regulations; Vehicle/equipment safety requirements; Manual handling procedures; Major welded panel replacement procedures.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per endorsed training package

AUR26466A REPAIR BODY COMPONENTS USING LEAD WIPING
Campus Newport.
Prerequisite(s) To be advised
Content  Personal safety requirements/OH&S requirements legislation; Vehicle/material/equipment safety requirements; Types of materials; Environmental protection requirements/waste product disposal procedures; Lead wiping procedures.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per endorsed training package

AUR26508A CARRY OUT VEHICLE BODY AND UNDERFRAME ALIGNMENT
Campus Newport.
Prerequisite(s) To be advised
Content  Personal safety requirements/OH&S requirements/regulations; Vehicle/equipment safety requirements; Manual handling techniques; Relevant alignment methods, repair techniques and procedures/relevant removal and replacement procedures.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per endorsed training package

AUR26566A REPAIR MINOR STRUCTURAL DAMAGE
Campus Newport.
Prerequisite(s) To be advised
Content  Personal safety requirements/OH&S requirements/regulations; Vehicle/equipment safety requirements; Manual handling procedures; Body panel manual measuring procedures for minor structural damage; Panel/aperture reforming procedures for minor structural damage.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per endorsed training package

AUR26608A CARRY OUT VEHICLE MEASUREMENT
Campus Newport.
Prerequisite(s) To be advised
Content  Personal safety requirements/OH&S requirements/regulations; Vehicle/equipment safety requirements; Manual handling techniques; Relevant measurement methods, techniques and procedures.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per endorsed training package
AUR29608A CARRY OUT MASKING PROCEDURES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment/workspace safety requirements; Cleaning agents/masking materials; Masking methods and procedures/equipment operating procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29609A PREPARE SUBSTITUTE FOR REFINISHING

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment/workspace safety requirements; Surface preparation procedures for primers and sealers/operating procedures for relevant surface preparation equipment; Application methods for primers, fillers and sealers; Wet/dry rubbing procedures; Primer/sealed surface preparation for refinishing.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29704A PREPARE SPRAY PAINTING MATERIALS AND EQUIPMENT

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Environmental protection requirements; Types of paints/paint application methods/paint drying methods; Paint mixing techniques; Spray guns and their application/equipment preparation procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29803A APPLY COLOUR MATCHING TECHNIQUES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Environmental protection requirements and procedures; Paint mixing and colour matching procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29908A CARRY OUT PAINT RECTIFICATION AND TOUCH UP WORK

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Relevant environmental protection requirements and procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26708A CARRY OUT MAJOR SECTIONAL REPAIR

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements/regulations; Vehicle/materials/equipment safety requirements; Manual handling techniques; Sealant types and selection/application; Relevant alignment methods/techniques and procedures; relevant sectional repair procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26804A REMOVE AND REPLACE MECHANICAL UNITS/ASSEMBLIES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Manual handling techniques; Removal and replacement procedures for electrical/electronic units/assemblies including relevant sealant selection and application.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26904A CARRY OUT MASKING PROCEDURES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment/workspace safety requirements; Surface preparation procedures for primers and sealers/operating procedures for relevant surface preparation equipment; Application methods for primers, fillers and sealers; Wet/dry rubbing procedures; Primer/sealed surface preparation for refinishing.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29604A REMOVE AND REPLACE VEHICLE BODY PANELS, PANEL SECTIONS AND ANCILLARY FITTINGS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Manual handling techniques; Sealant selection and application procedures relevant to task required; Removal and replacement procedures for body panels and sections; Removal and replacement procedures for ancillary equipment.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29605A REMOVE AND REPLACE/FIT PROTECTOR MOULDINGS, TRANSFERS AND DECALS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements; Vehicle/equipment safety requirements; Types of mouldings, transfers and decals; Fastening methods/relevant mechanical fasteners/adhesive types and application; Moulding, transfer and decal removal procedures; Moulding, transfer and decal replacement/fitting procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29704A REMOVE AND REPLACE MECHANICAL UNITS/ASSEMBLIES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Manual handling techniques; Removal and replacement procedures for mechanical units/assemblies; Personal safety requirements/OH&S requirements/regulations; Removal and replacement procedures for electrical/electronic units/assemblies including relevant sealant selection and application.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29803A APPLY COLOUR MATCHING TECHNIQUES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Environmental protection requirements and procedures; Paint mixing and colour matching procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29903A APPLY REFINISHING MATERIALS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Environmental protection requirements; Application methods/types of spray guns/types of brushes.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26804A REMOVE AND REPLACE VEHICLE BODY PANELS, PANEL SECTIONS AND ANCILLARY FITTINGS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Manual handling techniques; Sealant selection and application; Relevant alignment methods/techniques and procedures; relevant sectional repair procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26904A CARRY OUT MASKING PROCEDURES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment/workspace safety requirements; Surface preparation procedures for primers and sealers/operating procedures for relevant surface preparation equipment; Application methods for primers, fillers and sealers; Wet/dry rubbing procedures; Primer/sealed surface preparation for refinishing.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29604A REMOVE AND REPLACE VEHICLE BODY PANELS, PANEL SECTIONS AND ANCILLARY FITTINGS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Manual handling techniques; Sealant selection and application; Relevant alignment methods/techniques and procedures; relevant sectional repair procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29605A REMOVE AND REPLACE/FIT PROTECTOR MOULDINGS, TRANSFERS AND DECALS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements; Vehicle/equipment safety requirements; Manual handling techniques; Sealant selection and application procedures relevant to task required; Removal and replacement procedures for body panels and sections; Removal and replacement procedures for ancillary equipment.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29704A REMOVE AND REPLACE MECHANICAL UNITS/ASSEMBLIES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Manual handling techniques; Removal and replacement procedures for mechanical units/assemblies; Personal safety requirements/OH&S requirements/regulations; Removal and replacement procedures for electrical/electronic units/assemblies including relevant sealant selection and application.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29803A APPLY COLOUR MATCHING TECHNIQUES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Environmental protection requirements and procedures; Paint mixing and colour matching procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29903A APPLY REFINISHING MATERIALS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Environmental protection requirements; Application methods/types of spray guns/types of brushes.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26804A REMOVE AND REPLACE VEHICLE BODY PANELS, PANEL SECTIONS AND ANCILLARY FITTINGS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Manual handling techniques; Sealant selection and application; Relevant alignment methods/techniques and procedures; relevant sectional repair procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26905A REMOVE AND REPLACE/FIT PROTECTOR MOULDINGS, TRANSFERS AND DECALS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements; Vehicle/equipment safety requirements; Manual handling techniques; Sealant selection and application procedures relevant to task required; Removal and replacement procedures for body panels and sections; Removal and replacement procedures for ancillary equipment.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package

AUR29604A CARRY OUT MASKING PROCEDURES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment/workspace safety requirements; Surface preparation procedures for primers and sealers/operating procedures for relevant surface preparation equipment; Application methods for primers, fillers and sealers; Wet/dry rubbing procedures; Primer/sealed surface preparation for refinishing.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per endorsed training package
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<tr>
<td><strong>AUR3003A APPLY DECORATIVE DESIGNS</strong></td>
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<tr>
<td>Environmental protection requirements and procedures; Spray gun and brush/air brush</td>
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<td>techniques for decorating and design applications; Decorating and design procedures.</td>
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<td><strong>AUR30149A PREPARE AND PAINT PLASTIC COMPONENTS</strong></td>
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<td>Content: Personal safety requirements; Vehicle/equipment safety requirements;</td>
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<tr>
<td>Environmental protection requirements and procedures; Types of paints/types of</td>
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<td>spray guns and brushes/air brushes; Surface preparation procedures; Spray gun and</td>
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<td>paint brush/air brush application techniques.</td>
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<td>Required Reading: To be advised</td>
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<td><strong>AUR30203A APPLY RUST PREVENTION AND SOUND DEADENING MATERIALS</strong></td>
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<td>Content: Personal safety requirements; Vehicle/equipment safety requirements;</td>
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<td>Environmental protection requirements and procedures; Techniques and use of spray</td>
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<td>gun/heat gun and brush types; Special treatment materials, application procedures</td>
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<td>and drying methods; Protective coatings and their application.</td>
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<td><strong>AUR30508A CARRY OUT BUFFING AND BURNISHING</strong></td>
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<td>Campus: Newport.</td>
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<td>Prerequisite(s): To be advised</td>
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<td>Content: Personal safety requirements/procedures to prevent hazards/OH&amp;S</td>
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<td>operating procedures of buffing and burnishing equipment; Identify surface materials</td>
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<td>and finishes; Buffing and burnishing procedures/work treatment processes.</td>
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<td><strong>AUR31649A PREPARE VEHICLE/COMPONENT/EQUIPMENT FOR CUSTOMERS USE</strong></td>
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</tr>
<tr>
<td>requirements for disposal of substances; Vehicle/component/equipment basic</td>
</tr>
<tr>
<td>operation relevant to application; Cleaning procedures relevant to application;</td>
</tr>
<tr>
<td>Pre-delivery/inspection and testing procedures relevant to application.</td>
</tr>
<tr>
<td>Required Reading: To be advised</td>
</tr>
<tr>
<td>Nominal Hours: To be advised</td>
</tr>
<tr>
<td>Assessment: As per endorsed training package</td>
</tr>
<tr>
<td><strong>AUR37927A IDENTIFY AUTOMOTIVE PARTS/ COMPONENTS/ ACCESSORIES</strong></td>
</tr>
<tr>
<td>Campus: To be advised</td>
</tr>
<tr>
<td>Prerequisite(s): To be advised</td>
</tr>
<tr>
<td>Content: Identify vehicle/unit; Identify the actual part(s)/product(s) required</td>
</tr>
<tr>
<td>by correct terminology; Identify vehicle/system accessories.</td>
</tr>
<tr>
<td>Required Reading: To be advised</td>
</tr>
<tr>
<td>Nominal Hours: 40 Hours</td>
</tr>
<tr>
<td>Assessment: As per accredited curriculum</td>
</tr>
<tr>
<td><strong>AUR38038A PLAN AND ORGANISE STOCK</strong></td>
</tr>
<tr>
<td>Campus: Newport.</td>
</tr>
<tr>
<td>Prerequisite(s): To be advised</td>
</tr>
<tr>
<td>Content: Analyse characteristics of stock received; Organise unloading of stock;</td>
</tr>
<tr>
<td>Order stock; Organise stock storage and retrieval system; Manage stock levels.</td>
</tr>
<tr>
<td>Required Reading: To be advised</td>
</tr>
<tr>
<td>Nominal Hours: To be advised</td>
</tr>
<tr>
<td>Assessment: As per endorsed training package</td>
</tr>
<tr>
<td><strong>AUR42621A PROMOTE PRODUCTS AND SERVICES</strong></td>
</tr>
<tr>
<td>Campus: Newport.</td>
</tr>
<tr>
<td>Prerequisite(s): To be advised</td>
</tr>
<tr>
<td>Content: Promote products and/or services to customers; Establish on-sell</td>
</tr>
<tr>
<td>opportunities.</td>
</tr>
<tr>
<td>Required Reading: To be advised</td>
</tr>
<tr>
<td>Nominal Hours: To be advised</td>
</tr>
<tr>
<td>Assessment: As per endorsed training package</td>
</tr>
<tr>
<td><strong>AUR51356A READ IN THE WORKPLACE</strong></td>
</tr>
<tr>
<td>Campus: To be advised</td>
</tr>
<tr>
<td>Prerequisite(s): To be advised</td>
</tr>
<tr>
<td>Content: Read texts that contain specialist knowledge and may be organised in a</td>
</tr>
<tr>
<td>variety of formats.</td>
</tr>
<tr>
<td>Required Reading: To be advised</td>
</tr>
<tr>
<td>Nominal Hours: To be advised</td>
</tr>
<tr>
<td>Assessment: As per accredited curriculum</td>
</tr>
<tr>
<td><strong>AUR51677A USE NUMBERS IN THE WORKPLACE</strong></td>
</tr>
<tr>
<td>Campus: To be advised</td>
</tr>
<tr>
<td>Prerequisite(s): To be advised</td>
</tr>
<tr>
<td>Content: Operate with numbers to establish procedures; Calculate numerical and related</td>
</tr>
<tr>
<td>information to establish procedures; Interpret and present numerical and related</td>
</tr>
<tr>
<td>information to establish procedures.</td>
</tr>
<tr>
<td>Required Reading: To be advised</td>
</tr>
<tr>
<td>Nominal Hours: 10 Hours</td>
</tr>
<tr>
<td>Assessment: As per accredited curriculum</td>
</tr>
<tr>
<td><strong>AUR59114A CONTRIBUTE TO ASSESSMENT OF STAFF COMPETENCIES</strong></td>
</tr>
<tr>
<td>Campus: To be advised</td>
</tr>
<tr>
<td>Prerequisite(s): To be advised</td>
</tr>
<tr>
<td>Content: Assist with the assessment of current skills of individual/team staff.</td>
</tr>
<tr>
<td>Required Reading: To be advised</td>
</tr>
<tr>
<td>Nominal Hours: To be advised</td>
</tr>
<tr>
<td>Assessment: As per accredited curriculum</td>
</tr>
</tbody>
</table>
AUR59211A COACH STAFF ON THE JOB
Campus To be advised
Prerequisite(s) To be advised
Content Prepare for coaching session; Deliver training; Review outcomes of session.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR59350A CONDUCT INFORMATION SESSIONS
Campus To be advised
Prerequisite(s) To be advised
Content Prepare for the session; Present the session; Follow-up outcomes of the session as required.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR59554A PROVIDE TECHNICAL GUIDANCE
Campus To be advised
Prerequisite(s) To be advised
Content Assist staff with service/repair work; Provide technical information to staff; Facilitate continuous education of self and others.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR59617A COORDINATE WORK ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content Plan activities for individual and/or team to complete tasks; Implement job plan; Deal with unexpected events, which impact the job plan.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR61230A INSPECT TECHNICAL QUALITY OF WORK
Campus To be advised
Prerequisite(s) To be advised
Content Inspect work done by other staff; Apply quality standards to work; Protect customer property and interests.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR61447A PARTICIPATE IN IMPROVING WORKPLACE PRODUCTIVITY
Campus To be advised
Prerequisite(s) To be advised
Content Identify procedures to improve workplace productivity; Recommend equipment requirements to management; Communicate with staff about workplace productivity.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR62721A ESTABLISH CUSTOMER REQUIREMENTS OF A COMPLEX NATURE
Campus To be advised
Prerequisite(s) To be advised
Content Confirm customer requirements; Advise customer of available options; Inform customer of costs; Agree action plan with customer.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR6337A MAINTAIN BUSINESS IMAGE
Campus To be advised
Prerequisite(s) To be advised
Content Maintain the physical appearance of the workplace; Maintain enterprise dress and grooming standards; Implement waste disposal processes; Promote products and services provided by the business.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR65116A DETERMINE VEHICLE DAMAGE AND RECOMMENDED REPAIR PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Written communication and report writing procedures; Vehicle damage inspection procedures/industry repair standards.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR65230A INSPECT PAINT AND/OR TRIM AND/OR ACCESSORIES AND ASCERTAIN RECOMMENDED REPAIR PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Repair procedures appropriate to the application; Written communications and report writing relevant to application.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR65722A ESTIMATE COMPLEX JOBS
Campus To be advised
Prerequisite(s) To be advised
Content Estimate time requirements for jobs; Source parts; Identify sub-contract testing and/or service repair work costs for incorporation into the total estimated cost; Estimate total job costs.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR66108A CARRY OUT DIAGNOSTIC PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Symptom and cause differentiation; Diagnostic procedures and problem solving techniques; Documenting and reporting procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum
AUR66208A CARRY OUT DIAGNOSES OF COMPLEX SYSTEM FAULTS
Campus To be advised
Prerequisite(s) To be advised
Content Analyse reported faults; Identify causes of faults; Establish repair requirements.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR6671A SERVICE/REPAIR COMPLEX SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Determine repair/service method; Complete service/repairs; Conduct testing procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

AUR7025A FOLLOW WORKPLACE OCCUPATIONAL HEALTH & SAFETY PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification and avoidance; Maintain the cleanliness of equipment and work areas; Locate and identify workplace fire extinguisher types, applications and operating procedures; Carry out emergency procedures; Follow basic security procedures; Carry out basic first aid and cardio-pulmonary resuscitation (CPR) procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR7028A 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

AUR7031A 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

AUR7041A 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

BBT306 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

BBT307 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

BBT308 REFLECTIVE LEARNING AND PRACTICE 2A
Campus Werribee
Prerequisite(s) Certificate IV in Further Education
Content Demonstrate effective self-reflection skills; Identify different learning styles and demonstrate active learning techniques; Demonstrate the ability to research the ability through a University library and use of standard referencing conventions; Demonstrate advanced word processing skills; Use an electronic referencing database to store reference and to generate a bibliography; Demonstrate effective reading skills and critically evaluate information gained from a variety of sources.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BBT309 REFLECTIVE LEARNING AND PRACTICE 2B
Campus Werribee
Prerequisite(s) Certificate IV in Further Education
Content Demonstrate effective self-reflection skills; Identify different learning styles and demonstrate active learning techniques; Demonstrate the ability to research the ability through a University library and use of standard referencing conventions; Demonstrate advanced word processing skills; Use an electronic referencing database to store reference and to generate a bibliography; Demonstrate effective reading skills and critically evaluate information gained from a variety of sources.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCC1003A DRAIN/DE-WATER SITE
Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Position sedimentation control; Remove surface water; Construct sump/wells; Remove water from sumps/wells, trenches and pits; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Requirements</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
<td>To be advised</td>
<td>Identify plant and equipment; Carry out operator maintenance; Select fuel, lubricants, tools and equipment; Operate small plant and equipment.</td>
<td>As per accredited curriculum</td>
<td>160 Hours</td>
<td>To be advised</td>
</tr>
<tr>
<td>BCC2003A</td>
<td>CONDUCT TIP TRUCK OPERATIONS</td>
<td>To be advised</td>
<td>Plan and prepare work; Conduct pre-operational checks; Operate tip truck; Carry out driver maintenance.</td>
<td>As per accredited curriculum</td>
<td>60 Hours</td>
<td>To be advised</td>
</tr>
<tr>
<td>BCC2002A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
<td>To be advised</td>
<td>Identify plant and equipment; Carry out operator maintenance; Select fuel, lubricants, tools and equipment; Operate small plant and equipment.</td>
<td>As per accredited curriculum</td>
<td>200 Hours</td>
<td>To be advised</td>
</tr>
<tr>
<td>BCC2003A</td>
<td>CONDUCT BACKHOE/LOADER OPERATIONS</td>
<td>To be advised</td>
<td>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; Select, remove and fit attachments; Clean up.</td>
<td>As per accredited curriculum</td>
<td>200 Hours</td>
<td>To be advised</td>
</tr>
<tr>
<td>BCC2004A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
<td>To be advised</td>
<td>Identify plant and equipment; Carry out operator maintenance; Select fuel, lubricants, tools and equipment; Operate small plant and equipment.</td>
<td>As per accredited curriculum</td>
<td>240 Hours</td>
<td>To be advised</td>
</tr>
<tr>
<td>BCC2003A</td>
<td>CONDUCT EXCAVATOR OPERATIONS</td>
<td>To be advised</td>
<td>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; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
<td>As per accredited curriculum</td>
<td>200 Hours</td>
<td>To be advised</td>
</tr>
<tr>
<td>BCC2005A</td>
<td>REPAIR PAVEMENTS</td>
<td>To be advised</td>
<td>Plan and prepare work; Repair potholes; Clean up.</td>
<td>As per accredited curriculum</td>
<td>36 Hours</td>
<td>To be advised</td>
</tr>
<tr>
<td>BCC2003A</td>
<td>CONDUCT DOZER OPERATIONS</td>
<td>To be advised</td>
<td>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.</td>
<td>As per accredited curriculum</td>
<td>240 Hours</td>
<td>To be advised</td>
</tr>
<tr>
<td>BCC2003A</td>
<td>CONDUCT EXCAVATOR OPERATIONS</td>
<td>To be advised</td>
<td>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; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
<td>As per accredited curriculum</td>
<td>200 Hours</td>
<td>To be advised</td>
</tr>
<tr>
<td>BCC2003A</td>
<td>CONDUCT FRONT END LOADER OPERATIONS</td>
<td>To be advised</td>
<td>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.</td>
<td>As per accredited curriculum</td>
<td>160 Hours</td>
<td>To be advised</td>
</tr>
</tbody>
</table>
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** 160 Hours
**Assessment** As per accredited curriculum

BCC3007A CONDUCT SCRAPER OPERATIONS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate scraper; Couple machines; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

BCC3008A CONDUCT SKID STEER LOADER OPERATIONS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate skid steer loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

BCC3009A CONDUCT ROLLER OPERATIONS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate roller; Apply concepts of road anatomy; Apply knowledge of soil types and their characteristics; Lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

BCC3010A CONDUCT WATER CART OPERATIONS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate water cart; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
**Required Reading** To be advised
**Nominal Hours** 40 Hours
**Assessment** As per accredited curriculum

BCC3011A CONDUCT DUMP TRUCK OPERATIONS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Operate dump truck; Carry out operator maintenance; Clean up.
**Required Reading** To be advised
**Nominal Hours** 60 Hours
**Assessment** As per accredited curriculum

BCC3012A CONDUCT FORKLIFT OPERATIONS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Operate fork lift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 32 Hours
**Assessment** As per accredited curriculum

BCC3013A CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; 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.
**Required Reading** To be advised
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

BCC3014A CONDUCT PIPELAYER OPERATIONS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate pipelayer; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 40 Hours
**Assessment** To be advised

BCC3015A CONDUCT RECYCLER OPERATIONS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate recycler; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
**Required Reading** To be advised
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

BCC3016A CONDUCT RECIPROCAL SAW 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 reciprocating saw; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
**Required Reading** To be advised
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

BCC3017A USE STATIC MACHINES
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Identify static machines, their operation and safety requirements; Prepare machine for use; Operate machine; Maintain machine and attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 32 Hours
**Assessment** As per accredited curriculum

BCC3018A USE DYNAMIC MACHINES
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Operate dynamic machines; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
**Required Reading** To be advised
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

BCC3019A LAYOUT SIGNS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content**  Develop the design of internal/external signs to client’s requirements, using data from client’s drawings and information
**Required Reading** To be advised
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

BCC3020A DESIGN AND PREPARE WORK
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content**  Design and prepare work
**Required Reading** To be advised
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

BCC3021A CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Operate telescopic materials handler; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

BCC3022A CONDUCT DUMP TRUCK OPERATIONS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Operate dump truck; Carry out operator maintenance; Clean up.
**Required Reading** To be advised
**Nominal Hours** 60 Hours
**Assessment** As per accredited curriculum

BCC3023A CONDUCT FORKLIFT OPERATIONS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Operate fork lift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 32 Hours
**Assessment** As per accredited curriculum

BCC3024A CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Operate telescopic materials handler; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

BCC3025A CONDUCT RECYCLER OPERATIONS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate recycler; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
**Required Reading** To be advised
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

BCC3026A USE STATIC MACHINES
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Identify static machines, their operation and safety requirements; Prepare machine for use; Operate machine; Maintain machine and attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 32 Hours
**Assessment** As per accredited curriculum

BCC3027A LAYOUT SIGNS
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Develop the design of internal/external signs to client’s requirements, using data from client’s drawings and information
**Required Reading** To be advised
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

BCC3028A DESIGN AND PREPARE WORK
Campus Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content**  Design and prepare work
**Required Reading** To be advised
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

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### BCF2005A USE COLOUR MATCHING FOR SIGN WRITING

**Campus** To be advised  
**Prerequisite(s)** BCG1003A Read and Interpret Plans; BCG1005A Use Hand and Power Tools  
**Content** This unit applies to identifying and matching colours against a specified sample.  
**Required Reading** To be advised  
**Nominal Hours** 24 Hours  
**Assessment** As per accredited curriculum

### BCF2006A PREPARE FOR OFF-SITE MANUFACTURING PROCESS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan and prepare for the manufacturing process; Identify, select and prepare materials for use in off-site production process; Identify fabricated components and method of assembly; Process for manufacture, assembly and fabrication and sequencing is monitored; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 32 Hours  
**Assessment** As per accredited curriculum

### BCF2008A USE COMPUTERS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Identify computer operation and application uses in the workplace; Use system and provide data entry; verify/confirm data input  
**Required Reading** To be advised  
**Nominal Hours** 24 Hours  
**Assessment** As per accredited curriculum

### BCF2010A MAINTAIN INVENTORY AND CONTROL, STOCK

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Identify stock materials and equipment; Maintain inventory/stock lists; Store and record stocks; Control stock.  
**Required Reading** To be advised  
**Nominal Hours** 8 Hours  
**Assessment** As per accredited curriculum

### BCF2011A USE COMPUTERS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Identify computer operation and application uses in the workplace; Use system and provide data entry; verify/confirm data input  
**Required Reading** To be advised  
**Nominal Hours** 24 Hours  
**Assessment** As per accredited curriculum

### BCF2012A PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan and prepare packaging and transport of manufactured products; Identify and select appropriate packaging for manufactured products; Prepare for handling and transporting of manufactured products; Undertake appropriate handling and transporting techniques of manufactured products; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 10 Hours  
**Assessment** As per accredited curriculum

### BCF2013A ASSEMBLE COMPONENTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan and prepare for assembly; Assemble and hold components in place; Secure assembled components; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 32 Hours  
**Assessment** As per accredited curriculum

### BCF2014A MANUALLY CUT GLASS TO SIMPLE SHAPES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan and prepare work; Cut glass to a straight line; Circle and hole cutting; Cutting glass to simple shapes; Maintain safe working area; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 4 Hours  
**Assessment** As per accredited curriculum

### BCF2016A PREPARE FOR OFF-SITE MANUFACTURING PROCESS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan and prepare for the manufacturing process; Identify, select and prepare materials for use in off-site production process; Identify fabricated components and method of assembly; Process for manufacture, assembly and fabrication and sequencing is monitored; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 32 Hours  
**Assessment** As per accredited curriculum

### BCF2018A APPLY AND INSTALL SEALANT AND SEALANT DEVICES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Select and prepare materials and equipment; Prepare surface to receive sealants; Apply sealant; Install sealant devices; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 16 Hours  
**Assessment** As per accredited curriculum

### BCF3000A MAINTAIN STATIC MACHINERY

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan and prepare work; Identify and check safety switches of machine; Maintain machine; Install cutters/blade to machine; Lubricate machine; Test and adjust machine; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 12 Hours  
**Assessment** As per accredited curriculum

### BCF3001A SETUP STATIC MACHINERY

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan and prepare work; Install cutters/blades; Adjust machine speed; Test machine set up; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 12 Hours  
**Assessment** As per accredited curriculum

### BCF3008A IDENTIFY WINDOW AND DOOR CONSTRUCTION

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan and prepare work; Identify structural features of doors/windows; Determine materials for timber windows and doors; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 8 Hours  
**Assessment** As per accredited curriculum

### BCF3009A SETTING OUT OF WINDOWS AND DOORS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan and prepare work; Develop height set out; Develop width set out; Mark out material; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 8 Hours  
**Assessment** As per accredited curriculum
MODULE/UNIT DETAILS

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 door/sash; Check door/sash for fitting; Fit door/sash; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCF3022A APPLY GILDING TO SIGNS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Identify and draw to scale various types of lettering and decorative forms of signage; Use hand and/or power tools for cutting shape and to signage design; Apply gilding to sign; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCF3024A INSTALL INTERNAL LINING

Campus To be advised
Prerequisite(s) To be advised
Content Identify internal lining materials and methods of fixing; Plan and prepare work; Prepare material and surface for fixing; Fit and install lining material to surfaces; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCF3026A APPLY LINE AND SCROLL

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCF3028A WRITE TICKETS AND SHOWCARDS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCF3029A APPLY WATER GILDING - GLASS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Apply gilding to sign; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCF3030A SCREEN PRINT

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Screen print; Identify and solve problems; Maintain equipment and tools.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCF3036A SHIFT MATERIALS MANUALLY

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Manually handle material; Shift material using tools and equipment; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCF3037A SET OUT AND LEVEL

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Use automatic/spirit level to identify/determine levels; Set up alignment to given co-ordinates; Set up vertical levels; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCF3038A APPLY AND TRIM DECORATIVE FINISHES

Campus To be advised
Prerequisite(s) To be advised
Content Identify types of decorative finishes; Identify preparation requirements and prepare for fixing; Carry out fixing processes and finishing techniques; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCF3041A CUT AND INSTALL GLASS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Select and install glass; Maintain safe working area; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum
<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>BCF3042A</td>
<td>MARK OFF/ OUT</td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCF3045A</td>
<td>MANUFACTURE JOINERY UNIT COMPONENTS</td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCF3052A</td>
<td>SIGN WRITE TO SIMPLE FORMS</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare work; Apply materials to layout; Present work to client; Clean up.</td>
<td>To be advised</td>
<td>56 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCF3053A</td>
<td>SIGN WRITE TO DECORATIVE FORMS</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare work; Apply materials to layout; Present work to client; Clean up.</td>
<td>To be advised</td>
<td>72 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCF3054A</td>
<td>APPLY GRAPHICS USING PRESSURE SENSITIVE FILMS</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare work; Layout sign; Weed out vinyl; Apply transfer tape; Apply vinyl; Clean up finished sign.</td>
<td>To be advised</td>
<td>24 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCF3055A</td>
<td>APPLY GRAPHICS TO ILLUMINATED SIGNFACES</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.</td>
<td>To be advised</td>
<td>24 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCF3056A</td>
<td>PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCF3057A</td>
<td>PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - DIGITAL</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare work; Start up and operate computer; Identify and solve operating problems; Clean up.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCF3058A</td>
<td>PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - 3D DIMENSIONAL</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare work; Start up and operate computer; Identify and solve operating problems; Clean up.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCF3059A</td>
<td>HAND RENDER PICTORIALS</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare work; Apply materials to layout; Present work to client; Clean up.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCF3060A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
<td>To be advised</td>
<td></td>
<td>Receive and convey information; Carry out face to face routine communication; Work with others; Participate in simple on-site meeting processes.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCF3061A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
<td>To be advised</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 emergency procedures; Carry out general housekeeping.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
BCG1002A PLAN AND ORGANISE WORK
Campus To be advised
Prerequisite(s) Nil
Content Identify work requirements; Plan process to complete work; Select tools and equipment; Demonstrate safe and efficient sequence of work; Modify plan; Report outcomes; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG1003A READ AND INTERPRET PLANS
Campus To be advised
Prerequisite(s) Nil
Content Identify types of drawings and their functions; Recognise commonly used symbols and abbreviations; Locate and identify key features on a site plan; Identify and locate key features from sectional details and elevations; Recognise amendments; Read and interpret specifications.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS
Campus To be advised
Prerequisite(s) Nil
Content Obtain measurements; Perform simple calculations; Estimate approximate quantities.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG1005A USE HAND AND POWER TOOLS
Campus To be advised
Prerequisite(s) Nil
Content Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Establish power supply to work location; Use power tools; Clean up.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCG1006A USE SMALL PLANT AND EQUIPMENT
Campus To be advised
Prerequisite(s) Nil
Content Identify plant and equipment, their operations and safety requirements; Select plant and equipment; Use plant and equipment; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING
Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S Requirements, BCG1005A Use hand and power tools.
Content Plan and prepare work; Erect safety barriers; erect scaffolding; Dismantle scaffold; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1008A USE SIMPLE LEVELLING DEVICES
Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare work; Set up and use levelling device; Transfer heights with straight edge and spirit level; Maintain given level or specified slope with boring rod; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG1009A CARRY OUT EXCAVATION AND INSTALL SUPPORT
Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan and prepare work; Locate excavation and erect safety equipment; Select tools and equipment; Dig excavations by hand; Assist machine excavation operations; Install excavation support; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG1010A CARRY OUT CONCRETING TO SIMPLE FORMS
Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Select tools and equipment; Erect and strip simple formwork; Place and tie reinforcement; Place concrete; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE
Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare work; Correctly manual handle, sort and stack construction material; Prepare for mechanical handling of materials; Handle and remove waste safely; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG1012A PREPARE FOR CONSTRUCTION PROCESS (WALL AND FLOOR TILING)
Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan for the construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
BCG101A PREPARE FOR CONSTRUCTION PROCESS
(SOLID PLASTERING)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding.

Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Prepare background of brick, concrete or blockwork for solid plastering; Clean up.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG101A PREPARE FOR CONSTRUCTION PROCESS
(DRY WALL PLASTERING)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.

Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Assist with sheet material installation; Clean up.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG101A PREPARE FOR CONSTRUCTION PROCESS
(BRICK/ BLOCK LAYING)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.

Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Mortar mix; Assist with brick/block work; Clean up.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG101A PREPARE FOR CONSTRUCTION PROCESS
(CARPENTRY)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.

Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1017A PREPARE FOR CONSTRUCTION PROCESS
(DEMOLITION)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding.

Content Plan for demolition process; Prepare materials for demolition process; Prepare work area for demolition process; Use tools and equipment appropriate for construction processes; Set up plant and equipment for initial demolition processes; Clean up.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1018A PREPARE FOR CONSTRUCTION PROCESS
(STEELWORK)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.

Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1019A PREPARE FOR CONSTRUCTION PROCESS
(PAINTING AND DECORATING)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.

Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Assist with initial preparation of surfaces for painting and decorating; Assist with preparing surfaces for final finish; Clean up.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG2000A ASSEMBLE SIMPLE PARTITION FRAMES

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry).

Content Plan and prepare work; Select materials and cut components; Assemble frames/partitions; Clean up.

Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2001A PREPARE SURFACES

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A 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
### MODULE/UNIT DETAILS

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
<th>Required Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG2002A</td>
<td>OXY/ LPG ACETYLENE CUTTING</td>
<td>To be advised</td>
<td>BCG1001A Carry out OH&amp;S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.</td>
<td>Set up; Cut material; Shut down; Clean up.</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BCG2004A</td>
<td>CARRY OUT LEVELLING</td>
<td>To be advised</td>
<td>BCG1001A Carry out OH&amp;S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.</td>
<td>Plan and prepare work; Demolish building/structure; Inspect reinforcement prior to concrete pour; Clean up.</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BCG2003A</td>
<td>CARRY OUT GENERAL DEMOLITION</td>
<td>To be advised</td>
<td>BCG1001A Carry out OH&amp;S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1017A Prepare for construction process (demolition).</td>
<td>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.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BCG2005A</td>
<td>ERECT AND STRIP FORMWORK FOR CONCRETE WORK</td>
<td>To be advised</td>
<td>BCG1001A Carry out OH&amp;S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.</td>
<td>Plan and prepare work; Assist with the erection of formwork; Strip formwork; Clean up.</td>
<td>24 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BCG2006A</td>
<td>CARRY OUT STEELFIXING</td>
<td>To be advised</td>
<td>BCG1001A Carry out OH&amp;S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2005A Erect and strip formwork for concrete work.</td>
<td>Plan and prepare work; Prepare for reinforcement placement; Place and fix reinforcement; Inspect reinforcement prior to concrete pour; Clean up.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BCG2007A</td>
<td>OPERATE ELEVATED WORK PLATFORMS (EWP)</td>
<td>To be advised</td>
<td>BCG1001A Carry out OH&amp;S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.</td>
<td>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.</td>
<td>4 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BCG2008A</td>
<td>USE EXPLOSIVE POWER TOOLS (EPT)</td>
<td>To be advised</td>
<td>BCG1001A Carry out OH&amp;S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.</td>
<td>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.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BCG2009A</td>
<td>CARRY OUT CONCRETE WORK</td>
<td>To be advised</td>
<td>BCG1001A Carry out OH&amp;S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.</td>
<td>Locate equipment in place for work application; Elevate platform to work location; Lower platform and shut down; Clean up.</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BCG2010A</td>
<td>REMOVE/ REPLACE DOOR AND WINDOW FURNITURE</td>
<td>To be advised</td>
<td>BCG1001A Use hand and power tools.</td>
<td>Plan and prepare work; Remove doors, shutters and furniture; Replace doors, shutters and furniture; Clean up.</td>
<td>4 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BCG2011A</td>
<td>USE STATIC MACHINES</td>
<td>To be advised</td>
<td>BCG1001A Carry out OH&amp;S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.</td>
<td>Operate machine; Maintain explosive power tool and kit.</td>
<td>2 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BCG2012A</td>
<td>MAKE SET-OUTS</td>
<td>To be advised</td>
<td>BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations.</td>
<td>Plan and prepare for set-out; Make set-out for unit; Store set-out.</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
BCG3003A CONSTRUCT AND INSTALL NON-LOAD BEARING INTERNAL PARTITION WALL

Campus To be advised
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.
Content Plan and prepare work; Prepare for construction process (carpentry), BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames; Erect and mantel a full height demountable partition; Erect a half-panel glass partition; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3010A INSTALL WINDOWS TO WALL FRAMING

Campus To be advised
Content Plan and prepare work; Install timber or aluminium window frame; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3011A CARRY OUT BASIC SETTING OUT

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.
Content Plan and prepare work; Install timber or aluminium window frame; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3012A CONSTRUCT AND ERECT TIMBER WALL FRAMING

Campus To be advised
Prerequisite(s) BCG1002A Plan and organise work, BCG1003A Read and interpret plans, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.
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 CONSTRUCT AND ERECT TIMBER WALL FRAMES

Campus To be advised
Prerequisite(s) BCG1002A Plan and organise work, BCG1003A Read and interpret plans, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.
Content Plan and prepare work; Identify and indicate site boundaries; Set out first line for building; Set out right angled corner; Install other building lines; Check for square; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3014A ERECT TIMBER PITCHED ROOF FRAMING

Campus To be advised
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.
Content Plan and prepare work; Erect timber roof trusses; Construct gable and eaves structure; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3015A ERECT TIMBER ROOF TRUSSES

Campus To be advised
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.
Content Plan and prepare work; Erect timber roof trusses; Construct gable and eaves structure; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3016A INSTALL SUB FLOOR FRAMING

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content Plan and prepare work; Install timber bearers; Install timber floor joints; Install steel bearers and joists/ladder frames; Install bearers and 'drop-in' joists; Install site assembled bearers and joists (long span); Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3017A INSTALL TIMBER AND SHEET FLOORING

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry), BCG3016A Install sub floor framing.
Content Plan and prepare work; Straighten and prepare floor joints; Set out and fix first board; Laying floor boards; Lay sheet flooring; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3018A ERECT STEEL ROOF TRUSSES

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2006A Carry out steelfixing, BCG3019A Construct and erect steel wall framing.
Content Plan and prepare work; Erect steel roof trusses; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum
BCG3019A CONSTRUCT AND ERECT STEEL WALL FRAMING

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2006A Carry out steelfixing.
Content Plan and prepare work; Construct and erect walls; Install insulation and sarking; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3020A CONSTRUCT TIMBER ROOF STRUCTURES - IRREGULAR ROOFS

Campus To be advised
Prerequisite(s) BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof), BCG3014A Erect timber pitched roof framing.
Content Plan and prepare work; Set out and prepare members for roof erection; Erect pyramidal or conical roof; Erect roof to splayed plan end; Construct dormers in roof surfaces; Complete eaves and barge ends; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3021A INSTALL DOOR FRAMES

Campus To be advised
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG2001A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG2006A Prepare for construction process (carpentry), BCG2008A Use explosive power tools (EPT).
Content Plan and prepare work; Select and prepare materials for bearing internal partition wall, BCG3021A Install door frames.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG3022A FINISH EAVES

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content Plan and prepare work; Erect scaffold; Construct framework and line eaves; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3023A INSTALL EXTERIOR CLADDING

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry).
Content Plan and prepare work; Straighten and prepare exterior walls; Fix timber plinth, flashing and insulation; Set out and prepare for horizontal panelling/weatherboards; Fix horizontal panelling/weatherboards; Fix vertical panelling/boards; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCG3024A CONSTRUCT TIMBER EXTERNAL STAIRS

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG3016A Install sub floor framing.
Content Plan and prepare work; Set out and prepare materials; Assemble and erect stair; Fit and fix handrailing and balustrade; Finish stairs; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3025A INSTALL EXTERNAL OR INTERNAL DOORS

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG3009A Construct and install non-lead bearing internal partition wall, BCG3021A Install door frames.
Content Plan and prepare work; Prepare door opening for jamb unit; Install hinged door unit; Install door to fixed door frame; Install split jamb, pre-hung door unit; Install bi-fold or internal sliding door; Install flywire door; Install cavity sliding door; Fit pelmet and architrave's; Hang sliding door; Fit trim and door hardware; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3026A INSTALL FITMENTS

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG2001A Prepare surfaces, BCG2004A Carry out levelling, BCG2006A Prepare for construction process (carpentry), BCG2008A Use explosive power tools (EPT).
Content Plan and prepare work; Select and prepare materials for installing fitments; Install fitments; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG2001A Prepare surfaces, BCG2004A Carry out levelling, BCG2008A Use explosive power tools (EPT).
Content Plan and prepare work; Set out; Prepare for bath installation; Prepare for shower base installation; Install vanity unit; Install sink unit; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3028A FIX TIMBER MOULDINGS

Campus To be advised
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry).
Content Plan and prepare work; Fit and fix nosing to windows; Cut and fix architraves to window and door frames/jambs; Cut and fix skirting mould to windows; Construct and install pelmets; Fit and fix skirting; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum
### BCG3030A REPLACE GLASS

**Campus** To be advised  
**Prerequisite(s)** BCG1005A Use hand and power tools, BCG1011A Handle construction materials and safely dispose of waste, BCG2001A Prepare surfaces.  
**Content** Plan and prepare work; Remove damaged glass; Replace glass; Repair surface finish; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### BCG3031A ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)

**Campus** To be advised  
**Prerequisite(s)** BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG2008A Use explosive power tools (EPT), BCG3021A Install door frames.  
**Content** Plan and prepare work; Set out and prepare door jamb/frame, Install door jamb/frame; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 6 Hours  
**Assessment** As per accredited curriculum

### BCG3032A FIX TIMBER RAKING MOULDS

**Campus** To be advised  
**Prerequisite(s)** BCG3028A Fix linings and panelling, BCG3029A Fix timber mouldings.  
**Content** Plan and prepare work; Set out and develop bevel cuts and moulds; Run moulds to designed shapes and required lengths; Cut and fix moulding into place; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### BCG3033A RESTORE/RENOVATE WINDOWS AND FRAMES

**Campus** To be advised  
**Prerequisite(s)** BCG3010A Install windows to wall framing.  
**Content** Select and prepare materials and equipment; Restore and renovate curved window frame; Restore and renovate a casement window; Restore and renovate a double hung window; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BCG3034A ERECT/DISMANTLE FORMWORK

**Campus** To be advised  
**Prerequisite(s)** BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2003A Erect/dismantle formwork.  
**Content** Select system, plan and prepare for work; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

### BCG3035A ERECT/DISMANTLE JUMP FORM FORMWORK

**Campus** To be advised  
**Prerequisite(s)** BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork.  
**Content** Plan and prepare work; Set out; Assemble core form system; Locate and install penetrations; Install reinforcement; Close shutters; Place concrete; Strip shutters; Jump system; Dismantle system; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 80 Hours  
**Assessment** As per accredited curriculum

### BCG3041A UNDERTAKE DOGGING

**Campus** To be advised  
**Prerequisite(s)** BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG1018A Prepare for construction process (steelwork).  
**Content** Plan and prepare work; Select equipment; Sling loads; Move load; Remove gear.  
**Required Reading** To be advised  
**Nominal Hours** 80 Hours  
**Assessment** As per accredited curriculum

### BCG3043A OPERATE HOIST

**Campus** To be advised  
**Prerequisite(s)** BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG2007A Operate elevated work platforms (EWP).  
**Content** Plan and prepare work; Conduct daily safety check; Record results; Operate hoist.  
**Required Reading** To be advised  
**Nominal Hours** 24 Hours  
**Assessment** As per accredited curriculum

### BCG3044A APPLY DECORATIVE FINISHES

**Campus** To be advised  
**Prerequisite(s)** BCG1005A Use hand and power tools, BCG2001A Prepare surfaces, BCG3096A Apply paint by brush/roller, BCG3097A Match specified paint colour, BCG3098A Apply clear timber finish, BCG3045A Apply paint by spray, BCG3100A Prepare surfaces for painting and decorating.  
**Content** Plan and prepare work; Prepare application area; Apply mirror paint finish; Apply broken colour effects; Produce imitation marble effects; Produce imitation wood grain effects; Produce 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)** BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.  
**Content** Plan and prepare work; Prepare materials, unit and application area; Set up and test spray equipment; Apply paint by spray; Clean up and store equipment.  
**Required Reading** To be advised  
**Nominal Hours** 80 Hours  
**Assessment** As per accredited curriculum
BCG3046A APPLY TEXTURE COATINGS

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG2001A

Prepare surfaces, BCG3119A Prepare surfaces for painting and decorating.

Content Plan and prepare work; Set up scaffold if required; Prepare surfaces for finishing; Apply texture material by trowel or roller; Apply finishing material by spray; Clean up.

Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3047A ERECT CEILING FRAMING (PITCHED ROOF)

Campus To be advised
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing

Content Plan and prepare work; Install plates on masonry walls; Install ceiling joists; Install hanging beams; Install ceiling battens; Clean up.

Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3048A INSTALL GLASS BLOCKWORK

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A


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

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, BCG3109A Carry out veneer construction, BCG3108A Carry out solid brick construction.

Content Plan and prepare work; Set out and prepare base; Construct base; Construct hearth and firebox; Construct firebox and face brickwork; Form throat and chimney shaft; Complete chimney; Rake/rule joints; Clean up.

Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

BCG3050A APPLY SOLID RENDER

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1013A Prepare for construction process (solid plastering), BCG2001A Prepare surfaces, BCG2004A Carry out levelling.

Content Plan and prepare work; Prepare surface area; Mix materials for render/solid plaster; Apply render; Cure applied surface; Clean up.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3051A APPLY PAINT BY BRUSH/ROLLER

Campus To be advised

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

BCG3052A MATCH SPECIFIED PAINT COLOUR

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG3115A Prepare for construction process (brick/block laying), BCG2001A Prepare surfaces.

Content Prepare materials and equipment; Match paint colour to specified sample; Clean up.

Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

BCG3053A APPLY CLEAR TIMBER FINISH

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces, BCG2004A Prepare surfaces, BCG1007A Prepare for construction process (carpentry), BCG2001A Prepare surfaces.

Content Select and prepare materials and equipment; Stain bare timber surface; Apply clear finish; Clean up.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>BCG3100A</td>
<td>PREPARE SURFACES FOR PAINTING AND DECORATING</td>
<td></td>
<td></td>
<td>Select and prepare materials and equipment; Erect work platform; Prepare new or un-coated surfaces for painting or clear finish; Prepare previously coated surfaces for painting or clear finish; Prepare for wallpaper; Remove wallpaper and prepare surface for painting; Prepare surface for decorative painted finishes; Clean up.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCG3101A</td>
<td>APPLY WALLPAPER</td>
<td></td>
<td></td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCG3102A</td>
<td>APPLY INDUSTRIAL PROTECTIVE COATINGS</td>
<td></td>
<td></td>
<td>Select and prepare materials and equipment; Erect work platform; Prepare for construction process (brick/block laying), BCG2004A Prepare for construction process (brick/block laying), BCG3110A Lay bricks and blocks (wall and corner).</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCG3103A</td>
<td>CARRY OUT SOLID BRICK CONSTRUCTION</td>
<td></td>
<td></td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCG3104A</td>
<td>CONSTRUCT MASONRY STEPS AND STAIRS</td>
<td></td>
<td></td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCG3105A</td>
<td>LAY BRICKS AND BLOCKS (WALL AND CORNER)</td>
<td></td>
<td></td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCG3106A</td>
<td>LAY MULTI-THICKNESS WALLS AND PIERS</td>
<td></td>
<td></td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCG3107A</td>
<td>CARRY OUT VENEER CONSTRUCTION</td>
<td></td>
<td></td>
<td>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.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCG3108A</td>
<td>LAY BRICKS AND BLOCKS (WALL AND CORNER)</td>
<td></td>
<td></td>
<td>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.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCG3109A</td>
<td>CONSTRUCT MASONRY ARCH - SEMI-CIRCULAR AND SEGMENTAL</td>
<td></td>
<td></td>
<td>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.</td>
<td>56 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCG3110A</td>
<td>CONSTRUCT MASONRY CURVED WALL</td>
<td></td>
<td></td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCG3111A</td>
<td>LAY BRICKS AND BLOCKS (WALL AND CORNER)</td>
<td></td>
<td></td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
BSACS301A APPLY THE PRINCIPLES OF
CONFIDENTIALITY AND SECURITY WITHIN THE
LEGAL ENVIRONMENT
Campus St Albans
Prerequisite(s) Nil
Content Work within accepted codes of conduct; Follow confidentiality procedures; Follow security procedures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

BSACS401A PROVIDE NON-LEGAL ADVICE
Campus St Albans
Prerequisite(s) Nil
Content Receive enquiry; Provide non-legal information; Consult legal practitioner to resolve legal enquiries.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSALC301A USE LEGAL TERMINOLOGY IN ORDER TO
CARRY OUT TASKS
Campus St Albans
Prerequisite(s) Nil
Content Use appropriate legal terminology in written and oral communication with internal and external parties; Extend understanding of legal terminology.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSALC401A INTERACT WITH OTHER PARTIES
Campus St Albans
Prerequisite(s) Nil
Content Prepare for liaison; Organise self or other to arrange appointment; Undertake liaison.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSALC402A RESEARCH, LOCATE AND PROVIDE LEGAL
AND OTHER INFORMATION IN RESPONSE TO
REQUESTS
Campus St Albans
Prerequisite(s) Nil
Content Receive and process a request for information; Identify information source/s; Organise self or other/s to extract information; Ensure information meets request; Compose report/correspondence; Organise self or other to format report/correspondence; Finalise report/correspondence.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSALF301A MAINTAIN RECORDS FOR TIME AND
DISBURSEMENTS IN A LEGAL PRACTICE
Campus St Albans
Prerequisite(s) Nil
Content Record fee-earner time; Enter disbursements incurred.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSALF401A MAINTAIN TRUST ACCOUNTS
Campus St Albans
Prerequisite(s) Nil
Content Check that trust funds are adequate; Draw cheque/s against the trust account; Prepare documentation upon completion of legal matter.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum
BSALO301A ASSIST IN PRIORITISING AND PLANNING
ACTIVITIES IN A LEGAL PRACTICE

Campus: St Albans  
Prerequisite(s): Nil  
Content: Record file-related critical dates and times; Make and record appointments on behalf of designated person; Assist designated person/s to prepare for critical dates; Follow up outcomes of meetings or other activities.  
Required Reading: To be advised  
Nominal Hours: 10 Hours  
Assessment: As per accredited curriculum

BSALLG401A ARRANGE DOCUMENTS AND LIST
EXHIBITS FOR LITIGATION SUPPORT

Campus: St Albans  
Prerequisite(s): Nil  
Content: Arrange documents in specified order; Organise self or other to enter document order on firm’s record system; Prepare exhibits for court.  
Required Reading: To be advised  
Nominal Hours: 60 Hours  
Assessment: As per accredited curriculum

BSALPL401A PROVIDE SUPPORT IN PROPERTY LAW
MATTERS

Campus: St Albans  
Prerequisite(s): Nil  
Content: Augment substantive knowledge of property law; Assist with preparation of prescribed documents to support sale of land; Prepare pre-settlement documents for vendor; Prepare and process pre-settlement documents for purchaser; Attend settlement meeting; Prepare and process post settlement documents for purchaser.  
Required Reading: To be advised  
Nominal Hours: 60 Hours  
Assessment: As per accredited curriculum

BSALPL402A PROVIDE SUPPORT IN FAMILY LAW
MATTERS

Campus: St Albans  
Prerequisite(s): Nil  
Content: Property settlement; Maintenance; Contract and residence; Counselling and mediation; Assist with appeals process.  
Required Reading: To be advised  
Nominal Hours: 60 Hours  
Assessment: As per accredited curriculum

BSALPL403A PROVIDE SUPPORT IN CRIMINAL LAW
MATTERS

Campus: St Albans  
Prerequisite(s): Nil  
Content: Prepare and process documents involved in criminal law matters; Perform research to support instructing legal practitioner; Assist instructing legal practitioner to prepare for trial.  
Required Reading: To be advised  
Nominal Hours: 60 Hours  
Assessment: As per accredited curriculum

BSALPL404A PROVIDE SUPPORT IN COMMERCIAL LAW
MATTERS

Campus: St Albans  
Prerequisite(s): Nil  
Content: Augment substantive knowledge of commercial law; Assist with incorporation of a company; Assist with administration of charges; Assist with the sale of a shelf company.  
Required Reading: To be advised  
Nominal Hours: 60 Hours  
Assessment: As per accredited curriculum

BSALPP301A APPLY KNOWLEDGE TO THE LEGAL
SYSTEM TO COMPLETE TASKS

Campus: St Albans  
Prerequisite(s): Nil  
Content: Identify the main roles and responsibilities of key bodies in the legal system; Identify key personnel/sections within a legal firm and their functions, to complete routine administrative tasks; Produce and despatch legal documentation; Organise self or other to apply for certificates; Use court etiquette appropriate to the various courts.  
Required Reading: To be advised  
Nominal Hours: 80 Hours  
Assessment: As per accredited curriculum

BSALPP302A CARRY OUT SEARCH OF PUBLIC RECORD

Campus: St Albans  
Prerequisite(s): Nil  
Content: Plan search; Conduct search; Receive outcome of search; Deliver information.  
Required Reading: To be advised  
Nominal Hours: 25 Hours  
Assessment: As per accredited curriculum

BSALPP401A PREPARE AND PRODUCE COMPLEX LEGAL
DOCUMENTS

Campus: St Albans  
Prerequisite(s): Nil  
Content: Establish document design and structure; Develop precedents and macros for document design; Organise self or others to produce documents; Organise self or others to print documents; Save file and exit system.  
Required Reading: To be advised  
Nominal Hours: 80 Hours  
Assessment: As per accredited curriculum

BSALR301A HANDLE RECEIPT AND DESPATCH OF
INFORMATION

Campus: St Albans  
Prerequisite(s): Nil  
Content: Receive and distribute incoming mail; Receive and despatch outgoing mail; Collate and despatch documents for bulk mailing; Organise urgent and same day deliveries.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

BSATEC102A ACCESS AND RETRIEVE COMPUTER DATA

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Operate computer equipment; Open file; Retrieve data; Close file.  
Required Reading: To be advised  
Nominal Hours: 15 Hours  
Assessment: As per accredited curriculum
### BSBADM301A PRODUCE TEXTS FROM SHORTHAND NOTES
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Take dictation using shorthand; Transcribe shorthand notes; Edit and revise text.  
**Required Reading** To be advised  
**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

### BSBADM302A PRODUCE TEXTS FROM NOTES
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Take notes; Transcribe notes; Edit and revise text.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

### BSBADM303A PRODUCE TEXTS FROM AUDIO TRANSCRIPTION
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Prepare for audio transcription; Transcribe audiotape; Edit and revise text.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

### BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Use safe work practices; Establish parameters for text document design and structure; Design text documents; Produce text documents.  
**Required Reading** To be advised  
**Nominal Hours** 120 Hours  
**Assessment** As per accredited curriculum

### BSBADM305A CREATE AND USE DATABASES
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Use safe work practices; Create simple databases; Create simple database queries; Use simple databases.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### BSBADM306A CREATE ELECTRONIC PRESENTATIONS
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Use safe work practices; Prepare presentation; Produce presentation.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### BSBADM307A ORGANISE SCHEDULES
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Establish schedule requirements; Manage schedules.  
**Required Reading** To be advised  
**Nominal Hours** 15 Hours  
**Assessment** As per accredited curriculum

### BSBADM308A PROCESS PAYROLL
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Processing of payroll from provided data in manual and computerised payroll systems.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

### BSBADM309A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Maintain financial journal systems; Prepare bank reconciliations; Maintain accounts payable and accounts receivable systems; Process payments for accounts payable; Prepare statements for accounts receivable; Follow up outstanding accounts.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BSBADM401A PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Take dictation using shorthand; Produce complex texts; Edit and revise texts.  
**Required Reading** To be advised  
**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

### BSBADM402A PRODUCE COMPLEX BUSINESS DOCUMENTS
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Use safe work practice; Analyse document requirements; Design complex documents; Produce documents.  
**Required Reading** To be advised  
**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

### BSBADM403A DEVELOP AND USE COMPLEX DATABASES
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Use safe work practices; Develop a linked database solution; Develop database record forms and reports; Automate and standardise database operation; Use databases.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum
<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>BSBADM404A</td>
<td>DEVELOP AND USE COMPLEX SPREADSHEETS</td>
<td></td>
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<td></td>
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<td>20 Hours</td>
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<td>BSBADM405A</td>
<td>ORGANISE MEETINGS</td>
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<td></td>
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<td>BSBADM406A</td>
<td>ORGANISE BUSINESS TRAVEL</td>
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<td></td>
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<td>20 Hours</td>
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<td>BSBADM407A</td>
<td>ADMINISTER PROJECTS</td>
<td></td>
<td></td>
<td></td>
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<td>40 Hours</td>
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<td>BSBADM408A</td>
<td>PREPARE FINANCIAL REPORTS</td>
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<td></td>
<td></td>
<td></td>
<td>40 Hours</td>
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<tr>
<td>BSBADM501A</td>
<td>MANAGE THE ESTABLISHMENT AND MAINTENANCE OF A WORKGROUP NETWORK</td>
<td></td>
<td></td>
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<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBADM502A</td>
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<td>30 Hours</td>
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<tr>
<td>BSBADM503A</td>
<td>PLAN AND MANAGE CONFERENCES</td>
<td></td>
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<td></td>
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<td>30 Hours</td>
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<tr>
<td>BSBADM504A</td>
<td>PLAN OR REVIEW ADMINISTRATION SYSTEMS</td>
<td></td>
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<td></td>
<td></td>
<td>50 Hours</td>
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<tr>
<td>BSBADM505A</td>
<td>MANAGE PAYROLL</td>
<td></td>
<td></td>
<td></td>
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<td>30 Hours</td>
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<tr>
<td>BSBADM506A</td>
<td>MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>60 Hours</td>
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<tr>
<td>BSBADV401A</td>
<td>PROFILE A TARGET AUDIENCE</td>
<td></td>
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<td>50 Hours</td>
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</tbody>
</table>
BSBADV402A CONDUCT PRE-CAMPAIGN TESTING
Campus To be advised
Prerequisite(s) To be advised
Content Plan for pre-campaign testing; Pilot the advertisement; Utilise pre-campaign test results.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBADV403A MONITOR ADVERTISING PRODUCTION
Campus To be advised
Prerequisite(s) To be advised
Content Oversee pre-production work; Oversee production processes; Monitor post-production processes; Produce monitoring reports.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBADV404A SCHEDULE ADVERTISEMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Confirm advertising and media requirements; Prepare and cost the media schedule; Book advertising time/space and lodge advertisements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBADV501A DEVELOP AN ADVERTISING CAMPAIGN
Campus To be advised
Prerequisite(s) To be advised
Content Define campaign objectives; Prepare 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

BSBADV502A 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

BSBADV503A COORDINATE ADVERTISING RESEARCH
Campus To be advised
Prerequisite(s) To be advised
Content Assess advertising research requirements; Select research method/s; Utilise advertising research findings.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV504A CREATE ADVERTISEMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Interpret a creative brief; Create a print advertisement; Create a radio advertisement; Create a television or cinema advertisement; Create a website or e-commerce advertisement.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV505A EVALUATE AND RECOMMEND ‘ABOVE THE LINE’ MEDIA OPTIONS
Campus To be advised
Prerequisite(s) To be advised
Content Evaluate the use of broadcast media for advertising; Evaluate the use of print media for advertising; Evaluate the use of cinema and video as advertising media; Evaluate the use of sponsorship as an advertising medium; Evaluate the use of the Internet as an advertising medium; Recommend ‘above the line’ media for a target audience.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV506A EVALUATE AND RECOMMEND ‘BELOW THE LINE’ MEDIA OPTIONS
Campus To be advised
Prerequisite(s) To be advised
Content Evaluate the use of direct mail as an advertising medium; Evaluate the use of point-of-sale, sales literature and promotion advertising media; Evaluate the use of other ‘below the line’ advertising media; Recommend ‘below the line’ media for a target audience.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV507A DEVELOP A MEDIA PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Define media requirements; Select the media; Select media vehicle/s; Determine the media schedule; Produce a media plan.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV508A PRESENT AN ADVERTISING CAMPAIGN
Campus To be advised
Prerequisite(s) To be advised
Content Plan an advertising campaign presentation; Prepare for an advertising campaign presentation; Deliver an advertising campaign presentation; Act on feedback from advertising campaign presentation.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

BSBADV601A CREATE AN ADVERTISING BRIEF
Campus To be advised
Prerequisite(s) To be advised
Content Determine advertiser requirements; Develop an advertising brief; Develop the creative brief.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

BSBADV602A DEVELOP AN ADVERTISING CAMPAIGN
Campus To be advised
Prerequisite(s) To be advised
Content Define campaign objectives; Prepare an advertising budget; Develop a schedule for proposed advertising activities.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum
BSBADV603A MANAGE ADVERTISING PRODUCTION
Campus: To be advised
Prerequisite(s): To be advised
Content: Plan the production process for advertisements; Segment the market; Profile target audience.
Required Reading: To be advised
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

BSBADV604A EXECUTE AN ADVERTISING CAMPAIGN
Campus: To be advised
Prerequisite(s): To be advised
Content: Develop an implementation strategy; Negotiate media contracts; Monitor the advertising campaign.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBADV605A EVALUATE CAMPAIGN EFFECTIVENESS
Campus: To be advised
Prerequisite(s): To be advised
Content: Develop a campaign evaluation strategy; Implement campaign evaluation strategy; Utilise advertising effectiveness data.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBCMN107A OPERATE A PERSONAL COMPUTER
Campus: To be advised
Prerequisite(s): To be advised
Content: Start computer and basic system information and features; Navigate and manipulate desktop environment; Organise basic directory and folder structures; Organise files for use and/or organisational requirements; Print information; Shutdown computer.
Required Reading: To be advised
Nominal Hours: 10-20 Hours
Assessment: As per accredited curriculum

BSBCMN108A DEVELOP KEYBOARD SKILLS
Campus: To be advised
Prerequisite(s): To be advised
Content: Use safe work practices; Identify and develop keyboard skills; Check accuracy.
Required Reading: To be advised
Nominal Hours: 10-40 Hours
Assessment: As per accredited curriculum

BSBCMN201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT
Campus: To be advised
Prerequisite(s): To be advised
Content: Work within organisational requirements; Determine future work/career directions.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES
Campus: To be advised
Prerequisite(s): To be advised
Content: Organise work schedule; Complete work tasks; Review work performance.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN203A COMMUNICATE IN THE WORKPLACE
Campus: To be advised
Prerequisite(s): To be advised
Content: Gather, convey and receive information and ideas; Draft routine correspondence.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBCMN204A WORK EFFECTIVELY WITH OTHERS
Campus: To be advised
Prerequisite(s): To be advised
Content: Develop effective workplace relationships; Contribute to workgroup activities.
Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

BSBCMN205A USE BUSINESS TECHNOLOGY
Campus: To be advised
Prerequisite(s): To be advised
Content: Select and use technology; Process and organise data; Maintain technology.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBCMN205A USE BUSINESS TECHNOLOGY (NURSING)
Campus: To be advised
Prerequisite(s): To be advised
Content: This subject introduces the knowledge and skills required to select, use and maintain information technology in a nursing context. It provides the student with the skills in utilising different software programs, organising information, monitoring the state of the hardware and reporting any issues.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBCMN206A PROCESS AND MAINTAIN WORKPLACE INFORMATION
Campus: To be advised
Prerequisite(s): To be advised
Content: Collect information; Process workplace information; Maintain information systems.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
BSBCMN207A PREPARE AND PROCESS FINANCIAL/BUSINESS DOCUMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Process petty cash transactions; Prepare and process banking documents; Reconcile invoices for payment to creditors; Prepare invoices for debtors.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

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

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

BSBCMN214A CREATE AND USE SIMPLE SPREADSHEETS
Campus To be advised
Prerequisite(s) To be advised
Content Create simple spreadsheets; Produce spreadsheets; Produce simple charts.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

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

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

BSBCMN210A IMPLEMENT IMPROVED WORK PRACTICES
Campus To be advised
Prerequisite(s) To be advised
Content Clarify ideas for communication; Solve routine work problems; participate in planning the introduction of change; participate in planning the introduction of change; Support the implementation of change.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Model high standards of business practices; Influence individuals and groups positively; Make informed decisions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Organise and complete own work schedule; Monitor own work performance; Develop and maintain own competence level.
Required Reading To be advised
Nominal Hours 30-40 Hours
Assessment As per accredited curriculum

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

BSBCMN304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING
Campus To be advised
Prerequisite(s) To be advised
Content Identify own learning needs for skill development; Undertake personal skill development; Monitor learning effectiveness.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

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

BSBCMN212A 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
BSBCMN305A ORGANISE WORKPLACE INFORMATION
Campus To be advised
Prerequisite(s) To be advised
Content Collect and assess information; Organise information; Review information needs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN306A PRODUCE BUSINESS DOCUMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Select and prepare resources; Design document; Produce document.
Required Reading To be advised
Nominal Hours 10-80 Hours
Assessment As per accredited curriculum

BSBCMN307A MAINTAIN BUSINESS RESOURCES
Campus To be advised
Prerequisite(s) To be advised
Content Advise on resource requirements; Monitor equipment/resource usage and maintenance; acquire resources.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN308A MAINTAIN FINANCIAL RECORDS
Campus To be advised
Prerequisite(s) To be advised
Content Maintain daily financial records; Maintain the general ledger; Process cash.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBCMN309A RECOMMEND PRODUCTS AND SERVICES
Campus To be advised
Prerequisite(s) To be advised
Content Develop and maintain knowledge of products and services; Recommend products and services; Advise on promotional products.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS
Campus To be advised
Prerequisite(s) To be advised
Content Identify customers' needs; Deliver a service to customers; Monitor and report on service delivery.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

BSBCMN311A MAINTAIN WORKPLACE SAFETY
Campus To be advised
Prerequisite(s) To be advised
Content Assist incorporation of Occupational Health and Safety policy and procedures into the work team; Support participative arrangements for the management of occupational health and safety; Support 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

BSBCMN312A SUPPORT INNOVATION AND CHANGE
Campus To be advised
Prerequisite(s) To be advised
Content Clarify ideas to improve work practices; Advise on innovative work practices; Support implementation of new work practices.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCMN313A MAINTAIN ENVIRONMENTAL PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Maintain workplace procedures; Support continuous improvement; Maintain recording procedures
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN402A DEVELOP WORK PRIORITIES
Campus To be advised
Prerequisite(s) To be advised
Content Plan and complete own work schedule; Monitor own work performance; Coordinate professional development.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN403A ESTABLISH BUSINESS NETWORKS
Campus To be advised
Prerequisite(s) To be advised
Content Develop and maintain business networks; Establish and maintain business relationships; Promote the organisation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS
Campus To be advised
Prerequisite(s) To be advised
Content Determine develop needs; Develop individuals and teams; Monitor and evaluate workplace learning.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
BSBCMN405A ANALYSE AND PRESENT RESEARCH INFORMATION
Campus To be advised
Prerequisite(s) To be advised
Content Gather and organise information; Research and analyse information; Present information.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY
Campus To be advised
Prerequisite(s) To be advised
Content Maintain performance of hardware and software; Provide basic system administration; Identify future technology requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCMN407A COORDINATE BUSINESS RESOURCES
Campus To be advised
Prerequisite(s) To be advised
Content Determine resource requirements; Acquire and allocate resources; Monitor and report on resource usage.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN408A REPORT ON FINANCIAL ACTIVITY
Campus To be advised
Prerequisite(s) To be advised
Content Compile financial information and data; Prepare statutory requirement reports; Provide financial business recommendations.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCMN409A PROMOTE PRODUCTS AND SERVICES
Campus To be advised
Prerequisite(s) To be advised
Content Plan promotional activities; Coordinate promotional activities; Review and report on promotional activities.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES
Campus To be advised
Prerequisite(s) To be advised
Content Advise on customer service needs; Support implementation of customer service strategies; Evaluate and report on customer service.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCMN411A MONITOR A SAFE WORKPLACE
Campus To be advised
Prerequisite(s) To be advised
Content Provide information to the work group about the Occupational Health and Safety policies and procedures; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation's procedures for providing Occupational Health and Safety training; Implement and monitor procedures for identifying hazards and assessing risks; Implement and monitor the organisation's procedures for controlling risks; Implement and monitor the organisation's procedures for maintaining Occupational Health and Safety records for the team.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBCMN412A PROMOTE INNOVATION AND CHANGE
Campus To be advised
Prerequisite(s) To be advised
Content Identify and develop opportunities for improved work practices; Lead team to foster innovative work practices; Facilitate commitment to workplace change; Monitor and evaluate change.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBCMN413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES
Campus To be advised
Prerequisite(s) To be advised
Content Provide information to the work team; Implement and monitor operational procedures; Implement and monitor change and continuous improvement; Implement and monitor recording procedures; Implement and monitor an environmental management training program.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBEBUS406A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Confirm requirements for record keeping in an online environment; Identify and assess records for storage; Monitor and maintain business records in an online environment.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

BSBEBUS603A EVALUATE NEW TECHNOLOGIES FOR BUSINESS
Campus To be advised
Prerequisite(s) To be advised
Content Investigate new technologies for business; Evaluate the business' capabilities in relation to the use of new technologies; Evaluate suitability of new technology solutions to the business.
Required Reading To be advised
Nominal Hours 25 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

BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM304A PARTICIPATE IN WORK TEAMS

Campus To be advised
Prerequisite(s) To be advised
Content Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM305A SUPPORT OPERATIONAL PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Plan resource use; Acquire resources; Monitor operational performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM306A PROVIDE WORKPLACE INFORMATION AND RESOURCING PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM309A SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM311A SUPPORT A WORKPLACE LEARNING ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM402A SHOW LEADERSHIP IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Model high standards of management performance and behaviour; Enhance the organisation's image; Influence individuals and teams positively; Make informed decisions.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBFLM403A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBFLM404A LEAD WORK TEAMS

Campus To be advised
Prerequisite(s) To be advised
Content Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBFLM405A IMPLEMENT OPERATIONAL PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Plan resource use; Acquire resources; Monitor operational performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBFLM406A IMPLEMENT WORKPLACE INFORMATION SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum
BSBFLM409A IMPLEMENT CONTINUOUS IMPROVEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBFLM501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM502A PROVIDE LEADERSHIP IN THE WORKPLACE
Campus To be advised
Prerequisite(s) To be advised
Content Model high standards of management performance and behaviour; Enhance the organisation’s image; Influence individuals and teams positively; Make informed decisions.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM503A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS
Campus To be advised
Prerequisite(s) To be advised
Content Rights and responsibilities of employers and employees, industrial relations; employer organizations; work readiness including application and interview processes in relation to the accounting and finance industry.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM504A FACILITATE WORK TEAMS
Campus To be advised
Prerequisite(s) To be advised
Content Organisational structures; organisational management theory; motivational theory; group dynamics; leadership styles; organisational policies and procedures.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM505A MANAGE OPERATIONAL PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Plan resource use; Acquire resources; Monitor operational performances; Monitor, adjust and report performance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM506A MANAGE WORKPLACE INFORMATION SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM507A MANAGE QUALITY CUSTOMER SERVICE
Campus To be advised
Prerequisite(s) To be advised
Content Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM508A PROMOTE CONTINUOUS IMPROVEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM509A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION
Campus To be advised
Prerequisite(s) To be advised
Content Participate in planning the introduction of change; Develop creative and flexible approaches to solutions; Manage emerging challenges and opportunities.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM510A DEVELOP A WORKPLACE LEARNING ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBHR401A ADMINISTER HUMAN RESOURCES 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
<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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<tr>
<td>BSBHR402A</td>
<td>RECRUIT AND SELECT PERSONNEL</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Maintain personnel needs; Determine job specifications; Recruit staff; Assess and select applicants.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBHR403A</td>
<td>PROCESS HUMAN RESOURCE DOCUMENTS AND INQUIRIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Process leave applications; Process job vacancies; Provide information on personnel matters.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBHR404A</td>
<td>COORDINATE HUMAN RESOURCE SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Establish human resource service requirements; Undertake performance management; Identify and implement solutions to employee/industrial issues.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBHR501A</td>
<td>MANAGE HUMAN RESOURCE CONSULTANCY SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine strategies for delivery of human resource services; Manage the delivery of human resource services; Evaluate HR service delivery.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBHR502A</td>
<td>MANAGE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify HR information requirements; Select HR information management system; Implement HR information system; Monitor/evaluate performance of HR information system.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBHR503A</td>
<td>MANAGE PERFORMANCE MANAGEMENT SYSTEMS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop performance management systems; Implement performance management systems; Coordinate formal feedback processes; Coordinate individual/group learning development plans.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBHR504A</td>
<td>MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop industrial relations (IR) strategies/policies; Industrial relations strategies/policies and plans are implemented; Manage conflict.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBHR505A</td>
<td>MANAGE REMUNERATION AND EMPLOYEE BENEFITS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop the organisation’s remuneration strategy; Implement the remuneration strategy; Review and update the remuneration strategy.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBHR506A</td>
<td>MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop recruitment selection and induction processes; Recruitment and selection of staff; Manage induction of staff.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBHR507A</td>
<td>MANAGE SEPARATION/TERMINATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop processes for separation/termination of employment; Manage separation/termination processes; Conduct exit interviews.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBHR508A</td>
<td>MANAGE WORK/LIFE SKILLS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Research and analyse work/life needs; Plan work/life skills projects; Implement, administer and monitor project; Evaluate projects.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBHR509A</td>
<td>MANAGE REHABILITATION/RETURN TO WORK PROGRAMS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Analyse claims; Establish rehabilitation/return-to-work program; Monitor/evaluate rehabilitation/return-to-work program.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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</tbody>
</table>
### BSBHR601A MANAGE CHANGE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Identify change requirements/opportunities; Develop change management strategy; Implement change management strategy.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BSBHR602A MANAGE HUMAN RESOURCE STRATEGIC PLANNING

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Undertake preparatory activities; Develop HR strategic plan; Implement HR strategic plans.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BSBHR603A CONTRIBUTE TO ORGANISATION DEVELOPMENT

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Develop organisation development plan; Implement organisation development activities; Maintain organisation development program.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BSBHR604A MANAGE EMPLOYEE RELATIONS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Implement employee relations strategy and policies for own work area; Build and maintain a productive culture; Resolve employee relations problems; Manage diversity.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BSBHR605A CONTRIBUTE TO ORGANISATION DESIGN

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Review organisation design; Develop organisation redesign plan; Job design and work reorganisation is undertaken as necessary to support the organisation redesign.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BSBMED301A USE ADVANCED MEDICAL TERMINOLOGY

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Respond appropriately to instructions, which contain advanced medical terminology; Carry out routine tasks; Use appropriate advanced medical terminology in oral and written communication with patients; fellow workers and health professionals.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

### BSBMED302A PREPARE AND PROCESS MEDICAL ACCOUNTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Provide advice to patients about fee structure; Process referrals to specialist practitioners; Prepare and process medical accounts for bulk billed and private patients; Process accounts; Provide financial information for the practice as required.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

### BSBMGT301A MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Interpret strategic and operational plans; Manage research activities; Prepare internal marketing plans; Evaluate internal marketing plans.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BSBMGT302A MANAGE PEOPLE PERFORMANCE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Allocate work; Assess performance; Provide feedback; Manage follow-up.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BSBMGT303A PREPARE BUDGETS AND FINANCIAL PLANS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Analyse strategic and operational plans; Develop revenue, expenditure and capital investment proposals; Build agreement for budgets and financial plans.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BSBMGT304A MANAGE BUDGETS AND FINANCIAL PLANS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Communicate budget and financial plans; Monitor and control activities against plans; Report outcomes of financial plans.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BSBMGT501A MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Interpret strategic and operational plans; Manage research activities; Prepare internal marketing plans; Evaluate internal marketing plans.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BSBMGT502A MANAGE PEOPLE PERFORMANCE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Allocate work; Assess performance; Provide feedback; Manage follow-up.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Analyse strategic and operational plans; Develop revenue, expenditure and capital investment proposals; Build agreement for budgets and financial plans.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BSBMGT504A MANAGE BUDGETS AND FINANCIAL PLANS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Communicate budget and financial plans; Monitor and control activities against plans; Report outcomes of financial plans.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### BSBMGT505A ENSURE A SAFE WORKPLACE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Establish and maintain an Occupational Health and Safety system; Establish and maintain participative arrangements for the management of Occupational Health and Safety; Establish and maintain procedures for identifying hazards, and assessing and controlling risks; Establish and maintain a quality Occupational Health and Safety management system.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum
<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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<tr>
<td>BSBMGT506A</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
<td></td>
<td></td>
<td>Determine future people needs; Select appropriate people; Confirm employment arrangements.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBMGT507A</td>
<td>MANAGE ENVIRONMENTAL PERFORMANCE</td>
<td></td>
<td></td>
<td>Develop a business plan to enhance environmental performance; Manage environmental impact and opportunity; Promote innovation and opportunity; Manage system to record and report environmental impacts and opportunities; Evaluate environmental performance.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBMGT601A</td>
<td>CONTRIBUTE TO STRATEGIC DIRECTION</td>
<td></td>
<td></td>
<td>Contribute to the creation and/or review of the organisational mission statement; Analyse the external environment; Undertake competitive analysis; Analyse and review organisation's capabilities.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMGT602A</td>
<td>CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS</td>
<td></td>
<td></td>
<td>Confirm organisational mission, vision and purpose; Formulate strategic objectives and strategies; Evaluate and improve strategic performance.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMGT603A</td>
<td>REVIEW AND DEVELOP BUSINESS PLANS</td>
<td></td>
<td></td>
<td>Develop tactical and operational plans; Review business systems.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBMGT604A</td>
<td>MANAGE BUSINESS OPERATIONS</td>
<td></td>
<td></td>
<td>Implement tactical and operational plans; Monitor performance; Respond to performance data.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMGT605A</td>
<td>PROVIDE LEADERSHIP ACROSS THE ORGANISATION</td>
<td></td>
<td></td>
<td>Communicate organisational mission and goals; Influence groups and individuals; Build and support teams; Demonstrate personal and professional competence.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBMGT606A</td>
<td>MANAGE CUSTOMER FOCUS</td>
<td></td>
<td></td>
<td>Determine customer requirements; Manage delivery of products and services to customers; Monitor and evaluate quality of customer service.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMGT607A</td>
<td>MANAGE KNOWLEDGE AND INFORMATION</td>
<td></td>
<td></td>
<td>Obtain information relevant to business issues; Analyse information and knowledge; Make decisions on business issues identified; Disseminate information to the organisation.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMGT608A</td>
<td>MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT</td>
<td></td>
<td></td>
<td>Review programs, systems and processes; Develop options for continuous improvement; Implement innovative processes.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBMGT609A</td>
<td>MANAGE RISK</td>
<td></td>
<td></td>
<td>Develop risk management plan; Implement risk management plan; Evaluate risk management plan.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMGT610A</td>
<td>MANAGE ENVIRONMENTAL MANAGEMENT SYSTEMS</td>
<td></td>
<td></td>
<td>Establish an environmental management system; Manage innovation and improvement; Review environmental management system.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td>Code</td>
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<td>Required Reading</td>
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</tr>
<tr>
<td>BSBMKG301A</td>
<td>RESEARCH THE MARKET</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Collect and present information on the internal business environment; Investigate new or emerging factors in the market; Record market data.</td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMKG302A</td>
<td>IDENTIFY MARKETING OPPORTUNITIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Confirm business needs; Identify market needs; Identify marketing opportunities.</td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMKG303A</td>
<td>DRAFT AN ELEMENTARY MARKETING AUDIT REPORT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMKG401A</td>
<td>PROFILE THE MARKET</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Segment the market; Identify the target market; Profile target audience; Develop a positioning strategy.</td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMKG402A</td>
<td>ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMKG403A</td>
<td>ANALYSE MARKET DATA</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Interpret trends and market developments; Interpret competitor market performance; Report on market data.</td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMKG404A</td>
<td>FORECAST MARKET AND BUSINESS NEEDS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Build and maintain networks; Review current business performance and capability; Evaluate the market; Articulate the needs of the market and the business.</td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMKG405A</td>
<td>IMPLEMENT AND MONITOR MARKETING ACTIVITIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Review the marketing mix for the business; Implement marketing activities; Monitor and review marketing performance.</td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMKG406A</td>
<td>BUILD CLIENT RELATIONSHIPS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Initiate interpersonal communication with clients; Establish client relationship management strategies; Maintain and improve ongoing relationships with clients.</td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMKG407A</td>
<td>MAKE A PRESENTATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Prepare the presentation; Deliver a presentation; Review the presentation.</td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMKG501A</td>
<td>EVALUATE MARKETING OPPORTUNITIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify marketing opportunities; Investigate marketing opportunities; Evaluate required changes to current operations.</td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMKG502A</td>
<td>ESTABLISH AND ADJUST THE MARKETING MIX</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
### BSBMKG503A DEVELOP A MARKETING COMMUNICATIONS PLAN
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Develop marketing communication objectives; Determine the marketing communications mix; Set a promotional budget; Prepare an integrated marketing communications plan.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### BSBMKG504A IMPLEMENT A MARKETING SOLUTION
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Implement marketing strategies; Monitor marketing strategies; Evaluate and improve marketing performance.
- **Required Reading**: To be advised
- **Nominal Hours**: 60 Hours
- **Assessment**: As per accredited curriculum

### BSBMKG505A REVIEW MARKETING PERFORMANCE
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Review customer requirements; Confirm market demand; Review product/service features; Monitor and improve marketing performance.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### BSBMKG601A DEVELOP MARKETING STRATEGIES
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Scope marketing opportunities; Develop marketing strategies.
- **Required Reading**: To be advised
- **Nominal Hours**: 60 Hours
- **Assessment**: As per accredited curriculum

### BSBMKG602A DEVELOP A MARKETING PLAN
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Identify strategic direction; Review marketing performance; Formulate marketing objectives; Devise marketing strategies; Plan marketing tactics; Prepare and present a marketing plan.
- **Required Reading**: To be advised
- **Nominal Hours**: 60 Hours
- **Assessment**: As per accredited curriculum

### BSBMKG603A MANAGE THE MARKETING PROCESS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Formulate strategic marketing objectives; Manage marketing performance; Manage marketing personnel; Evaluate and improve strategic marketing performance.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### BSBMKG604A DEVELOP AND MANAGE DIRECT MARKETING CAMPAIGNS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Develop direct marketing strategies; Develop a marketing plan for a direct marketing campaign; Manage direct marketing campaign production processes; Direct campaign implementation; Evaluate direct marketing campaign effectiveness.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### BSBMKG605A EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Review the global market environment; Assess international business and e-commerce market factors; Identify risk factors for international marketing opportunities; Investigate international business and e-commerce marketing opportunities.
- **Required Reading**: To be advised
- **Nominal Hours**: 60 Hours
- **Assessment**: As per accredited curriculum

### BSBMKG606A MANAGE INTERNATIONAL MARKETING PROGRAMS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Formulate international marketing objectives; Determine international marketing approach; Determine operational structures; Manage international marketing performance; Evaluate and improve international marketing performance.
- **Required Reading**: To be advised
- **Nominal Hours**: 60 Hours
- **Assessment**: As per accredited curriculum

### BSBRKG301A CONTROL RECORDS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Identify records for capture; Classify record(s); Register record(s); Track record(s); Audit records against predetermined criteria.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### BSBRKG302A UNDERTAKE DISPOSAL
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Conduct a records survey; Assess records for disposal status; Undertake disposal actions; Maintain control of records; Transfer records; Destroy records.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum

### BSBRKG303A RETRIEVE INFORMATION FROM RECORDS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Locate/retrieve records required; Ensure security of records; Prepare reports from the business or records system.
- **Required Reading**: To be advised
- **Nominal Hours**: 25 Hours
- **Assessment**: As per accredited curriculum
BSBRKG304A MAINTAIN BUSINESS RECORDS
Campus To be advised
Prerequisite(s) To be advised
Content Collate business records; Update business or records system; Prepare reports from the business or records system.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBRKG401A REVIEW THE STATUS OF A RECORD
Campus To be advised
Prerequisite(s) To be advised
Content Identify classes of records justifying review; Determine appraisal or control status of records; Recommend changes to existing disposal authorities and access conditions; Prepare new appraisal reports; Implement recommendations and re-interpretations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBRKG402A PROVIDE INFORMATION FROM AND ABOUT RECORDS
Campus To be advised
Prerequisite(s) To be advised
Content Identify range of records required; Gather required records; Interpret and administer access rules and procedures; Provide the required information and/or records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBRKG403A SET UP A BUSINESS OR RECORDS SYSTEM FOR A SMALL OFFICE
Campus To be advised
Prerequisite(s) To be advised
Content Identify the business and resources of the office; Describe the business context; Determine the recordkeeping requirements; Devise an appropriate recordkeeping system; Develop business rules and procedures to support the operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBRKG501A DETERMINE BUSINESS OR RECORDS SYSTEM SPECIFICATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Review the existing business or records system; Develop the system specifications for managing the function's records; Develop the procedures and guidelines for capturing and controlling the records in the new system.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBRKG502A MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Develop key performance indicators for recordkeeping activities including compliance with system rules, standards and procedures; Designate records use and maintenance responsibilities; Develop monitoring methodology; Monitor a business or records system; Identify and respond to problems and changes; Designate records creation and capture responsibilities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBRKG503A DEVELOP AND MAINTAIN A CLASSIFICATION SCHEME
Campus To be advised
Prerequisite(s) To be advised
Content Establish basis for classification scheme development; Develop a draft classification scheme; Validate draft classification scheme; Prepare and review classification scheme.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBRKG504A DEVELOP TERMINOLOGY FOR ACTIVITIES AND RECORDS
Campus To be advised
Prerequisite(s) To be advised
Content Research and prepare a preliminary list of terms to be adopted for use in business or records system(s); Consult with records users; Prepare and review draft vocabulary controls and rules for titling and application of metadata.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBRKG505A DOCUMENT OR RECONSTRUCT A BUSINESS OR RECORDS SYSTEM
Campus To be advised
Prerequisite(s) To be advised
Content Establish the activities / functions documented by the records; Describe the content and structure of the records and the system(s) in which they are maintained; Identify and document the records' creator(s); Describe the records' chronological and system context; Document the records, their systemic, organisational and chronological context; Document the reconstruction of the business or records system.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES
Campus To be advised
Prerequisite(s) To be advised
Content Identify business opportunities; Identify personal business skills.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
<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>BSBSBM401A</td>
<td>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>30 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBSBM402A</td>
<td>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>40-50 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBSBM403A</td>
<td>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>
<td></td>
</tr>
<tr>
<td>BSBSBM404A</td>
<td>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>
<td></td>
</tr>
<tr>
<td>BSBSBM405A</td>
<td>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>
<td></td>
</tr>
<tr>
<td>BSBSBM406A</td>
<td>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>40-50 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBSBM407A</td>
<td>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>
<td></td>
</tr>
<tr>
<td>BSBSLS301A</td>
<td>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>
<td></td>
</tr>
<tr>
<td>BSBSLS302A</td>
<td>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>
<td></td>
</tr>
<tr>
<td>BSBSLS303A</td>
<td>PRESENT A SALES SOLUTION</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>60 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBSLS304A</td>
<td>SECURE PROSPECT COMMITMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Process the order; Deliver support to agreed expectations; Handle client feedback.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBSLS305A</td>
<td>SUPPORT POST-SALE ACTIVITIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Establish an individualised sales plan; Manage stress; Manage time; Manage paperwork and reports.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBSLS306A</td>
<td>SELF-MANAGE SALES PERFORMANCE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Establish and implement business legal requirements; Comply with legislation, codes and regulatory requirements; Negotiate and arrange contracts.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
BSBLS401A LEAD A SALES TEAM
Campus To be advised
Prerequisite(s) To be advised
Content Plan sales operations; Direct the sales team; Evaluate sales team effectiveness and performance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSX001/ A EVALUATE A BUSINESS OPPORTUNITY
Campus City King
Prerequisite(s) Nil
Content Preliminary investigation of a business opportunity to assess its viability and how well it conforms with current personal and business directions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSX002/ A COMPLETE A BUSINESS PLAN
Campus City King
Prerequisite(s) Nil
Content Development of an integrated business plan as a guide to achieving specific business objectives in accordance with perceived client needs and business.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX02Y 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

BSX02Y 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

BSX02Y 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

BSX02Y 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

BSX02Y 07 MANAGE FINANCES
Campus To be advised
Prerequisite(s) To be advised
Content Translate financial plan into strategies; Implement financial strategies; Monitor financial performance; Explore opportunities to improve financial performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX154L403 APPLY SKILLS IN TIME MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the development of project schedules; apply personal time management procedures; apply schedule management skills; participate in assessing time management.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

BSX154L404 APPLY SKILLS IN COST MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the development of the project budget; Monitor project costs; Contribute to cost finalisation process.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX154L405 APPLY SKILLS IN QUALITY MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Contribute to quality planning; Contribute to implementation of project quality assurance; Contribute to continuous improvement process.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX154L501 GUIDE APPLICATION OF PROJECT INTEGRATIVE PROCESSES
Campus To be advised
Prerequisite(s) To be advised
Content Implement integration of the nine functions of project management; Coordinate internal and external environments; Implement project activities throughout life cycle.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
BSX154L602 MANAGE PROJECT SCOPE
Campus To be advised
Prerequisite(s) To be advised
Content Manage project authorisation; Define and plan project scope; Manage project scope.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX154L603 MANAGE TIME
Campus To be advised
Prerequisite(s) To be advised
Content Develop project schedules; Manage project schedules; Analyse time management outcomes.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX154L604 MANAGE COST
Campus To be advised
Prerequisite(s) To be advised
Content Develop project budget; Manage project costs; Manage financial completion.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX154L605 MANAGE QUALITY
Campus To be advised
Prerequisite(s) To be advised
Content Develop quality requirements; Manage quality assurance; Improve project quality.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX154L607 MANAGE COMMUNICATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Plan project communications; Manage project information; Manage communications; Analyse communications management outcomes.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI404A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS
Campus To be advised
Prerequisite(s) To be advised
Content Participate in team planning; Develop team commitment and co-operation; Manage and develop team performance; Participate in, lead and facilitate the work team.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSXFMI501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT
Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Self management techniques; Prioritising; Professional competency.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI502A PROVIDE LEADERSHIP IN THE WORKPLACE
Campus To be advised
Prerequisite(s) Nil
Content Standards of management performance; Enterprise's image; Influencing individuals and teams; Making informed decisions.
Required Reading To be advised
Nominal Hours 40 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; Work team/group.
Required Reading To be advised
Nominal Hours 40-60 Hours
Assessment As per accredited curriculum

BSXFMI505A MANAGE OPERATIONS TO ACHIEVE PLANNED OUTCOMES
Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Profit/productivity targets; Operational plans; Operational performance; Resource usage.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum
BSXFMI506A MANAGE WORKPLACE INFORMATION
Campus To be advised
Prerequisite(s) Nil
Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plans/budgets; Prepare resource proposals.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSXFMI507A MANAGE QUALITY CUSTOMER SERVICE
Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Internal and external customer requirements; Delivery of quality products; Customer Service.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSXFMI508A DEVELOP AND MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT
Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Legislation, codes and standards; Safety requirements and performance; Non-conformance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSXFMI509A IMPLEMENT AND MONITOR CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES
Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Continuous improvement systems and processes; Monitoring, adjusting and reporting performance; Consolidating opportunities for further improvement.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSXFMI510A CONTRIBUTE TO THE DEVELOPMENT OF A WORKPLACE LEARNING ENVIRONMENT
Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Creating learning opportunities; Facilitating and promoting learning; Monitoring and improving learning effectiveness.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSZ401A PLAN ASSESSMENT
Campus To be advised
Prerequisite(s) Nil
Content Establish evidence required for a specific context; Establish suitable assessment methods(s); Develop assessment tools appropriate to a specific assessment context; Trial assessment procedure.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSZ402A CONDUCT ASSESSMENT
Campus To be advised
Prerequisite(s) Nil
Content Identify and explain the context of assessment; Plan evidence gathering opportunities; Organise assessment; Gather evidence; Make the assessment decision; Record assessment results; Provide feedback to persons being assessed; Report on the conduct of the assessment.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSZ403A REVIEW ASSESSMENT
Campus To be advised
Prerequisite(s) Nil
Content Review the assessment procedure(s); Check consistency of assessment decision; Report review findings.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

BSZ404A TRAIN SMALL GROUPS
Campus To be advised
Prerequisite(s) Nil
Content Prepare for training; Deliver training; Provide opportunities for practices; Review training.
Required Reading To be advised
Nominal Hours 30-40 Hours
Assessment As per accredited curriculum

BSZ405A PLAN AND PROMOTE A TRAINING PROGRAM
Campus To be advised
Prerequisite(s) Nil
Content Identify the competency needs; Document training program requirements; Identify program resources; Promote training.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSZ406A PLAN A SERIES OF TRAINING SESSIONS
Campus To be advised
Prerequisite(s) Nil
Content Identify training requirements; Develop outlines of training sessions; Develop training materials; Develop training sessions; Arrange resources.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSZ407A DELIVER TRAINING SESSIONS
Campus To be advised
Prerequisite(s) Nil
Content Prepare training participants; Present training session; Facilitate individual and group learning; Provide opportunities for practice and feedback; Review delivery of training session.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSZ408A REVIEW TRAINING
Campus TBA
Prerequisite(s) Nil
Content Record training data; Evaluate training; Report on training.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum
BSZ501A ANALYSE COMPETENCY REQUIREMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Identify client competency needs; Undertake needs analysis; Confirm findings of research; Document competency requirements; Validate competencies and implementation plan.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSZ502A DESIGN AND ESTABLISH THE TRAINING SYSTEM
Campus To be advised
Prerequisite(s) To be advised
Content Determine boundaries of the training; Determine training system features; Match needs with resources; Design and develop a training records system; Establish procedures for the review of training; Select and provide for training of system users; Establish quality assurance procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSZ503A DESIGN AND ESTABLISH THE ASSESSMENT SYSTEM
Campus To be advised
Prerequisite(s) To be advised
Content Determine client needs; Determine assessment boundaries; Establish assessment system features; Match needs with resources; Design and develop record system; Establish procedures for the review of assessment; Select and provide for training and support of assessors; Establish quality assurance procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSZ504A MANAGE THE TRAINING AND ASSESSMENT SYSTEM
Campus To be advised
Prerequisite(s) To be advised
Content Communicate the system; Support trainers and/or assessors; Manage the record keeping system; Maintain quality assurance procedures; Maintain records for audits.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSZ505A EVALUATE THE TRAINING AND ASSESSMENT SYSTEM
Campus To be advised
Prerequisite(s) To be advised
Content Plan a system evaluation; Conduct the evaluation; Report on evaluation findings; Develop intervention strategies.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

BSZ506A DEVELOP ASSESSMENT PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Establish evidence requirements; Identify assessment methods; Identify potential available assessment tools; Trial the assessment methods and tools; Document assessment procedures.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

BSZ507A DEVELOP ASSESSMENT TOOLS
Campus To be advised
Prerequisite(s) To be advised
Content Identify the context for the assessment tool; Draft assessment tools in accordance with plan; Develop instructions for assessment tools; Pilot the assessment tools; Validate assessment tools; Finalise assessment tools.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

BSZ508A DESIGN TRAINING COURSES
Campus To be advised
Prerequisite(s) To be advised
Content Determine the need for a course; Identify the learner profile; Develop course structure; Determine the training and assessment requirements; Define the training and course monitoring arrangements; Identify career/educational pathways.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

C.1 COMMUNICATIONS
Campus To be advised
Prerequisite(s) NCS006, NSC009, NSC12, NSC15
Content Skills and knowledge necessary for Plumbers to communicate in areas related to working in the Building and Construction Industry
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

C.2 PLANS & SPECIFICATIONS
Campus To be advised
Prerequisite(s) Nil
Content Knowledge and skills required to read, understand, interpret and cross reference construction services drawings an specifications with each other and with all other construction drawings and specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

C.3 SMALL BUSINESS MANAGEMENT
Campus To be advised
Prerequisite(s) Nil
Content Necessary skills to successfully conduct a small business as a plumbing contractor
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
C.4 MEASURING AND LEVELING
Campus To be advised
Prerequisite(s) Nil
Content Skills and knowledge required to carry out complex measuring and levelling tasks related to plumbing work in the construction industry
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

C.5 PLUMBING TECHNOLOGY
Campus To be advised
Prerequisite(s) Ability to perform basic mathematical functions including +–x ÷ % √ and be able to interpret basic formula
Content Develop skills and knowledge in the areas of technology that are directly related to plumbing services.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCAC2A ASSIST WITH AGED PEOPLE'S PERSONAL NEEDS
Campus To be advised
Prerequisite(s) To be advised
Content Assisting aged people to meet daily living needs including nourishment, mobility, personal hygiene and other support within the plan care.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCAC3A ORIENTATION TO AGED CARE WORK
Campus To be advised
Prerequisite(s) To be advised
Content Work is performed within a legal and ethical framework and supports the rights and interests of the aged people and follows appropriate reporting mechanisms to meet duty of care requirements.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCAC6A PROVIDE SERVICES TO AGED PEOPLE
Campus To be advised
Prerequisite(s) To be advised
Content Providing services to aged people to help achieve maximum wellbeing by meeting emotional, psychological and spiritual needs.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCAC8A MONITOR SERVICES TO AGED PEOPLE
Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the development of service delivery and monitor its implementation.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCAC12A PROVIDE SERVICES TO MEET AGED PEOPLE'S PERSONAL NEEDS
Campus To be advised
Prerequisite(s) To be advised
Content Aged people’s personal needs are identified and monitored according to organisational guidelines and programs within limits of work role and responsibilities; Services are provided to meet and maintain aged people’s personal needs within limits or work role and responsibilities; Review client service within limits of work role and responsibilities.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCAD1A ADVOCATE FOR CLIENTS
Campus To be advised
Prerequisite(s) To be advised
Content Supporting clients to voice their opinions or needs and to ensure their rights are upheld.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCAD2A SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS
Campus St Albans
Prerequisite(s) Nil
Content Provide support to client for the realisation of their interests, rights and needs within job roles and responsibilities; Support and safeguard the interests and rights of clients.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCADMIN1A UNDERTAKE BASIC ADMINISTRATIVE DUTIES
Campus To be advised
Prerequisite(s) To be advised
Content Organisational reporting procedures are followed; Use workplace equipment.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCADMIN2A PROVIDE ADMINISTRATIVE SUPPORT
Campus To be advised
Prerequisite(s) To be advised
Content Use and maintain equipment and machines; Meet administrative requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCADMIN3A UNDERTAKE ADMINISTRATIVE WORK
Campus To be advised
Prerequisite(s) To be advised
Content Undertaking a range of administrative functions in the workplace.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum
**CHCADMIN4A MANAGE THE ORGANISATION’S FINANCES, ACCOUNTS AND RESOURCES**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Implement budget processes; Establish and implement systems for financial management and reporting; Manage the use of funds; Develop and recommend funding options; Develop and implement resource proposals to meet operational needs; Monitor resource usage and performance; Manage property, equipment and stores.  
**Required Reading** To be advised  
**Nominal Hours** 90 Hours  
**Assessment** As per accredited curriculum

**CHCAL7A FULFIL FAMILY DAY CARE ADMINISTRATION REQUIREMENTS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Design and distribute information to parents; Provide care within guidelines and requirements; Complete financial records required; Organise insurance coverage; Organise leave arrangements.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

**CHCAOD1A INTRODUCTION TO THE ALCOHOL AND OTHER DRUGS SECTOR**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Develop knowledge of the alcohol and other drugs sector; Demonstrate commitment to the central philosophies of the alcohol and other drugs sector.  
**Required Reading** To be advised  
**Nominal Hours** 70 Hours  
**Assessment** As per accredited curriculum

**CHCAOD2A ORIENTATION TO THE ALCOHOL AND OTHER DRUGS SECTOR**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Work within the context of the alcohol and other drugs sector; Develop knowledge of the alcohol and other drugs sector; Demonstrate commitment to the central philosophies of the alcohol and other drugs sector.  
**Required Reading** To be advised  
**Nominal Hours** 90 Hours  
**Assessment** As per accredited curriculum

**CHCAOD8 WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUG ISSUES**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This unit relates to assessing client needs, providing a range of services to meet their needs, reviewing client progress and evaluating the work undertaken with clients.  
**Required Reading** To be advised  
**Nominal Hours** 150 Hours  
**Assessment** As per accredited curriculum

**CHCCD1A SUPPORT COMMUNITY PARTICIPATION**

**Campus** TBA  
**Prerequisite(s)** Nil  
**Content** Work with individuals and the community to promote participation; Support existing community activities.  
**Required Reading** To be advised  
**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

**CHCCD2A PROVIDE COMMUNITY EDUCATION PROGRAMS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Working with the community to develop and provide education programs on relevant issues.  
**Required Reading** To be advised  
**Nominal Hours** 70 Hours  
**Assessment** As per accredited curriculum

**CHCCD3A MEET INFORMATION NEEDS OF THE COMMUNITY**

**Campus** TBA  
**Prerequisite(s)** Nil  
**Content** Identify information requirements; Address information requirements.  
**Required Reading** To be advised  
**Nominal Hours** 70 Hours  
**Assessment** As per accredited curriculum

**CHCCD4A DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Develop community programs to ensure maximum participation.  
**Required Reading** To be advised  
**Nominal Hours** 135-150 Hours  
**Assessment** As per accredited curriculum

**CHCCD5A DEVELOP COMMUNITY RESOURCES**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Working with the community to develop relevant and effective resources to engender community support for initiatives aimed at specific groups.  
**Required Reading** To be advised  
**Nominal Hours** 90 Hours  
**Assessment** As per accredited curriculum

**CHCCD6A ESTABLISH AND DEVELOP COMMUNITY ORGANISATIONS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Establish the need, purpose and philosophy for the organisation; Review and develop organisational structures; Meet legal requirements to establish or develop the organisation; Market and promote the organisation changes.  
**Required Reading** To be advised  
**Nominal Hours** 90 Hours  
**Assessment** As per accredited curriculum
CHCCD7A SUPPORT COMMUNITY RESOURCES
Campus TBA
Prerequisite(s) Nil
Content Develop an information base; Establish relationship with key people; Apply strategies for linking people; Maintain community facilities and resources.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCCD8A SUPPORT COMMUNITY ACTION
Campus To be advised
Prerequisite(s) To be advised
Content Supporting the community to represent their own needs through social and public action.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD9A SUPPORT COMMUNITY LEADERSHIP
Campus To be advised
Prerequisite(s) To be advised
Content Designing, providing and promoting a supporting structure and environment to enable effective and viable leadership to be provided within the community.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

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 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

CHCCD14A IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Campus To be advised
Prerequisite(s) To be advised
Content Working with individuals and in the community to facilitate public awareness and resolution of issues.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCD15A DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Campus To be advised
Prerequisite(s) To be advised
Content Working with a range of individuals and in the community to facilitate public awareness and resolution of a range of issues.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCCD16A UNDERTAKE SYSTEMS ADVOCACY
Campus To be advised
Prerequisite(s) To be advised
Content Obtain, analyse and document information relevant to the needs of people; Work with stakeholders to develop strategies to address identified needs; Advocate for and facilitate the implementation of strategies developed to address specific needs.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCHILD1A WORK WITHIN 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

CHCCHILD2A UNDERTAKE CASE MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Providing for client needs and monitor progress on a regular basis; Promote client’s development.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
### CHCCM2A ESTABLISH AND MONITOR A CASE PLAN
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Develop a case management plan; Define plan implementation procedures; Establish review and evaluation systems.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### CHCCM3A DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Conduct case management meetings, develop an appropriate approach to case management, develop an appropriate case management plan and manage case work activities and processes.
- **Required Reading**: To be advised
- **Nominal Hours**: 50-75 Hours
- **Assessment**: As per accredited curriculum

### CHCCM4A PROMOTE HIGH QUALITY CASE MANAGEMENT
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Provide a lead in case management practice; Provide practice advice on complex cases.
- **Required Reading**: To be advised
- **Nominal Hours**: 90 Hours
- **Assessment**: As per accredited curriculum

### CHCCM5A DEVELOP PRACTICE STANDARDS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Promote practice standards; Provide case work consultancy to promote best practice.
- **Required Reading**: To be advised
- **Nominal Hours**: 90 Hours
- **Assessment**: As per accredited curriculum

### CHCCN1A MAINTAIN A HEALTHY AND SAFE ENVIRONMENT
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Maintain a clean and hygienic environment; Provide a safe environment; Supervise the safety of children.
- **Required Reading**: To be advised
- **Nominal Hours**: 20-30 Hours
- **Assessment**: As per accredited curriculum

### CHCCN2A PROVIDE PHYSICAL CARE
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Provide opportunities for rest; Promote children’s personal hygiene practices; Provide assistance with hygiene; Support children being adequately clothed; Provide food and drink; Prepare food in a hygienic manner.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum

### CHCCN3A PREPARE FOOD
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Plan food and drink provision; Prepare food suitable for children.
- **Required Reading**: To be advised
- **Nominal Hours**: 20 Hours
- **Assessment**: As per accredited curriculum

### CHCCN4A RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Implement procedures for infection control and prevention; Recognise and respond to signs of potential illness; Respond to emergencies and accidents; Administer medication within guidelines; Respond to threats and situations of danger.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum

### CHCCN5A SUPPORT THE EMOTIONAL WELLBEING OF BABIES/INFANTS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Provide a nurturing relationship with babies/infants; Respond to a babies/infants needs; Settle new arrivals; Provide an environment that promotes security for children.
- **Required Reading**: To be advised
- **Nominal Hours**: 20 Hours
- **Assessment**: As per accredited curriculum

### CHCCN6A TRAVEL WITH CHILDREN SAFELY
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Collect and deliver children; Monitor safety of children.
- **Required Reading**: To be advised
- **Nominal Hours**: 10 Hours
- **Assessment**: As per accredited curriculum

### CHCCN7A FOSTER CHILDREN’S SELF HELP SKILLS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Develop the child’s capacity to care for their own physical needs; Establish an environment that encourages the child to complete tasks themselves; Create opportunities for children to develop their understanding of physical needs.
- **Required Reading**: To be advised
- **Nominal Hours**: 20 Hours
- **Assessment**: As per accredited curriculum

### CHCCN8A PLAN CARE ROUTINES
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Plan daily routine; Adapt and change routines.
- **Required Reading**: To be advised
- **Nominal Hours**: 70 Hours
- **Assessment**: As per accredited curriculum
<table>
<thead>
<tr>
<th>Module/Unit Details</th>
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</thead>
<tbody>
<tr>
<td><strong>CHCCN10A SUPPORT THE EMOTIONAL NEEDS OF CHILDREN</strong></td>
<td><strong>CHCOM4A DEVELOP, IMPLEMENT &amp; PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES</strong></td>
</tr>
<tr>
<td>Campus</td>
<td>To be advised</td>
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<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
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<tr>
<td>Content</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>
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<tr>
<td>Required Reading</td>
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<td>Nominal Hours</td>
<td>20 Hours</td>
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<td>Assessment</td>
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<tr>
<td><strong>CHCCN11A GUIDE THE ESTABLISHMENT AND MAINTENANCE OF A SAFE ENVIRONMENT</strong></td>
<td><strong>CHCSS0A DELIVER SERVICES TO CLIENTS</strong></td>
</tr>
<tr>
<td>Campus</td>
<td>To be advised</td>
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<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</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>
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<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<td>Nominal Hours</td>
<td>40 Hours</td>
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<td>Assessment</td>
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<tr>
<td><strong>CHCCN11A SUPPORT BABIES’ NEEDS</strong></td>
<td><strong>CHCSS1A DELIVER AND MONITOR SERVICE TO CLIENTS</strong></td>
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<tr>
<td>Campus</td>
<td>To be advised</td>
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<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>Respond to babies/infants cues; Assist in the response to babies/infants needs.</td>
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<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<td>Nominal Hours</td>
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<tr>
<td><strong>CHCCN12A COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION</strong></td>
<td><strong>CHCSS2A DELIVER AND DEVELOP CLIENT SERVICES</strong></td>
</tr>
<tr>
<td>Campus</td>
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<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
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<tr>
<td>Content</td>
<td>Communicate with clients of the organisation appropriately; Present a positive image of the service to the public.</td>
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<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<td>Nominal Hours</td>
<td>15 Hours</td>
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<tr>
<td><strong>CHCCOM1A COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES</strong></td>
<td><strong>CHCSS3A COORDINATE THE PROVISION OF SERVICES AND PROGRAMS</strong></td>
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<tr>
<td>Campus</td>
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<tr>
<td>Prerequisite(s)</td>
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<tr>
<td>Content</td>
<td>Exercising effective communication skills in the workplace.</td>
</tr>
<tr>
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<td>Nominal Hours</td>
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<tr>
<td><strong>CHCCOM2A UTILISE SPECIALIST COMMUNICATION SKILLS</strong></td>
<td><strong>CHCSS4A MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE</strong></td>
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<td>Prerequisite(s)</td>
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<tr>
<td>Content</td>
<td>Effective communication in the workplace and applying specialist communication techniques.</td>
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<td>Nominal Hours</td>
<td>30 Hours</td>
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</tr>
</tbody>
</table>
CHCCS5A IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS

Campus To be advised  
Prerequisite(s) To be advised  
Content Establish a rapport with clients; Extract and analyse information of client needs; Match services to client needs. 
Required Reading To be advised  
Nominal Hours 15 Hours  
Assessment As per accredited curriculum

CHCCS6A ASSESS AND DELIVER SERVICES TO CLIENTS WITH COMPLEX NEEDS

Campus To be advised  
Prerequisite(s) To be advised  
Content Assess and analyse client needs to ensure they can be met; Identify and provide for the delivery of services to meet client needs; Evaluate client service delivery. 
Required Reading To be advised  
Nominal Hours 50 Hours  
Assessment As per accredited curriculum

CHCCS7A COORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS

Campus To be advised  
Prerequisite(s) To be advised  
Content Identify program requirements for individual clients, coordinate program delivery to ensure client needs are addressed and coordinate the evaluation of client service delivery. 
Required Reading To be advised  
Nominal Hours 75 Hours  
Assessment As per accredited curriculum

CHCCWI1A OPERATE UNDER A CASE WORK FRAMEWORK

Campus To be advised  
Prerequisite(s) To be advised  
Content Establish an appropriate working relationship with clients; Uphold the rights and responsibilities of clients. 
Required Reading To be advised  
Nominal Hours 20 Hours  
Assessment As per accredited curriculum

CHCDIS2A MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES

Campus To be advised  
Prerequisite(s) To be advised  
Content This unit describes the competencies used by those working with people with disabilities aimed at enhancing the ability of people with disabilities to communicate and be independent; upholding the rights and responsibilities of people with disabilities; applying the organisation's philosophy and contributing to the design and review of policies and procedures for empowerment. 
Required Reading To be advised  
Nominal Hours 90 Hours  
Assessment As per accredited curriculum

CHCDIS3A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES

Campus To be advised  
Prerequisite(s) To be advised  
Content This subject describes the competencies associated with responding to the physical, medicinal, health and safety, personal care and home maintenance requirements of people with disabilities. Clients will have differing support requirements and workers will manage physical contact, challenging behaviour and the use of equipment. 
Required Reading To be advised  
Nominal Hours 50 Hours  
Assessment As per accredited curriculum

CHCDIS3A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES (NURSING)

Campus To be advised  
Prerequisite(s) To be advised  
Content This unit describes the competencies associated with responding to the physical, medicinal, health and safety, personal care and home maintenance requirements of people with disabilities. Clients will have differing support requirements and workers will manage physical contact, challenging behaviour and the use of equipment. 
Required Reading To be advised  
Nominal Hours 50 Hours  
Assessment As per accredited curriculum

CHCDIS4A DESIGN PROCEDURES FOR SUPPORT

Campus To be advised  
Prerequisite(s) To be advised  
Content This unit describes the competencies used by staff to design modules for support including assessing requirements and designing and implementing procedures. 
Required Reading To be advised  
Nominal Hours 90 Hours  
Assessment As per accredited curriculum

CHCDIS6A PLAN AND IMPLEMENT COMMUNITY INTEGRATION

Campus To be advised  
Prerequisite(s) To be advised  
Content This unit describes the competencies used by staff to maximise the integration of people with disabilities in various community settings through planning, assessing locations, making necessary adaptation, liaising with families, and enhancing access to other services. 
Required Reading To be advised  
Nominal Hours 90 Hours  
Assessment As per accredited curriculum
CHCDIS7A DESIGN AND ADAPT SURROUNDINGS TO GROUP REQUIREMENTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This unit describes the competencies used by staff to design and implement measures to maximise convenience of use of various physical settings in the community at large for people with disabilities as a group through assessing and adapting locations and designing new locations.  
**Required Reading** To be advised  
**Nominal Hours** 90 Hours  
**Assessment** As per accredited curriculum

CHCDIS9A MAXIMISE PARTICIPATION IN WORK BY PEOPLE WITH DISABILITIES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This unit describes the competencies performed by staff who support people with disabilities in a workplace to prepare for employment and maximise their performance through working safely and effectively, matching jobs and people and understanding related industrial issues.  
**Required Reading** To be advised  
**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

CHCFC3A FOSTER THE SOCIAL DEVELOPMENT OF CHILDREN

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Provide opportunities for social interaction; Develop and promote positive interaction between children; Encourage children to accept diversity.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

CHCFC4A FOSTER THE EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT OF CHILDREN

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Foster the child's independence/autonomy; Foster each child's self esteem and developing self concept; Encourage the child to express their feeling, ideas and needs; Encourage children to support each other.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

CHCFC5A FOSTER CHILDREN'S COGNITIVE DEVELOPMENT

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Help children develop thinking skills; Help children develop problem solving skills; Assist children to explore the world; Assist children to develop their understandings.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

CHCFC6A FOSTER CHILDREN'S LANGUAGE DEVELOPMENT

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Assist children to develop their understandings.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

CHCFC7A FOSTER CHILDREN'S AESTHETIC AND CREATIVE DEVELOPMENT

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Stimulate children's awareness; Encourage children to express their imagination and creativity; Provide an environment suitable for creative activities; Promote curiosity and enjoyment.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum
### CHCFP1A PRESENT FOOD
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Prepare food for service; Portion and plate food.
- **Required Reading**: To be advised
- **Nominal Hours**: 15 Hours
- **Assessment**: As per accredited curriculum

### CHCGROUP1A SUPPORT THE ACTIVITIES OF EXISTING GROUPS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Respond to requests for support from existing groups; Provide resources.
- **Required Reading**: To be advised
- **Nominal Hours**: 15 Hours
- **Assessment**: As per accredited curriculum

### CHCGROUP2A SUPPORT GROUP ACTIVITIES
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Participating in, and providing general support for a range of informal and formal groups in a variety of settings.
- **Required Reading**: To be advised
- **Nominal Hours**: 15-20 Hours
- **Assessment**: As per accredited curriculum

### CHCGROUP3A PLAN AND CONDUCT GROUP ACTIVITIES
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Address resourcing issues for group activities, coordinate a group planning process, manage group processes including responding to conflict and evaluate group activities.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### CHCIC1A INTERACT POSITIVELY WITH CHILDREN
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Form a positive relationship with children; Communicate with children on an ongoing basis; Respect similarities and differences among children and encourage children to respect these similarities and differences; Interact flexibly with children.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum

### CHCIC2A GUIDE CHILDREN’S BEHAVIOUR
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Assist children to communicate with others; Assist children to communicate about experiences and emotional issues; Assist children to resolve difficulties and conflicts.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum

### CHCIC3A COMMUNICATE WITH CHILDREN
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Communicate positively with children; Apply limits and guidelines for behaviour within service policies.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum

### CHCIC4A WORK COLLABORATIVELY WITH CHILDREN
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Collaborate with children about their interests; Support children in learning about the decision making process.
- **Required Reading**: To be advised
- **Nominal Hours**: 20 Hours
- **Assessment**: As per accredited curriculum

### CHCIC5A ESTABLISH PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Identify and review behaviour causing concern; Establish and apply limits and guidelines for behaviour; Develop plan to effectively guide a particular child’s behaviour; Implement plan.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### CHCIC6A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Support the development of inclusive policies; Demonstrate inclusive practices; Support the development of inclusive practices in the service; Support the development of inclusive resources; Promote respect for diversity among children.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### CHCIC7A PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Identify children with additional needs; Develop a plan for inclusion; Implement strategies to meet the child's additional needs; Consult with others about ongoing issues that arise; Monitor and review strategies.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### CHCIC8A FACILITATE CHILDREN’S COMMUNICATION SKILLS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Assist children to communicate with others; Assist children to communicate about experiences and emotional issues; Assist children to resolve difficulties and conflicts.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### CHCIC9A COMMUNICATE WITH CHILDREN
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Communicate positively with children; Apply limits and guidelines for behaviour within service policies.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum
<table>
<thead>
<tr>
<th>Module/Unit Details</th>
<th>Content</th>
<th>Prerequisite(s)</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHCINF1A PROCESS AND PROVIDE INFORMATION</strong></td>
<td>Correctly handling organisational information including incoming and outgoing communications and enquiries.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>CHCINF2A MAINTAIN ORGANISATION’S INFORMATION SYSTEMS</strong></td>
<td>Collecting, storing and providing accurate and current information to clients.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>CHCINF3A COORDINATE INFORMATION SYSTEMS</strong></td>
<td>Coordinating all aspects of information management including: collection, collation, storage and preparation of information in different formats depending on client needs.</td>
<td>To be advised</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>CHCINF4A MANAGE THE ORGANISATION’S INFORMATION SYSTEMS</strong></td>
<td>Identify and address information requirements; Supervise day to day processes for collection, use, storage and dissemination of information; Establish and manage systems to record, store, process and distribute information; Support and supervise the development of information and educational resources.</td>
<td>To be advised</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>CHCINF5A MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS</strong></td>
<td>Identify information requirements; Review options for systems to obtain information; Establish and manage systems to record and store information; Support and supervise the development of information and educational resources; Provide staff training.</td>
<td>To be advised</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>CHCINF6A MANAGE INFORMATION STRATEGICALLY</strong></td>
<td>Develop and implement strategies for collection, verification and use of information to achieve organisational objectives; Facilitate strategies for inter-agency information sharing and use; Monitor and upgrade organisation’s strategic management of information.</td>
<td>To be advised</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>CHCNET2A MAINTAIN EFFECTIVE NETWORKS</strong></td>
<td>Establishing and maintaining formal and informal groups which directly impact on the effective operation of the organisation.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>CHCNET3A DEVELOP NEW NETWORKS</strong></td>
<td>Setting up formal networks which will benefit the organisation and the clients.</td>
<td>To be advised</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>CHCORG1A FOLLOW THE ORGANISATION’S POLICIES, PROCEDURES AND PROGRAMS</strong></td>
<td>Follow organisation guidelines and work ethically.</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>CHCORG2A WORK WITH OTHERS</strong></td>
<td>Plan, communicate and work with others.</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>CHCORG3A PARTICIPATE IN THE WORK ENVIRONMENT</strong></td>
<td>Working effectively as an individual and in work groups to contribute to achievement of organisational objectives.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
CHCORG4A FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES

Campus: To be advised
Prerequisite(s): To be advised
Content: Applying relevant occupational health and safety legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care and capacity to render first aid as required.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCORG5A MAINTAIN AN EFFECTIVE WORK ENVIRONMENT

Campus: To be advised
Prerequisite(s): To be advised
Content: Meeting individual responsibilities within a work group.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCORG6A COORDINATE THE WORK ENVIRONMENT

Campus: To be advised
Prerequisite(s): To be advised
Content: Undertaking supervisory and coordinating activities in work groups in community service organisations.
Required Reading: To be advised
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG7A MANAGE WORKPLACE ISSUES

Campus: To be advised
Prerequisite(s): To be advised
Content: Manage staff planning and recruitment; Manage work allocation; Evaluate workgroup effectiveness; Implement disciplinary and grievance procedures.
Required Reading: To be advised
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCORG8A ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES

Campus: To be advised
Prerequisite(s): To be advised
Content: Complete strategic planning activities; Manage implementation of new program or service; Establish and manage organisational and operational arrangements; Undertake appropriate evaluation and reporting.
Required Reading: To be advised
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCORG9A MANAGE PROJECTS AND STRATEGIES

Campus: To be advised
Prerequisite(s): To be advised
Content: Consider the need and scope for the project/strategy; Prepare a project plan; Identify and acquire resources to make implementation of project plan possible; Promote and advertise project/strategy; Manage implementation; Evaluate and report on.
Required Reading: To be advised
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG10A MANAGE ORGANISATIONAL CHANGE

Campus: To be advised
Prerequisite(s): To be advised
Content: Ensure practices of the organisation are appropriate; Respond to change in the community; Initiate and implement organisational change within a planning framework.
Required Reading: To be advised
Nominal Hours: 60 - 150 Hours
Assessment: As per accredited curriculum

CHCORG11A LEAD AND DEVELOP OTHERS

Campus: To be advised
Prerequisite(s): To be advised
Content: Provide leadership, direction and guidance to the organisation; Maximise own performance outcomes; Manage effective work relationships; Manage and improve the performance of individuals; Support, participate and review group development; Support and develop managers.
Required Reading: To be advised
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG12A REVIEW ORGANISATIONAL EFFECTIVENESS

Campus: To be advised
Prerequisite(s): To be advised
Content: Respond to the external environment; Implement continuous improvement; Refocus the organisation/service.
Required Reading: To be advised
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCORG13A MANAGE ORGANISATIONAL STRATEGIC AND BUSINESS PLANNING

Campus: To be advised
Prerequisite(s): To be advised
Content: Formulate a strategic and business plan; Apply the strategic and business plan.
Required Reading: To be advised
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCORG14A MANAGE A SERVICE ORGANISATION

Campus: To be advised
Prerequisite(s): To be advised
Content: Coordinate organisational planning; Design and implement the structures and process of the organisation; Implement evaluation processes; Enable organisation to meet legal requirements; Establish the profile of the organisation and market its services; Give direction for the effective management of the organisation; Manage changes in the organisation.
Required Reading: To be advised
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum
CHCORG15A PROMOTE THE ORGANISATION
Campus To be advised
Prerequisite(s) To be advised
Content Design and implement a promotional strategy; Monitor, evaluate and review the promotion strategy.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCORG16A MANAGE TRAINING
Campus To be advised
Prerequisite(s) To be advised
Content Maintain training records; Report and advise on training; Manage training expenditure and resources; Maintain training activities within organisational and legal requirements.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCORG17A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS
Campus To be advised
Prerequisite(s) To be advised
Content Provide information to the work group about occupational health and safety and the organisation's occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation's procedures for identifying hazards and assessing and controlling risks; Implement the organisation's procedures for dealing with hazardous events; Implement and monitor the organisation's procedures for providing occupational health and safety training; Implement and monitor the organisation's procedures for maintaining occupational health and safety records.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CHCORG18A 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&R3A UNDERTAKE RESEARCH ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content Prepare a research plan; Implement appropriate research strategies; Organise and analyse information; Report the findings of the research.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCP&R4A DEVELOP AND IMPLEMENT POLICY
Campus To be advised
Prerequisite(s) To be advised
Content Developing and applying policy initiatives in the workplace.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCP&R5A MANAGE RESEARCH ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content Initiating, managing and acting upon research and the resultant recommendations.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCP&R6A COORDINATE POLICY DEVELOPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Coordinate policy development; Monitor organisation policies; Provide policy advice.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCP&R7A MANAGE POLICY DEVELOPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Identify future directions in organisational services; Manage policy development; Advocate for appropriate policy development.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCP&R1A 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

CHCP&R2A ORGANISE EXPERIENCES FOR CHILDREN
Campus To be advised
Prerequisite(s) To be advised
Content Establish a stimulating and positive environment; Encourage children's involvement in experiences; Respond to unexpected occurrences; Organise for excursions.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
CHCPR3A OBSERVE CHILDREN  
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Gather information about the child; Observe children's play; Contribute to observation recording; Contribute to program planning.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

CHCPR4A PROVIDE OPPORTUNITIES AND EXPERIENCES TO ENHANCE CHILDREN'S DEVELOPMENT  
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Establish an environment that can foster children's development; Provide creative and challenging opportunities which stimulate learning and development of the child; Plan and implement a program for the day; Review and improve the plan.  
Required Reading: To be advised  
Nominal Hours: 70 Hours  
Assessment: As per accredited curriculum

CHCPR5A ENHANCE CHILDREN'S PLAY AND LEISURE  
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Ensure the environment fosters play and leisure; Assist children to develop their play and leisure; Assist children to participate in a wider range of play and leisure experiences; Adopt a variety of roles to enhance play and leisure, as appropriate.  
Required Reading: To be advised  
Nominal Hours: 70 Hours  
Assessment: As per accredited curriculum

CHCPR9A USE OBSERVATIONS AND RECORDS  
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Gather detailed information about the child; Record information in appropriate ways; Use information from observations to develop understanding of the child; Use information from observations with children and family members; Use information to plan the program.  
Required Reading: To be advised  
Nominal Hours: 70 Hours  
Assessment: As per accredited curriculum

CHCPR10A FACILITATE THE DESIGN OF PROGRAMS OF THE SERVICE  
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Design programs with all those involved; Design program to enhance development of children; Design programs which reflect the philosophy and goals of the service; Design programs which are relevant to the cultural and social contexts of the children and their community; Design programs which reflect a multicultural perspective.  
Required Reading: To be advised  
Nominal Hours: 70 Hours  
Assessment: As per accredited curriculum

CHCPR12A MONITOR AND EVALUATE PROGRAMS  
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Assess the progress of each child; Evaluate the current programs.  
Required Reading: To be advised  
Nominal Hours: 70 Hours  
Assessment: As per accredited curriculum

CHCPR13A FACILITATE THE DEVELOPMENT OF PROGRAMS FOR CHILDREN WITH ADDITIONAL NEEDS  
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Plan required resources; Develop the program to meet the needs of the child; Maintain communication with those involved.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

CHCRF1A COMMUNICATE WITH FAMILY MEMBERS ABOUT THEIR CHILD  
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Establish a relationship with family members; Exchange information with family members about the child; Respond to a family member's concern about a child.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

CHCRF11A WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD  
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Consult family members about the child, and the child's needs; Reach agreement with family members about care practices; Facilitate the transition to child care; Provide opportunities for family members to participate in the service/program; Provide information to parents about incidents and develop care strategies together; Respond to a family member's concerns about a child.  
Required Reading: To be advised  
Nominal Hours: 70 Hours  
Assessment: As per accredited curriculum

CHCRF23A RESPOND TO PROBLEMS AND COMPLAINTS ABOUT THE SERVICE  
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Respond to a family member's concerns about their child; Acknowledge and address grievances and complaints; Effect resolution of complaints; Develop service.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum
CHCSD10A DEVELOP NEW APPROACHES FOR PROVIDING SERVICE

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Develop better child care practice; Contribute to service development initiatives; Participate in planning and evaluation processes.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

CHCSD12A ACT AS A RESOURCE TO WORKERS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Communicate about the child; Communicate about the child's family circumstances; Promote appropriate care practices; Promote understanding of the child and family circumstances; Follow up issues; Provide support to workers; Communicate with workers in ways that are relevant to them.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

CHCT2A RECEIVE TRANSPORT AND STORE FOOD IN A SAFE AND HYGIENIC MANNER

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Receive and check food deliveries; Transport food safely and hygienically; Store food safely and hygienically.  
Required Reading: To be advised  
Nominal Hours: 10 Hours  
Assessment: As per accredited curriculum

CHCT3A APPLY SAFE FOOD HYGIENE PRACTICES

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Apply hygienic practices; Prevent the occurrence of food safety risks.  
Required Reading: To be advised  
Nominal Hours: 10 Hours  
Assessment: As per accredited curriculum

CHCT4A DELIVER FOOD/BEVERAGES

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Deliver beverages; Deliver meals.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

CHCYTH3A SUPPORT YOUNG PEOPLE TO TAKE COLLECTIVE ACTION

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Support individuals and groups of young people to take action to meet their needs or respond to community issues.  
Required Reading: To be advised  
Nominal Hours: 90 Hours  
Assessment: As per accredited curriculum

CHCYTH4A ASSIST YOUNG PEOPLE IN RESPONDING TO CRISIS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Responding to crises, including risk of violence to self or others or extreme emotional responses.  
Required Reading: To be advised  
Nominal Hours: 90 Hours  
Assessment: As per accredited curriculum

CHCYTH5A MANAGE YOUTH PROGRAMS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Identify the activity/program required; Prepare activity/program plan; Identify and obtain required resources; Promote activity/program; Deliver activity/program; Evaluate activity/program.  
Required Reading: To be advised  
Nominal Hours: 150 Hours  
Assessment: As per accredited curriculum

CHCYTH6A PROVIDE APPROPRIATE SERVICES FOR YOUNG PEOPLE

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Develop and implement strategies which promote effective rapport with young people; Clarify the services sought by young people; Facilitate goal setting; Provide targeted assistance and referral.  
Required Reading: To be advised  
Nominal Hours: 150 Hours  
Assessment: As per accredited curriculum

CHCYTH7A RESPOND TO CRITICAL SITUATIONS INCLUDING RISK OF VIOLENCE

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Minimise the impact of potential crisis situations; Prevent escalation of violent behaviour; Secure the safety of clients; Maintain records and provide reports.  
Required Reading: To be advised  
Nominal Hours: 150 Hours  
Assessment: As per accredited curriculum

CUECOR2A WORK WITH OTHERS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Participate in the work/group process; Contribute to the flow of information and ideas; Deal effectively with issues, problems and conflicts.  
Required Reading: To be advised  
Nominal Hours: 15 Hours  
Assessment: As per accredited curriculum
## CUEDES1A DEVELOP THE DESIGN

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Identify design requirements; Conduct research; Create initial design concepts.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

## CUEDES2A PRESENT AND NEGOTIATE DESIGN

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Present design concepts; Finalise design brief; Negotiate terms and conditions.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

## CUEEVT1A PLAN & MANAGE EVENTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Prepare for events; Prepare implementation strategy; Oversee event implementation.  
**Required Reading** To be advised  
**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

## CUEFIN1A DEVELOP A BUDGET

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan for a budget; Develop and prepare budget.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

## CUEFIN2A MANAGE A BUDGET

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Allocate funds; Monitor and control expenditure; Complete financial reports.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

## CUEIND1A APPLY ORGANISATION & INDUSTRY KNOWLEDGE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Acquire and apply knowledge of: The organisation; The basic rights and responsibilities of the employer and employee; and the industry.  
**Required Reading** To be advised  
**Nominal Hours** 10 Hours  
**Assessment** As per accredited curriculum

## CUELGT5A OPERATE LIGHTING

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Technical/dress rehearsal requirements; Pre-show procedures for operating lighting; Operate lighting; Post-performance procedures.  
**Required Reading** To be advised  
**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

## CUEMAR3A UNDERTAKE MARKETING ACTIVITIES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan, implement, review and report on marketing and promotional activities.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

## CUEMUP2A DESIGN, APPLY AND REMOVE PERIOD MAKE-UP

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine period make-up requirements; Prepare to apply period make-up; Apply period make-up; Maintain period make-up; Remove period make-up.  
**Required Reading** To be advised  
**Nominal Hours** 160 Hours  
**Assessment** As per accredited curriculum

## CUEMUP3A DESIGN, APPLY AND REMOVE SPECIALISED MAKE UP

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Developing creative specialised make-up designs in accordance with the requirements of the production; Applying State and local health and hygiene requirements and regulations; Applying safe work practices in regard to the provision of make-up services and safe use of product according to occupational health and safety requirements; Consistently using effective questioning and active listening techniques.  
**Required Reading** To be advised  
**Nominal Hours** 160 Hours  
**Assessment** As per accredited curriculum

## CUEMUP4A DESIGN, APPLY AND REMOVE SPECIAL EFFECTS MAKE-UP

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine special effects make-up requirements; Make prosthetics; Prepare to apply special effects make-up; Apply special effects make-up; Maintain special effects make-up; Remove prosthetics.  
**Required Reading** To be advised  
**Nominal Hours** 160 Hours  
**Assessment** As per accredited curriculum

## CUEMUP5A DRESS (STYLE) WIGS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine requirements for dressing hair; Create hair designs.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum
CUEOHSA1 IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES.

Campus To be advised
Prerequisite(s) To be advised
Content Provide information to the work group about occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation’s procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement the organisation’s procedures for dealing with hazardous events; Implement and monitor the organisation’s procedure for maintaining occupational health and safety records.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

CUESMT5A MANAGE THE PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Run technical and dress rehearsals. Coordinate move from rehearsal facility to venue; Oversee and facilitate technical preparation; Run technical and dress rehearsals.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT5A 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

CUESMT6A FOLLOW SCORES

Campus To be advised
Prerequisite(s) To be advised
Content Use the score to call the performance; Undertake post-performance procedures; Maintain show; Prepare and coordinate non-regular performers.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

CUESMT4A CO-ORDINATE FINAL PRODUCTION PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate move from rehearsal facility to venue; Prepare performance area in venue; Oversee and facilitate technical preparation; Run technical and dress rehearsals.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT3A OPERATE 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 100 Hours
Assessment As per accredited curriculum

CUESMT2A PREPARE FOR REHEARSAL

Campus To be advised
Prerequisite(s) To be advised
Content Assist in 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

CUESMT1A MANAGE SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Maintain inventory system; Maintain repair and maintenance system; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CUESMT1A 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 100 Hours
Assessment As per accredited curriculum

CUESMT2A PREPARE FOR REHEARSAL

Campus To be advised
Prerequisite(s) To be advised
Content Interpret the creative parameters of the production; Identify and confirm production and rehearsal parameters; Prepare and run auditions; Locate, secure and prepare rehearsal facilities; Prepare, distribute and maintain required company documentation and production information.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT1A MANAGE IN STAGE MANAGING THE PRODUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Assist in organizing the rehearsal area to meet rehearsal requirements; Contribute to rehearsals; Contribute to transfer of physical elements from rehearsal facility to venue; Assist in running technical and dress rehearsals; Contribute to preparation of production areas; Contribute to monitoring and maintenance of operations during performance; Contribute to post-performance procedures.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

CUESMT5A MANAGE THE PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate move from rehearsal facility to venue; Oversee and facilitate technical preparation; Run technical and dress rehearsals.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT6A FOLLOW SCORES

Campus To be advised
Prerequisite(s) To be advised
Content Use the score to call the performance; Undertake post-performance procedures; Maintain show; Prepare and coordinate non-regular performers.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

CUESMT4A CO-ORDINATE FINAL PRODUCTION PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate move from rehearsal facility to venue; Prepare performance area in venue; Oversee and facilitate technical preparation; Run technical and dress rehearsals.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT3A OPERATE 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 100 Hours
Assessment As per accredited curriculum

CUESMT2A PREPARE FOR REHEARSAL

Campus To be advised
Prerequisite(s) To be advised
Content Interpret the creative parameters of the production; Identify and confirm production and rehearsal parameters; Prepare and run auditions; Locate, secure and prepare rehearsal facilities; Prepare, distribute and maintain required company documentation and production information.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT1A MANAGE IN STAGE MANAGING THE PRODUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Assist in organizing the rehearsal area to meet rehearsal requirements; Contribute to rehearsals; Contribute to transfer of physical elements from rehearsal facility to venue; Assist in running technical and dress rehearsals; Contribute to preparation of production areas; Contribute to monitoring and maintenance of operations during performance; Contribute to post-performance procedures.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

CUESMT5A 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

CUESMT6A FOLLOW SCORES

Campus To be advised
Prerequisite(s) To be advised
Content Use the score to call the performance; Undertake post-performance procedures; Maintain show; Prepare and coordinate non-regular performers.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

CUESMT4A CO-ORDINATE FINAL PRODUCTION PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate move from rehearsal facility to venue; Prepare performance area in venue; Oversee and facilitate technical preparation; Run technical and dress rehearsals.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT3A OPERATE 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 100 Hours
Assessment As per accredited curriculum

CUESMT2A MANAGE SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Maintain inventory system; Maintain repair and maintenance system; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CUESMT1A MANAGE IN STAGE MANAGING THE PRODUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Assist in organizing the rehearsal area to meet rehearsal requirements; Contribute to rehearsals; Contribute to transfer of physical elements from rehearsal facility to venue; Assist in running technical and dress rehearsals; Contribute to preparation of production areas; Contribute to monitoring and maintenance of operations during performance; Contribute to post-performance procedures.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

CUESMT5A 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

CUESMT6A FOLLOW SCORES

Campus To be advised
Prerequisite(s) To be advised
Content Use the score to call the performance; Undertake post-performance procedures; Maintain show; Prepare and coordinate non-regular performers.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

CUESMT4A CO-ORDINATE FINAL PRODUCTION PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate move from rehearsal facility to venue; Prepare performance area in venue; Oversee and facilitate technical preparation; Run technical and dress rehearsals.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT3A OPERATE 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 100 Hours
Assessment As per accredited curriculum

CUESMT2A MANAGE SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Maintain inventory system; Maintain repair and maintenance system; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

325
<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>Notes</th>
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</thead>
<tbody>
<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/production 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>
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<tr>
<td>CUEHTC0RA2A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Communicate effectively with customers/colleagues from diverse backgrounds; Deal with cross-cultural misunderstandings.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>CUETHC0R3I</td>
<td>FOLLOW HEALTH, SAFETY &amp; SECURITY PROCEDURES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Follow workplace procedures on health, safety and security; Deal with emergency situations; Maintain safe personal presentation standards; Provide feedback on health, safety and security.</td>
<td>To be advised</td>
<td>5 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>CUEWRH19A</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>
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<tr>
<td>CUEWRH20A</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>
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<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>
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<tr>
<td>CUFADM02A</td>
<td>ADDRESS COPYRIGHT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>CUFCAM01A</td>
<td>SET UP AND OPERATE A BASIC VIDEO CAMERA</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Select and prepare camera equipment and materials; Charge and maintain batteries throughout shoot; Install or check camera support equipment; Install camera, lenses and other accessories; Test all operational aspects of the camera; Prepare and load videotapes; Operate the camera; Disassemble camera, accessories and support equipment.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>CUFADT01A</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>
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<tr>
<td>CUFADT05A</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>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>CUFGEN01A</td>
<td>DEVELOP AND APPLY INDUSTRY KNOWLEDGE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
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<td>Course Code</td>
<td>Course Title</td>
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<td>Prerequisite(s)</td>
<td>Content</td>
<td>Required Reading</td>
<td>Assessment</td>
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<tr>
<td>CUFIMA01A</td>
<td>PRODUCE AND MANIPULATE DIGITAL IMAGES</td>
<td></td>
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<td>Assess digital camera qualities; Photograph and upload a digital image;</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
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<td>Incorporate digital photography into a multimedia sequence.</td>
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<tr>
<td>CUFIMA02A</td>
<td>CREATE 2D DIGITAL ANIMATION</td>
<td></td>
<td></td>
<td>Identify animation requirements; Identify scope of 2D animation software;</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
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<td>Product key drawings for animation; Produce 2D animation; Evaluate animation.</td>
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<tr>
<td>CUFIMA03A</td>
<td>CREATE 2D DIGITAL MODELS AND IMAGES</td>
<td></td>
<td></td>
<td>Identify requirements for 3D digital models and images; Identify scope of</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
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<td>3D digital models and images; Test and evaluate 3D models.</td>
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<tr>
<td>CUFIMA04A</td>
<td>CREATE 3D DIGITAL MODELS AND IMAGES</td>
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<td>Identify animation requirements; Identify scope of 3D animation software;</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
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<td>Produce 3D animation; Evaluate animation.</td>
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<tr>
<td>CUFIMA05A</td>
<td>DEVELOP AND IMPLEMENT VISUAL EFFECTS DESIGNS</td>
<td></td>
<td></td>
<td>Receive and interpret the brief for visual effects design; Break down</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
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<td>scripts to produce a plan for the visual effects; Generate and assess</td>
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<td>ideas; Conduct research and experimentation; Develop and document the</td>
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<td>visual effects design; Communicate design ideas and make amendments;</td>
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<td>Liaise with others to implement visual effects production.</td>
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<tr>
<td>CUFIMA06A</td>
<td>TEST A MULTIMEDIA PRODUCT</td>
<td></td>
<td></td>
<td>Receive and interpret the brief for the creation of titles; Identify</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
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<td>items to be included in the titles; Generate and assess ideas; Produce</td>
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<td>and evaluate titles and other graphic items; Present the initial title</td>
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<td>compilation and make amendments.</td>
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<tr>
<td>CUFIMA07A</td>
<td>MANAGE MULTIMEDIA ASSETS</td>
<td></td>
<td></td>
<td>Establish systematic procedures for managing content and outputs;</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
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<td>Record information on assets; Plan for project completion and storage;</td>
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<td>File and save project materials.</td>
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<tr>
<td>CUFIMA08A</td>
<td>USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE</td>
<td></td>
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<td>Establish systematic procedures for managing content and outputs;</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
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<td>Develop and document the visual effects design; Communicate design</td>
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<td>ideas and make amendments; Liaise with others to implement visual effects</td>
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<td>production.</td>
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<tr>
<td>CUFIMA09A</td>
<td>INTEGRATE AND USE SCRIPTING LANGUAGE IN AUTHORING A MULTIMEDIA PRODUCT</td>
<td></td>
<td></td>
<td>Investigate mark-up and scripting options; Integrate mark-up and</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
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<td>scripting language; Test mark-up and scripting language; Evaluate mark-</td>
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<td>up and scripting language.</td>
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<tr>
<td>CUFIMA10A</td>
<td>AUTHOR A MULTIMEDIA PRODUCT</td>
<td></td>
<td></td>
<td>Establish systematic procedures for managing content and outputs;</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
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<td></td>
<td>Develop and document the visual effects design; Communicate design</td>
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<td></td>
<td>ideas and make amendments; Liaise with others to implement visual effects</td>
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<td>production.</td>
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</tbody>
</table>

Notes:
- Prerequisite(s) and Content are essential for understanding the course requirements.
- Assessment details are provided for each course.
- Nominal Hours indicate the expected duration for completing the course.
- Assessment Type is typically specified as per accredited curriculum for academic programs.

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<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>CUFMEM06A</td>
<td>DESIGN A MULTIMEDIA PRODUCT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFMEM07A</td>
<td>APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFMEM08A</td>
<td>APPLY PRINCIPLES OF INSTRUCTIONAL DESIGN TO A MULTIMEDIA PRODUCT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFMEM09A</td>
<td>APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFMEM10A</td>
<td>DESIGN AND CREATE A MULTIMEDIA INTERFACE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Plan an interface design; Develop the interface; Create the interface; Evaluate the interface.</td>
<td>To be advised</td>
<td>70 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFMEM11A</td>
<td>DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Plan navigation; Develop navigation; Construct navigation; Evaluate navigation.</td>
<td>To be advised</td>
<td>70 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFMEM12A</td>
<td>UPDATE WEB PAGES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Check information for relevance and currency; Check links and navigation; Edit information as required; Test and confirm changes.</td>
<td>To be advised</td>
<td>N/A</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFMEM13A</td>
<td>INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify and describe formats of digital video; Design digital video; Edit digital video; Present a digital video sequence.</td>
<td>To be advised</td>
<td>N/A</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFMEM14A</td>
<td>CREATE, MANIPULATE AND INCORPORATE 2D GRAPHICS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Work with digital imaging; Use 2D multimedia graphics software; Create 2D multimedia graphic designs.</td>
<td>To be advised</td>
<td>N/A</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFPOP01A</td>
<td>PREPARE AND PARTICIPATE IN AN ELECTRONIC MEDIA ACTIVITY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Prepare the activity; Realise and participate in the activity.</td>
<td>To be advised</td>
<td>N/A</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFPOP02A</td>
<td>BREAKDOWN A SCRIPT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify requirements from script; Prepare and present estimates; Prepare a schedule of resources from the break down.</td>
<td>To be advised</td>
<td>N/A</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
CUFPOP09A CONDUCT A BRIEFING
Campus To be advised
Prerequisite(s) To be advised
Content Prepare information for delivery; Present all necessary operational information by verbal briefing; Present all necessary safety information by verbal briefing; Render artwork.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CULLB201A ASSIST CLIENTS TO USE AN INFORMATION SERVICE EFFECTIVELY
Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content To help clients make effective use of information providers' services and facilities, practitioners assist clients to access the facilities or refer them to the appropriate person. Feedback from clients is treated in a courteous and ethical manner to add value to the client focussed organisation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CULLB202A DEVELOP OWN INFORMATION LITERACY SKILLS
Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Recognising the critical importance of self education and lifelong learning, practitioners enhance their own ability to access and use information through various systems and in a variety of formats.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CUFWRT05A WRITE CONTENT AND/OR COPY
Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare to write the content and/or copy; Write content/copy.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUFWRT07A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA
Campus To be advised
Prerequisite(s) To be advised
Content Prepare to write the interactive sequence; Write the interactive sequence; Re-evaluate the interactive sequence; Obtain approval from relevant personnel.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum
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: 30 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

CULLB302A 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

CULLB302A 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

CULLB303A 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

CULLB304A 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

CULLB305A 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

CULLB306A 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

CULLB307A 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

CULLB308A DEVELOP AND IMPROVE SYSTEMS AND PROCESSES TO INCREASE ACCESS TO INFORMATION

Campus: Footscray Nicholson.
Prerequisite(s): To be advised

Content: The development and improvement of the service provider’s systems and processes requires practitioners to monitor new technological developments and evaluate them in the light of the organisation’s policies and to develop strategies to improve existing services or introduce new services.

Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
CULLB509A CO-ORDINATE SELECTION AND ACQUISITION OF INFORMATION

Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Co-ordination of selection for a small collection, or of a limited part of a large collection, requires practitioners to contribute to the organisation's selection and acquisition policies and to make recommendations for acquisition and selection.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB510A ESTABLISH AND MAINTAIN CONSULTATION WITH, AND PROMOTION TO, CLIENT GROUPS

Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Establishing and maintaining of consultation with client groups requires practitioners to plan, implement and evaluate strategies which maintain quality client outcomes.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB511A LEAD A TEAM

Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Leading and participating in, facilitating and empowering work teams within the context of the organisation requires practitioners to play a prominent part in motivating, mentoring, coaching and developing team members and in achieving team cohesion.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB512A MAINTAIN AND MODIFY TECHNOLOGICAL APPLICATIONS IN THE LIBRARY

Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Practitioners maintain, monitor and evaluate equipment and software to meet the needs of clients and staff of the organisation.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB513A MANAGE MAINTENANCE OF PHYSICAL RESOURCES AND ENVIRONMENT

Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Maintenance of physical resources and the work environment requires practitioners to evaluate requirements, develop schedules and take appropriate action, including making recommendations for replacement, to ensure equipment and facilities are operational at all times.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB514A PROVIDE ASSISTANCE FOR RESEARCH AND PROJECTS

Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: When assistance is provided for research and projects to internal and external clients, practitioners are actively engaged in confirming research objectives and outcomes with clients, collecting and evaluating relevant information, presenting findings and participating in evaluation.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULMS413A USE INFORMATION TECHNOLOGY

Campus: To be advised
Prerequisite(s): To be advised
Content: Operate computer hardware; Operate computer packages; Access and use user support resources.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CULMS501A APPLY BASIC PRESERVATION TECHNIQUES

Campus: Footscray Nicholson
Prerequisite(s): To be advised
Content: Provide practitioner with the basic techniques required for preservation of library documentation.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUSADM03A MANAGE A PROJECT

Campus: To be advised
Prerequisite(s): To be advised
Content: Determine scope of projects; Develop a plan for the limited project or section of the larger project; Administer and monitor project; Review project against plan.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUSADM04A MANAGE A MAJOR PROJECT

Campus: To be advised
Prerequisite(s): To be advised
Content: Define the scope of the project; Develop overall project plan; Monitor all aspects of the project; Evaluate the whole project.
Required Reading: To be advised
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSADM06A DEVELOP AND IMPLEMENT AN OPERATIONAL PLAN

Campus: To be advised
Prerequisite(s): To be advised
Content: Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.
Required Reading: To be advised
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum
CUSADM07A ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Establish and conduct work relationships; Conduct negotiations; Make formal agreements/contracts; Foster and maintain business relationships.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify copyright issues for the protection and exploitation of products; Ensure that copyright protection on creative works or performance is adequate locally and internationally; Assign copyright of creative works or performers; License rights to creative works or performance; Comply with conditions of copyright agreement.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Establish legal structures for businesses or projects; Comply with statutory and regulatory requirements; Establish rights to materials, products/services; Secure rights to materials/products/services.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSADM10A ESTABLISH AND MANAGE CONTRACTS

Campus To be advised
Prerequisite(s) To be advised
Content Clarify the requirements of both parties to the contract; Negotiate terms and conditions of the contract; Ensure that the contract complies with legislative and regulatory requirements; Obtain specialist legal advice, where necessary; Ensure that all parties to the contract are fully informed of the contract terms and conditions; Finalise contract; Monitor compliance with the contract.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBAD13A ASSESS PERFORMING AND RECORDING DEALS

Campus To be advised
Prerequisite(s) To be advised
Content Assess the company for artistic fit; Assess the artist/repertoire manager for artistic fit where required.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBAD15A MANAGE RISK AND CRISSES FOR AN ACT OR SHOW

Campus To be advised
Prerequisite(s) To be advised
Content Manage crises as they arise prior to the performance; Manage crises during an event.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBAD16A MANAGE ARTISTS AND THEIR CAREERS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and maintain the management business; Manage clients’ artistic development; Manage clients’ business development; Plan and maintain finances; Analyse and develop the market position of artists; Comply with legal requirements; Undertake promotions and business management; Ensure that clients work safely and are aware of their rights.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBF112A CALCULATE, COLLECT AND DISTRIBUTE PUBLISHING INCOME

Campus To be advised
Prerequisite(s) To be advised
Content Calculate, collect and disburse mechanical royalty rates for retail of records (publisher); Secure and disburse mechanical royalty for synchronisation with film/television; Secure and disburse mechanical royalty rates for third party goods and services; Secure mechanical royalty rates for public performance; Trace and monitor use of works under licence; Maintain accounts for royalty collection and disbursement.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBG11A PLAN A CAREER IN MUSIC

Campus To be advised
Prerequisite(s) To be advised
Content Participate in the music industry; Identify own skills and interests; Develop and present an appropriate image; Develop a career plan; Use learning opportunities to develop required skills and knowledge; Establish and maintain industry network.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBG12A MAINTAIN SELF OR GROUP IN BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Confirm responsibilities and relationships for each party; Plan checks and balances for continuous improvement; Plan the business; Plan and control finances; Maintain work, deals and promotions; Maintain accurate knowledge or use advice on legal requirements.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum
CUSBGE17A MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE

Campus To be advised
Prerequisite(s) To be advised
Content Maintain music industry knowledge; Maintain and apply knowledge of industry, employment obligations and opportunities; Maintain and apply knowledge of legislation affecting the industry; Maintain current knowledge of new technology; Maintain effective industry networks.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

CUSBGE11A PLAN A CAREER IN MUSIC

Campus To be advised
Prerequisite(s) To be advised
Content Participate in the music industry; Identify own skills and interests; Develop and present an appropriate image; Develop a career plan; Use learning opportunities to develop required skills and knowledge; Establish and maintain industry network.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBGE16A MAINTAIN SELF OR GROUP IN BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Confirm responsibilities and relationships for each party; Plan checks and balances for continuous improvement; Plan the business; Plan and control finances; Maintain work, deals and promotions; Maintain accurate knowledge or use advice on legal requirements.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBMAH1A MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS

Campus To be advised
Prerequisite(s) To be advised
Content Promote works in the market place; Negotiate licences; Oversee and administer licensing policy and contracts; Decide policy on complex licensing contract; Monitor technology and change affecting copyright.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSBRA19A DEVELOP ARTISTS AND REPERTOIRE

Campus To be advised
Prerequisite(s) To be advised
Content Develop industry knowledge and contacts; Develop relationships with appropriate songwriters and producers; Find talent; Develop talent; Represent and negotiate in the interests of artists and the company; Balance short and long term goals; Negotiate agreements.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSFIN01A FINANCE A PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content Clarify the financial scope of the project; Identify sources of finance; Develop the proposal; Obtain legal advice; Present the proposal to funding body or prospective investors; Negotiate terms and conditions of investment; Finalise formal agreement.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSGEN01A USE AND ADAPT TO CHANGES IN TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate information about new technology; Adapt to changes in the new technology; Update knowledge of new technology.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content Cooperate in planning the product and strategy for producing it; Value and respect the skills of others and their contribution to the project; Set up and maintain productive workplace relationships; Use effective strategies for solving problems.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSGEN04A PARTICIPATE IN NEGOTIATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Plan the negotiation; Conduct the negotiation; Finalise the outcome.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSGEN05A MAKE PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for the presentations; Make presentations; Evaluate presentations.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSLRN01A PROVIDE MUSICAL LEADERSHIP IN PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Use and extend music techniques; Combine resources and techniques to express ideas and concepts in performance.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum
CUSMAR01A PROMOTE PRODUCTS AND SERVICES

Campus: To be advised
Prerequisite(s): To be advised
Content: Identify appropriate image for promotion of products and/or services; Anticipate and use promotional opportunities; Promote products and services to customers/clients; Evaluate the promotion.
Required Reading: To be advised
Nominal Hours: 85 Hours
Assessment: As per accredited curriculum

CUSMCP02A COMPOSE A SIMPLE SONG OR TUNE

Campus: To be advised
Prerequisite(s): To be advised
Content: Determine the artistic purpose of the song/tune and use appropriate song writing tools; Select or write the lyrics for a song; Compose a melody to express the lyrics of a song; Set down the song.
Required Reading: To be advised
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMCP03A CREATE A SIMPLE ACCOMPANIMENT FOR A SONG OR TUNE

Campus: To be advised
Prerequisite(s): To be advised
Content: Use appropriate instrumentation; Compose an accompaniment for a song or tune; Set down the song or tune and accompaniment for a performance.
Required Reading: To be advised
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMCP04A COMPOSE SONGS OR TUNES IN A RANGE OF STYLES

Campus: To be advised
Prerequisite(s): To be advised
Content: Determine the artistic purpose of the song and use appropriate song writing tools; Select or write the lyrics for a range of songs; Compose a melody to express the lyrics of the songs; Set down the songs.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CUSMCP06A COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA

Campus: To be advised
Prerequisite(s): To be advised
Content: Develop compositional concept from the production brief; Check and prepare MIDI equipment and materials; Compose soundtracks; Synchronise them and incidental music to a screen or other required sequence; Seek producer/director’s approval.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CUSMCP08A ARRANGE MUSIC FOR A BRIEF

Campus: To be advised
Prerequisite(s): To be advised
Content: Identify resource requirements; Prepare work plan; Prepare final plan of the work; Brief others; Arrange work.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CUSMGE02A DEVELOP SELF AS ARTIST

Campus: To be advised
Prerequisite(s): To be advised
Content: Acquire and develop technical skills; Develop artistic and expressive skills; Develop own creative voice; Evaluate own work.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CUSMGE04A ANALYSE MUSIC

Campus: To be advised
Prerequisite(s): To be advised
Content: Identify the purpose of the analysis of the composition or performance; Identify the elements of the piece; Determine how the musical elements and/or performance techniques are used in the piece; Convey the musical analysis.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CUSMGE07A ANALYSE HARMONY

Campus: To be advised
Prerequisite(s): To be advised
Content: Identify the purpose of the analysis and plan the analytical methodology to be used; Determine the general tonality and/or main key areas of the piece; Determine the structural features of melody lines as required; Determine the structure of the chords and scales in the parts of the music; Identify the harmonic structure of the piece; Present or apply analysis as required.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CUSMGE10A USE MIDI DEVICES OR SOFTWARE TO COMPOSE MUSIC

Campus: To be advised
Prerequisite(s): To be advised
Content: Determine the purpose and form of the music; Select and prepare equipment and software; Sequence the music; Arrange, edit and modify music.
Required Reading: To be advised
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMGE12A MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS

Campus: To be advised
Prerequisite(s): To be advised
Content: Maintain and develop music knowledge; Use listening skills to analyse music; Maintain understanding of relevant musical genres and styles.
Required Reading: To be advised
Nominal Hours: 85 Hours
Assessment: As per accredited curriculum
CUSMGE13A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Maintain and apply music knowledge; Analyse the artistic and commercial qualities of music; Maintain effective artistic relationships and networks; Present music findings or opinions as required; Evaluate music knowledge.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

CUSMGE14A READ MUSIC FOR PERFORMANCE AND ANALYSIS

Campus To be advised
Prerequisite(s) To be advised
Content Interpret music notation and symbols from a written music score or piece; Identify and interpret the form of the piece to convey an accurate reading of the style; Interpret the style of the piece; Enhance music reading skills.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSMPF03A DEVELOP AND MAINTAIN STAGECRAFT SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Develop stagecraft skills; Apply stagecraft skills; Maintain stagecraft skills; Maintain stage fitness; Avoid occupational hazards.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSMPF04A PREPARE SELF FOR PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Plan for performance; Practise instrument and/or act; Monitor technical and artistic development to meet rehearsal and performance requirements; Observe OHS principles in private practice; Use body effectively and safely; Develop and use strategies to overcome the effects of performance anxiety.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMPF08A CONTRIBUTE TO BACKUP ACCOMPANIMENT FOR A PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Perform accompaniment; Provide, adapt and perform appropriate backup; Provide stimulus and support for performers; Interact with performers.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMPF09A EVALUATE AND EXTEND PERFORMANCE TECHNIQUE

Campus To be advised
Prerequisite(s) To be advised
Content Develop control over the range and capability of the instrument or voice; Maintain and care for the instrument; Plan and use practice time to extend technique; Perform pieces from a range of repertoire.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMPF10A DEVELOP AND PRACTICE IMPROVISATION

Campus To be advised
Prerequisite(s) To be advised
Content Investigate and experiment with technical elements for creative expression; Investigate improvisation for a range of purposes; Generate and develop concepts or ideas; Improvise in context; Use equipment or technology effectively, where appropriate, to express ideas; Evaluate work.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMPF11A PERFORM MUSIC AS PART OF A GROUP

Campus To be advised
Prerequisite(s) To be advised
Content Perform warm up routine; Perform work; Perform in a group; Interact with other performers; Evaluate performance; Analyse live performance.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSMPF12A PLAN, PREPARE AND PRESENT A LIVE AUDITION PROGRAM

Campus To be advised
Prerequisite(s) To be advised
Content Establish requirements of the auditioning body; Plan audition program; Secure materials and instruments; Present audition; Follow up audition.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSMPF13A PLAN AND PREPARE A PROGRAM FOR PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Plan performance program; Prepare the components of the program; Study technical and stylistic content of music; Develop interpretation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum
CUSMPF14A PERFORM ACCOMPANIMENT
Campus To be advised
Prerequisite(s) To be advised
Content Prepare to perform accompaniment; Provide, adapt and perform appropriate accompaniment; Provide stimulus and support for performers; Interact with performers; Observe OHS principles for self and others.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSMPF15A 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

CUSMPF17A DEVELOP TECHNICAL SKILLS AND EXPAND REPERTOIRE
Campus To be advised
Prerequisite(s) To be advised
Content Use technical control in performing music; Maintain and care for the instrument; Plan and use personal practice time effectively to develop technique; Perform pieces appropriate to the repertoire and musical style in area of specialisation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSSAF02A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY
Campus To be advised
Prerequisite(s) To be advised
Content Follow occupational health and safety procedures; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

CUSSOU04A RECORD SOUND
Campus To be advised
Prerequisite(s) To be advised
Content Prepare to record sound; Record sound.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSSOU05A INSTALL, ALIGN AND TEST SOUND EQUIPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Determine sound equipment requirements; Prepare for installation of sound equipment; Install sound equipment; Align sound equipment; Test sound equipment; Ensure mechanical safety throughout installation; Ensure electrical safety throughout installation.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSSOU06A 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

CUSSO22A 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

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

DP1 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

DP2 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: Incomplete
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

DP3 COLD WATER DESIGN
Campus: To be advised
Prerequisite(s): Core Modules; Cold Water Design; 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

DP4 HOT WATER DESIGN
Campus: To be advised
Prerequisite(s): Core Modules; Cold Water Design; CDA Advanced Stage 3 Water Supply Unit 7
Content:
Knowledge and skills required to design, plan, interpret and install domestic hot water supply systems to multi-storey, institutional and commercial buildings to industry standards and controlling authority’s requirements.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
### EA001 CALCULUS

**Campus** To be advised  
**Prerequisite(s)** EA002 Engineering maths A.  
**Content** Differential and Integral calculus, curve sketching, algebraic, exponential logarithmic and trigonometric functions; Applications to practical situations.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum.

### EA002 ENGINEERING MATHS A

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Rational and irrational numbers, surds; Engineering notation; Units of measurement; Errors and estimations; Algebraic expressions; Geometry; Graphs of linear functions; Laws of indices; Pythagoras; Circles; Areas.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum.

### EA003 ENGINEERING MATHS B

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Matrix algebra; Linear equations in 2 unknowns; Row operations to solve up to 3 linear equations in 3 unknowns; Graph quadratic functions; Solve quadratic equations; Graph exponential and logarithmic equations; Graph trigonometric functions; Solve trigonometric equations.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum.

### EA000 MATERIAL SCIENCE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This module will enable students to recognise the different materials used in engineering; the classification of materials, the properties of materials, and the factors that influence these properties. Participants will be made aware of common testing methods used to determine engineering properties of materials.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum.

### EA011 SCIENCE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** To enable students to investigate and report on engineering problems associated with the various aspects of motion, work, energy, power, heat and temperature, and electromagnetic waves.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum.

### EA027 PRESENTING REPORTS

**Campus** To be advised  
**Prerequisite(s)** (EA026) Presenting Information  
**Content** Develop effective communication at the paraprofessional level in writing and presenting a document which investigates a specified issue.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum.
<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Prerequisite(s)</th>
<th>Campus</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA062</td>
<td>Computers and their application to CAD</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EA063</td>
<td>Technical Drawing Interpretation</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
<td>To enable students to interpret technical drawings, apply geometric construction and the detailing of components to technical drawings.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EA064</td>
<td>Computer Aided Drafting A</td>
<td>EA063 Technical Drawing Interpretation</td>
<td>To be advised</td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA065</td>
<td>Computer Aided Drafting B</td>
<td>EA064 Computer Aided Drafting A</td>
<td>To be advised</td>
<td>To enable students to use Computer Aided Drafting (CAD) for the production of prototype and complex drawings at an advanced level.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EA066</td>
<td>Computer Aided Drafting C</td>
<td>EA065 Computer Aided Drafting B</td>
<td>To be advised</td>
<td>Principles of menu structures, customization techniques, configuring software, information on CAD consumable.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EA067</td>
<td>Computer Aided Drafting D</td>
<td>EA065 Computer Aided Drafting B</td>
<td>To be advised</td>
<td>Design applications using other commercial programs, additional to the CAD program for editing, design drafting, and file manipulation. Manipulation of shapes 3 dimensional.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EA068</td>
<td>Computer Aided Drafting 3D</td>
<td>NM06 Computer Aided Drafting A</td>
<td>To be advised</td>
<td>Using the latest release of AutoCAD to draw, modify view, save and plot objects/components in 3D views.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EA069</td>
<td>Computer Aided Drafting Systems</td>
<td>EA062 Computers and their Application to CAD</td>
<td>To be advised</td>
<td>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.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA070</td>
<td>Engineering Organisations</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EA071</td>
<td>Planning Estimating and Costing</td>
<td>EA040 Occupational Health and Safety</td>
<td>To be advised</td>
<td>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.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EA074</td>
<td>CAD Modelling Concepts</td>
<td>EA068 CAD – 3D</td>
<td>To be advised</td>
<td>Necessary knowledge and skills to apply modelling techniques to three dimensional drawings for presentation purposes.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EA080</td>
<td>Engineering Measurement</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
<td>To enable students to describe the measuring concepts and the application of scales, rules, micrometer, verniers and the measuring instruments used in the areas of velocity, acceleration, force, fluids and electricity in engineering situations and to use these techniques on given work pieces.</td>
<td>20-40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
EA081 CIVIL MATERIALS - CONCRETE 1
Campus To be advised
Prerequisite(s) To be advised
Content Concrete ingredients, hydration, setting strength; Reinforcement, bars, wires and tendons.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA084 INTRODUCTION TO STRENGTH OF MATERIALS
Campus To be advised
Prerequisite(s) To be advised
Content Stress and strain, modules of elasticity, Poisson's Ratio; Stresses strains and deformations caused by axial loads; Shear stress, shear strain, modules of rigidity and shear stresses in simple bolted connections; Failure method of fillet welds, nominal weld size or length of weld required on simple welded connections; Hoop and longitudinal stress in thin walled cylinders subject to pressure; Centroid, second moment of area and radius of gyration of plane figures; Thermal shear stress in single members.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA085 LOAD ANALYSIS
Campus To be advised
Prerequisite(s) To be advised
Content Dead load, live load, wind load and load due to liquid pressure; AS 1170 – 1989 Part 1; Dead load and live load on simple structural elements; Wind load on simple structural elements; Loading of structural elements due to liquid pressure.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA090 FAULT-FINDING AND DIAGNOSTICS
Campus Sunshine.
Prerequisite(s) To be advised
Content To enable students to perform systematic fault isolation through the application of diagnostic techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA100 ANALogue ELECTRONICS
Campus Sunshine.
Prerequisite(s) Amplifiers 1 (NMEC Code To be advised)
Content To enable students to describe the specifications of operational amplifiers, with a view to design, analyse and select modern operational amplifier and analog integrated circuits.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA101 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

EA102 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

EA103 PRODUCTION PLANNING AND CONTROL - MAIN FUNCTIONS
Campus To be advised
Prerequisite(s) To be advised
Content Objectives of manufacturing, production planning and control; Terminology, QCD, quality, cost; Control feedback loop. Organizational structure and functions. Lean manufacturing, Decision making process.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA104 GAUGE DESIGN CONCEPTS
Campus To be advised
Prerequisite(s) EA061 Engineering graphics.
Content Limits and fits; Tolerances; Selective fits; Plain limit gauging; Special requirements for: working snap gauges, bore working gauges, thread caliper, adjustable thread ring gauges, tolerances for commercial master setting gauges. Indicating gauges.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA105 COMPUTER APPLICATIONS TO PLASTICS TOOL DESIGN
Campus To be advised
Prerequisite(s) NE49 Introduction to Programmable Controllers; NE76 AC Motor Control; NE77 DC Motor Control
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 CAD TOOL DESIGN PROJECT
Campus To be advised
Prerequisite(s) EA107 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学生 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 TESTING

Campus: To be advised
Prerequisite(s): To be advised
Content: To enable students to describe the principles and processes of liquid penetrant and magnetic particle testing, and apply these techniques to defective components. This module fulfills the requirements for level 1 certification for both liquid penetrant testing and magnetic particle testing in accordance with AS 3898 – 1992, ‘Non-destructive Testing – Qualification and Certification for Personnel – General Engineering’
Required Reading: To be advised
Nominal Hours: 40 Hours; 4pts
Assessment: As per accredited curriculum

EA606 MAGNETIC PARTICLE TESTING

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 methods
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

EA611 RADIOGRAPHIC TESTING METHODS

Campus: To be advised
Prerequisite(s): To be advised
Content: Radiographic testing methods
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA612 RADIOGRAPHY AND RADIATION SAFETY

Campus: To be advised
Prerequisite(s): To be advised
Content: Radiography and radiation safety
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA613 ULTRASONIC TESTING

Campus: To be advised
Prerequisite(s): To be advised
Content: Ultrasonic testing methods
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

EA614 ULTRASONIC TESTING METHODS

Campus: To be advised
Prerequisite(s): To be advised
Content: Ultrasonic testing methods
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

EA615 ULTRASONIC TESTING

Campus: To be advised
Prerequisite(s): To be advised
Content: Radiography and radiation safety
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA616 ULTRASONIC TESTING METHODS

Campus: To be advised
Prerequisite(s): To be advised
Content: Ultrasonic testing methods
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA617 ULTRASONIC TESTING

Campus: To be advised
Prerequisite(s): To be advised
Content: Radiography and radiation safety
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
<table>
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<tr>
<th>Code</th>
<th>Subject</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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<th>Assessment</th>
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<tbody>
<tr>
<td>EA618</td>
<td>NON DESTRUCTIVE TESTING</td>
<td>To be advised</td>
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<td>As per accredited</td>
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<td>Non destructive testing</td>
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<tr>
<td>EA700</td>
<td>COMPUTER AIDED MANUFACTURING SYSTEMS (CAM)</td>
<td>To be advised</td>
<td>CAMS, geometry database, cutter path and NC file, transfer of CAM generated files, production of a component on the NC machine.</td>
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<tr>
<td>EA701</td>
<td>ENGINEERING DRAWING (DETAIL)</td>
<td>To be advised</td>
<td>EA061 Engineering graphics.</td>
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<td>To enable students to produce detail drawings of engineering components complete with surface texture details and dimensions</td>
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<tr>
<td>EA702</td>
<td>ENGINEERING (DEVELOPMENT AND PIPEWORK)</td>
<td>To be advised</td>
<td>Engineering (Development and pipework)</td>
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<tr>
<td>EA703</td>
<td>ENGINEERING DRAWING (STRUCTURAL) &amp; MECHANICAL</td>
<td>To be advised</td>
<td>EA0701 Engineering (drawing detail).</td>
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<td>Structural steel sections, physical dimensions, standard hole sizes, structural and high strength bolts, welding symbols and terminology for various elements of fillet and butt welds, shaft and housing tolerances, abutment and fillet dimensions, key and keyway sizes, draw bedplates for various motor/pump/gearbox arrangements, drawing of machine component and copy using a dye line printing process.</td>
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<tr>
<td>EA705</td>
<td>COMPUTER BASED MODELLING AND APPLICATION SYSTEMS</td>
<td>To be advised</td>
<td>EA061 Engineering graphics, EA050 Engineering computing.</td>
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<td></td>
<td>Applications software for use in design, manufacturing, marketing, simulation.</td>
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<tr>
<td>EA706</td>
<td>FLUID MECHANICS 1</td>
<td>To be advised</td>
<td>EA002 Engineering maths A or EA008.</td>
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<td>Basic properties of fluids, components, fluid statics, fluid flow, fluid power, forces developed by flowing fluids</td>
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<tr>
<td>EA708</td>
<td>INDUSTRIAL FLUID POWER 1</td>
<td>To be advised</td>
<td>EA002 Engineering maths A, EA775 Introduction to fluid mechanics</td>
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<td>This module enables students to describe and carry out calculations and design associated with single linear actuator fluid power circuits.</td>
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<tr>
<td>EA709</td>
<td>INDUSTRIAL FLUID POWER 2</td>
<td>To be advised</td>
<td>EA002 Engineering maths A, EA775 Introduction to fluid mechanics</td>
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<td>This module enables students to carry out calculations and complete system design associated with multi-actuator fluid power circuits.</td>
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<tr>
<td>EA710</td>
<td>DIMENSIONAL METROLOGY - BASIC</td>
<td>To be advised</td>
<td>EA002 Engineering maths A, EA775 Introduction to fluid mechanics</td>
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<td>Metrology, Aust. Standards, length and angular standards, direct and indirect reading instruments.</td>
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<tr>
<td>EA711</td>
<td>MECHANICAL DRIVE COMPONENTS</td>
<td>To be advised</td>
<td>EA002 Engineering maths A, EA775 Introduction to fluid mechanics</td>
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<td>This module describes the basic concepts, forms and principles and performs 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>
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<td>EA714</td>
<td>THERMODYNAMICS 1</td>
<td>To be advised</td>
<td>EA002 Engineering maths A, EA775 Introduction to fluid mechanics</td>
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<td>MECHATRONICS 1 - PROCESS MODEL</td>
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<td>EA716</td>
<td>MECHATRONICS 2 - PLC AUTOMATION</td>
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<td>EA717</td>
<td>HUMAN FACTORS</td>
<td>To be advised</td>
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<td>WORKSHOP PRACTICE</td>
<td>To be advised</td>
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<td>EA741</td>
<td>WORKSHOP PROCESSES (MACHINE SHOP)</td>
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<td>EA760</td>
<td>LUBRICATION</td>
<td>To be advised</td>
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<td>EA762</td>
<td>MECHANICAL EQUIPMENT</td>
<td>To be advised</td>
<td>Nil</td>
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<td>EA763</td>
<td>VIBRATION MONITORING, CONDITION ANALYSIS &amp; CONTROL</td>
<td>To be advised</td>
<td>Nil</td>
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<td>EA772</td>
<td>INTRODUCTORY DYNAMICS</td>
<td>To be advised</td>
<td>Nil</td>
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<td>EA773</td>
<td>DIMENSIONAL METROLOGY - MEASURING AND TESTING</td>
<td>To be advised</td>
<td>Nil</td>
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<td>EA775</td>
<td>INTRODUCTION TO METROLOGY</td>
<td>To be advised</td>
<td>Nil</td>
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<td>EA780</td>
<td>DESIGN FOR MANUFACTURE</td>
<td>To be advised</td>
<td>Nil</td>
<td>40 Hours</td>
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<td>EA801</td>
<td>Introductory Strength of Materials</td>
<td>To be advised</td>
<td>EA791 Electronic Counter Calibration</td>
<td>Enable learners to operate and calibrate time and frequency measurement standards.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td>EA791</td>
<td>Electronic Counter Calibration</td>
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<td>EA785</td>
<td>Calibration of Time and Frequency Standards</td>
<td>To be advised</td>
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<td>EA804</td>
<td>Drafting Reinforced Concrete 1</td>
<td>To be advised</td>
<td>EA861 Surveying Measurement 1; EA813 Drafting Roads 1 (Rural); NM06 CAD A</td>
<td>Interpretation and use of Concrete Structures Code AS-3600, Residential Reinforced Concrete Footings Code AS-2807.1, CIA Reinforced Concrete Detailing Manual and current local practice in placement of reinforcement; Plans, sections, views and details; Labelling and dimensioning of reinforcement; Display of bars and fabric; Bar schedules and steel quantities; Determination of splice and anchorage lengths; Detailing expansion and construction joints.</td>
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<td>EA803</td>
<td>Civil Material - Soils A</td>
<td>To be advised</td>
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<td>EA813</td>
<td>Drafting Roads 1</td>
<td>To be advised</td>
<td>EA811 Surveying Measurement 1; EA812 Drafting Roads 1 (Rural); NM06 CAD A</td>
<td>Interpretation and use of Concrete Structures Code AS-3600, Residential Reinforced Concrete Footings Code AS-2807.1, CIA Reinforced Concrete Detailing Manual and current local practice in placement of reinforcement; Plans, sections, views and details; Labelling and dimensioning of reinforcement; Display of bars and fabric; Bar schedules and steel quantities; Determination of splice and anchorage lengths; Detailing expansion and construction joints.</td>
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<td>EA810</td>
<td>Drafting Pipelines</td>
<td>To be advised</td>
<td>EA861 Surveying Measurement; EA813 Drafting Roads 1 (Rural); NM06 CAD A</td>
<td>Design concepts for pipelines; Reservoirs; Water and pressure pipelines; Storage and Retaining structures.</td>
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<td>Manufacturing Processes</td>
<td>To be advised</td>
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<td>EA861</td>
<td>Surveying Measurement 1</td>
<td>To be advised</td>
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<td>EA812</td>
<td>Drafting Pipelines 1</td>
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<td>EA814</td>
<td>Drafting Roads 2 Urban</td>
<td>To be advised</td>
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<td>EA815</td>
<td>Drafting Steelwork 1</td>
<td>To be advised</td>
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<tr>
<td>EA817</td>
<td>Radiographic Interpretation</td>
<td>To be advised</td>
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### EA820 WELD INSPECTION PRACTICES
- **Campus**: To be advised
- **Prerequisite(s)**: None
- **Content**: To enable the student to perform the duties of a certified weld inspector for welded fabrications, in accordance with the relevant Australian standards.
- **Required Reading**: To be advised
- **Nominal Hours**: 60 Hours; 6pts
- **Assessment**: As per accredited curriculum

### EA821 WELD PROCEDURE DEVELOPMENT
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Weld procedure development
- **Required Reading**: To be advised
- **Nominal Hours**: 20 Hours
- **Assessment**: As per accredited curriculum

### EA822 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

### EA823 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

### EA824 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

### EA825 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 fabrications, 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

### EA831 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

### EA832 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

### EA833 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

### EA834 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

### EA850 CIVIL CONSTRUCTION TECHNIQUES A
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: Describe the construction processes and equipment employed in earthworks and pipe works, and to describe the distinguishing features of common civil engineering structures.
- **Required Reading**: To be advised
- **Nominal Hours**: 20 Hours
- **Assessment**: As per accredited curriculum

### EA851 CIVIL CONSTRUCTION TECHNIQUES B
- **Campus**: To be advised
- **Prerequisite(s)**: EA850 Civil Construction Techniques A
- **Content**: To describe and sketch where appropriate, the people, plant equipment and processes employed in the building and civil construction industry, including identification of the various materials used in the construction process.
- **Required Reading**: To be advised
- **Nominal Hours**: 20 Hours
- **Assessment**: As per accredited curriculum

### EA852 ENGINEERING HYDROLOGY
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: Describe basic practices, concepts and terminology in engineering hydrology and modern electronic telemetry, use relevant dates and tools including the computer “tool”, and design specific hydraulic structures.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### EA853 FABRICATION – STRUCTURAL STEEL
- **Campus**: To be advised
- **Prerequisite(s)**: NBB09, NBB10.
- **Content**: To enable student to describe material and processes used in Structural Steel Fabrication, with emphasis on quality, safety and economical procedures.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours; 4pts
- **Assessment**: As per accredited curriculum

### EA854 GEOSCIENCE GEOLOGY
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Geological study; Structure of the earth and its components; Major minerals; Exploration; Engineering uses of minerals; Major types of rocks; Mechanical properties and engineering uses; structural deformation of rocks and minerals.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### EA855 HYDRAULIC MECHANICS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Principles of fluid statics; Pascal's Law; Hydrostatic pressures on submerged surfaces; Fluid flow; Reynolds Number; Continuity flow equation; Energy of a flowing liquid; Bernoulli Equation; Hydraulic grade line and total energy line; Fluid dynamic forces; Momentum equation; Forces exerted by a jet.
- **Required Reading**: To be advised
- **Nominal Hours**: 20 Hours
- **Assessment**: As per accredited curriculum
EA856 INTRODUCTION TO ROAD ENGINEERING

Campus To be advised
Prerequisite(s) To be advised
Content Civil Engineering: The role of the Associate in the field of civil engineering; Elements and components of flexible pavements, rigid pavements and semi rigid pavements, urban roads and rural roads; Stages of construction; Selection of mechanical plant in the construction of roads; Earth retaining structures; Bridges.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA852 ENGINEERING HYDROLOGY

Campus To be advised
Prerequisite(s) Nil
Content Describe basic practices, concepts and terminology in engineering hydrology and modern electronic telemetry, use relevant dates and tools including the computer "tool", and design specific hydraulic structures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA857 PIPE AND CHANNEL FLOW

Campus To be advised
Prerequisite(s) EA855 Hydraulic Mechanics
Content Describe the nature of hydraulic flow and apply basic mathematical principles in developing and manipulation pipe and channel flow formulae, using tables, charts and nomograms.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA858 SITE INVESTIGATION

Campus To be advised
Prerequisite(s) EA032 Writing Technical Documents
Content Carry out a site investigation in accordance with AS1726.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA859 STATICS

Campus To be advised
Prerequisite(s) To be advised
Content Force and gravity, equilibrium of concurrent coplanar forces, moment and torque, equilibrium on non-concurrent coplanar forces, friction, couples, forces in frames.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EA860 SURVEY COMPUTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Reduction and calculation of survey field data; Determination of horizontal and vertical coordinates of feature points; Closed and open traverse calculations; Relative position and orientation of features; Detection of error; Precision of observed and calculated quantities through statistical procedures; Direct and iterative calculation procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA861 SURVEY MEASUREMENT 1

Campus To be advised
Prerequisite(s) To be advised
Content Surveying fundamentals; Reconnaissance of construction/engineering sites; Detail measurement on a construction/engineering site; Third order levelling.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA862 WELD TESTING AND INSPECTION

Campus To be advised
Prerequisite(s) To be advised
Content Weld testing and inspection
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA868 CIVIL MATERIALS CONCRETE

Campus To be advised
Prerequisite(s) EA032 Writing Technical Documents Content Design concrete mixes, carry out laboratory tests on concrete materials and concrete to Australian Standards, AS114, AS2578.1 and AS2350
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA901 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 40 Hours
Assessment As per accredited curriculum

EA927 ELECTRONIC SWITCHING

Campus Sunshine
Prerequisite(s) To be advised
Content An introduction to the operating modes of BJT, FET and MOSFET devices; Relay characteristics; The relationships of operating modes to industrial control circuits and modules; Voltage level shifting circuits and their applications; The 4-20mA current loop; Specialty interfacing ICS
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
## EA929 SCADA SYSTEMS

**Campus** To be advised  
**Prerequisite(s)** EA160 Advanced PLC OR EA904 Control Concepts; AND EA903 Industrial Computer Systems  
**Content** An overview of SCADA (Supervisory Control and Data Acquisition) packages and systems, describe the features and functionality of packages; discuss the applications of SCADA and the process of implementing SCADA systems  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

## EB022 DEVELOPING INSTRUCTIONAL MATERIALS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This module aims to provide the participant with the necessary knowledge, skills, attitudes and attributes needed to design, develop, implement and evaluate instructional materials to support training in the workplace.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours; 4pts  
**Assessment** As per accredited curriculum

## EB031 QUALITY MANAGEMENT

**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

## 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

## EB009 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, control computer.  
**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 AS9002.  
**Content** Quality manual planning, development, writing.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours; 4pts  
**Assessment** As per accredited curriculum

## EB050 ENGINEERING PROJECT

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** To enable student to proceed form a client's brief to the preparation of design and development briefs, engineering solutions, design and detail drawings, written reports of tasks, processes and design outcomes, and the oral presentation of technical information.  
**Required Reading** To be advised  
**Nominal Hours** 80 Hours; 8pts  
**Assessment** As per accredited curriculum

## EB060 MANAGING CAD SYSTEMS

**Campus** To be advised  
**Prerequisite(s)** EA066 Computer aided drafting C.  
**Content** Computer hardware components, peripheral devices, software compatibility, configure CAD systems; Application and integration of LAN; Consumables for CAD systems, CAD office management procedures and requirements, set system variables and assign layers to utilize the capabilities of a CAD system to an industrial application.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

## EB061 MANAGING CAD UTILITIES

**Campus** To be advised  
**Prerequisite(s)** EA066 CAD C  
**Content** Coordinate CAD operations and to apply extended customisation techniques to CAD operations.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

## EB070 ENGINEERING MANAGEMENT

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Analyse management/supervisory situations in case studies with engineering organization, including possible problem solving strategies, leadership styles, staff selection procedures and factors affecting employment conditions.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

## EB071 PROJECT MANAGEMENT

**Campus** To be advised  
**Prerequisite(s)** EA040 Occupational Health and Safety for Supervisors  
**Content** Describe the principles and concepts of project management, as related to a specific project or process, including typical documents required and procedures associated with commissioning and finishing a project and to draw up a Critical Path Method network for this project or process.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

## EB072 CRITICAL PATH AND PROJECT ANALYSIS

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Implement production control for personnel in the construction industry, by producing production schedules and critical paths, and identifying means of monitoring activities and applying corrective measures.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum
EB073 PROJECT PLANNING
Campus To be advised
Prerequisite(s) Nil
Content To provide the means of producing a production control bar chart schedule to enable efficient monitoring of a project.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB076 INTRODUCTION ENVIRONMENT MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Introduction environment management
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EB078 IMPROVING WORKPLACE PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content The new workplace culture, skills development, flexible work practices, measuring and rewarding performances.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EB079 INTRODUCTION TO MARKETING
Campus To be advised
Prerequisite(s) To be advised
Content The marketing concept and process, the marketplace, product planning and development, pricing, distribution, promotion.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EB122 COMPUTER GRAPHICS
Campus To be advised
Prerequisite(s) NM06 Computer aided drafting A.
Content Graphics hardware, software, principles. Programming tools, computer animation, Graphics applications design.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB123 COMPUTER SYSTEMS MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Installation practices/requirements, operational and administrative aspects of computer systems, and data security techniques and procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB160 PLC SYSTEMS APPLICATIONS
Campus To be advised
Prerequisite(s) To be advised
Content The aim of this module is to provide students with an overview of advanced PLC system applications and to describe the features and functions of PID closed loop control, specialist instruction set, alternate programming styles and communications.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

EB304 MATERIAL HANDLING SYSTEM DESIGNS I
Campus To be advised
Prerequisite(s) To be advised
Content To enable student to state the concepts, equipment types and purpose associated with materials handling equipment, and, when designing the handling system, the selection and integration of the equipment.
Required Reading To be advised
Nominal Hours 40 Hours;6pts
Assessment As per accredited curriculum

EB307 PRODUCTION PLANNING AND CONTROL - CHARTING TECHNIQUES
Campus To be advised
Prerequisite(s) EA501 Production planning and control – main functions.
Required Reading To be advised
Nominal Hours 40 Hours;6pts
Assessment As per accredited curriculum

EB508 PRODUCTION PLANNING AND CONTROL - ESTIMATING AND PLANNING TECHNIQUES
Campus To be advised
Prerequisite(s) EB507 Production planning and control – charting techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB509 PRODUCTION PLANNING AND CONTROL - FORECASTING
Campus To be advised
Prerequisite(s) EB508 Production planning and control – estimating and planning techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
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<th>Title</th>
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<th>Prerequisite(s)</th>
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<td>METAL JOINING PROCESSES</td>
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<td>MECHATRONICS 4 – ANALOG AUTOMATION</td>
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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) 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 FLUID MECHANICS 2
Campus To be advised
Prerequisite(s) EB706 Fluid Mechanics 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

EB722 COMPUTER BASED MODELLING DESIGN AND DRAFTING
Campus To be advised
Prerequisite(s) EB123.
Content Overview of different types of 3 dimensional computer aided modelling techniques. Applications software for design, manufacturing, marketing, simulation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB723 FLUID POWER (SYSTEMS CONCEPTS)
Campus To be advised
Prerequisite(s) To be advised
Content This module aims to allow the students to produce a feasibility study for a fluid power system using a combination of hydraulic; pneumatic and PLC/electric/electronic areas of study.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB724 FLUID POWER (COMPONENT SELECTION AND TESTING)
Campus To be advised
Prerequisite(s) To be advised
Content This module aims to select correct components for design, involving sizing and correct design specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB725 FLUID POWER (COMPONENT TESTING & SYSTEM/SPACE ANALYSIS)
Campus To be advised
Prerequisite(s) To be advised
Content This module aims to develop a theory of analysis of trouble shooting and apply the theory to practical component testing and system problem solving.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB727 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

EB770 ADVANCED DYNAMICS
Campus To be advised
Prerequisite(s) EA72 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

EB775 FLUID POWER SYSTEMS PROJECT
Campus To be advised
Prerequisite(s) EB714 Electro-Fluid Control systems; EB904 Control Concepts
Content To combine previous Fluid Power and Mechatronics systems knowledge and skills by designing, constructing and commissioning a Fluid Power Systems Project to given criteria.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

EB785 DIMENSIONAL METROLOGY – ADVANCED TECHNIQUES
Campus To be advised
Prerequisite(s) EA710 Dimensional metrology–basic, EA773 Dimensional metrology – measuring and testing
Content Calculations, thermal influences, gauge blocks, angle measurement, indirect measurement, optical projectors.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB786 DIMENSIONAL METROLOGY - COMPLEX FORMS
Campus To be advised
Prerequisite(s) EA775 Introduction to metrology, EA710 Dimensional metrology–basic, EA773 Dimensional metrology – measuring and testing
Content Measurement of screw threads, spur gears, cam profiles.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
EB830 REINFORCED CONCRETE DESIGN 1
Campus To be advised
Prerequisite(s) EA859 Statics; EA804 Introductory Strength of Materials; EA805 Load Analysis; EA832 Beam and Column Analysis
Content Carry out the analysis and design of flexural reinforced concrete members from first principles, using appropriate design aids.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB831 REINFORCED CONCRETE DESIGN 2
Campus To be advised
Prerequisite(s) EB830 Reinforced Concrete Design 1
Content Carry out the analysis and design of flexural reinforced concrete members, including beams, one and two-way slabs, footings and columns.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB832 BEAM AND COLUMN ANALYSIS
Campus To be advised
Prerequisite(s) EA859 Statics; EA804 Introductory Strength of Materials; EA805 Load Analysis
Content To perform analysis of beam and column structures involving calculation of such features as strengths, forces, distribution of moments.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB833 ADVANCED JOINING TECHNIQUES
Campus To be advised
Prerequisite(s) EB840 Advanced strength of materials, EA010 Material Science, EB650 Material for engineering, EB835.
Content To enable student to describe process and requirements for welded joint design, to select suitable structural steels and alloys for welded connections.
Required Reading To be advised
Nominal Hours 40 hours/4pts
Assessment As per accredited curriculum

EB834 WELDED JOINT DESIGN
Campus To be advised
Prerequisite(s) EB840 Advanced strength of materials, EA010 Material Science, EB650 Material for engineering, EB835.
Content To enable students to describe processes and requirements for welded joint design, to select suitable structural steels and alloys for welded connections and to be able to perform routine calculations in the design of welded joints.
Required Reading To be advised
Nominal Hours 40 Hours/4pts
Assessment As per accredited curriculum

EB836 WELDING TECHNOLOGY 2
Campus To be advised
Prerequisite(s) To be advised
Content This module aims to build on the knowledge and skills gained in Welding Technology 1 and to further the knowledge and 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, Beading and Shear in Beams, Combined Stresses, Buckling of Columns, Beam Deflection, Combined axial and Bending Stresses. Johnson or Euler formulae, Deflections, Impact loading.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB850 CIVIL ESTIMATING
Campus To be advised
Prerequisite(s) EA071 Planning, Estimating and Costing; EA850 Civil Construction Techniques A
Content Ability to interpret civil engineering drawing and specification so as to calculate quantity of civil works, determine production rates, determine resource costs, produce direct cost estimates and major items, and produce total job tender price.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB851 ENVIRONMENT ENGINEERING
Campus To be advised
Prerequisite(s) EA852 Engineering Hydrology; EA851 Civil Construction Techniques B; EA856 Introduction to Road Engineering
Content Describe the major components of the Earth’s environment and its pollution problems, the methods used for monitoring the environment, the principles for restoration programs, and undertake an environmental case study.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB852 FOUNDATIONS 1
Campus To be advised
Prerequisite(s) EA859 Statics; EA804 Introductory Strength of Materials; EA803 Civil Materials (Soils); EA858 Site Investigation
Content Analyse and design residential slabs and footings, shallow footings in general and retaining structures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
EB853 FOUNDATION S 2
Campus To be advised
Prerequisite(s) EB852 Foundations 1
Content To select the most appropriate pile for a project and describe a number of underpinning methods and their applications, based on the fundamental principles and concepts applied to retaining walls slopes, embankments and trenches.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EB854 STORMWATER DRAINAGE
Campus To be advised
Prerequisite(s) EA852 Engineering Hydrology; EA855 Hydraulic Mechanics; EA857 Pipe and Channel Flow
Content Design an underground piped drainage system for a small urban development using a simplified procedure based on the principles outlined in the Australian Institute of Engineers publication “ Australian Rainfall and Runoff” 1987 and design a minor culvert for a rural road based on procedures outlined in VicRoad “Road Design Manual” Chapter Six.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB855 STRUCTURAL STEEL DESIGN 1
Campus To be advised
Prerequisite(s) To be advised
Content AS4100 limit State Design, tension members, frames, welded plate girders, members in bending and tension, purlins and girts.
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; EA809 Statics; EA832 Beam and Column Analysis
Content Interpret Australian Standards and design simple timber structures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB858 WASTE-WATER ENGINEERING
Campus To be advised
Prerequisite(s) To be advised
Content Water supply and irrigation design, to use tables, charts, nomograms and formulae in these areas and to design a complete irrigation system using a “flood” method.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB859 WATER ENGINEERING
Campus To be advised
Prerequisite(s) EA855 Hydraulic Mechanics; EA857 pipe and Channel Flow
Content Apply the principles of hydraulic mechanics to domestic water supply and irrigation design, to use tables, charts, nomograms and formulae in these areas and to design a complete irrigation system using a “flood” method.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB860 GEOMETRIC ROAD DESIGN
Campus To be advised
Prerequisite(s) EA856 Introduction to Road Engineering; EA860 Surveying Computations; EA864 Surveying Measurement 1; EA813 Drafting Roads 1 (Rural)
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 40 Hours
Assessment As per accredited curriculum

EB861 MINOR CIVIL ENGINEERING PROJECTS A
EB862 MINOR CIVIL ENGINEERING PROJECTS B
EB863 MINOR CIVIL ENGINEERING PROJECTS C
EB864 MINOR CIVIL ENGINEERING PROJECT D
Campus To be advised
Prerequisite(s) Nil
Content TOPICS: Roads; Water Supply; Sewerage; Drainage; Irrigation; Concrete; Steel; Timber
Fabrication or any relevant Civil Engineering or Construction-related topics. Using or applying principles from other modules (EB854, EA858, EA859).
Required Reading To be advised
Nominal Hours 20 Hours each
Assessment As per accredited curriculum

EB865 MUNICIPAL DESIGN
Campus To be advised
Prerequisite(s) EB870 Engineering Surveying 1
Content Working knowledge of Local Government's engineering services and responsibilities, and the planning process with particular reference to subdivision development. Further, it aims to give a competence in the design of an urban, residential subdivision, excluding stormwater drainage, sewerage and water supply which are covered by other modules (EB854, EA858, EA859).
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB866 PAVEMENT DESIGN
Campus To be advised
Prerequisite(s) EA002 Engineering Maths A; EA032 Writing Technical Documents (NCS017); EA803 Civil Materials Soils A.
Content Knowledge and skill necessary to determine and select the most economical pavement thickness and composition which will provide a satisfactory level of service for the anticipated traffic using procedures outlined in Pavement Design Manual by AUSTROADS or using procedures based on AUSTROADS but with results from research and investigation which relate specifically to local conditions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
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<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>EB869</td>
<td>LAND INFORMATION SYSTEMS</td>
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<tr>
<td>EB870</td>
<td>ENGINEERING SURVEYING 1</td>
<td></td>
<td>EA820 Surveying Measurements 2</td>
<td>Opportunity to determine the locations of engineering/construction elements from surveying and design information and accurately set out these elements.</td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB872</td>
<td>FRAME ANALYSIS</td>
<td></td>
<td>EB805 Load Analysis; EB832 Beam and Column Analysis</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></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB874</td>
<td>STRUCTURAL STEEL DESIGN 2</td>
<td></td>
<td>EB855 Structural Steel Design 1</td>
<td>Knowledge and understanding in the fundamental principles, concepts and AS4100 – 1990 Steel Structures Code requirements in the analysis and design of simple structural steelwork members.</td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB875</td>
<td>DRAFTING REINFORCED CONCRETE 2</td>
<td></td>
<td>EA812 Drafting Reinforced Concrete 1</td>
<td>Knowledge and skills necessary to prepare typical reinforced concrete drawings, in accordance with accepted practice as outlined in AS1100.501 and AS 3600.</td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB878</td>
<td>CIVIL ENGINEERING COMPUTER APPLICATIONS</td>
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<tr>
<td>ED009</td>
<td>INSTALLATION AND COMMISSIONING</td>
<td></td>
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<tr>
<td>ED012</td>
<td>APPLIED MECHANICS 3A</td>
<td></td>
<td>EB703 Machine design, EB704 Mechanical design, EB771 Advanced dynamics, EB855 Structural steel design 1</td>
<td>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.</td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ED013</td>
<td>APPLIED MECHANICS 3B</td>
<td></td>
<td>ED012 Applied mechanics 3A.</td>
<td></td>
<td></td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ED014</td>
<td>CADD SYSTEMS ENGINEERING</td>
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<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ED015</td>
<td>FLEXIBLE MANUFACTURING SYSTEMS (FMS) DESIGNS</td>
<td></td>
<td></td>
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<td></td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
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<td>Course Code</td>
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<tr>
<td>ED016</td>
<td>INTERCHANGEABLE MANUFACTURE</td>
<td>To be advised</td>
<td>EA775 Introduction to metrology, EA710 Dimensional metrology–basic, EA701 Engineering (drawing detail).</td>
<td>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.</td>
<td>To be advised</td>
<td>80 Hours;8pts</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ED023</td>
<td>HISTORY AND IMPACT OF TECHNOLOGICAL CHANGE</td>
<td>To be advised</td>
<td></td>
<td>History and impact of technological change</td>
<td>To be advised</td>
<td>4 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ED031</td>
<td>QUALITY MANAGEMENT</td>
<td>To be advised</td>
<td></td>
<td>Quality management</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ED043</td>
<td>TOTAL QUALITY MANAGEMENT</td>
<td>To be advised</td>
<td></td>
<td>TQM terminology and concepts, organisational requirements, Australian and International Standards, team management, group problem solving techniques, implementing TQM.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ED046</td>
<td>RESEARCH PROJECT A</td>
<td>To be advised</td>
<td></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>60 Hours</td>
<td>As per accredited curriculum</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>
</tr>
<tr>
<td>ED053</td>
<td>INTRODUCTION TO ENVIRONMENTAL MANAGEMENT</td>
<td>To be advised</td>
<td></td>
<td>Key areas of environmental concern for the planet, Australia and industry legislation, regulations and issues related to enterprises, management processes.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</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>
</tr>
<tr>
<td>ED058</td>
<td>INTRODUCTION TO FINANCIAL MANAGEMENT</td>
<td>To be advised</td>
<td></td>
<td>The accounting process, financial reports, budgeting, overheads, breakeven analysis, sources of business finance, credit control, capital equipment financing.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EPC173</td>
<td>FUNCTIONAL MATHEMATICS</td>
<td>Footscray Nicholson, Sunshine.</td>
<td></td>
<td>The purpose of this module is to develop the knowledge and skills to perform workplace mathematical calculations.</td>
<td>To be advised</td>
<td>20-40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FDFCORCOM1A</td>
<td>COMMUNICATION IN THE WORKPLACE</td>
<td>To be advised</td>
<td></td>
<td>Exchange verbal information; Locate and use workplace information.</td>
<td>To be advised</td>
<td>20 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>
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<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
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<tr>
<td>FDFCORCOM2A</td>
<td>COLLECT, PRESENT AND APPLY WORKPLACE INFORMATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Select and present verbal information; Use and maintain workplace information.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FDFCORCOM3A</td>
<td>ANALYSE AND CONVEY WORKPLACE INFORMATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Manage information; Analyse information; Present information.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FDFCORFS1A</td>
<td>APPLY BASIC FOOD SAFETY PRACTICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Conduct self within hygiene standards; Handle product hygienically; Maintain work area in clean and orderly state.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FDFCORFS2A</td>
<td>IMPLEMENT THE FOOD SAFETY PLAN</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Monitor food safety in work area or sub-system; Contribute to continuous improvement.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FDFCORFS3A</td>
<td>MONITOR THE IMPLEMENTATION OF THE FOOD SAFETY PLAN</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Monitor the implementation of the food safety plan; Respond to occurrences of non-compliance; Contribute to continuous improvement.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FDFCORNUM1A</td>
<td>APPLY BASIC MATHEMATICAL CONCEPTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Estimate routine workplace measures; Calculate routine workplace measures; Record routine workplace data.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FDFCOROHS1A</td>
<td>APPLY SAFE WORK PROCEDURES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Conduct work safely; Identify, control and report OHS hazards; Follow emergency procedures.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FDFCOROHS2A</td>
<td>IMPLEMENT OH&amp;S PRINCIPLES AND PROCEDURES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Follow safe work procedures relating to own work; Contribute to continuous improvement in OHS practice; Follow emergency procedures.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FDFCOROHS3A</td>
<td>MONITOR THE IMPLEMENTATION OF OH&amp;S</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Monitor the implementation of safe work practices and procedures; Contribute to continuous improvement; Respond to hazardous events and emergency situations.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FDFCORQA1A</td>
<td>APPLY BASIC QUALITY ASSURANCE PRACTICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Monitor quality of own work; Conduct routine inspections.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FDFCORQA2A</td>
<td>IMPLEMENT THE QUALITY SYSTEM</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Monitor quality in work area or sub-system; Contribute to continuous improvement.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
FDFCORQA3A MONITOR THE IMPLEMENTATION OF THE QUALITY SYSTEM

Campus
To be advised
Prerequisite(s)
To be advised
Content
Monitor the implementation of the quality system; Respond to hazardous situations; Contribute to continuous improvement.
Required Reading
To be advised
Nominal Hours
40 Hours
Assessment
As per accredited curriculum

FNAMERC03B SERVE LEGAL PROCESS

Campus
St Albans
Prerequisite(s)
Nil
Content
Plan and prepare procedures; Serve documents; Prepare affidavit of service or non-service.
Required Reading
To be advised
Nominal Hours
40 Hours
Assessment
As per accredited curriculum

FNARFS14A DELIVER A SERVICE TO CUSTOMERS

Campus
St Albans
Prerequisite(s)
Nil
Content
Electronic business communications; Negotiation skills; Conflict resolution; Customer interaction; Organization and time management skills; Developing client relations; Business correspondence.
Required Reading
To be advised
Nominal Hours
35 Hours
Assessment
As per accredited curriculum

FNBACC01B PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION

Campus
To be advised
Prerequisite(s)
To be advised
Content
Sources of finance; capital budgeting; ratios, rates and analysis of financial statements; working capital management; cost of capital; preparation and distribution of management reports.
Required Reading
To be advised
Nominal Hours
60 Hours
Assessment
As per accredited curriculum

FNBACC02B PREPARE INCOME TAX RETURNS

Campus
To be advised
Prerequisite(s)
To be advised
Content
Gather and verify data; Calculate taxable income; Review compliance.
Required Reading
To be advised
Nominal Hours
60 Hours
Assessment
As per accredited curriculum

FNBACC03B MANAGE BUDGETS AND FORECASTS

Campus
To be advised
Prerequisite(s)
To be advised
Content
Prepare budgets; Forecast estimates; Document budget; Monitor budget outcomes.
Required Reading
To be advised
Nominal Hours
50 Hours
Assessment
As per accredited curriculum

FNBACC04B PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY

Campus
To be advised
Prerequisite(s)
To be advised
Content
Compile data; Prepare reports.
Required Reading
To be advised
Nominal Hours
60 Hours
Assessment
As per accredited curriculum

FNBACC06B IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES

Campus
To be advised
Prerequisite(s)
To be advised
Content
Review corporate governance requirements; Implement operating procedures; Monitor policy.
Required Reading
To be advised
Nominal Hours
40 Hours
Assessment
As per accredited curriculum

FNBACC07B PREPARE COMPLEX TAX RETURNS

Campus
To be advised
Prerequisite(s)
To be advised
Content
Returns and assessments; tax collection for companies; capital gains tax; superannuation funds; tax collections for companies and superannuation funds; electronic lodgement of tax.
Required Reading
To be advised
Nominal Hours
60 Hours
Assessment
As per accredited curriculum

FNBACC08B AUDIT AND REPORT ON FINANCIAL SYSTEMS & RECORDS

Campus
To be advised
Prerequisite(s)
To be advised
Content
Statutory rules and liability of external auditors; compliance and substantive testing; audit programs; sampling; materiality and audit risk; management letters; audit reports; subsequent events.
Required Reading
To be advised
Nominal Hours
60 Hours
Assessment
As per accredited curriculum

FNBACC09B EVALUATE TAX COMPLIANCE

Campus
To be advised
Prerequisite(s)
To be advised
Content
Tax planning and tax avoidance; payment and recovery of tax; objections, penalties and reviews; penalty tax and prosecution; tax scheduling.
Required Reading
To be advised
Nominal Hours
60 Hours
Assessment
As per accredited curriculum

FNBACC10B MONITOR CORPORATE GOVERNANCE

Campus
To be advised
Prerequisite(s)
To be advised
Content
Corporate governance standards, practices and compliance; legal capacity of corporate structures; Constitution and Replaceable Rules; powers and status of corporate structures; membership and share capital; capital raising; accounts, registers and returns; duties of officers; meetings, remedies of members; external administration; corporate takeovers.
Required Reading
To be advised
Nominal Hours
60 Hours
Assessment
As per accredited curriculum
FN BACC 15B EVALUATE ORGANISATION’S FINANCIAL PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Methods of raising equity capital; portfolio development and management; investment strategies and market influences; valuing shares and goodwill; financial management models in relation to investment and dividend decisions.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FN BACC 16B EVALUATE FINANCIAL RISK
Campus To be advised
Prerequisite(s) To be advised
Content Risk management; credit management principles; options, futures, and forward and spot markets.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FN BACC 17B DEVELOP AND IMPLEMENT FINANCIAL STRATEGIES
Campus To be advised
Prerequisite(s) To be advised
Content Microeconomic principles; macroeconomic principles.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FN BACC 21A SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM
Campus To be advised
Prerequisite(s) To be advised
Content Implement an integrated accounting system; Process transactions within the system; Maintain the system; Produce reports; Ensure system integrity.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FN BACC 22A PROCESS BUSINESS TAX OBLIGATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Maintain accounting records for tax purposes; establish and maintain a process for managing business tax returns; process business tax returns and lodgements.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

FN BACC 27A PREPARE AND ANALYSE MANAGEMENT ACCOUNTING INFORMATION
Campus To be advised
Prerequisite(s) To be advised
Content Activity based costing; process costing; operations costing; joint and by-products; standard costing; factory management techniques.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FN BACC 28A PREPARE COMPLEX CORPORATE FINANCIAL REPORTS
Campus To be advised
Prerequisite(s) To be advised
Content Tax-effect accounting; consolidations; accounting for leases; compliance with Australian Accounting Standards.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FN BACC 29A MAKE DECISIONS WITHIN A LEGAL CONTEXT
Campus To be advised
Prerequisite(s) To be advised
Content Functions of courts and regulatory bodies; Business structures; Negligence; Employment law; Consumer protection; consumer credit legislation; contract law; agency law; bankruptcy law.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FN BACC 30A PROVIDE MANAGEMENT ACCOUNTING INFORMATION
Campus To be advised
Prerequisite(s) To be advised
Content Gather and record operating and cost data; Analyse data; Prepare budgeted reports; Review costing system integrity.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FN BF IN 61A PREPARE AND BANK RECEIPTS
Campus To be advised
Prerequisite(s) To be advised
Content Batch monetary items and prepare deposit facility.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

FN BF IN 65A PROCESS JOURNAL ENTRIES
Campus To be advised
Prerequisite(s) To be advised
Content Check and verify supporting documentation; prepare journals; authorise journals; enter data into system; check journal processing report; file documentation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

FN BF IN 70A PREPARE FINANCIAL FORECASTS AND PROJECTIONS
Campus To be advised
Prerequisite(s) To be advised
Content Basic business mathematics; percentages; algebra; simple and compound interest; annuities; break-even analysis; introduction to statistics; data analysis and interpretation; parameter estimation; probability.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum
HLTCOM2A DEVELOP PROFESSIONAL EXPERTISE
Campus To be advised
Prerequisite(s) To be advised
Content Seek out and apply traditional, alternative and scientific information; Implement reflective learning practices; Contribute to the development of professional practices; Critically evaluate specific research.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HLTCOM4A COMMUNICATE EFFECTIVELY WITH CLIENTS/ PATIENTS
Campus To be advised
Prerequisite(s) To be advised
Content Establish professional relationship with the client/patient; Provide effective response to client/patient enquiries; Respond effectively to difficult or challenging behaviour; Use basic counselling skills as required to facilitate treatment.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

HLTCOM5A ADMINISTER A PRACTICE
Campus To be advised
Prerequisite(s) To be advised
Content Establish and maintain administrative systems; Conduct financial administration; Follow practice management strategies; Administer personnel management strategies.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

HLTCOM6A MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE
Campus To be advised
Prerequisite(s) To be advised
Content Formulate a referral plan for client/patients requiring further treatment; Interact with other health care professionals; Arrange a referral to an appropriate source for clients/patients with specific needs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

HLTFIA1A APPLY BASIC FIRST AID
Campus To be advised
Prerequisite(s) To be advised
Content Assess the situation; Apply basic First Aid techniques; Communicate details of the incident.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HLTFIA2A PROVIDE ADVANCED FIRST AID
Campus To be advised
Prerequisite(s) To be advised
Content Assess the situation; Manage the casualty(s); Coordinate First Aid activities until arrival of medical assistance; Communicate essential incident details; Manage casualty in a remote and/or isolated area; Evaluate the incident.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

HLTHIR1A WORK EFFECTIVELY IN THE HEALTH INDUSTRY
Campus To be advised
Prerequisite(s) To be advised
Content Work ethically; Demonstrate the importance of hygiene and infection control in the health industry; Participate in quality improvement activities; Take responsibility for personal skill development; Communicate effectively with colleagues and clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTHIR2A CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY
Campus To be advised
Prerequisite(s) To be advised
Content Contribute to ethical work practice; All work undertaken reflects the health industry context of the organisation; Contribute to the improved performance of the organisation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTHIR3A WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS
Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the improved performance of the organisation; Contribute to ethical work practice; All work undertaken reflects the health industry context of the organisation; Contribute to the development of work place and professional relationships based on acceptance of cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTHSE1A FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES
Campus To be advised
Prerequisite(s) To be advised
Content Follow organisational procedures for hazard identification and risk control; Contribute to OHS in the workplace; Utilise and implement strategies as directed to prevent infection in the workplace; Utilise strategies to prevent work overload; Work in a safe manner; Utilise and implement strategies to prevent manual handling injuries.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTIN1A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Collect, handle, store and manage clinical and other waste in accordance with organisational guidelines and waste management plans; Clean and disinfect equipment and surfaces; Maintain hygiene; Identify and respond to infection risks.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
### HLITIR3A WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND WORKERS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This subject deals with the cultural awareness required for effective communication and co-operation with persons of diverse cultures. Work will be within a prescribed range of functions involving known routines and procedures with some accountability for the quality of outcomes.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### HLITIR4A WORK EFFECTIVELY IN A CROSS-CULTURAL CONTEXT WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE AND ORGANISATIONS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Work practices in a cross cultural context are grounded in an awareness of one’s own culture and the cultural realities of others; Communication between Aboriginal and Torres Strait Islander people and non-Indigenous people is effective; Workplace and professional relationships are based on mutual respect, tolerance of diversity and a shared understanding of cultural safety; Effective partnerships are developed between non-Indigenous staff, Aboriginal and Torres Strait Islander people and their communities which facilitate accessibility, affordability, accountability, acceptability of appropriate healthcare and workplace services.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### HLTPH1A ORIENTATION TO HOSPITAL PHARMACY SERVICES AND HOSPITAL PHARMACY ASSISTANT PRACTICES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Work within the pharmacy environment; Demonstrate commitment to the central philosophies of the organisation; Perform the duties of a pharmacy assistant.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### HLTPH2A PROCURE AND STORE PHARMACEUTICAL PRODUCTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Procure stock; Process new stock; Maintain stock; Ensure security of stock; Assist in stock-taking procedures; Monitor and maintain storage conditions; Maintain relevant documentation.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### HLTPH3A DISTRIBUTE PHARMACEUTICAL PRODUCTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Pack product orders; Despatch product orders; Handle returned stock; Maintain relevant documentation.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### HLTPH4A MAINTAIN PHARMACEUTICAL IMPREST/WARD STOCK

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Generate/receive and check stock requisition list; Select and despatch stock to recipients; Complete and maintain documentation; Record and collate drug usage.  
**Required Reading** To be advised  
**Nominal Hours** 15 Hours  
**Assessment** As per accredited curriculum

### HLTPH5A ASSIST WITH PRESCRIPTION PREPARATION

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Accept prescription for dispensing; Ensure clinical evaluation of prescription by pharmacist; Calculate prescription quantities; Assemble prescription items in accordance with good dispensing practice; Prepare labels in accordance with legal requirements; Ensure final check conducted by pharmacist; Complete and maintain documentation.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

### HLTPH6A PACKAGE AND/OR PRE-PACK PHARMACEUTICAL PRODUCTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Prepare packing/pre-packing process; Allocate bulk product/medicine to machinery/pre-packing apparatus; Pack or pre-pack products; Conduct quality control; Shut down packaging/pre-packaging process.  
**Required Reading** To be advised  
**Nominal Hours** 15 Hours  
**Assessment** As per accredited curriculum

### HLTPH7A SMALL SCALE COMPOUND/MANUFACTURE OF PHARMACEUTICAL PRODUCTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Prepare for production process; Obtain and process raw materials; Manufacture/compound products; Complete production process; Participate in quality control; Transport and store released product.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

### HLTPH7B SMITH SCALE COMPOUND/MANUFACTURE OF PHARMACEUTICAL PRODUCTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Prepare for production process; Obtain and process raw materials; Manufacture/compound products; Complete production process; Participate in quality control; Transport and store released product.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

### HLTPH6A WORK WITHIN A MASSAGE FRAMEWORK

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Demonstrate commitment to the central philosophies of massage practice; Identify and describe the principles and practices of massage; Develop knowledge of complementary therapies; Represent massage framework to the community; Work within clinic and regulation guidelines.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum
**HLTREM2A PROVIDE REMEDIAL MASSAGE TREATMENT**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Manage treatment; Apply remedial massage techniques; Advise and resource the client/patient; Review treatment.  
**Required Reading** To be advised  
**Nominal Hours** 380 Hours  
**Assessment** As per accredited curriculum

**HLTREM3A PLAN THE REMEDIAL MASSAGE TREATMENT STRATEGY**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Select the remedial massage principles to determine treatment strategy; Discuss the treatment strategy with the client/patient.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

**HLTREM4A APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Analyse and interpret information received; Inform the client/patient.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

**HLTREM5A PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine the scope of the assessment and the client/patient’s needs; Obtain and record an accurate history of the client/patient; Manage the health assessment; Prepare the client for assessment; Make a comprehensive assessment of the client/patient.  
**Required Reading** To be advised  
**Nominal Hours** 280 Hours  
**Assessment** As per accredited curriculum

**ICAITAD042B CONFIRM CLIENT BUSINESS NEEDS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Confirm client expectations and needs; Confirm that information is consistent and complete; Verify that overall process is integrated, ensures remote users and any distributed requirements are covered; Specify organisation specific issues.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

**ICAITAD043B DEVELOP AND PRESENT A FEASIBILITY REPORT**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Confirm that proposed solution is the best reasonable fit; Develop high level alternative scenarios; Prepare and publish feasibility report.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

**ICAITAD045B PRODUCE NETWORK/COMMUNICATION DESIGN**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Design network; Evaluate network traffic; Finalise network design.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

**ICAITAD046B MODEL PREFERRED SYSTEM SOLUTIONS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Review and confirm requirements information and any existing models; Resolve conflicts and inconsistencies; Build and test model; Ensure that the model represents a workable solution.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

**ICAITAD048C DEVELOP CONFIGURATION MANAGEMENT**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Establish configuration management requirements; Establish control mechanisms; Establish monitoring mechanisms; Manage the release of the product to clients.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

**ICAITAD049A DEVELOP LOGICAL ABSTRACTION FROM REQUIREMENTS (OOA)**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Analyse behaviour of objects; Prepare state model; Describe roles and responsibilities of classes; Iterate and review the object model  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum
### ICAITAD050A DEVELOP DETAILED COMPONENT SPECIFICATION FROM PROJECT SPECIFICATION

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Analyse components; Prepare schema; Prepare component model; Iterate and review model.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### ICAITAD051B DEVELOP CLIENT USER INTERFACE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Prepare design for interface; Design and document the system user interface.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### ICAITAD052B 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

### ICAITAD056A MANAGE A REUSE LIBRARY

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Specify components for reuse library; Document the reuse library; Set up library structure.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### ICAITAD057A APPLY SKILLS IN OBJECT ORIENTED DESIGN

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Derive the high level design from specification; Refine the design; Validate the design.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

### ICAITAD139A DESIGN A DATABASE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Scope and functionality of database is determined; Logical data model is developed; Data structures are designed; Queries, screens and reports are designed; Access and security systems are designed; Database design is confirmed.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

### ICAITAD142A DESIGN A WEBSITE TO MEET TECHNICAL REQUIREMENTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Define the technical environment; Define the human computer interface; Determine site hierarchy.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

### ICAITAD144A DETERMINE BEST FIT TOPOLOGY FOR A LOCAL NETWORK

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Identify WAN needs; Identify WAN specification.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

### ICAITAD145A DETERMINE BEST FIT TOPOLOGY FOR WAN NETWORK

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Establish the risk context; Identify risk factors; Implement risk management plans; Monitor, update and report risk profile.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

### ICAITAD146A DEVELOP WEB SITE INFORMATION ARCHITECTURE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Develop navigation system; Test and sign off.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

### ICAITAD151A GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Identify the key information sources; Gather data through formal processes; Ensure analysis is accurate and complete; Gain consensus.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

### ICAITAD152A IMPLEMENT RISK MANAGEMENT PROCESSES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Establish the risk context; Identify risk factors; Implement risk management plans; Monitor, update and report risk profile.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum
ICAITAD158A TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify the business needs context; Identify input requirements; Identify output requirements; Identify interface requirements; Identify process flow requirements; Identify measurement requirements; Technical requirements are signed off.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB059B DEVELOP DETAILED TECHNICAL DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the determination of technical design features; Contribute to design review; Contribute to the development of program specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITB060B IDENTIFY PHYSICAL DATABASE REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify database scope; Identify database requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITB061B MONITOR PHYSICAL DATABASE IMPLEMENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Undertake DBMS modelling; Monitor database performance.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITB062B 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

ICAITB063B 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

ICAITB065A 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

ICAITB075A 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 20 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITB137A</td>
<td>Produce Basic Client Side Script for Dynamic Web Pages</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Construct a script using basic syntax; Write scripts using methods, functions and events; Create objects for dynamic web pages; Test script and debug.</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITB159A</td>
<td>Build a Security Shield for a Network</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Security framework is developed; Security framework is implemented; Security framework is tested and monitored.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITB162A</td>
<td>Configure a Payment Gateway</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Server and e-business site is prepared; Payment gateway is installed; Payment gateway is tested.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITB165A</td>
<td>Create Dynamic Pages</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Prepare the technical environment; Create dynamic pages; Add functions to dynamic pages; Test and sign off dynamic pages.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITB168A</td>
<td>Compile and Run an Application</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Write basic application; Run the application; Document the application.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITB169A</td>
<td>Use Development Software and IT Tools to Build a Basic Website to Specifications</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Website structure developed; Build site; Test site.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITB170A</td>
<td>Build a Database</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Database design is confirmed; Data structures, queries, screens and reports are developed; Access and security systems are developed; Database prototype is created and tested; The live system is implemented.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITB171A</td>
<td>Develop Cascading Style Sheets (CSS)</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Prepare mark up pages; Apply styles to HTML elements; Attach CSS to HTML documents; Apply CSS inheritance rules to documents; Validate presentation style.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITB172A</td>
<td>Install Intelligent Hub</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Hub specification is determined; Appropriate hardware is selected; Hub and supporting peripherals are installed; Hub and network is tested.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITB173A</td>
<td>Install Network Bridges/Switches</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Bridges/switches are identified; Bridges/switches are installed and configured; Bridges/switches are tested.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITB174A</td>
<td>Install and Configure Router</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Router is installed and configured; Router and network is tested.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITB176A</td>
<td>Integrate a Database with a Website</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Database(s) is prepared; Database logins are created; Database connectivity is tested.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
ICAITB212A IMPLEMENT QUALITY ASSURANCE
PROCESS FOR WEB SITES
Campus To be advised
Prerequisite(s) To be advised
Content Establish standards; Apply standards and track performance; Develop and apply continuous improvement process; Document quality assurance practices.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITD003B RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION
Campus To be advised
Prerequisite(s) To be advised
Content Receive and process oral communication; Receive and process written communication; Respond to incoming telephone calls; Make telephone calls.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITD128A CREATE USER AND TECHNICAL DOCUMENTATION
Campus To be advised
Prerequisite(s) To be advised
Content Determine documentation standards and requirements; Produce technical software documentation; Create client user documentation; Obtain endorsement/sign-off.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITD209A WRITING FOR THE WORLD WIDE WEB
Campus To be advised
Prerequisite(s) To be advised
Content Site content requirements are determined; Site content is written; Upload content.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITI097A INSTALL AND CONFIGURE A NETWORK
Campus To be advised
Prerequisite(s) To be advised
Content Confirm client requirements and network equipment; Install hardware; Install software; Configure and test network; Document and sign off.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI097B INSTALL AND CONFIGURE A NETWORK
Campus To be advised
Prerequisite(s) To be advised
Content Confirm client requirements and network equipment; Install hardware; Install software; Configure and test network; Document and sign off.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI098B INSTALL AND MANAGE COMPLEX NETWORKS
Campus To be advised
Prerequisite(s) To be advised
Content Implement 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.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI099B BUILD AN INTRANET
Campus To be advised
Prerequisite(s) To be advised
Content Plan and design an intranet to meet business requirements; Install and configure intranet infrastructure to meet business requirements; Install and configure intranet services to meet business requirements; Manage and support the intranet.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI100B BUILD AN INTERNET INFRASTRUCTURE
Campus To be advised
Prerequisite(s) To be advised
Content Plan and design an Internet to meet business requirements; Install and configure Internet infrastructure to meet business requirements; Install and configure Internet services to meet business requirements; Monitor security and Internet access; Ensure user accounts controlled; Manage and support the Internet.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITI101B INSTALL AND MANAGE NETWORK PROTOCOLS
Campus To be advised
Prerequisite(s) To be advised
Content Install and configure network protocol environment; Install network protocol applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
<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>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITI188A</td>
<td>INSTALL AND MAINTAIN A SERVER</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Installation plan is developed; Server is installed; Server operation is monitored.</td>
<td>To be advised</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ICAITI189A</td>
<td>ENSURE WEBSITE CONTENT MEETS APPROPRIATE TECHNICAL PROTOCOLS &amp; STANDARDS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Content meets required standards; The technology supports content; Test content.</td>
<td>To be advised</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ICAITI190A</td>
<td>MAINTAIN INFORMATION STANDARDS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Website content displays required statements; General information; Disclosure of policies and services; Product/Service conditions and notifications; Customer service support.</td>
<td>To be advised</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td></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>To be advised</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS010C</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>
<td></td>
</tr>
<tr>
<td>ICAITS015B</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>
<td></td>
</tr>
<tr>
<td>ICAITS016C</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>
<td></td>
</tr>
<tr>
<td>367</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
ICAITS022B DETERMINE CLIENT COMPUTING PROBLEMS AND ACTION

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine client problem; Prioritise client problems; Refer maintenance to supervisor where required; Carry out maintenance; Prepare maintenance report; Confirm problem resolution.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

ICAITS023B PROVIDE ONE TO ONE INSTRUCTION

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

ICAITS024C PROVIDE BASIC SYSTEM ADMINISTRATION

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Record security access; Record software licences; Carry out system back-up; Restore system back-up; Document security access.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

ICAITS025B RUN STANDARD DIAGNOSTIC TESTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Operate system diagnostics; Scan system for viruses.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

ICAITS029B INSTALL NETWORK HARDWARE TO A NETWORK

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine hardware requirements of clients; Obtain hardware; Install network hardware; Provide support for installed products; Determine and provide instruction and support.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

ICAITS030B INSTALL SOFTWARE TO NETWORKED COMPUTERS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine clients software or software upgrade requirements; Obtain software of software upgrade; Install software or software upgrade; Determine and provide instruction and support.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

ICAITS031B PROVIDE ADVICE TO CLIENTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Analyse client support issues; Provide advice on software; Provide advice on hardware; Provide advice on network; Obtain client feedback.  
**Required Reading** To be advised  
**Nominal Hours** 36-40 Hours  
**Assessment** As per accredited curriculum

ICAITS032B PROVIDE NETWORK SYSTEMS ADMINISTRATION

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine client problem; Determine whether maintenance is covered by policy; Carry out maintenance; Prepare maintenance report.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

ICAITS033B ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine support issues; Determine management requirements; Provide recommended changes for client support policy; Update documented client support policy.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

ICAITS034B DETERMINE AND ACTION NETWORK PROBLEM

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine client problem; Determine whether maintenance is covered by policy; Carry out maintenance; Prepare maintenance report.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

ICAITS035C ASSIST WITH ANALYSIS OF EMERGING TECHNOLOGY

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Liaise with vendors, training providers and the information technology industry to determine technology to assist organisation; Prepare and present reports as required by management.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

ICAITS102B ESTABLISH AND MAINTAIN CLIENT USER LIAISON

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine the client user areas that are to be supported; Develop appropriate method of liaising with client user/group and possible contacts; Establish contact and develop reporting protocol; Maintain established communication links.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum
ICAITS103B ESTABLISH AND MAINTAIN CLIENT USER LIAISON DURING SUPPORT ACTIVITY
Campus To be advised
Prerequisite(s) To be advised
Content Identify client user liaison procedures; Determine appropriate client user to make contact with; Establish contact and develop reporting protocol; Maintain established communication links.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS106B ACTION AND COMPLETE CHANGE REQUESTS
Campus To be advised
Prerequisite(s) To be advised
Content Review change requests; Modify system to accept changes; Prepare and deliver training; Complete status evaluation; Implement changes.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITS107B RECTIFY SYSTEM FAULTS ON A LIVE SYSTEM
Campus To be advised
Prerequisite(s) To be advised
Content Determine maintenance methodologies and repositories; Implement change management system; Report review of results.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS108B COMPLETE DATABASE BACK-UP AND RECOVERY
Campus To be advised
Prerequisite(s) To be advised
Content Review database architecture; Determine back-up methods appropriate to database requirements; Determine baselines and recovery procedures; Employ database alternatives.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS109B EVALUATE SYSTEM STATUS
Campus To be advised
Prerequisite(s) To be advised
Content Determine scope and evaluation parameters; Carry out evaluation; Report on evaluation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS110B IMPLEMENT SYSTEM SOFTWARE CHANGES
Campus To be advised
Prerequisite(s) To be advised
Content Determine system change required; Carry out system change; Present changes to clients for acceptance; Perform hand-over to systems operations area.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS112B OPTIMISE SYSTEM PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Identify areas of poor performance; Investigate methods to improve performance; Tune system and monitor performance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS113B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS
Campus To be advised
Prerequisite(s) To be advised
Content Diagnose problems; Configure database; Tune database.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS114B IMPLEMENT MAINTENANCE PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Establish best practices for equipment and software maintenance; Identify resources to provide equipment and software maintenance; Revise practices, where appropriate.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITS115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER
Campus To be advised
Prerequisite(s) To be advised
Content Determine equipment maintenance required; Diagnose and repair fault; Document maintenance carried out and make recommendations for future maintenance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS116B UNDERTAKE CAPACITY PLANNING
Campus To be advised
Prerequisite(s) To be advised
Content Analyse existing system capacity; Determine future capacity requirements; Develop plan for capacity enhancements; Install capacity enhancements; Monitor on-going capacity requirements.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITS117B MAINTAIN CUSTOM SOFTWARE
Campus To be advised
Prerequisite(s) To be advised
Content Determine the software fault to be corrected; Identify and isolate fault; Design the fix for the fault; Carry out the fix to the software; Test the fix and associated system areas; Hand over to systems operations area.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
<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>ICAITS118B</td>
<td>MANAGE SYSTEM SECURITY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify threats to system; Review audit needs; Identify appropriate controls; Incorporate controls into the system; Implement additional security procedures.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS119B</td>
<td>MONITOR AND ADMINISTER SYSTEMS SECURITY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Ensure user accounts are controlled; Secure file and resource access; Monitor threats to the network.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS120A</td>
<td>ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM</td>
<td>Footeckay Nicholson, Melton, StAlbans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>50-50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS121A</td>
<td>ADMINISTER NETWORK PERIPHERALS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Install peripherals to a network; Configure peripheral services to manage peripherals; Administer and support peripheral services; Troubleshoot common problems.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS122B</td>
<td>MONITOR AND ADMINISTER NETWORK SECURITY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Ensure user accounts are controlled; Ensure secure file and resource access; Monitor threats to the network.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS123B</td>
<td>MONITOR AND ADMINISTER A DATABASE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Start up a database; Manage database; Manage database access.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS191A</td>
<td>MAINTAIN WEBSITE PERFORMANCE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Benchmark performance; Track site performance; Tune performance; Initiate performance improvement.</td>
<td>To be advised</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS192A</td>
<td>CONFIGURE AN INTERNET GATEWAY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Confirm client requirements and network equipment; Security issues are reviewed; Gateway products and equipment are installed and configured; Node is configured and tested.</td>
<td>To be advised</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS194A</td>
<td>ENSURE BASIC WEBSITE SECURITY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine business security requirements; Ensure web server security; Ensure protocol security.</td>
<td>To be advised</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS195A</td>
<td>ENSURE DYNAMIC WEBSITE SECURITY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Risk assessment is completed; Operating systems are secured; Site server is secured; Relevant data transactions are secured; Security framework is tested, monitored and documented.</td>
<td>To be advised</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS196A</td>
<td>IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Method(s) of encryption are determined; Encryption method is applied; Encryption system is monitored.</td>
<td>To be advised</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
ICAITS077A INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES
Campus To be advised
Prerequisite(s) To be advised
Content Method(s) of authentication is determined; Authentication software/tools are configured; Authentication method is applied; Authentication system is monitored.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS080A DEVELOP GUIDELINES FOR UPDATING AND LOADING INFORMATION TO A WEBSITE
Campus To be advised
Prerequisite(s) To be advised
Content Develop site policies; Establish updating and loading procedures; Guidelines documented.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS000A MONITOR TRAFFIC AND COMPILe SPECIFIED SITE TRAFFIC REPORTS
Campus To be advised
Prerequisite(s) To be advised
Content Web traffic tools are selected; Traffic is monitored; Recommendations for improvements are made.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS020A TRANSFER CONTENT TO A WEBSITE USING COMMERCIAL APPLICATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Configure the file transfer protocol client; Prepare content for transfer; Establish connection to server; Transfer files.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS020A ENSURE PRIVACY FOR USERS
Campus To be advised
Prerequisite(s) To be advised
Content Apply privacy legislation; Apply the 10 National Privacy Principles to websites; Limit access to equipment that provides access to users personal information; Data storage and handling procedures are developed; Data being communicated over external networks is protected.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITT078B PERFORM UNIT TEST
Campus To be advised
Prerequisite(s) To be advised
Content Prepare for unit test; Conduct unit test; Analyse and classify results.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITT079B PERFORM INTEGRATION TEST
Campus To be advised
Prerequisite(s) To be advised
Content Prepare for test; Conduct test; Analyse and classify results.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITT080B PERFORM SPECIFIC UNIT TEST FOR OO CLASS
Campus To be advised
Prerequisite(s) To be advised
Content Prepare for test; Conduct test; Analyse and classify results.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITT082C MANAGE THE TESTING PROCESS
Campus To be advised
Prerequisite(s) To be advised
Content Develop test schedule; Complete test procedures; Review the completeness and accuracy of the system.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITT083B DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST
Campus To be advised
Prerequisite(s) To be advised
Content Identify acceptance criteria and develop test plan; Perform functional testing on software modules; Validate test results against expected results; Sign off and acceptance obtained.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITT084B PERFORM STRESS AND LOADING TEST OF INTEGRATED PLATFORM
Campus To be advised
Prerequisite(s) To be advised
Content Create test plan; Undertake test; Diagnose and resolve faults; Update documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITT077C DEVELOP DETAILED TEST PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Prepare test environment and gather tools; Prepare test data; Complete test plan.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
ICAITT183A CONFIRM ACCESSIBILITY OF WEBSITE DESIGN
Campus To be advised
Prerequisite(s) To be advised
Content Identify accessibility standards; Test accessibility; Test pages.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITT184A ENSURE SITE USABILITY
Campus To be advised
Prerequisite(s) To be advised
Content Design a user test; Conduct user test; Evaluate user test; Document results.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITT185A VALIDATE BASIC WEBSITE PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Define performance criteria; Validate performance; Sign off performance.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITTW011B PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS
Campus To be advised
Prerequisite(s) To be advised
Content Establish own work schedule; Participate in team structure.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITTW026B COORDINATE AND MAINTAIN TEAMS
Campus To be advised
Prerequisite(s) To be advised
Content Establish, develop and improve teams; Coordinate team; Delegate responsibility and authority.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITTW027B RELATE TO CLIENTS ON A BUSINESS LEVEL
Campus To be advised
Prerequisite(s) To be advised
Content Build and maintain business networks and relationships; Plan to meet internal and external client requirements; Negotiate client support service costs; Monitor, adjust and implement procedures to maintain client focus.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITT214A MAINTAIN ETHICAL CONDUCT
Campus To be advised
Prerequisite(s) To be advised
Content Protect the interests of clients; Produce quality products and services; Ensure correct representation; Maintain good work practices.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITU004C APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Determine Occupational Health and Safety (OH and S) issues relating to immediate work environment; Document and disseminate Occupational Health and Safety requirements; Provide basic ergonomic advice.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU005C OPERATE COMPUTER HARDWARE
Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate office peripherals; Operate and maintain a range of hardware; Use keyboard and equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU006B OPERATE COMPUTING PACKAGES
Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to identify, select and correctly operate desktop applications for a range of purposes.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITU006C OPERATE COMPUTING PACKAGES
Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate software; Access, retrieve and manipulate data; Access and use help; Use keyboard and equipment.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITU007B MAINTAIN EQUIPMENT AND CONSUMABLES
Campus To be advised
Prerequisite(s) To be advised
Content Clean disc drives and peripherals; Replace and maintain consumables and supplies; Maintain peripherals.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

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ICAITU012C DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES
Campus To be advised
Prerequisite(s) To be advised
Content Design documents to meet organisational requirements; Access, retrieve and manipulate data.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITU013C INTEGRATE COMMERCIAL COMPUTING PACKAGES
Campus To be advised
Prerequisite(s) To be advised
Content Produce required organisational documents; Determine and use help.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITU016C DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS
Campus To be advised
Prerequisite(s) To be advised
Content Determine macro or template requirement; Develop macro or template for client; Provide client support for the macro or template.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITU018C DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS
Campus To be advised
Prerequisite(s) To be advised
Content Determine macro or template requirement; Develop macro or template for client; Provide client support for the macro or template.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITU019C MIGRATE TO NEW TECHNOLOGY
Campus To be advised
Prerequisite(s) To be advised
Content Apply existing knowledge and techniques to new technology; Apply advanced functions of the technology to solve organisational problems; Apply new functions of upgraded technology.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU028C CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS
Campus To be advised
Prerequisite(s) To be advised
Content Customise requirements of client; Analyse impact of customisation on system relationship; Provide support for customised application; Obtain client feedback.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

ICAITU126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Manipulate data; Access and use support resources; Configure the computing environment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITU127B SUPPORT SYSTEM SOFTWARE
Campus To be advised
Prerequisite(s) To be advised
Content Maintain system software; Set up and manage the system files; Manage system usage; Monitor system security; Carry out system back-up; Restore system back-up.
Required Reading To be advised
Nominal Hours 30 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 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

ICAITU130A OPERATE A SPREADSHEET APPLICATION
Campus To be advised
Prerequisite(s) To be advised
Content Create spreadsheets; Customise basic settings; Format spreadsheets; Incorporate objects and charts in spreadsheets; Print spreadsheets.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITU131A OPERATE A DATABASE APPLICATION
Campus To be advised
Prerequisite(s) To be advised
Content Create a database; Customise basic settings; Create reports; Create forms; Retrieve information.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
ICAITU132A OPERATE A PRESENTATION PACKAGE
Campus To be advised
Prerequisite(s) To be advised
Content Create presentations; Customise basic settings; Format presentations; Add slide show effects; Print presentation and notes.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

ICAITU133A SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL
Campus To be advised
Prerequisite(s) To be advised
Content Access the internet; Search the internet; Send and organise messages; Create an address book.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

ICAITU205A SELECT AND EMPLOY SOFTWARE AND HARDWARE MULTIMEDIA TOOLS
Campus To be advised
Prerequisite(s) To be advised
Content Functional requirements are established; Tools are selected; Tools are installed configured and tested; Tools are employed.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITU207A APPLY A WEB AUTHORING TOOL TO CONVERT CLIENT DATA
Campus To be advised
Prerequisite(s) To be advised
Content Identify authoring requirements; Create files; Create formatting templates; Define library items; Develop templates; Create simple forms; Create simple navigation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITU208A USE SITE SERVER TOOLS FOR E-BUSINESS
Campus To be advised
Prerequisite(s) To be advised
Content Task requirements are confirmed; Tools are selected; Tools are used; Tools and task requirements are reviewed.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

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

ICPMM12CA AUTHOR A MULTIMEDIA SEQUENCE
Campus To be advised
Prerequisite(s) To be advised
Content Identify the elements of multimedia; Identify the scope of authoring software; Use authoring software; Create a multimedia presentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICPMM15DA DEVELOP A MULTIMEDIA SCRIPT
Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe multimedia script formats and processes; Use scripting techniques to create a multimedia production script.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICPMM21CA CAPTURE A DIGITAL IMAGE
Campus Footscray Nicholson, Melton, St Albans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content Assess digital camera qualities; Photograph and upload a digital image.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICPMM41CA INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS
Campus Footscray Nicholson, Melton, St Albans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content Use multimedia text software; Create multimedia text.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICPMM42CA DEVELOP A MULTIMEDIA SCRIPT
Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe multimedia script formats and processes; Use scripting techniques to create a multimedia production script.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
ICPMM43CA INCORPORATE DIGITAL PHOTOGRAPHY INTO MULTIMEDIA PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Use a digital camera; Incorporate digital photography into a multimedia sequence; Create a collage of digital photography and 2D graphics.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM44CA INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe formats of digital audio; Use digital audio software; Design and edit digital audio; Construct a digital audio track.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM45CA INCORPORATE ANIMATION INTO MULTIMEDIA PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe formats of digital animation; Use digital animation software; Design and edit digital animation; Present a digital animation sequence.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM46CA INCORPORATE VIDEO INTO MULTIMEDIA PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe formats of digital video; Use digital video software; Design and edit digital video; Present a digital video sequence.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM47DA INCORPORATE 3D MODELLING INTO MULTIMEDIA PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe formats of 3D Modelling; Use 3D modelling software; Design and edit a 3D model; Present a 3D modelling sequence.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM63BA ACCESS THE INTERNET

Campus Footscray Nicholson, Melton, St Albans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content Identify and use local resources and identify and use remote resources.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICPMM65DA CREATE WEB PAGES WITH MULTIMEDIA

Campus Footscray Nicholson, Melton, St Albans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content Identify the tools and parameters of web page design; Produce Web pages; Validate and prepare for distribution.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICPMM67DA PLAN INTERFACE DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Identify the features of interface design; Develop interface design strategies; Produce user documentation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPPP11DA UNDERTAKE A COMPLEX DESIGN BRIEF

Campus To be advised
Prerequisite(s) To be advised
Content Negotiate a complex design contract; Plan the design process; Render a complex graphic design; Ensure feasibility of production; Solve technical problems; Ensure quality output.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICTTC202A USE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY BASIC CUSTOMER REQUIREMENTS.

Campus City King
Prerequisite(s) Nil
Content Locate interpret information on most commonly used system screens; Update and maintain information related to customer transaction on commonly used system screens; Seek support for system problems/issues identified during transaction.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
### ICTTC203A Navigate and Interrogate Specific Enterprise Systems to Satisfy Customer Requirements
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Access a range of enterprise business systems; determine and locate information to satisfy customer requirements using multiple screens and more than one enterprise system; enter or modify data to provide complex or advanced customer needs; identify and rectify system information and processing errors.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

### ICTTC211A Process Sales of Complex Product/Service and Where Customer is Unsure of Available Solutions
- **Campus:** City King
- **Prerequisite(s):** Nil
- **Content:** Identify customer needs; close sales; input sales records.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

### ICTTC212A Process Sales Which Commit Both Customer and Enterprise to Considerable Financial Commitment
- **Campus:** City King
- **Prerequisite(s):** Nil
- **Content:** Identify customer needs; close sales; input sales records; provide sales support where required.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

### ITC005 Supporting the Internet and the World Wide Web
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** This module will enable a student to explain the Internet to users, set up Home Pages and create links to customised pages.
- **Required Reading:** To be advised
- **Nominal Hours:** 20 Hours
- **Assessment:** As per accredited curriculum

### ITF202 Internet Fundamentals Using Netscape Navigator and Email
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Describe the main features of the internet; access the World Wide Web (WWW) using Netscape; search the WWW; transfer files on the WWW; access News Groups; use electronic mail.
- **Required Reading:** To be advised
- **Nominal Hours:** 20 Hours
- **Assessment:** As per accredited curriculum

### ITF205 Database Fundamentals
- **Campus:** Sunshine, Werribee, Melton, Footscray Nicholson
- **Prerequisite(s):** Nil
- **Content:** This module will provide a student with the skills and knowledge in the use of a database package to set up and maintain single table databases.
- **Required Reading:** To be advised
- **Nominal Hours:** 20 Hours
- **Assessment:** Written short answers

### ITF304 Advanced Operations—Word Processing
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Produce, format, and electronically file multiple-page word processing documents; common paragraph formatting commands; word processing tools such as find/search and replace, spell checker, grammar checker, thesaurus and page formatting options.
- **Required Reading:** To be advised
- **Nominal Hours:** 20 Hours
- **Assessment:** As per accredited curriculum

### ITF305 Advanced Operations—Spreadsheet
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Spreadsheets incorporating mathematical and financial functions and common formulae; mathematical, statistical, financial, date and logical functions; creating, saving and printing graphs; relative and absolute cell reference; spreadsheet design.
- **Required Reading:** To be advised
- **Nominal Hours:** 20 Hours
- **Assessment:** As per accredited curriculum

### ITF309 Introduction to Desktop Publishing
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** To enable a student to use the features of a desktop publisher to produce professional quality business documents.
- **Required Reading:** To be advised
- **Nominal Hours:** 20 Hours
- **Assessment:** As per accredited curriculum

### IFT413 Page and Document Design Principles
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Differentiate between types of layouts, designs and styles; select and use appropriate software and hardware; design, develop and print different types of documentation.
- **Required Reading:** To be advised
- **Nominal Hours:** 20 Hours
- **Assessment:** As per accredited curriculum

### LCTA Apply Drafting Office Administration Processes
- **Campus:** To be advised
- **Prerequisite(s):** Nil
- **Content:** This unit relates to the basic office administration duties and precautions, which are expected to be performed by a draftsperson in an office, working under limited supervision.
- **Required Reading:** To be advised
- **Nominal Hours:** 50 Hours
- **Assessment:** As per accredited curriculum
LCTB APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO PRIVATE RESIDENTIAL DWELLINGS

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to the application of construction principles conforming to Local Government regulations and complying with the provisions of Volume 2, Class 1 and 10, including relevant State variations, of the Building Code of Australia (BCA) as it applies to Private Residential Dwellings
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

LCTC CARRY OUT A SITE SURVEY OF AN EXISTING BUILDING

Campus To be advised
Prerequisite(s) LCTH Produce Working drawings for a Single Storey Private Residence
Content This unit relates to site surveying skills and practices to measure, record and interpret data from an existing building using measuring and levelling equipment and producing a measured drawing
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTD CREATE TECHNICALLY PROJECTED PRESENTATION VIEWS OF ARCHITECTURAL DESIGN CONCEPTS

Campus To be advised
Prerequisite(s) LCTN Using Sketching Presentation Techniques to Communicate Design Concepts
Content This unit deals with the knowledge and hand skills required to produce three dimensional (3D) projected presentation views of Architectural/Interior design concepts for private residential.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTE EVALUATE MATERIALS FOR CONSTRUCTION OF RESIDENTIAL DWELLINGS

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to the characteristics and quality standards of building materials giving particular emphasis to those commonly selected and used in residential buildings (past and present).
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTF PRODUCE 2D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to producing 2D architectural drawings utilising Computer Aided Drafting software under limited supervision.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

LCTG PRODUCE DRAWING DOCUMENTATION FOR PRIVATE RESIDENTIAL BUILDINGS

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to demonstrating holistically the skills and knowledge required to produce a set of drawings for Class 1 and 10 private residential buildings, that will meet the requirements of the local authority for planning and construction approval, for a nominated site.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTH PRODUCE WORKING DRAWINGS FOR A SINGLE STOREY PRIVATE RESIDENCE

Campus To be advised
Prerequisite(s) Nil
Content This unit covers the skills required to read and interpret codes, plans/specifications, and to undertake the production of architectural working drawings for new or additions to single storey residential dwellings Classes 1 and 10, complying with the Building Code of Australia (BCA), under limited supervision.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LCTK PRODUCE WORKING DRAWINGS FOR A TWO SINGLE STOREY PRIVATE RESIDENCE

Campus To be advised
Prerequisite(s) LCTH Produce Working drawings for a Single Storey Private Residence
Content This unit covers the skills required to read and interpret codes, plans/specifications, and to undertake the production of architectural working drawings for new or additions for two storey residential dwellings Classes 1 and 10 complying with the Building Code of Australia (BCA) under limited supervision.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LCTL PROVIDE DESIGN SOLUTIONS FOR PRIVATE RESIDENTIAL DWELLINGS

Campus To be advised
Prerequisite(s) LCTN Using Sketching Presentation Techniques to communicate design concepts; LCTM Provide Design Solutions for Small Residential Living Units.
Content This unit relates to creating design solutions for Class 1 and 10 private residential dwellings, under limited supervision, and presenting them as design drawings from which construction documentation can be derived
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
LCTM PROVIDE DESIGN SOLUTIONS FOR SMALL RESIDENTIAL LIVING UNITS
Campus To be advised
Prerequisite(s) Nil
Content This unit relates to creating design solutions, under supervision, for small residential living units restricted to Class 1 and 10 and a maximum area of 120m², and presenting them as design drawings from which other construction documentation can be commenced.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

LCTT DETERMINE REQUIRED SERVICES, LAYOUT AND CONNECTION METHODS TO COMMERCIAL BUILDINGS
Campus To be advised
Prerequisite(s) LCTB Apply Principles of Construction Technology to Private Residential Dwellings; LCTE Evaluate materials for construction of Residential Dwellings
Content This unit relates to identifying services, drawings and specifications and determining service requirements for residential, industrial and commercial building projects complying with the provisions of the Building Code of Australia (BCA) and relevant Australian Standards.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTN USING SKETCHING PRESENTATION TECHNIQUES TO COMMUNICATE DESIGN CONCEPTS
Campus To be advised
Prerequisite(s) Nil
Content This unit deals with the knowledge and hand skills required to produce, under supervision, sketches and selected renderings of architectural/interior design elements and concepts for private residential dwellings.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTP APPLY DRAFTING OFFICE PROJECT ADMINISTRATION PROCESSES
Campus To be advised
Prerequisite(s) LCTA Apply Drafting Office Administration Processes
Content This unit relates to the Project responsibilities, administration duties and precautions, which are expected to be performed by an architectural para-professional drafts person, working under minimal supervision.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTR APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO TYPE 'B' AND 'C' COMMERCIAL BUILDINGS
Campus To be advised
Prerequisite(s) LCTB Apply Principles of Construction Technology to Private Residential Dwellings; LCTE Evaluate materials for construction of Residential Dwellings
Content This unit relates to the application of construction principles, methods and standards complying with the provisions of Volume 1, Class 2 to Class 9 of the Building Code of Australia (BCA) commonly used in Residential, Industrial and Commercial Type “B” and “C” buildings.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

LCTY PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE 'B' BUILDING PROJECTS
Campus To be advised
Prerequisite(s) LCTZ Produce commercial working drawings for Type 'C' Building Projects
Content This unit covers the skills required to read and interpret codes, plans/specifications, and to undertake the production of architectural working drawings of Class 2 to Class 9 complying with the Building Code of Australia (BCA) for residential, commercial and industrial Type “B” buildings.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum
LCTZ PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE ‘C’ BUILDING PROJECTS

Campus To be advised
Prerequisite(s) ALL core units in the Certificate IV in Residential Drafting, except LCTG Produce drawing documentation for Private Residential Buildings
Content This unit covers the skills required to read and interpret codes, plans/specifications and to undertake the production of architectural working drawings of Class 2 to Class 9 complying with the Building Code of Australia (BCA) for residential, commercial and industrial Type “C” buildings.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LCWA PRODUCE DIGITAL RENDERINGS OF ARCHITECTURAL 3D CAD DRAWINGS

Campus To be advised
Prerequisite(s) LCTX Produce 3D Architectural Drawings using CAD Software
Content This unit relates to the production of a range of digitally rendered presentation drawings of 3D architectural CAD models utilising specialist rendering software.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

LCWB PRODUCE DRAWING DOCUMENTATION FOR A COMMERCIAL BUILDING

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to demonstrating holistically the skills and knowledge required to produce a set of drawings for a Type “B”, class 2 to 9 commercial, industrial or residential building, that will meet the requirements of the local authority for planning and construction approval, for a nominated site.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

LCWC PROVIDE DESIGN SOLUTIONS FOR TYPE ‘C’ BUILDINGS

Campus To be advised
Prerequisite(s) ALL core units in the Certificate IV in Residential Drafting, except LCTG Produce drawing documentation for Private Residential Buildings
Content This unit relates to creating design solutions for Type “C” Classification 2 to 9 commercial, industrial or residential buildings, and presenting them as design drawings from which construction documentation can be derived.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCWD PROVIDE DESIGN SOLUTIONS FOR TYPE ‘B’ BUILDINGS

Campus To be advised
Prerequisite(s) LCWC Provide Design Solutions for Type ‘C’ Buildings
Content This unit relates to creating design solutions for Type “B” Classification 2 to 9 commercial, industrial or residential buildings, and presenting them as design drawings from which construction documentation can be derived.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCWE APPLY PRINCIPLES OF DESIGN, DOCUMENTATION AND PROJECT ADMINISTRATION TO BUILDINGS

Campus To be advised
Prerequisite(s) Attainment of the Diploma of Building Design and Technology
Content This unit relates to the application of design, design resolution, contract documentation and project administration principles, methods and standards complying with the provisions of the Building Code of Australia (BCA) for all buildings up to and including Type A Construction. (This unit is intended to cover the competencies required to perform the typical role of a Project Team Leader on a large job in a medium to large office).
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

LCWF UNDERTAKE RESEARCH FOR A BUILDING DESIGN RELATED PROJECT

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to the development of skills and knowledge to design, execute and document the research for a building design related project.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

LCWN APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO ONE OR TWO STOREY BUILDINGS

Campus To be advised
Prerequisite(s) Where related units form an integral part of workplace responsibilities and roles, these units should be co-assessed.
Content Determine from plans and specifications, size, span and spacing of structural members for ceiling and roof framing; Determine from plans and specifications the permanent wind bracing requirements for nominated design gust wind speeds; Determine from plans and specifications the size, span and spacing of structural members for timber wall frames; Determine from plans and specifications the size, span and spacing of structural members for time stumps, floor bearers and joists.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

LCWO APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO TWO OR THREE STOREY BUILDINGS

Campus To be advised
Prerequisite(s) Where related units form an integral part of workplace responsibilities and roles, these units should be co-assessed.
Content Determine from plans and specifications, size, span and spacing of structural members for ceiling and roof framing; Determine from plans and specifications the permanent wind bracing requirements for nominated design gust wind speeds; Determine from plans and specifications the size, span and spacing of structural members for timber wall frames; Determine from plans and specifications the size, span and spacing of structural members for time stumps, floor bearers and joists.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

LCWP APPLY PRINCIPLES OF TIMBER BRACING DESIGN TO THREE OR MORE STOREY BUILDINGS

Campus To be advised
Prerequisite(s) Where related units form an integral part of workplace responsibilities and roles, these units should be co-assessed.
Content Determine from plans and specifications, size, span and spacing of structural members for ceiling and roof framing; Determine from plans and specifications the permanent wind bracing requirements for nominated design gust wind speeds; Determine from plans and specifications the size, span and spacing of structural members for timber wall frames; Determine from plans and specifications the size, span and spacing of structural members for time stumps, floor bearers and joists.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

LCWQ APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO PRECAST CONSTRUCTION

Campus To be advised
Prerequisite(s) Where related units form an integral part of workplace responsibilities and roles, these units should be co-assessed.
Content Determine from plans and specifications, size, span and spacing of structural members for ceiling and roof framing; Determine from plans and specifications the permanent wind bracing requirements for nominated design gust wind speeds; Determine from plans and specifications the size, span and spacing of structural members for timber wall frames; Determine from plans and specifications the size, span and spacing of structural members for time stumps, floor bearers and joists.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

LCWR UNDERTAKE RESEARCH FOR A BUILDING DESIGN RELATED PROJECT

Campus To be advised
Prerequisite(s) Nil
Content This unit relates to the development of skills and knowledge to design, execute and document the research for a building design related project.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

LCWS APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO CONCRETE BUILDINGS

Campus To be advised
Prerequisite(s) Where related units form an integral part of workplace responsibilities and roles, these units should be co-assessed.
Content Determine from plans and specifications, size, span and spacing of structural members for ceiling and roof framing; Determine from plans and specifications the permanent wind bracing requirements for nominated design gust wind speeds; Determine from plans and specifications the size, span and spacing of structural members for timber wall frames; Determine from plans and specifications the size, span and spacing of structural members for time stumps, floor bearers and joists.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

LCWT APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO METAL BUILDINGS

Campus To be advised
Prerequisite(s) Where related units form an integral part of workplace responsibilities and roles, these units should be co-assessed.
Content Determine from plans and specifications, size, span and spacing of structural members for ceiling and roof framing; Determine from plans and specifications the permanent wind bracing requirements for nominated design gust wind speeds; Determine from plans and specifications the size, span and spacing of structural members for timber wall frames; Determine from plans and specifications the size, span and spacing of structural members for time stumps, floor bearers and joists.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

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<th>Code</th>
<th>Title</th>
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<td>ACCESS LEARNING OPPORTUNITIES</td>
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<td>FOLLOW DEFINED OHS POLICIES AND PROCEDURES</td>
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<td>20 Hours</td>
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<td>WORK EFFECTIVELY IN LOCAL GOVERNMENT CONTEXT</td>
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<td>60 Hours</td>
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<td>WORK WITH OTHERS IN LOCAL GOVERNMENT</td>
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<td>40 Hours</td>
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<td>40 Hours</td>
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<td>DEVELOP, IMPLEMENT AND REVIEW OPERATIONAL PLANS</td>
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<td>To be advised</td>
<td>40 Hours</td>
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<td>PROMOTE AND FACILITATE ORGANISATIONAL PERFORMANCE</td>
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<td>PROMOTE COUNCIL'S MISSION AND SERVICES</td>
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</tbody>
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LMTPLRA01A COLLECT, RECEIVE AND SORT PRODUCT
Campus To be advised
Prerequisite(s) To be advised
Content Receive product; Classify soiled product; Remove foreign objects and return lost property; Carry out preparation procedures.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

LMTQAGN01A APPLY QUALITY STANDARDS
Campus To be advised
Prerequisite(s) To be advised
Content Assess own work; Assess quality of received component parts; Measure parts; Record information on production indicator; Investigate causes of quality deviations.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

MEM1.1FA UNDERTAKE INTERACTIVE WORKPLACE COMMUNICATION
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Communicate information about tasks, processes, events or skills; Take part in group discussion to achieve appropriate work outcomes; Represent views of group to others.
Required Reading To be advised
Unit Weight Points 0-2 Points
Assessment As per endorsed training package

MEM1.2FA APPLY PRINCIPLES OF OH&S IN A WORK ENVIRONMENT
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Follow safe work practices; Report workplace hazards; Follow emergency procedures.
Required Reading To be advised
Unit Weight Points 0-2 Points
Assessment As per endorsed training package

MEM1.3FA APPLY QUALITY PROCEDURES
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Take responsibility for own quality; Apply standard procedures of workplace quality to own job.
Required Reading To be advised
Unit Weight Points 0-2 Points
Assessment As per endorsed training package

MEM1.4FA PLAN TO UNDERTAKE A ROUTINE TASK
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify task requirements; Plan steps required to complete tasks; Review plan.
Required Reading To be advised
Unit Weight Points 0-2 Points
Assessment As per endorsed training package

MEM2.0C5A 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

MEM2.1C5A 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

MEM2.3C5A 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

MEM2.4C5A 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

MEM2.5C5A 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

MEM2.6C5A 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

MEM2.8C10A Perform Computations – Basic
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Perform basic mathematical computations.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.9C10A Perform Computations – Advanced
Campus Footscray Nicholson.
Prerequisite(s) MEM2.8C10A Perform Computations.
Content Perform more advanced mathematical computations.
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) MEM2.7C10A Perform Computations – Basic, MEM2.8C10A Perform Computations.
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 APPLY QUALITY SYSTEMS
Campus Footscray Nicholson.
Prerequisite(s) MEM2.3C5A Perform Mathe
Content Apply quality systems.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package
MEM2.2C11A ORGANISE AND ANALYSE INFORMATION
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Access information and/or records; Give verbal and/or written reports.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.3C11B OPERATE IN A WORK BASED TEAM ENVIRONMENT
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine team role and scope; Identify own role and responsibility within a team; Plan team activities; Operate as a team member.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.4C11A ASSIST IN THE PROVISION OF ON-THE-JOB TRAINING
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine role of on-the-job training; Provide on-the-job training; Report on trainee performance.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.5C11A MEASURE WITH GRADUATED DEVICES
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Use a range of graduated devices to measure/determine dimensions or variables; Maintain graduated devices.
Required Reading To be advised
Unit Weight Points 20 Hours
Assessment As per endorsed training package

MEM2.6C10A PLAN A COMPLETE ACTIVITY
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify activity requirements; Plan process to complete activity; Modify plan.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM2.7C10A PERFORM COMPUTATIONS
Campus Footscray Nicholson.
Prerequisite(s) MEM2.7C10 Perform Computations – Basic.
Content Estimate approximate answers; Perform basic calculations involving percentages; Apply the four basic rules to algebraic expression; Perform basic calculations involving proportions; Interpret charts and graphs; Produce charts and graphs from given information.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.8C10A PERFORM COMPUTER OPERATIONS
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify uses of computers in the workplace; Access information using computers; Input data correctly into a computer; Output data using a computer system.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM3.1A AA MANUAL PRODUCTION ASSEMBLY
Campus To be advised
Prerequisite(s) To be advised
Content Read and understand job sheets; Select assembly equipment and components; Assemble components; Perform tests; Protect assembly from damage.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM3.2AA PRECISION ASSEMBLY
Campus To be advised
Prerequisite(s) To be advised
Content Read and understand job sheets; Select and use assembly tools and equipment; Assemble engineering components; Adjust mechanical assemblies; Protect assembly from damage.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM5.10A AA UNDERTAKE FABRICATION, FORMING, BENDING AND SHAPING
Campus To be advised
Prerequisite(s) Nil
Content Select and set up forming/shaping equipment for a specific operation; Operate forming/shaping equipment; Forming and shaping material.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM5.11AB ASSEMBLE FABRICATED COMPONENTS
Campus To be advised
Prerequisite(s) Nil
Content Identify assembly method and construct jigs if required; Ensure all components for assembly are available; Select tools and fixtures for fabrication assembly; Assemble fabricated components.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

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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>Unit Weight Points</th>
<th>Assessment</th>
<th>Nominal Hours</th>
<th>Assessment</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5.12AB</td>
<td>PERFORM ROUTINE MANUAL METAL ARC WELDING</td>
<td>Footscray Nicholson</td>
<td>Nil</td>
<td>Determine weld requirement; Prepare materials for welding; Select welding machine settings, electrodes and/or wire; Perform routine welding</td>
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<td>4 Points</td>
<td>As per endorsed training package</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>MEM5.13AB</td>
<td>PERFORM MANUAL PRODUCTION WELDING</td>
<td>To be advised</td>
<td></td>
<td>Tack and/or weld material using appropriate welding process.</td>
<td></td>
<td>2 Points</td>
<td>As per endorsed training package</td>
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</tr>
<tr>
<td>MEM5.14AB</td>
<td>MONITOR QUALITY OF PRODUCTION WELDING/ FABRICATIONS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Monitor quality of welded products; Initiate testing when required; Undertake procedure's reporting.</td>
<td></td>
<td>2 Points</td>
<td>As per endorsed training package</td>
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<tr>
<td>MEM5.15AB</td>
<td>WELD USING MANUAL METAL ARC WELDING PROCESS</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td></td>
<td>6 Points</td>
<td>As per endorsed training package</td>
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</tr>
<tr>
<td>MEM5.16AB</td>
<td>PERFORM ADVANCED WELDING USING MANUAL METAL ARC WELDING PROCESS</td>
<td>To be advised</td>
<td></td>
<td>Select welding settings and electrodes; Assemble welding equipment; Weld joints to meet quality as described in Australian Standard 1554 Structural Purpose or equivalent; Inspect welds; Correct faults; Maintain weld records.</td>
<td></td>
<td>8 Points</td>
<td>As per endorsed training package</td>
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<tr>
<td>MEM5.17AB</td>
<td>WELD USING GAS METAL ARC WELDING PROCESS</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td></td>
<td>6 Points</td>
<td>As per endorsed training package</td>
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<tr>
<td>MEM5.18AB</td>
<td>PERFORM ADVANCED WELDING USING GAS METAL ARC WELDING PROCESS</td>
<td>To be advised</td>
<td></td>
<td>Select welding settings and electrodes; Assemble welding equipment; Weld joints to code requirements using GMAW; Assess weld quality and rectify faults.</td>
<td></td>
<td>8 Points</td>
<td>As per endorsed training package</td>
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<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 by correct process to Australian Standard 1554 General Purpose; Inspect joints; Correct faults.</td>
<td></td>
<td>8 Points</td>
<td>As per endorsed training package</td>
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<tr>
<td>MEM5.20AB</td>
<td>PERFORM ADVANCED WELDING USING GASTUNGSTEN ARC WELDING PROCESS</td>
<td>To be advised</td>
<td></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></td>
<td>6 Points</td>
<td>As per endorsed training package</td>
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<tr>
<td>MEM5.21AB</td>
<td>WELD USING OXYACETYLENE WELDING PROCESS (OAW) FUEL GAS WELDING</td>
<td>To be advised</td>
<td>Nil</td>
<td>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 GP or equivalent; Inspect welds; Correct welds.</td>
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<td>4 Points</td>
<td>As per endorsed training package</td>
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<tr>
<td>MEM5.22AB</td>
<td>PERFORM ADVANCED WELDING USING GASTUNGSTEN ARC WELDING PROCESS</td>
<td>To be advised</td>
<td></td>
<td>Prepare materials for welding; Select welding settings and consumables; Assemble welding equipment; Weld joints to Australian Standard 1554 Structural Purpose; Inspect welds; Correct faults; Maintain weld records.</td>
<td></td>
<td>8 Points</td>
<td>As per endorsed training package</td>
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<tr>
<td>MEM5.23AB</td>
<td>WELD USING OXYACETYLENE WELDING PROCESS (OAW) FUEL GAS WELDING</td>
<td>To be advised</td>
<td>Nil</td>
<td>Prepare materials for welding; Select welding settings and electrodes; 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></td>
<td>6 Points</td>
<td>As per endorsed training package</td>
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<tr>
<td>MEM5.24AB</td>
<td>WELD USING OXYACETYLENE WELDING PROCESS (OAW) FUEL GAS WELDING</td>
<td>To be advised</td>
<td></td>
<td>Prepare materials for welding; Select welding settings and electrodes; 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></td>
<td>4 Points</td>
<td>As per endorsed training package</td>
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</tr>
</tbody>
</table>

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MEM5.22AB PERFORM ADVANCED WELDING USING OXYACETYLENE WELDING PROCESS (OAW)
Campus To be advised
Prerequisite(s) Nil
Content Select weld equipment and consumables; Assemble weld equipment; Weld joints to Australian 1554 SP or equivalent; Inspect welds; Correct faults; Maintain weld records.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM5.23AB WELD USING SUBMERGED ARC WELDING PROCESS
Campus To be advised
Prerequisite(s) Nil
Content Prepare material for welding; Select weld machine settings and consumables; Assemble and set up welding equipment; Identify distortion prevention methods; Weld joints using submerged arc by correct process; Inspect welds; Correct faults; Maintain weld records.
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MEM5.24BA PERFORM WELDING SUPERVISION
Campus To be advised
Prerequisite(s) Nil
Content Prepare and determine welding procedure; Qualify welders to required procedures; Monitor/maintain quality assurance and safety procedures; Prepare documents; Arrange for non-destructive testing and destructive testing.
Required Reading To be advised
Unit Weight Points 12 Points
Assessment As per endorsed training package

MEM5.25BA PERFORM WELDING/ FABRICATION INSPECTION
Campus To be advised
Prerequisite(s) Nil
Content Select and organise/conduct appropriate non-destructive test procedures or verify previous test procedures; Establish welding procedure; Validate welding procedures; Ensure quality assurance procedures are carried out; Monitor procedures in progress.
Required Reading To be advised
Unit Weight Points 12 Points
Assessment As per endorsed training package

MEM5.26AA APPLY WELDING PRINCIPLES
Campus To be advised
Prerequisite(s) Nil
Content Apply all statutory and regulatory requirements to welding procedures; Interpret all welding terms, codes and symbols; Determine the effects of heat treatment on metal in relation to welding; Identify the logical sequence of events involved in planning a welding operation.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM5.36AB REPAIR/ REPLACE/ MODIFY FABRICATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Assess and process repair/replacement/modification requirement; Assess and process material requirements; Prepare materials; Repair/replacement or modification carried out; Repair, replacements and/or modification finished and inspected.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM5.37AA GEOMETRIC DEVELOPMENT
Campus To be advised
Prerequisite(s) Nil
Content Transfer dimensions from a detail drawing to work; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of materials from detail drawings.
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MEM5.38AA ADVANCED GEOMETRIC DEVELOPMENT - CYLINDRICAL/ RECTANGULAR
Campus To be advised
Prerequisite(s) Nil
Content Mark off/out; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of materials from engineering drawings.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.39AA ADVANCED GEOMETRIC DEVELOPMENT - CONICAL
Campus To be advised
Prerequisite(s) Nil
Content Mark off/out; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of materials from engineering drawings.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.33AA SOFT SOLDERING (BASIC)
Campus To be advised
Prerequisite(s) To be advised
Content Identify job requirements; Undertake soft soldering.
Required Reading To be advised
Nominal Hours 2 Points
Assessment As per accredited curriculum

MEM5.40AA ADVANCED GEOMETRIC DEVELOPMENT - TRANSITION
Campus To be advised
Prerequisite(s) Nil
Content Mark off/out; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of material from engineering drawings.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

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MEM5.4AA WELD USING POWDER FLAME SPRAYING
Campus To be advised
Prerequisite(s) Nil
Content Prepare work for spray welding; Select spray welding equipment and powders; Inspect spray welding equipment; Select spray welding equipment and powders; Inspect spray welding equipment and powders.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.4AB PERFORM ROUTINE OXYACETYLENE WELDING (FUEL GAS WELDING)
Campus To be advised
Prerequisite(s) Nil
Content Prepare materials for welding; Assemble and set up welding equipment; Select welding equipment, setting and consumables.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.5AA CARRY OUT MECHANICAL CUTTING
Campus To be advised
Prerequisite(s) Nil
Content Determine job requirements; Select/set up machine tooling; Operate mechanical cutting machine; Check material for conformance to specification.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.6AA PERFORM BRAZING AND/ OR SILVER SOLDERING
Campus To be advised
Prerequisite(s) Nil
Content Prepare materials and equipment; Braze and/or silver solder; Inspect joint.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.7AB MANUAL HEATING AND THERMAL CUTTING
Campus To be advised
Prerequisite(s) Nil
Content Assemble/disassemble plant, equipment for manual heating, thermal cutting and gouging; Operate heating and/or thermal cutting and gouging equipment.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.8AB ADVANCED MANUAL THERMAL CUTTING GOUGING AND SHAPING
Campus To be advised
Prerequisite(s) Nil
Content Assemble/disassemble plant, equipment for manual thermal cutting, gouging and shaping; Select equipment settings and consumables; Operate hand held thermal cutting and shaping equipment.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.9AB AUTOMATED THERMAL CUTTING
Campus To be advised
Prerequisite(s) To be advised
Content Set up material; Set up and use automated cutting machine; Use automated thermal cutting machine.
Required Reading To be advised
Nominal Hours 2 Points
Assessment As per accredited curriculum

MEM6.3AB CARRY OUT HEAT TREATMENT
Campus To be advised
Prerequisite(s) To be advised
Content Determine requirements of job; Select heat treatment equipment; Set up equipment; Work safely with hot metals; Heat treat material; Identify hazardous conditions.
Required Reading To be advised
Nominal Hours 6 Points
Assessment As per accredited curriculum

MEM6.4AA SELECT HEAT TREATMENT PROCESSES AND TEST FINISHED PRODUCT
Campus To be advised
Prerequisite(s) To be advised
Content Determine requirements of job; Maintain documentation of jobs; Test material.
Required Reading To be advised
Nominal Hours 6 Points
Assessment As per accredited curriculum

MEM6.7AA PERFORM BASIC INCIDENTAL HEAT/ QUENCHING, TEMPERING, AND ANNEALING
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine job requirements; Setup equipment for heat/quenching tempering and annealing; Operate heating equipment.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM7.30AA PERFORM TOOL AND CUTTER GRINDING OPERATIONS
Campus Footscray Nicholson.
Prerequisite(s) MEM2.13C5A Perform mathematical computations, MEM5.7A Perform general machining, MEM5.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM12.3A Precision mechanical measurement.
Content Observe safety precautions; Identify inserts from International Standard Organisation standards; Perform complex milling; Operate hand held thermal cutting and shaping equipment.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM7.1AA COMPLEX MILLING OPERATIONS
Campus Footscray Nicholson.
Prerequisite(s) MEM2.13C5A Interpret technical drawing, MEM18.1A Use hand tools, MEM12.3A Interpret technical drawing, MEM12.3A Precision mechanical measurement.
Content Setup work; Identify inserts from International Standard Organisation standards; Perform complex milling.
MEM7.2AA 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

MEM7.2AA 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/ PLAINING/ SLOTTING OPERATION

Campus Footscray Nicholson.

Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.

Content Observe safety precautions; Determine job requirements; Perform precision shaping operations; Perform precision planing operations; Perform precision slotting operations; Check component for conformance to specification.

Required Reading To be advised

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM7.5AA PERFORM GENERAL MACHINING

Campus Footscray Nicholson.

Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.

Content Determine job requirements; Determine sequence of operations; Perform machining operations; Measure components; Adjust and maintain machine.

Required Reading To be advised

v 8 Points

Assessment As per endorsed training package
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 drawing; Interpret specifications and select material, components and/or assemblies.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM9.7AA 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

MEM9.8AA 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 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 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 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 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 per accredited curriculum

MEM12.1AA USE COMPARISON & BASIC MEASURING DEVICES
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Select and use comparison and/or basic measuring devices; Maintain comparison and/or basic measuring devices.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM12.3AA PRECISION MECHANICAL MEASUREMENT
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Use precision measuring equipment; Set comparative measuring devices; Maintain precision equipment.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

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### MEM12.6AA MARK OUT/OFF (GENERAL ENGINEERING)

**Campus** Footscray Nicholson.  
**Prerequisite(s)** MEM9.2A Interpret Technical Drawing.  
**Content** Determine job requirements; Transfer dimension; Make templates as required.  
**Required Reading** To be advised  
**Unit Weight Points** 4 Points  
**Assessment** As per endorsed training package

### MEM12.7AA MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Transfer dimensions from a detail drawing to work; Make templates as required; Develop patterns and/or transfer measurements to structure; Interpret relevant codes, standards and symbols; Estimate quantities of materials from detail drawings.  
**Required Reading** To be advised  
**Unit Weight Points** 2 Points  
**Assessment** As per accredited curriculum

### MEM13.1AA PERFORM EMERGENCY FIRST AID

**Campus** To be advised  
**Prerequisite(s)** Nil  
**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)** To be advised  
**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

MEM18.19BAB MAINTAIN PNEUMATIC SYSTEM COMPONENTS
Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components.
Content Check pneumatic system components; Identify, repair/replace faulty pneumatic system components.
Required Reading To be advised
Unit Weight Points 60 Hours
Assessment As per endorsed training package

MEM18.19AA MAINTAIN & REPAIR PNEUMATIC SYSTEMS
Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components, MEM18.55A Dismantle, replace & assemble engineering components, MEM18.18A Maintain pneumatic systems.
Content Undertake preventative maintenance checks/adjustments on pneumatic systems; Undertake fault finding on pneumatic systems; Repair and/or overhaul pneumatic systems; Recommission pneumatic systems.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.20AA MAINTAIN AND REPAIR HYDRAULIC SYSTEMS
Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use tools for precision work, 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 systems.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.22AA USE HAND TOOLS/ HAND HELD OPERATIONS
Campus To be advised
Prerequisite(s) Nil
Content Use power tools.
Required Reading To be advised
Unit Weight Points 20 Hours
Assessment As per endorsed training package

MEM18.33AB USE TOOLS FOR PRECISION WORK
Campus Footscray Nicholson.
Prerequisite(s) MEM18.2A Use Hand Power Tools.
Content Use tools to produce precision work to specifications; Tools and equipment stored appropriately.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.55A BEARINGS-FAULT DIAGNOSE, INSTALLATION & REMOVAL
Campus Footscray Nicholson.
Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hand Power Tools, MEM18.3A Use Tools for Precision Work, 18.55A.
Content Perform routine bearing checks during operation and non-operation; Diagnose bearing faults; Identify bearing requirements for replacement or installation; Remove bearings; Install plain bearings; Install anti-friction bearings.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.20AB MAINTAIN HYDRAULIC SYSTEM COMPONENTS
Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components.
Content Check hydraulic system components; Identify, repair/replace faulty hydraulic system components.
Required Reading To be advised
Unit Weight Points 80 Hours
Assessment As per endorsed training package

MEM18.21AA MAINTAIN AND REPAIR HYDRAULIC SYSTEMS
Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use and tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components, MEM18.20A Maintain hydraulic systems.
Content Undertake preventative maintenance checks/adjustments on hydraulic systems; Undertake fault finding on hydraulic systems; Repair and/or overhaul hydraulic system; Recommission hydraulic system.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.24AA DISMANTLE, REPLACE & ASSEMBLE ENGINEERING 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 Dismantle engineering components; Identify faulty components; Select replacement components; Assemble engineering components into assemblies or sub-assemblies.
Required Reading To be advised
Unit Weight Points 3 Points
Assessment As per endorsed training package
MEM18.9A DISMANTLE/ REPAIR/ REPLACE/ ASSEMBLE & FIT ENGINEERING COMPONENTS

Campus Footscray Nicholson.
Prerequisite(s) MEM2.5C1A 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, MEM18.5A Dismantle, Replace & Assemble Engineering Components.
Content Dismantle and inspect engineering components; Repair/Replace faulty components; Manufacture parts/components; Fit engineering components into assemblies or sub-assemblies
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MPM021 PURCHASING AND INVENTORY
FUNDAMENTALS

Campus To be advised
Prerequisite(s) To be advised
Content The role of the purchasing function; Select a source that satisfies requisite needs and organisational requirements; Place a purchase order; Select an alternative method to placing a purchase order; Select a purchasing agreement; Supplier performance systems; Describe the relationship between Purchasing and Accounting functions; compare the major methods of inventory tracking and holding strategies.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum.

MPM022 PURCHASING POLICY

Campus To be advised
Prerequisite(s) To be advised
Content The purchasing function's role in achieving organisational objectives; Develop policy and procedures for the purchasing function that satisfies organisational requirements; Performance measures to monitor the purchasing function; New purchasing agreements; Purchase requisites from overseas sources; Develop a mission statement for the Purchasing Unit.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum.

MTMMP4B FOLLOW SAFE WORK POLICIES AND PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Fulfil OH&S responsibilities and recognise the OH&S responsibilities of key personnel; Follow workplace OH&S policies and procedures; Follow legal provisions related to OH&S; Contribute to OH&S; Follow workplace requirements for hazard identification and risk control; Follow emergency procedures; Operate machinery safely.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

MTMMP5B COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to maintenance and improvement of workplace operations and requirements; Identify key personnel in the workplace; Contribute to positive workplace relations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

MTMMP6B OVERVIEW THE MEAT INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to awareness of the meat industry; Apply meat industry policies; Follow meat industry employment agreement provisions; Identify appropriate organisations and associations; Follow meat industry employment opportunity (EEO) legislative requirements; Demonstrate awareness of environmental issues in the meat industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
**MTMMP70B PARTICIPATE IN OCCUPATIONAL HEALTH AND SAFETY RISK CONTROL PROCESS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Participate in workplace inspections; Participate in OH&S risk control process; Monitor implementation of safe work practices; Assist development of safe work practices; Contribute to participative arrangements for the management of OH&S; Contribute to workplace rehabilitation program as appropriate.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

**MTMMP72B FACILITATE HYGIENE AND SANITATION PERFORMANCE**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Interpret statutory and workplace requirements relating to hygiene and sanitation; Monitor hygiene and sanitation performance; Respond to hygiene and sanitation problems.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

**NAP710 FINANCIAL ACCOUNTING APPLICATIONS 1**

**Campus** To be advised  
**Prerequisite(s)** NOS219 Accounting – Basic Reports.  
**Content** Basic management reports and analysis; Incomplete/single entry systems; one-write systems; Not-for-profit organisations.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

**NAP719 ACCOUNTING FOR NON-ACCOUNTANTS**

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Accounting concepts; Debits and credits; Double entry bookkeeping Accounting reports; Limitations of reports; The accounting standard setting process; Analysis of reports; Job and process costing; Incremental and cost-volume-profit analysis; Capital investment decisions; Budgeting process.  
**Required Reading** To be advised  
**Nominal Hours** 51-68 Hours  
**Assessment** A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

**NAP720 BUSINESS MATHEMATICS**

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Application of percentages; Simple and compound interest; Present and future value of annuities; Depreciation; Straight line graphs.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

**NAP721 BUSINESS STATISTICS**

**Campus** To be advised  
**Prerequisite(s)** NAP720 Business Mathematics.  
**Content** Interpret and use statistical techniques in a variety of business activities; Visual presentation of data; Measures of central tendency and dispersion; Correlation and regression; Elementary probability; The normal distribution; Sampling; Index numbers; Time series and trend analysis.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

**NAP722 ECONOMICS FOR BUSINESS**

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** The economic problem – basic concepts; Supply and demand; Markets; The financial sector; The international sector; Macro-economic model of the economy; Economic fluctuations and policies; Micro-economic reform.  
**Required Reading** To be advised  
**Nominal Hours** 51-68 Hours  
**Assessment** A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

**NAP723 MARKETING & PLANNING FOR SMALL BUSINESS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Develop a written business plan to enable a business to reach its maximum potential in a competitive environment including: Planning for small business success; Small business marketing; and Business plans for small business.  
**Required Reading** To be advised  
**Nominal Hours** 54 Hours  
**Assessment** As per accredited curriculum

**NAP750 COMMERCIAL LAW PRINCIPLES**

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Origins of law, Civil liability, Legal entities and business names, Negotiable instruments; Financial Transactions; Reports; Act.  
**Required Reading** To be advised  
**Nominal Hours** 35-40 Hours  
**Assessment** A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

**NAP752 CONTRACT LAW**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** To provide the participant with the knowledge of basic contract law and a selection of speciality contracts applicable within recreation organisation.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum
NAP757 INCOME TAX LAW FOR ACCOUNTANTS

Campus To be advised
Prerequisite(s) To be advised
Content Introduction to Income Tax Law; Assessable & exempt income; Allowable deductions; Depreciation; Trading Stock; Rebates; Calculation of Tax Payable; Provisional Tax; Clubs and societies.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

NBB01 COMMUNICATION AND INDUSTRIAL RELATIONS (PART 1 - COMMUNICATIONS)

Campus To be advised
Prerequisite(s) Nil
Content Assist to communicate more effectively, both orally and in writing, with the emphasis on their vocational area.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB01 COMMUNICATION AND INDUSTRIAL RELATIONS (PART 2 - INDUSTRIAL RELATIONS)

Campus To be advised
Prerequisite(s) Nil
Content Introduction to the concepts and processes of industrial relations; introduction to the metals and engineering industry and its future direction and the career paths open to them.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB02 OCCUPATIONAL HEALTH & SAFETY

Campus To be advised
Prerequisite(s) Nil
Content An overview and legal requirements of Occupational Health and Safety in an engineering environment.
Required Reading To be advised
Nominal Hours 20-80 Hours
Assessment As per accredited curriculum

NBB05 QUALITY CONCEPTS

Campus To be advised
Prerequisite(s) Nil
Content To enable students who intend to work in the metal and engineering industry, particularly, manufacturing to operate effectively within a structured quality system
Required Reading To be advised
Nominal Hours 20-80 Hours
Assessment As per accredited curriculum

NBB06 MACHINING

Campus To be advised
Prerequisite(s) Nil
Content Develop fundamental machining skills.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB07 HAND AND POWER TOOLS

Campus To be advised
Prerequisite(s) Nil
Content Develop fundamental skills and knowledge in the use of hand and power tools.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB08 ELECTRICAL FUNDAMENTALS

Campus Sunshine.
Prerequisite(s) To be advised
Content This module aims to provide the student with the knowledge and skills to develop fundamental electrical concepts and principles.
Required Reading To be advised
Nominal Hours 40-80 Hours
Assessment Short progressive tests. Practical exercises.

NBB09 WELDING AND THERMAL CUTTING

Campus To be advised
Prerequisite(s) Nil
Content An overview of a range of welding processes, develop fuel gas cutting skills and apply basic welding techniques.
Required Reading To be advised
Nominal Hours 40-80 Hours
Assessment As per accredited curriculum

NBB10 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

NBB11 MECHANICAL COMPONENTS

Campus To be advised
Prerequisite(s) Nil
Content Develop a sound understanding of the principles involved in the mechanical transmission of energy and major applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB12 ENGINEERING DRAWING INTERPRETATION 1

Campus To be advised
Prerequisite(s) Nil
Content An overview of engineering drawings and develops the skills and knowledge associated with the reading and interpretation of technical drawings, the application of geometric construction and the detailing of components by freehand sketching.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
NBB4 INTRODUCTION TO ELECTRICITY AND ELECTRONICS

Campus To be advised
Prerequisite(s) Nil
Content Demonstrate a knowledge of basic electricity; Describe how a simple electrical circuit operates; Determine the voltage, current, resistance and power dissipated in simple two component series circuits and simple two path parallel and series-parallel circuits; Describe how electricity is distributed in buildings and premises; Identify and describe the system level function of varies electrical/electronic devices used to power and control machinery and plant equipment.
Required Reading To be advised
Nominal Hours 20
Assessment As per accredited curriculum

NCS001 WORKPLACE COMMUNICATION

Campus Sunshine.
Prerequisite(s) Nil
Content Simple and routine information using the telephone; Face to face interaction; Document storage; Simple and routine instructions in the workplace; Participate in small informal work groups; Interaction with client, within and external to the organisation; Simple routine matters; Using the telephone and face-to-face contact.
Required Reading To be advised
Nominal Hours 20-80 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS002 WRITING SKILLS FOR WORK

Campus Sunshine.
Prerequisite(s) Nil
Content Competency based training in communication skills to write simple work related documents.
Required Reading To be advised
Nominal Hours 20-80 Hours
Assessment As per accredited curriculum

NCS003 JOB SEEKING SKILLS

Campus To be advised
Prerequisite(s) Nil
Content Employment opportunities; Job applications and preparation; Interview techniques; Personal performance evaluation.
Required Reading To be advised
Nominal Hours 20-80 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS004 WORK TEAM COMMUNICATION

Campus To be advised
Prerequisite(s) Nil
Content Small group discussions to reach agreement on workplace related issues; Team co-operation to plan and prepare a presentation; Job-related presentations.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

NCS005 DEALING WITH CONFLICT

Campus To be advised
Prerequisite(s) Nil
Content Identification of conflict; Strategies for resolving workplace conflict; The role of communication in conflict resolution.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS006 WRITING WORKPLACE DOCUMENTS

Campus To be advised
Prerequisite(s) Nil
Content Plan and write complex workplace letters and documents including: Complaints, Sales, Explanatory, Ministerial, Newsletter articles, Letter 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) Nil
Content Gather, record and convey simple and routine work related information; Give and follow simple instructions; Employ effective writing skills and strategies to prepare simple work related documents.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NCS009 NEGOTIATION SKILLS

Campus To be advised
Prerequisite(s) Nil
Content Appropriate negotiating skills for resolving conflict and business issues.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS010 TEAM BUILDING COMMUNICATION

Campus To be advised
Prerequisite(s) Nil
Content Select strategies to establish a work team communication climate; Use the communication skills necessary to organise and manage work teams; Represent a work team effectively to others.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NCS011 CLIENT INTERACTION

Campus To be advised
Prerequisite(s) To be advised
Content Plan for establishing and maintaining a working relationship with clients; Establish a working relationship with clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
NCS012 MEETINGS
Campus To be advised
Prerequisite(s) Nil
Content Organising and conducting structured meetings; Recording the outcomes of meetings in the workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS013 INTERVIEWER SKILLS
Campus To be advised
Prerequisite(s) To be advised
Content Planning an interview; Preparing interview materials and environment; Organisational policies and procedures; The interview Climate; Questions and questioning techniques; Active listening skills; Note-taking techniques; Follow-up procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NCS014 SPEAKING IN PUBLIC
Campus To be advised
Prerequisite(s) To be advised
Content Speak in a public forum.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum.

NCS015 PRESENTING REPORTS
Campus To be advised
Prerequisite(s) Nil
Content Materials research; Information analysis; Solution identification and development; Oral presentation delivery.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS016 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.

NCS017 POWER CONTROL DEVICES
Campus To be advised
Prerequisite(s) NCS03 AC Principles
Content Provide the knowledge and skills of power control using thyristors.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE07 AMPLIFIER PRINCIPLES 1
Campus To be advised
Prerequisite(s) NE04 Power Supply Principles
Content Provide the knowledge and skills to use amplifier principles and concepts
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE30 ELECTRIC MOTOR CONTROL AND PROTECTION
Campus To be advised
Prerequisite(s) NE10 A.C. Machines; NE11 D.C. Machines
Content To be advised
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE31 ELECTRICAL DRAWING INTERPRETATION AND CONNECTION
Campus Sunshine.
Prerequisite(s) To be advised
Content This module aims to provide students with the knowledge and skills to use drawings associated with the electrical industry.
Required Reading To be advised
Nominal Hours 40-80 Hours
Assessment As per accredited curriculum

NE41 CONTROL SYSTEM PRINCIPLES AND APPLICATIONS
Campus To be advised
Prerequisite(s) NE07 Amplifier Principles; NE30 Electric Motor Control and Protection
Content Provide knowledge and skills to develop control system terminology, components and broad applications
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

NE75 THYRISTOR APPLICATIONS
Campus To be advised
Prerequisite(s) NE05 Power Control Devices; NE04 Power Supply Principles
Content Knowledge and skills of power control circuits that use thyristors
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE177 PROGRAMMABLE LOGIC CONTROLLERS 1
Campus To be advised
Prerequisite(s) To be advised
Content This module aims to provide students with the knowledge and skills in programmable control systems using the Programmable Logic Controller.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
NE184 ELECTRONIC HAND SOLDERING TECHNOLOGY
Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Nil
Content To enable students to identify the various types of DC power supplies, describe their operating principles and list their applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Written tests/problem solving, Assignments, Practical exercises

NF13 THERMAL CUTTING AND ASSOCIATE PROCESSES
Campus To be advised
Prerequisite(s) (BB09 Welding and Thermal Cutting
Content The knowledge and skills to carry out thermal cutting
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

NF65 WELDING CERTIFICATE 1/1E
Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 1/1E
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF66 WELDING CERTIFICATE 2
Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 2
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF67 WELDING CERTIFICATE 3/3E
Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 3/3E
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF68 WELDING CERTIFICATE 4
Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 4
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF71 WELDING CERTIFICATE 7
Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 7
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF72 WELDING CERTIFICATE 8G
Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 8G
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF73 WELDING CERTIFICATE 9
Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 9
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NF74 WELDING CERTIFICATE 8 FLUX CORED
Campus To be advised
Prerequisite(s) To be advised
Content Welding certificate 8 flux cored
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

NGMS101 MANAGING INFORMATION
Campus Sunshine, Werribee, Melton, Footscray Nicholson.
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 Sunshine, Werribee, Melton, Footscray Nicholson.
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.

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NGMS103 MANAGING OPERATIONS - PRODUCTIVITY

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Sources of supply of products and services from both internal and external providers; Current systems and monitoring methods for the acquisition of resources, and the production and delivery of products and services; Systems for monitoring and controlling both resource input, and product quantity 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: 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.

NGMS104 MANAGING OPERATIONS – INNOVATION

Campus: To be advised  
Prerequisite(s): NGMS102 Managing Operations – Customer Service; NGMS103 Managing Operations – Productivity.  
Content: Current practices and recent developments in respect to services, products, systems, materials, equipment and technology; Appropriate process for identification of opportunities for improvement; Opportunities for improvement. 
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS106 MANAGING EFFECTIVE WORKING RELATIONS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Establish and maintain effective working relationships with peers, colleagues, superiors and subordinates. 
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

NGMS107 MANAGING AND DEVELOPING TEAMS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: To enable participants to develop skills in managing and developing teams, with the emphasis on work teams. 
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

NGMS108 MANAGING AND ORGANISING WORK FOR GOAL ACHIEVEMENT

Campus: To be advised  
Prerequisite(s): Nil  
Content: Work methods and roles; Monitoring procedures; Goals achievement. 
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NGMS109 MANAGING PERFORMANCE AND GOAL ACHIEVEMENT

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Planning, organising and controlling work and operations to effectively achieve goals. 
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NGMS110 MANAGING PEOPLE - WORKPLACE PRACTICE

Campus: To be advised  
Prerequisite(s): Nil  
Content: Industrial issues affecting workplace practices; Industrial awards and agreements. 
Required Reading: To be advised  
Nominal Hours: 20-40 Hours  
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS111 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.

NGMS112 MANAGING FINANCE – PERFORMANCE

Campus: To be advised  
Prerequisite(s): NGMS113 Managing Finance – Setting and Achieving Budgets.  
Content: Financial implications of operational performance; Analysis and interpretation of operational performance reports; Improving reports and reporting systems. 
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.
NGMS115 MANAGING FINANCE - COST AND EFFICIENCY

Campus To be advised
Prerequisite(s) To be advised
Content Optimising financial performance through reducing costs whilst improving efficiency; Cost elements and operational performance indicators and outcomes; Cost types, behaviours, trends and variances; Controlling/reducing time input costs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS116 MANAGING FINANCE - OPERATING AND CAPITAL EXPENDITURE

Campus To be advised
Prerequisite(s) NGMS113 Managing finance – setting and achieving budgets, NGMS114 Managing finance – performance, NGMS115 Managing finance – cost and efficiency.
Content Fundamentals of financial management; Maximising financial returns to expenditure; Investment in operating and capital assets; Short and long term investments.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS117 MANAGING GROUP PROBLEM SOLVING AND DECISION MAKING

Campus To be advised
Prerequisite(s) Nil
Content Facilitation skills for group problem solving and decision making processes; Establishing group goals and objectives; Managing the group and achieving goals and objectives.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS118 MANAGING PEOPLE - TRAINING AND DEVELOPMENT

Campus To be advised
Prerequisite(s) Nil
Content Training needs; Plan and promote training programs; deliver and evaluate training.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS201 ENTREPRENEURING AND INNOVATING

Campus To be advised
Prerequisite(s) NGMS102 Managing operations – customer service, NGMS103 Managing operations – productivity, NGMS104 Managing operations – innovation, NGMS107 Managing and developing teams, NGMS108 Managing and organising work for goal achievement, NGMS109 Managing performance and goal achievement, NGMS113 Managing finance – setting and achieving budgets, NGMS114 Managing finance – performance, NGMS117 Managing group problem solving and decision making.
Content Characteristics of organisations that foster entrepreneurial and innovative environments, cultures and behaviours; The nature of entrepreneurship; personality characteristics, skills, attributes and behaviours of successful and effective entrepreneurs; Projects requiring innovative and entrepreneurial action.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS202 FORECASTING FUTURES

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS106 Managing Effective Working Relationships, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.
Content Forecast, purposes, systems and parameters; Forecast teams and programs; Decision oriented forecasts; Evaluation forecasting.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS203 ANALYSING ENVIRONMENTS AND ORGANISATIONS

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.
Content Analyse and assess the influence of the general and specific external environments; Influences of interrelationships and interactions of subsystems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.
NGMS201 ENTREPRENEURING AND INNOVATING

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.

NGMS204 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.

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 group problem solving and decision making, NGMS117 Managing Finance-Setting and Achieving Budgets, NGMS209 Managing self, NGMS202 Forecasting futures, NGMS203 Analysing environments and organisations.

Content

- Shared vision, mission and goals.
- Instilling a culture of cooperation, responsiveness, high performance, innovation and continual improvement.
- Organisational characteristics, attributes.
- Individual, group and leader behaviours.
- Vision and strategic leadership behaviours.

Required Reading

To be advised

Nominal Hours

40 Hours

Assessment

A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS208 DEVELOPING BUSINESS OVERSEAS

Campus To be advised
Prerequisite(s) NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making, NGMS113 Managing Finance-Setting and Achieving Budgets, NGMS202 Forecasting Futures, NGMS203 Analysing Environments and Organisations.

Content

- Strategies to identify and evaluate overseas business opportunities.
- Plans to access and service overseas business opportunities.

Required Reading

To be advised

Nominal Hours

40 Hours

Assessment

A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS209 MANAGING SELF

Campus To be advised
Prerequisite(s) NGMS107 Managing and developing teams, NGMS106 Managing Effective Working Relationships, NGMS108 Managing and Organising Work for Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.

Content

- Identifying current competencies and areas for development.
- 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
Prerequisite(s): NGMS102 Managing operations – customer 120, 120service, NGMS103 Managing operations – productivity, NGMS104 Managing operations – innovation, NGMS105 Managing Operations – change, NGMS110 Managing grievances and disputes, NGMS111 Managing people – workplace practice, NGMS112 Managing people – recruitment, selection and induction, NGMS113 Managing finance – setting and achieving budgets, NGMS201 Entrepreneurising and innovating, NGMS202 Forecasting futures, NGMS203 Analysing environments and organisations

Content: Nature, extent and consequences of risk inherent in organisations and organisational activities; Potential risk incidents associated with specified organisational areas, assets, activities, or proposals and estimate consequential costs; Risk management strategies and actions.

Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS212 MANAGING FOR QUALITY

Campus: To be advised

Content: Quality; productivity enhancement; Continuous improvement; Culture, systems and processes of the organisation.

Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.
NM11 CNC TURNING 2
Campus: To be advised
Prerequisite(s): NM10 CNC turning 1.
Content: Automatic programming, unmanned projection, C axis, canned cycles, special operations, CNC production turning machines.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum.

NM12 CNC MILLING 1
Campus: To be advised
Prerequisite(s): NM09 CNC machining.
Content: Milling tooling, external and internal machining, CNC programming, setting up milling machines, machine and program operation.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum.

NM13 CNC MILLING 2
Campus: To be advised
Prerequisite(s): NM12 CNC milling 1.
Content: Automatic programming, unmanned production, fourth axis, thread milling, advanced programming, canned cycles, CNC production milling machines.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum.

NM14 ROBOTICS 1
Campus: To be advised
Prerequisite(s): To be advised
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum.

NM15 FITTING TECHNIQUES 1
Campus: To be advised
Prerequisite(s): To be advised
Content: This module aims to provide the student with knowledge and skills to prepare and assemble engineering components.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum.

NM16 DRILLS & DRILLING MACHINES
Campus: To be advised
Prerequisite(s): NM19 Tool Grinding Offhand; NBB12 Engineering Drawing Interpretation
Content: Knowledge and skills to operate and perform specific operation on a drilling machine
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM22 MECHANICAL REPAIR AND INSTALLATION
Campus: Sunshine.
Prerequisite(s): NM28 Fitting techniques 2.
Content: This module aims to provide the student with knowledge and skills to install and repair machining.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum.

NM23 PLANET 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
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 identify, explain and apply operating principles and components to fluid power systems.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum.

NM30 FLUID POWER
Campus: Sunshine.
Prerequisite(s): Nil
Content: This module aims to provide the student with knowledge and skills to identify, explain and apply operating principles and components to fluid power systems.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum.
**NM31 Pneumatics 1**
Campus: Sunshine.
Prerequisite(s): NM30 Fluid Power.
Content: This module aims to provide the student with knowledge and skills to maintaining and constructing pneumatic componentry and machine control circuitry.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**NM32 Hydraulics 1**
Campus: Sunshine.
Prerequisite(s): NM30 Fluid Power.
Content: This module aims to provide the student with knowledge and skills to maintaining and constructing hydraulic componentry and machine control circuitry.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**NM33 Fluid Power Control 1**
Campus: Sunshine.
Prerequisite(s): NM32 or NM31, NE160.
Content: This module aims to provide the student with knowledge and skills in the area of electro-hydraulic/pneumatic control systems, and introduces some of the concepts of automation.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**NM34 Air Compression and Distribution**
Campus: Sunshine.
Prerequisite(s): NBB07.
Content: This module aims to provide the student with knowledge and skills to select air compressors, explain and demonstrate the operation and maintenance procedures of compressors and their distribution systems.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**NM39 Engines 1**
Campus: Sunshine.
Prerequisite(s): NBB07.
Content: This module aims to provide the student with knowledge and skills to service and repair small two-stroke and four-stroke petrol engines.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**NM42 Water Pumping**
Campus: Sunshine.
Prerequisite(s): NBB07.
Content: This module aims to provide the student with knowledge and skills to select, install and commission simple water pumps.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**NM43 Pumps Application and Maintenance/Installation**
Campus: Sunshine.
Prerequisite(s): NM42 Water Pumping.
Content: This module aims to provide the student with knowledge and skills to select, test and maintain pumping systems.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**NM45 EDM 1 - Process & Operation**
Campus: To be advised
Prerequisite(s): NBB06 Machining
Content: Provide the knowledge and skills to use EDM
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**NM46 Press Tool 1 - Introduction**
Campus: To be advised
Prerequisite(s): NM44 Engineering Drawing Interpretation 2; NM17 Grinding 1; NM18 Grinding 2; NM01 Milling; NM25 Turning 1
Content: Knowledge and skills in basic Press Tool marking techniques
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**NM47 Press Tool 2 - Blank and Pierce**
Campus: To be advised
Prerequisite(s): NM46 Press Tools 1 – Introduction
Content: Knowledge and skills to manufacture simple blanking and/or piercing tools, and enable them to function in a tool-room environment
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**NM48 Press Tool 3 - Bend**
Campus: To be advised
Prerequisite(s): NM46 Press Tools 1 – Introduction; NM02 Milling 2
Content: Knowledge and skills to manufacture simple bending tools and enable them to function in a tool-room environment
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**NM49 Press Tool 4 - Draw Dies**
Campus: To be advised
Prerequisite(s): NM48 Press Tools 3 – Bend
Content: Knowledge and skills to manufacture simple drawing dies and enable them to function in a tool-room environment
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
### NM50 Press Tools 5 - Progressive Dies
- **Campus:** To be advised
- **Prerequisite(s):** NM49 Press Tools 4 – Draw Dies
- **Content:** Knowledge and skills in the manufacture of simple progressive dies to enable competent functioning in a tool-room environment.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

### NM51 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

### NM52 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

### NM53 Hydraulics 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

### NM54 Press Tool – Drawing
- **Campus:** To be advised
- **Prerequisite(s):** NM50 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

### NM55 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

### NM56 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

### NM57 Pneumatics 4
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** This module aims to provide the student with knowledge and skills in the manufacture of simple pneumatic dies to enable competent functioning in a tool-room environment.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

### NM58 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

### NM59 Fluid Power Control 3
- **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

### NM60 Fluid Power Control 4
- **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

### NM61 CAM 1 - Concepts
- **Campus:** To be advised
- **Prerequisite(s):** EA050 Engineering computing.
- **Content:** Compute aided machining software, CAM files, Drawing tools, File management, Geometry files, Tool path definition, File transfer, CMC files.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

### NM62 CAM 2 - 2D Programming
- **Campus:** To be advised
- **Prerequisite(s):** NM09 CNC machining, NM81 Cam 1 – concepts.
- **Content:** Drawing tools, Views, Mill and Lathe tool paths, File transfer, CMC Files.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

### NM63 CAM 3 - 3D Programming
- **Campus:** To be advised
- **Prerequisite(s):** NM09 CNC machining, NM81 Cam 1 – concepts.
- **Content:** Drawing tools, Views, Mill and Lathe tool paths, File transfer, CMC Files.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

### NM64 Press Tool Maintenance
- **Campus:** To be advised
- **Prerequisite(s):** NM01 Milling 1; NM19 Tool Sharpening – Offhand
- **Content:** Knowledge and skills to maintain simple press tools for the press tool industry.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum
NM91 CAM 3 - 2D CNC MILL OPERATIONS

Campus To be advised
Prerequisite(s) NM12 CNC milling 1, NM82 Cam2 – 2D programming.
Content Creating CAM geometry/graphics, toolpaths, contour, cutter, compensation, islands/posts, CAM files, editing ENC program files, file communications, fixture, machine operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM92 CAM 4 - CNC LATHE OPERATIONS

Campus To be advised
Prerequisite NM82 Cam2–2D programming, NM10 CNC turning 1.
Content Creating CAM geometry/graphics, toolpaths, contour, cutter, compensation, drill, screw threads, CAM support files, tooling description files, material description files, graphically providing toolpaths, post processing tool paths, editing CNC program files, dry runs/program providing, machine operation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM93 CAM 5 - 3D PROGRAMMING

Campus To be advised
Prerequisite(s) To be advised
Content 3D component geometry, create entities/elements, edit geometry, layers/levels, contraction and work planes, AXES, level, machining axes, graphics views viewing axes, 3D machining surfaces, boundary geometry, 3D toolpath surfaces, loft, rev/spun, swept/translated, coons/forms path.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM94 CAM 6 - 3D CNC MILL OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content 3D component geometry, layers, workholding, non toolpath data, colours 3D CNC contour, ruled, loft, rev/spun, sweep/translated, coons. Form patch, machining considerations, surface tolerance roughing suits, combined toolpath surfaces, projected toolpath, trim/hend two 3D surfaces, graphically proving techniques, machine operation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM96 PRECISION FITTING & ASSEMBLY

Campus To be advised
Prerequisite(s) NBB06 Machining, NM16 Drills & Drilling Machines, NBB12 Engineering Drawing Interpretation
Content Provide the knowledge and skills of several precision fitting and assembly techniques used in the production of press tools, moulds, dies, jigs & fixtures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.
NOS116 KEYBOARD TECHNIQUES AND OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Occupational health and safety practices; Keyboarding techniques and operations; Identifying errors; Recycling techniques.
Required Reading To be advised
Nominal Hours 20-80 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS11V3 COMPUTER OPERATIONS - DATA RETRIEVAL

Campus To be advised
Prerequisite(s) Nil
Content Occupational Health & Safety; Start up a computer; Retrieve, view and close a database file; Retrieve, view and close a spreadsheet file; Retrieve, view and close graphics file; Retrieve, view and close a word processing file; Create, save and print a word processed document; Exit system and store data in accordance with designated procedures; apply recycling techniques.
Required Reading To be advised
Nominal Hours 10-80 Hours
Assessment To be advised.

NOS119 WORK ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Function and structure of public and private organisations; Rights and responsibilities of employers and employees, their reciprocal nature, and the importance of co-operation in the workplace; Principles and implementation of equal opportunity and anti-discrimination as they apply to the workplace.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS214 WORD PROCESSING FOR OPERATORS

Campus To be advised
Prerequisite(s) NOS116 Keyboarding techniques and operations.
Content Techniques and Operations.
Required Reading NOS116 Keyboarding – Speed and Accuracy
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.

NOS211 KEYBOARDING - SPEED AND ACCURACY

Campus To be advised
Prerequisite(s) NOS116 Keyboarding techniques and operations.
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 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 COMPUTER OPERATIONS

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 practice; Electronic file and disk management techniques; Input/output devices; LANS and common network alternatives.
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.

NOS210 VOCATIONAL PLACEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Participate as a member of an office/workstream undertaking relevant tasks while under supervision.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment To be advised.

NOS109 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.

NOS210 VOCATIONAL PLACEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Participate as a member of an office/workstream undertaking relevant tasks while under supervision.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment To be advised.

NOS211 KEYBOARDING - SPEED AND ACCURACY

Campus To be advised
Prerequisite(s) NOS116 Keyboarding techniques and operations.
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 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.
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; Manuals 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: 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.

NOS222 WORD PROCESSING - INTRODUCTION

Campus: To be advised
Prerequisite(s): NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations – Fundamentals.

Content: Occupational health and safety practices; Manuals and on-line help; Create, format, edit, save and print a simple document; Mail-merge documents; File management; Recycling techniques.

Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS230 ORGANISATIONAL BEHAVIOUR

Campus: To be advised
Prerequisite(s): To be advised

Content: Theory of Organisational behaviour; Individuality and team management; Perceptions and attitudes; Influences and leadership; Conflict and stress in organisations; Ethics; Organisational culture; Change management.

Required Reading: To be advised
Nominal Hours: 50-54 Hours
Assessment: As per accredited curriculum

NOS231 AUDIO TRANSCRIPTION-INTRODUCTION

Campus: To be advised
Prerequisite(s): To be advised

Content: To provide the participant with the knowledge to use a graphical user interface type operating system to run software on a PC and to manage files stored on secondary storage.

Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

NOS237 COMPUTER GRAPHICS FUNDAMENTALS

Campus: To be advised
Prerequisite(s): To be advised

Content: To provide the participant with the knowledge to use a graphical user interface type operating system to run software on a PC and to manage files stored on secondary storage.

Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

NOS250 INTRODUCTION TO THE INTERNET

Campus: To be advised
Prerequisite(s): NOS143 Computer Operations – Fundamental.

Content: Basic knowledge of the internet; The purpose and development of the internet; Features of the internet; Services provided; Accessing and locating information on the internet.

Required Reading: To be advised
Nominal Hours: 25 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS304 WORD PROCESSING - ADVANCED OPERATOR

Campus: To be advised
Prerequisite(s): NOS211 Keyboarding speed and accuracy, NOS214 Wordprocessing for operators.

Content: Occupational health and safety practices; Complex usable business documents; Retrieve, edit, reformat complex documents; Manipulate existing multi-page documents; Mail-merge documents; File management; Recycling techniques.

Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.
### NOS305 Text Production

**Campus**: To be advised  
**Prerequisite(s)**: NOS116 Keyboarding techniques and operations, NOS211 Keyboarding speed and accuracy  
**Content**: Occupational health and safety practices; Simple usable business documents; Identifying errors; File management; Recycling techniques.  
**Required Reading**: To be advised  
**Nominal Hours**: 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.

### NRT206 Road Law Understanding

**Campus**: Werribee  
**Prerequisite(s)**: See course prerequisites  
**Content**: Identify and explain road signs and road markings; Describe road laws and regulations and explain their application to case studies; Describe road laws and regulations relating to heavy vehicles and explain their application to case study situations (this outcome is applicable to Heavy Vehicle students only).  
**Required Reading**: To be advised  
**Nominal Hours**: 15 Hours  
**Assessment**: As per accredited curriculum

### NRT210 Safe and Efficient Car Driving

**Campus**: Werribee  
**Prerequisite(s)**: See course prerequisites  
**Content**: Describe the patterns, causes and consequences of road accidents and the use of protective devices to minimise road accident trauma; Describe basic psychological principles relating to the driving task and risk taking behaviour; Drive a car in a systematic and controlled manner, demonstrating safe, low risk driving techniques; Describe safe driving procedures in the event of an emergency situation; Describe and demonstrate techniques required to improve the efficient operation of the car.  
**Required Reading**: To be advised  
**Nominal Hours**: 30 Hours  
**Assessment**: As per accredited curriculum

### NRT211 Safe and Efficient Heavy Vehicle Driving

**Campus**: Werribee  
**Prerequisite(s)**: See course prerequisites.  
**Content**: Describe the patterns, causes and consequences of road accidents; Describe basic psychological principles relating to the driving task and risk-taking behaviour; Drive a heavy vehicle in a systematic and controlled manner, demonstrating safe, low risk driving techniques; Describe safe driving procedures in the event of an emergency situation; Describe and demonstrate techniques required to improve the efficient operation of a heavy vehicle.  
**Required Reading**: To be advised  
**Nominal Hours**: 30 Hours  
**Assessment**: As per accredited curriculum

### NRT380 The Driving Instruction Industry

**Campus**: Werribee  
**Prerequisite(s)**: See course prerequisites.  
**Content**: Describe the characteristics of the motor vehicle driving instruction industry; Describe the legal requirements of the driving instruction industry, and the code of ethical and professional conduct required of its members; Identify personal requirements to promote the motor vehicle driving instruction industry to the community; Describe and demonstrate emergency and reporting procedures required to manage a road crash and vehicle breakdown.  
**Required Reading**: To be advised  
**Nominal Hours**: 6 Hours  
**Assessment**: As per accredited curriculum

### NRT381 The Learner Driver

**Campus**: Werribee  
**Prerequisite(s)**: See course prerequisites.  
**Content**: Explain the concept of competency and apply its meaning to the role of driving a vehicle; Describe the principles of adult learning and their application to the task of training learner drivers.  
**Required Reading**: To be advised  
**Nominal Hours**: 12 Hours  
**Assessment**: As per accredited curriculum

### NRT382 Motor Vehicle Instruction Method

**Campus**: Werribee  
**Prerequisite(s)**: See course prerequisites.  
**Content**: Describe the basic concepts, features and reasons for a systematic approach to driving, and apply a systematic approach to the instruction of learner drivers on specific procedures and manoeuvres; Deliver instruction on pre-driving checks, vehicle components, instruments, and controls; Operate left seat controls appropriately to assist learner drivers; Deliver instruction on starting, driving and stopping the vehicle; Deliver instruction on driving procedures and 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
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.

NSW8395D PERSONAL AND FINANCIAL MANAGEMENT

Campus To be advised.
Prerequisite(s) To be advised.
Content To enable the participant to develop basic knowledge, skills and attitude to best manage personal finance-from commencement of employment to retirement and beyond-so as to gain maximum benefit available from income while minimising the associated risks.
Required Reading To be advised.
Nominal Hours 50 Hours
Assessment As per accredited curriculum.

NSW8395G COMMERCIAL BANKING AND FINANCE

Campus To be advised.
Prerequisite(s) To be advised.
Content Organisation structure and functions of banks; Interaction of liquidity, profitability, risk and return; Capital adequacy and balance sheet management; Lending objectives and policies; Securities portfolio and overall financial management; Personnel marketing; Audit and control functions.
Required Reading To be advised.
Nominal Hours 50 Hours
Assessment As per accredited curriculum.

NSW8395H BANKING AND LENDING PRACTICE

Campus To be advised.
Prerequisite(s) To be advised.
Content Banker/customer relationship; Lending principles and practices; Analysis and interpretation of financial statements; Lending practices for personal, small business and corporations.
Required Reading To be advised.
Nominal Hours 50 Hours
Assessment As per accredited curriculum.
NSW8395 FINANCIAL INSTITUTIONS LAW

Campus To be advised
Prerequisite(s) To be advised
Content Legislation regulating financial institutions; Rights and liabilities of parties to negotiable instruments; Types of security interests and their registration; Capacity and authority to grant security; Rights of and remedies available to secured creditors.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

NSW8395K INTERNATIONAL BANKING AND FINANCE

Campus To be advised
Prerequisite(s) To be advised
Content Historical development of the international monetary system; Function of international financial centres and institutions; Rates of exchange; Categories of foreign exchange risk and their management; Reserve Bank intervention in and monitoring of foreign exchange dealings; Methods of payment in international trade; Trade finance facilities; major instruments of international lending and finance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

NUE052 APPLIED ELECTRICITY 1

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide students with an understanding of basic electrical principles and concepts including the effects of current flow in various circumstances and the various sources of EMF.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMACOM100A RELAY AND RESPOND TO INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Receive and relay oral and written messages; Interpret oral or written messages; Respond to information.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PMACOM200A PROCESS AND RECORD INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Access information; Provide appropriate information; Give and follow routine instructions; Provide written and oral reports.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMAENV100A IDENTIFY AND MINIMISE ENVIRONMENTAL HAZARDS

Campus To be advised
Prerequisite(s) To be advised
Content Identify potential environmental threats; Monitor environmental discharges/emissions; Respond to abnormal environmental discharges/emissions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMAHAZ200A RESPOND TO AN EMERGENCY SITUATION

Campus To be advised
Prerequisite(s) To be advised
Content Identify emergency situation; Assess appropriate level of response; Notify responsible authorities; Minimise the affect of the emergency; Monitor emergency situation; Participate in review of emergency situation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMAOHS100A FOLLOW OH&S POLICIES AND PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification risk assessment and control; Contribute to consultative arrangements for the management of occupational health and safety.
Required Reading To be advised
Nominal Hours 10 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 20 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 15 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
PMAQUAL300A 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

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

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

PMLQUAL300A 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

PMLMAIN300A MAINTAIN THE LABORATORY FIT FOR PURPOSE

Campus To be advised
Prerequisite(s) To be advised
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

PMLCOM500A PROVIDE INFORMATION TO CUSTOMERS

Campus To be advised
Prerequisite(s) PMLCOM300A Communicate with other people.
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

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

PMLQUAL401A APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Identify areas for improvement; 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

PMLCOM500A 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

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

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PMLORG300A FOLLOw ESTABLISHED WORK PLAN

Campus: To be advised
Prerequisite(s): Nil
Content: Organise daily work activities; Follow work plan; Modify work plan.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PMLORG600A SUPERVISE LABORATORY OPERATIONS IN WORK/FUNCTIONAL AREA

Campus: To be advised
Prerequisite(s): PMLCOM500A Provide information to customers, PMLQUAL401A Apply quality system and continuous improvement processes, PMLORG500A Schedule laboratory work for a small team.
Content: Program an direct work practices within functional area; Manage personnel within work area; Establish resource requirements and operating budgets; Procure resources to achieve operational plans; Monitor and optimise operational performance and resource usage.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PMLORG601A MAINTAIN REGISTRATION AND STATUTORY OR LEGAL COMPLIANCE IN WORK/FUNCTIONAL AREA

Campus: To be advised
Prerequisite(s): PMLQUAL401A Apply quality system and continuous improvement processes, PMLORG500A Schedule laboratory work for a small team.
Content: Interpret and communicate current legislation, codes and standards; Ensure that work practices meet compliance requirements; Monitor, analyse, adjust and report performance; Investigate, rectify and report non-conformance.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PMLQUAL300A CONTRIBUTE TO THE ACHIEVEMENT OF QUALITY OBJECTIVES

Campus: To be advised
Prerequisite(s): Nil
Content: Apply quality control procedures; Contribute to quality improvements; Maintain commitment to enterprise quality standards in own work; Assist in maintaining customer relationships; Update knowledge and skills as required.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PMLQUAL400A CONTRIBUTE TO ON-GOING DEVELOPMENT OF HACCP PLANS

Campus: To be advised
Prerequisite(s): Nil
Content: Review HACCP plans; Provide support for the implementation of HACCP plans; Review the implementation plan.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PMLQUAL401A APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES

Campus: To be advised
Prerequisite(s): Nil
Content: Satisfy quality system requirements in daily work; Analyse opportunities for corrective and/or optimisation actions; 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: 20 Hours
Assessment: As per accredited curriculum

PMLTEST300A PERFORM BASIC TESTS

Campus: To be advised
Prerequisite(s): Nil
Content: Receive, label and store samples for testing; Prepare sample; Perform tests on samples.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

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**PMLTEST 300A PERFORM BIOLOGICAL LABORATORY PROCEDURES**

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<tr>
<th>Campus</th>
<th>To be advised</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>Nil</td>
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<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>80 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**PMLTEST 302A CALIBRATE TESTING EQUIPMENT AND ASSIST WITH ITS MAINTENANCE**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>Nil</td>
</tr>
<tr>
<td>Content</td>
<td>Perform setup and pre-use checks of laboratory equipment; Perform calibration checks; Assist with equipment maintenance; Maintain records.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>50 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**PMLTEST 305A PERFORM ASEPTIC TECHNIQUES**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>Nil</td>
</tr>
<tr>
<td>Content</td>
<td>Prepare for aseptic sampling or transfer; Transfer materials aseptically; Maintain work area and equipment to prevent cross-infection and contamination.</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>

**PMLTEST 300A PERFORM INSTRUMENTAL TESTS/PROCEDURES**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>PMLDATA300A Process and record data, PMLTEST300A Perform basic tests, PMLTEST301A Perform biological laboratory procedures.</td>
</tr>
<tr>
<td>Content</td>
<td>Prepare sample; Test sample; Process data; Maintain a safe work environment; Maintain laboratory records.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>120 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**PMLTEST 301A PERFORM NON-INSTRUMENTAL TESTS/PROCEDURES**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>PMLTEST300A Perform basic tests.</td>
</tr>
<tr>
<td>Content</td>
<td>Prepare sample; Test sample; Process data; Maintain a safe work environment; Maintain laboratory records.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>120 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**PMLTEST 402A PREPARE, STANDARDISE AND USE SOLUTIONS**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>PMLDATA300A Process and record data.</td>
</tr>
<tr>
<td>Content</td>
<td>Prepare solutions; Standardise and use volumetric solutions; Calculate and record data; Monitor the quality of laboratory solutions.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>100 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**PMLTEST 500A CALIBRATE AND MAINTAIN INSTRUMENTS**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>PMLTEST300A Perform basic tests or PMLTEST301A Perform biological laboratory procedures.</td>
</tr>
<tr>
<td>Content</td>
<td>Perform setup and pre-use safety checks; Perform calibration checks; Maintain equipment.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>100 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**PMLTEST 501A PERFORM MICROBIOLOGICAL TESTS**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>PMLTEST305A Perform aseptic techniques, PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>140 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**PMLTEST 502A PERFORM HEMATOLOGICAL TESTS**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.</td>
</tr>
<tr>
<td>Content</td>
<td>Process samples and associated request details; Perform tests; Maintain a safe environment; Maintain laboratory records.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>135 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**PMLTEST 503A PERFORM HISTOLOGICAL TESTS**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.</td>
</tr>
<tr>
<td>Content</td>
<td>Receive samples and process associated request forms; Prepare 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.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>150 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**PMLTEST 504A PERFORM CHEMICAL PATHOLOGY TESTS**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.</td>
</tr>
<tr>
<td>Content</td>
<td>Process samples and associated request forms; Perform tests; Maintain a safe environment; Maintain laboratory records.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>130 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
PMLTEST506A APPLY SPECTROMETRIC TECHNIQUES

Campus To be advised
Prerequisite(s) PMLTEST400A Perform instrumental tests/procedures, PMLTEST402A Prepare, standardise and use solutions.
Content Prepare samples; Perform analytical procedures; Report and communicate test results.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

PMLTEST507A APPLY CHROMATOGRAPHIC AND ELECTROPHORETIC TECHNIQUES

Campus To be advised
Prerequisite(s) PMLTEST400A Perform instrumental tests/procedures, PMLTEST402A Prepare, standardise and use solutions.
Content Prepare samples; Perform analytical and/or preparative procedures; Report and communicate results.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

PRMCL00A 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

PRMCL05A 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

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

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

PRMCL15A MAINTAIN FURNITURE AND FITTINGS AND DRESS AN AREA OR ROOM

Campus To be advised
Prerequisite(s) To be advised
Content Assess area to be cleaned and dressed; Select and set up equipment; Dust surfaces to remove waste where required; Damp wipe furniture and fittings to remove adhered soil where required; Spot clean surfaces where required; Apply polish to restore applicable surfaces where required; Clean and store equipment.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

PRMCL17A MAINTAIN WET AREA IN AN ODOUR FREE, SOIL AND HAZARD FREE CONDITION

Campus To be advised
Prerequisite(s) To be advised
Content Assess area to be cleaned; Set up work area; Remove soil from surface areas; Replenish and replace consumables; Clean and store equipment.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRMCL19A REMOVE WASTE TO MAINTAIN A TIDY ENVIRONMENT/AREA

Campus To be advised
Prerequisite(s) To be advised
Content Obtain waste pickup equipment; Transfer waste to portable carrier; Deliver waste to disposal point; Identify and sort waste where required; Clean and store equipment.
Required Reading To be advised
Nominal Hours 9 Hours
Assessment As per accredited curriculum

PRMCL13A PLAN FOR SAFE AND EFFICIENT CLEANING ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Assess the cleaning situation; Identify possible work restrictions; Select and plan for a suitable work method; Report on variations.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum
PRMCL34A FOLLOW RELEVANT OHS POLICIES AND PROCEDURES TO ENSURE OWN SAFETY AND THAT OF OTHERS
Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of OHS.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

PRMCL35A MAINTAIN A CLEANING STORAGE AREA
Campus To be advised
Prerequisite(s) To be advised
Content Maintain area in a clean, tidy and secure condition; Control and maintain stocks of consumables; Maintain and display cleaning site information.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

PRMWM11A RESPOND TO WASTE EMERGENCY
Campus To be advised
Prerequisite(s) Nil
Content Identify nature of emergency; Respond to emergency; Review emergency response; Assist with clean-up; Document and report emergency.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PRMWM15A MOVE WASTE USING LOAD SHIFTING EQUIPMENT
Campus To be advised
Prerequisite(s) Nil
Content Organise for moving; Perform routine checks on load shifting equipment; Start and operate load shifting equipment; Organise for loading; Load and unload waste; Move waste; shut down and secure load shifting equipment; Carry out basic housekeeping and maintenance; Document moving activities.
Required Reading to be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PRMWM44A IDENTIFY WASTES AND HAZARDS
Campus To be advised
Prerequisite(s) Nil
Content Identify wastes; Identify hazards.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

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) Nil
Content Identify OH&S risks; Contribute to the ongoing development of the organisation's OH&S procedures.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

PRSSG07A MANAGE OWN PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Plan for completion of own workload; Maintain quality of own performance.
Required Reading To be advised
Nominal Hours 2 Hours
Assessment As per accredited curriculum
PRSSG08A OPERATE BASIC SECURITY EQUIPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Operate communication equipment; Operate computer equipment; Check basic monitoring equipment.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG09A APPREHEND OFFENDERS
Campus To be advised
Prerequisite(s) To be advised
Content Establish if lawful arrest should be effected; Prepare for apprehension; Perform the arrest; Detain arrested person.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

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 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

PRSSG13A MAINTAIN AN EFFECTIVE RELATIONSHIP WITH CLIENTS/CUSTOMERS
Campus To be advised
Prerequisite(s) To be advised
Content Maintain a professional image; Meet client/customer requirements; Build credibility with customers/clients.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

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

PRSSG19A LEAD SMALL TEAMS
Campus To be advised
Prerequisite(s) To be advised
Content Provide team leadership; Allocate responsibilities; Set performance expectations for team members; Maintain team performance; Represent team's concerns to management.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG20A INTERPRET INFORMATION FROM ADVANCED SECURITY EQUIPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Evaluate information from multiple sources; Respond to situations identified through security systems; Maintain control of security systems.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG21A 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

PRSSG22A 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

PRSSG23A 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
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit 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>PSPETH301A</td>
<td>UPHOLD THE VALUES AND PRINCIPLES OF PUBLIC SERVICE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Apply ethical standards; Deal with ethical problems.</td>
<td>As per accredited</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSPGOV202A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Use effective communication in the workplace; Follow routine instructions; Prepare routine written correspondence, notes and records</td>
<td>As per accredited</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSPGOV301A</td>
<td>WORK EFFECTIVELY IN THE ORGANISATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Evaluate and develop own expertise; Work within the organisational structure and culture; Manage own work.</td>
<td>As per accredited</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSPGOV302A</td>
<td>CONTRIBUTE TO THE WORKGROUP ACTIVITIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Participate in the workgroup; Assist in training and development in the group; Provide assistance in supervising and guiding workgroup members</td>
<td>As per accredited</td>
<td></td>
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</tr>
<tr>
<td>PSPGOV308A</td>
<td>WORK EFFECTIVELY WITH DIVERSITY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Demonstrate respect for individual differences; Work effectively with diversity.</td>
<td>As per accredited</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>PSPLEGN301A</td>
<td>COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify legislative requirements; Comply with legislative requirements; Report incidents of non compliance.</td>
<td>As per accredited</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSPHOH201A</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.</td>
<td>As per accredited</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSPLEGN301A</td>
<td>COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify legislative requirements; Comply with legislative requirements; Report incidents of non compliance.</td>
<td>As per accredited</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSPPROC301A</td>
<td>PROCURE GOODS OR SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Plan for procurement of goods or services; Establish contractual arrangements; Manage contracts; Complete contractual arrangements.</td>
<td>As per accredited</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSPPROC401A</td>
<td>PLAN PROCUREMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Interpret procurement requirements; Specify procurement requirements; Plan procurement activities; Develop a procurement management strategy.</td>
<td>As per accredited</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSPPROC402A</td>
<td>REQUEST AND RECEIVE OFFERS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop a request for offers; Request and receive offers.</td>
<td>As per accredited</td>
<td></td>
<td></td>
<td></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>Assessment</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>PSU00009</td>
<td>COMMUNICATION STRATEGIES</td>
<td>South Melbourne</td>
<td>Nil</td>
<td>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.</td>
<td></td>
<td>As per accredited curriculum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRX20001A</td>
<td>PROVIDE EMERGENCY CARE</td>
<td>South Melbourne</td>
<td>Nil</td>
<td>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.</td>
<td></td>
<td>As per accredited curriculum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTC2702A</td>
<td>OBSERVE ENVIRONMENTAL WORK PRACTICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Follow environmental workplace practices; Contribute to improved environmental work practices; Recognise and report on a potential environmental threat; Maintain environmental records.</td>
<td></td>
<td>To be advised</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTC2704A</td>
<td>PROVIDE BASIC FIRST AID</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Assess the situation; Apply basic first aid techniques.</td>
<td></td>
<td>To be advised</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTC2705A</td>
<td>WORK EFFECTIVELY IN THE INDUSTRY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Obtain information about the industry; Observe employment requirements; Accept responsibility for quality of own work; Plan own work; Contribute to a productive workplace; Undertake an activity to workplace requirements.</td>
<td></td>
<td>To be advised</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTC2802A</td>
<td>PARTICIPATE IN WORKPLACE COMMUNICATIONS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Follow routine spoken messages; Perform workplace duties following routine written notices; Obtain and provide information in response to workplace requirements; Complete relevant work related documents; Participate in workplace meeting and discussions.</td>
<td></td>
<td>To be advised</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RUC2703A</td>
<td>RESPOND TO EMERGENCIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Prepare for emergency situations; Implement fire prevention and control on site and in the workshop; Evaluate the emergency; Act in an emergency; Apply essential first aid techniques.</td>
<td></td>
<td>To be advised</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RUC2705A</td>
<td>MEET INDUSTRY REQUIREMENTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Agree with employment conditions; Meet workplace employment requirements.</td>
<td></td>
<td>To be advised</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**RUHCORE2A MEET WORKPLACE HEALTH AND SAFETY REQUIREMENTS**

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Follow workplace procedure for hazard identification and risk control; Render appropriate emergency procedures; Participate in arrangements for maintaining health and safety of all people in the workplace.  
**Required Reading:** To be advised  
**Nominal Hours:** 10 Hours  
**Assessment:** As per accredited curriculum

**RUHCORE3A USE HAZARDOUS SUBSTANCES SAFELY**

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Handle hazardous substances; Store hazardous substances; Transport hazardous substances; Use hazardous substances; Act in emergency situations with hazardous substances.  
**Required Reading:** To be advised  
**Nominal Hours:** 10 Hours  
**Assessment:** As per accredited curriculum

**RUHCORE4A COOPERATE IN THE WORKPLACE**

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Observe and record in the workplace; Interact with others in the workplace; Work in a team; Meet, greet and direct clients and customers; Maintain personal presentation.  
**Required Reading:** To be advised  
**Nominal Hours:** 10 Hours  
**Assessment:** As per accredited curriculum

**RUHCORE5A ACT IN AN EMERGENCY**

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Minimise emergency situations; Plan for emergencies; Act as instructed in emergencies; Implement fire prevention and control; Render first aid.  
**Required Reading:** To be advised  
**Nominal Hours:** 10 Hours  
**Assessment:** As per accredited curriculum

**RUHCORE6A PLAN DAILY WORK ROUTINES**

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Interpret work schedules; Organise materials and equipment; Respond to problems as they arise.  
**Required Reading:** To be advised  
**Nominal Hours:** 10 Hours  
**Assessment:** As per accredited curriculum

**RUHRT208A PRUNE SHRUBS AND SMALL TREES**

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Identify pruning requirements; Prepare for pruning; Undertake pruning of trees and shrubs.  
**Required Reading:** To be advised  
**Nominal Hours:** 22 Hours  
**Assessment:** As per accredited curriculum

**RUHRT345A INSTALL METAL STRUCTURES AND FEATURES**

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Plan and prepare works; Set out the works; Assemble and erect structure; Apply coatings to finished structure; Undertake a site commissioning; Clean up site and store all tools and equipment.  
**Required Reading:** To be advised  
**Nominal Hours:** 65 Hours  
**Assessment:** As per accredited curriculum

**RUVVEN201A CARRY OUT RECEPTION DUTIES**

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Compile patient and client histories; Consult duty veterinarian; Maintain patient records.  
**Required Reading:** To be advised  
**Nominal Hours:** 20 Hours  
**Assessment:** As per accredited curriculum

**RUVVEN202A CARRY OUT DAILY CLINIC ROUTINES**

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Maintain clinic hygiene; Carry out daily treatment of patients; Maintain clinic security.  
**Required Reading:** To be advised  
**Nominal Hours:** 20 Hours  
**Assessment:** As per accredited curriculum

**RUVVEN203A CARRY OUT SURGERY PREPARATIONS**

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Prepare animals for surgery; Prepare theatre or surgical operating area for use; Provide pre and post operative animal care; Clean theatre equipment.  
**Required Reading:** To be advised  
**Nominal Hours:** 20 Hours  
**Assessment:** As per accredited curriculum

**RUVVEN204A FOLLOW CLINIC OCCUPATIONAL HEALTH AND SAFETY (OHS) PROCEDURES**

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Comply with provisions of relevant state OHS legislation; Follow clinic procedures for hazard identification and risk control; Administer first aid.  
**Required Reading:** To be advised  
**Nominal Hours:** 20 Hours  
**Assessment:** As per accredited curriculum
RUUVEN 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

RUUVEN 206A COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Gather, record and convey data; Gather, record and provide information in response to workplace requirements; Participate in work groups or teams; Participate in workplace meetings; Interact with others in the workplace; Communicate with the industry network.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUUVEN 207A ACT TO MINIMISE EMERGENCIES AND RESPOND TO A VARIETY OF SITUATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Act to minimise emergency situations; Act as instructed in emergencies; Implement fire prevention and control on site and in the clinic; Participate in arrangements for maintaining health and safety of all people in the workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUUVEN 208A PLAN DAILY WORK ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Interpret work schedules; Organise materials and equipment; Respond to problems as they occur.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

RUUVEN 304A PROVIDE CLINIC ADMINISTRATION SUPPORT

Campus To be advised
Prerequisite(s) To be advised
Content Provide stock control; Maintain breed records; Keep practice accounts; Prepare correspondence.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

RUUVEN 305A CARRY OUT SURGICAL NURSING 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 65 Hours
Assessment As per accredited curriculum

RUUVEN 306A PROVIDE ANIMAL CARE

Campus To be advised
Prerequisite(s) To be advised
Content Identify patients; Provide routine animal health advice; Communicate with owners concerning hospitalised patients; Recognise and identify signs of pain; Provide animal care in pain situations; Care for animals; Care for hospitalised animals; Provide animal First Aid.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

RUUVEN 307A 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

RUUVEN 308A APPLY RADIOGRAPHIC ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare radiographic environment; Prepare radiographic equipment; Implement radiographic procedures; Carry out post-radiographic procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

RUUVEN 309A IMPLEMENT CLINIC PATHOLOGY SUPPORT PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Implement pathology procedures; Prepare for post mortem examination.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

RUUVEN 310A APPLY ANAESTHETIC PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for and administer anaesthesia.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUUVEN 401A APPLY HAEMATOLOGY AND BLOOD CHEMISTRY TESTS AND OTHER TEST PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Perform haematology and blood chemistry tests and other tests.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
RUUVEN 402A COORDINATE THEATRE ROUTINES
Campus: To be advised
Prerequisite(s): To be advised
Content: Prepare surgery schedules; Implement surgery preparations; Prepare theatre personnel; Carry out post-operative theatre routines.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

RUUVEN 403A 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

RUUVEN 404A 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

RUUVEN 405A PROVIDE SPECIFIC ANIMAL CARE ADVICE
Campus: To be advised
Prerequisite(s): To be advised
Content: Provide specific clinical care advice; Provide animal care product advice; Provide animal nutritional advice.
Required Reading: To be advised
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

SB01 AN INTRODUCTION TO SMALL BUSINESS
Campus: To be advised
Prerequisite(s): Nil
Content: Define small business in Australia and the way it is affected by changes in the economy; Outline the characteristics that need to be considered in exploring a small business opportunity; Specify the knowledge, abilities and personal characteristics required to start a successful small business; Select a suitable location and premises for a small business, having regard to the tenancy costs and the constraints of the various laws and regulations; Conduct effective market research; Use marketing to facilitate business success; Develop a successful promotional plan for a small business; Establish an appropriate business structure for a small business, and the legal and protective means required to start up, monitor and maintain a small business; Describe how to establish a business plan, set goals and use appropriate time management strategies.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

SB04 CUSTOMER RELATIONS
Campus: Footscray Nicholson, Werribee, Melton, Sunbury.
Prerequisite(s): Nil
Content: Identification of customer needs; Staff training in customer service; Handling customer concerns and complaints; Strategies to increase average sales per customer; Quality standards.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SB05 TIME MANAGEMENT
Campus: Footscray Nicholson.
Prerequisite(s): Nil
Content: Reasons for effective time management; Common time wasters and ways to avoid them; A time management plan; Use of time management tools.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SP1 QUANTITY SURVEYING SERVICES
Campus: To be advised
Prerequisite(s): To be advised
Content: Skills and knowledge required to accurately measure sanitary plumbing, sanitary drainage, hot & cold water supply, roof plumbing, storm water drainage, gas, irrigation and fire hydrant & fire hose reel installations for small to medium size industrial, institutional and commercial buildings.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

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

SP9 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

SP10 BASIC SPREADSHEET APPLICATIONS
Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval; NOS143 Computer Operations–Fundamentals
Content Provide basic knowledge and skills to use a spreadsheet package effectively
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SRCCRD002A APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK
Campus To be advised
Prerequisite(s) To be advised
Content Prepare to undertake work in community recreation; Operate within a community development framework; Meet duty of care and legal responsibilities; Provide a non-discriminatory service; Work within policies and procedures to meet client needs and organisation objectives.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRCCRD003A PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION
Campus To be advised
Prerequisite(s) To be advised
Content Identify the issues of people from specific communities; Identify particular requirements of people from specific communities in a recreation context; Respond to particular requirements of people from specific communities in a recreation context.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRCCRD007A DEVELOP RECREATION PROGRAMS
Campus To be advised
Prerequisite(s) To be advised
Content Determine program parameters; Develop a recreation program plan; Implement the programs; Evaluate the program.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRCCRD008A WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS
Campus To be advised
Prerequisite(s) To be advised
Content Identify the role and function of government and other key stakeholders; Identify the key people or positions within government and other key stakeholders; Establish a working relationship with identified key people.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRCCRO002A RESPOND TO CLIENTS AT RISK
Campus To be advised
Prerequisite(s) To be advised
Content Minimise risk to client, self and others; Direct client at risk to appropriate assistance.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRCCRO003A APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING
Campus To be advised
Prerequisite(s) To be advised
Content Prepare for point of sale transactions; Perform point of sale transactions; Complete point of sale transactions; Reconcile takings.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRCCRO004A WORK WITHIN A BUDGET FOR A RECREATION INITIATIVE OR PROGRAM
Campus To be advised
Prerequisite(s) To be advised
Content Disburse funds within allocated range.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRCCRO005A DEVELOP A BUDGET FOR A RECREATION INITIATIVE
Campus To be advised
Prerequisite(s) To be advised
Content Determine range of resources required for initiative; Determine extent of potential income sources; Undertake and document costing procedures; Draft financial forecast/budgets; Review budget against actual results.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Module/Unit Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SRCCRO011A IMPLEMENT A SALES SYSTEM FOR A RECREATION FACILITY OR ORGANISATION</strong></td>
</tr>
<tr>
<td>Campus To be advised</td>
</tr>
<tr>
<td>Prerequisite(s) To be advised</td>
</tr>
<tr>
<td>Content Design the sales system; Ensure sales/service staff are trained; Sales system is implemented across recreation facility/organisation; Monitor performance of sales system.</td>
</tr>
<tr>
<td>Required Reading To be advised</td>
</tr>
<tr>
<td>Nominal Hours 20 Hours</td>
</tr>
<tr>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td><strong>SRCCRO012A MANAGE CONTRACTS</strong></td>
</tr>
<tr>
<td>Campus To be advised</td>
</tr>
<tr>
<td>Prerequisite(s) To be advised</td>
</tr>
<tr>
<td>Content Establish contract administrative system; Monitor contract; Resolve contractual disputes; Implement contract transition.</td>
</tr>
<tr>
<td>Required Reading To be advised</td>
</tr>
<tr>
<td>Nominal Hours 30 Hours</td>
</tr>
<tr>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td><strong>SRFAER001A PLAN AND INSTRUCT A GROUP EXERCISE CLASS</strong></td>
</tr>
<tr>
<td>Campus To be advised</td>
</tr>
<tr>
<td>Prerequisite(s) To be advised</td>
</tr>
<tr>
<td>Content Prepare an exercise to music tape; Plan a group exercise fitness class; Instruct a group exercise to music class; Motivate clients.</td>
</tr>
<tr>
<td>Required Reading To be advised</td>
</tr>
<tr>
<td>Nominal Hours 20 Hours</td>
</tr>
<tr>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td><strong>SRFAQ001A INSTRUCT WATER BASED FITNESS CLASSES FOR THE GENERAL POPULATION</strong></td>
</tr>
<tr>
<td>Campus To be advised</td>
</tr>
<tr>
<td>Prerequisite(s) To be advised</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Required Reading To be advised</td>
</tr>
<tr>
<td>Nominal Hours 65 Hours</td>
</tr>
<tr>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td><strong>SRFFIT002A APPLY BASIC EXERCISE SCIENCE TO FITNESS ACTIVITIES</strong></td>
</tr>
<tr>
<td>Campus To be advised</td>
</tr>
<tr>
<td>Prerequisite(s) To be advised</td>
</tr>
<tr>
<td>Content Apply basic exercise science to fitness activities; Report on the fitness outcomes.</td>
</tr>
<tr>
<td>Required Reading To be advised</td>
</tr>
<tr>
<td>Nominal Hours 15 Hours</td>
</tr>
<tr>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td><strong>SRFFIT003A UNDERTAKE CLIENT INDUCTION AND SCREENING</strong></td>
</tr>
<tr>
<td>Campus To be advised</td>
</tr>
<tr>
<td>Prerequisite(s) To be advised</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Required Reading To be advised</td>
</tr>
<tr>
<td>Nominal Hours 15 Hours</td>
</tr>
<tr>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td><strong>SRFFIT004A DEVELOP BASIC FITNESS PROGRAMS</strong></td>
</tr>
<tr>
<td>Campus To be advised</td>
</tr>
<tr>
<td>Prerequisite(s) To be advised</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Required Reading To be advised</td>
</tr>
<tr>
<td>Nominal Hours 20 Hours</td>
</tr>
<tr>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td><strong>SRFFIT005A APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION</strong></td>
</tr>
<tr>
<td>Campus To be advised</td>
</tr>
<tr>
<td>Prerequisite(s) To be advised</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Required Reading To be advised</td>
</tr>
<tr>
<td>Nominal Hours 15 Hours</td>
</tr>
<tr>
<td>Assessment As per accredited curriculum</td>
</tr>
</tbody>
</table>
SRFFIT006A USE AND MAINTAIN CORE FITNESS
INDUSTRY EQUIPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Conduct basic maintenance of equipment and facilities of a fitness centre; Assist clients in the safe operation of the major types of equipment used in a fitness centre.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRFFIT007A UNDERTAKE ADVANCED EXERCISE PLANNING AND PROGRAMMING
Campus To be advised
Prerequisite(s) To be advised
Content Use the principles and variables of programming that underlie the exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plan for fitness industry clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRFFIT008A UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION
Campus To be advised
Prerequisite(s) To be advised
Content Apply a knowledge of musculoskeletal anatomy to exercise planning, programming, and instruction; Apply related concepts and principles of mechanics to exercise; Apply related concepts of physiology to exercise; Use functional appraisals to monitor physiological adaptations to exercise.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRFFIT009A UNDERTAKE A POSTURAL SCREENING AND APPRAISAL
Campus To be advised
Prerequisite(s) To be advised
Content Assess a clients range of joint motion; Analyse a clients static posture; Assess a clients dynamic posture; Analyse a client performing isolation exercises; Analyse a client performing a compound exercise; Work as part of an allied health team.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRFFIT010A PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Screen clients for health, medical, or injury conditions; Apply exercise considerations and guidelines to clients with identified special requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRFFIT012A UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS
Campus To be advised
Prerequisite(s) To be advised
Content Implement motivational theory in fitness activities; Utilise motivational psychology; Demonstrate effective non verbal communication; Describe and demonstrate barriers to communication; Utilise arousal techniques to motivate clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRFGYM001A INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Use the principles and variables of fitness that underpin planning and programming for a range of fitness outcomes; Develop basic fitness plans for apparently healthy clients, after taking into account the client's fitness targets, current fitness level, and history of injuries or illness; Write a range of basic programs for a range of fitness adaptations, based on a prepared fitness plan; Instruct a range of basic programs for clients; Supervise a resistance training gym; Monitor the progress of clients on a range of basic fitness programs, and modify the programs as required to give progressive improvements in fitness; Motivate clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRFFIT011A PROVIDE EXERCISE FOR FITNESS 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 social and physiological changes that occur with the ageing process when instructing older clients; Modify exercises to incorporate age related health conditions when planning exercise for older adults; Motivate a group of older adults.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRFOLD001A PLAN AND DELIVER EXERCISE FOR OLDER ADULTS
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 free weight equipment; Demonstrate and instruct the use of innovative exercise equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
SRFPT1001A PLAN AND DELIVER PERSONAL TRAINING

Campus: To be advised  
Prerequisite(s): To be advised 

Content: Establish a personal training client base; Explain the concept of personal training to clients; Prepare personal training exercise plans; Instruct clients using the different learning styles and instructional techniques; Improve client exercise adherence; Apply motivational and teaching skills to a long term client. 

Required Reading: To be advised  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

SRFSP001A PLAN AND DELIVER ADVANCED EXERCISE TO SPECIFIC POPULATIONS

Campus: To be advised  
Prerequisite(s): To be advised 

Content: Establish a specific population client base; Analyse the need to adapt a fitness program; Prepare session plans; Instruct clients; Explain to clients the factors affecting exercise adherence; Apply exercise guidelines to a special population; Work with a network of health and medical professionals; Motivate a specific population. 

Required Reading: To be advised  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

SROOPS001A IMPLEMENT MINIMAL ENVIRONMENTAL IMPACT PRACTICES

Campus: To be advised  
Prerequisite(s): To be advised 

Content: Determine the environmental impacts of outdoor recreation activities; Adopt minimal impact practices. 

Required Reading: To be advised  
Nominal Hours: 10 Hours  
Assessment: As per accredited curriculum

SROORE001A PREPARE TO PARTICIPATE IN A SUPERVISED OUTDOOR ACTIVITY REQUIRING BASIC SKILLS

Campus: To be advised  
Prerequisite(s): To be advised 

Content: Make logistical arrangements; Select suitable outdoor equipment; Identify and plan for food requirements; Identify and plan for water needs and usage; Identify and plan clothing requirements. 

Required Reading: To be advised  
Nominal Hours: 6 Hours  
Assessment: As per accredited curriculum

SROORE002A PARTICIPATE IN A SUPERVISED OUTDOOR ACTIVITY REQUIRING BASIC SKILLS

Campus: To be advised  
Prerequisite(s): To be advised 

Content: Use outdoor equipment correctly; Maintain physiological well-being; Participate in an outdoor activity. 

Required Reading: To be advised  
Nominal Hours: 8 Hours  
Assessment: As per accredited curriculum

SRSCOA001A OPERATE IN Accord WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES

Campus: To be advised  
Prerequisite(s): To be advised 

Content: Access ongoing coach education; Operate in accord with the legal and ethical responsibilities of a coach; Address drugs in sports issues; Working with officials and support personnel; Identify common coaching styles; Develop a philosophy of coaching. 

Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

SRSCOA002A PLAN INDIVIDUALISED TRAINING PROGRAMS TO IMPROVE SKILLS

Campus: To be advised  
Prerequisite(s): To be advised 

Content: Establish effective communication; Collect information to plan an individualised training program; Design individualised training programs in consultation with clients; Resource an individualised training program. 

Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

SRSCOA003A CONDUCT, MONITOR AND ADJUST AN INDIVIDUALISED PROGRAM OF TRAINING SESSIONS TO IMPROVE SKILLS

Campus: To be advised  
Prerequisite(s): To be advised 

Content: Assess conditions and prepare clients for participation; Co-ordinate and allocate equipment and/or resources; Establish and maintain effective communication; Assess client's readiness to acquire and/or perform new skills; Conduct drills, activities and/or games to teach or develop relevant sport specific skill/s; Teach relevant sport specific skill/s; Monitor client’s participation; Provide feedback on performance; Prepare clients to conclude the program. 

Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

SRSCOA004A EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF INDIVIDUALISED TRAINING PROGRAMS TO IMPROVE SKILLS

Campus: To be advised  
Prerequisite(s): To be advised 

Content: Evaluate the effectiveness of an individualised training program; Treatment of results; Identify personal development objectives; Analyse and modify an individualised training program; Discuss outcomes of evaluation with clients and support personnel. 

Required Reading: To be advised  
Nominal Hours: 45 Hours  
Assessment: As per accredited curriculum
<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>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRSCOA005A</td>
<td>SRSCOA005A INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS</td>
<td></td>
<td>To be advised</td>
<td>Identify preferred teaching methods and coaching styles to include special interest groups or people with special needs; Assist 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>
<td></td>
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<tr>
<td>SRSCOA006A</td>
<td>SRSCOA006A IMPLEMENT FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY</td>
<td></td>
<td>To be advised</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>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>SRSCOA007A</td>
<td>SRSCOA007A PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE</td>
<td></td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SRSCOA011A</td>
<td>SRSCOA011A WORK WITH OFFICIALS</td>
<td></td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>SRSCOA012A</td>
<td>SRSCOA012A PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES</td>
<td></td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>5 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>SRSCOA013A</td>
<td>SRSCOA013A SUPPORT CLIENTS TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY</td>
<td></td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>SRSCOA014A</td>
<td>SRSCOA014A SUPPORT CLIENTS TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE</td>
<td></td>
<td>To be advised</td>
<td>Identify nutritional requirements for peak performance of the activity and situation of the coach; Develop strategies to promote coach welfare; Implement strategies to develop coach welfare; Evaluate strategies.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>SRSCOA015A</td>
<td>SRSCOA015A MONITOR COACH WELFARE</td>
<td></td>
<td>To be advised</td>
<td>Identify issues regarding coach welfare specific to the activity; Develop strategies to promote coach welfare; Implement strategies to develop coach welfare; Evaluate strategies.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>SRSCOA016A</td>
<td>SRSCOA016A IMPLEMENT RECOVERY TRAINING PROGRAMS</td>
<td></td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>SRSCOP001A</td>
<td>SRSCOP001A PREPARE FOR PUBLIC SPEAKING</td>
<td></td>
<td>To be advised</td>
<td>Prepare for public speaking; Present a talk to a public forum.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
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</tbody>
</table>

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SRSCOP002A PLAN FOR AND PARTICIPATE IN A MEDIA INTERVIEW
Campus To be advised
Prerequisite(s) To be advised
Content Collect information to plan a media interview; Undertake a media interview.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOP003A DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS
Campus To be advised
Prerequisite(s) To be advised
Content Collect information on personal image and presentation techniques; Demonstrate personal image and presentation skills.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRSCOP004A DEVELOP NEGOTIATION SKILLS
Campus To be advised
Prerequisite(s) To be advised
Content Collect information to develop a plan on how to negotiate to achieve an agreed outcome; Participate in a negotiation to an agreed outcome.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOP005A DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS
Campus To be advised
Prerequisite(s) To be advised
Content Collect information to develop an interpersonal communication action plan; Demonstrate effective use of the key skills required for assertive communication.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOP006A COMPLETE A TAX RETURN
Campus To be advised
Prerequisite(s) To be advised
Content Collect information on income taxation liabilities in order to complete a tax return; Complete a tax return.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOP007A DEVELOP FINANCIAL GOAL SETTING PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Collect information to develop a personal budget; Develop a personal budget; Collect information to complete a bank reconciliation; Complete a bank reconciliation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOP008A PREPARE A PRE OR POST EVENT MEAL
Campus To be advised
Prerequisite(s) To be advised
Content Collect information to plan a pre or post event meal which meets nutritional requirements for a person participating in a sporting activity.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSCOP010A DEVELOP AN INTEGRATED TIME MANAGEMENT PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Collect information for the development of a time management plan; Demonstrate the skills necessary to develop an integrated time management plan.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCOP012A DEVELOP A TRAVEL AND ACCOMMODATION PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Determine appropriate travel and accommodation arrangements for a particular event; Make travel and accommodation bookings.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRSCOP013A DEVELOP A CAREER GOAL SETTING PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Collect information to develop a career goal setting plan; Develop a career goal setting plan; Evaluate the plan.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRSCOP014A PREPARE TO STUDY
Campus To be advised
Prerequisite(s) To be advised
Content Develop study skills.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRSNET001A INTERPRET AND APPLY THE FUNDAMENTAL RULES OF NETBALL AT THE BEGINNER LEVEL
Campus To be advised
Prerequisite(s) To be advised
Content Assess conditions for a game; Observe a game and identify information on which to base fundamental decisions; Interpret and apply rules and regulations in accord with the spirit of the game; Communicate decisions and manage the outcomes of decision making while umpiring the game.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum
SRSNET002A USE BASIC COMMUNICATION STRATEGIES TO UMPIRE NETBALL AT THE BEGINNER LEVEL

Campus To be advised  
Prerequisite(s) To be advised  
Content Use basic oral communication skills; Provide oral reports; Use fundamental indications; Use fundamental auditory devices; Make effective use of body language; Receive feedback.  
Required Reading To be advised  
Nominal Hours 10 Hours  
Assessment As per accredited curriculum

SRSNET003A DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO UMPIRE NETBALL AT THE BEGINNER LEVEL

Campus To be advised  
Prerequisite(s) To be advised  
Content Adopt appropriate position/s to start or recommence play; Adopt appropriate position/s for general plays; Move appropriately to maintain optimal position to view play throughout the game.  
Required Reading To be advised  
Nominal Hours 10 Hours  
Assessment As per accredited curriculum

SRSNET004A TEACH AND DEVELOP THE FUNDAMENTAL SKILLS OF NETBALL

Campus To be advised  
Prerequisite(s) To be advised  
Content Analyse a fundamental skill of netball; Identify a teaching method to develop the fundamental skills of netball; Conduct drills, activities and/or games to teach or develop the fundamental skills of netball; Review and adapt the teaching of a fundamental skill of netball in response to feedback.  
Required Reading To be advised  
Nominal Hours 35 Hours  
Assessment As per accredited curriculum

SRSOFF001A OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK

Campus To be advised  
Prerequisite(s) To be advised  
Content Access ongoing official education; Operate in accord with the legal and ethical responsibilities of an official; Operate in accord with the reporting procedures and tribunal processes; Work with officials and support personnel; Identify common officiating styles; Develop a philosophy of officiating.  
Required Reading To be advised  
Nominal Hours 25 Hours  
Assessment As per accredited curriculum

SRSOFF002A APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE

Campus To be advised  
Prerequisite(s) To be advised  
Content Prepare for a self reflection session; Identify personal development objectives; Conduct a self reflection session; Follow up self reflection.  
Required Reading To be advised  
Nominal Hours 15 Hours  
Assessment As per accredited curriculum

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

SRSOFF004A DEVELOP A FITNESS PROGRAM FOR OFFICIALS

Campus To be advised  
Prerequisite(s) To be advised  
Content Identify components of physical fitness; Collect information to prepare a fitness program; Identify monitoring and management techniques; Liaise with other officials/advisers of officials.  
Required Reading To be advised  
Nominal Hours 20 Hours  
Assessment As per accredited curriculum

SRSOFF005A EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE

Campus To be advised  
Prerequisite(s) To be advised  
Content Engage in a self reflection process; Establish and apply personal development objectives; Analyse and modify performance; Discuss outcomes of sessions with a mentor; Review the self reflection process.  
Required Reading To be advised  
Nominal Hours 15 Hours  
Assessment As per accredited curriculum

SRSOFF006A MANAGE CONFLICT RELATED TO OFFICIATING

Campus To be advised  
Prerequisite(s) To be advised  
Content Develop strategies to deal with conflict in sport events; Develop and implement conflict resolution procedures; Implement judicial procedures for activities; Evaluate the effectiveness of conflict resolution procedures.  
Required Reading To be advised  
Nominal Hours 15 Hours  
Assessment As per accredited curriculum
SRSOFF009A PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Campus To be advised
Prerequisite(s) To be advised
Content Apply components of physical and mental fitness; Collect information to prepare a fitness and recovery program; Apply monitoring and management techniques; Liaise with other officials/advisers of officials; Resource a fitness and recovery program; Evaluate a fitness and recovery program.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRSSAC001A TEACH OR DEVELOP BASIC SKILLS OF STRENGTH CONDITIONING

Campus To be advised
Prerequisite(s) To be advised
Content Prepare the athlete for involvement in a strength and conditioning program; Assess the athlete’s readiness for involvement in a strength and conditioning program; Design a strength and conditioning program; Implement a strength and conditioning program; Monitor and adjust a strength and conditioning program; Evaluate the athlete’s performance and modify the program.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

SRSSR001A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID

Campus South Melbourne
Prerequisite(s) Nil
Content Operate as a sports first aider; Prepare and implement an injury prevention program; Assist with warm-up, stretching and cool-down; Assist with fluid replacement; Follow defined sports first aid crisis management strategies; Implement and maintain immediate injury management strategies; Transport the injured athlete; Complete and process reports; Store and maintain equipment.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

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) SRXADM002A Handle information to maintain access to and security of records
Content Select equipment to be used for task(s); Operate equipment; Identify and/or rectify minor faults.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum
SRXADM008A ORGANISE THE COPYING AND COLLATING OF DOCUMENTS
Campus South Melbourne
Prerequisite(s) SRXADM004A Operate a range of office equipment to complete routine tasks
Content Select appropriate media; Copy and collate documents; Distribute documents.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXADM009A MAINTAIN INFORMATION RECORDS SYSTEM TO ENSURE ITS INTEGRITY
Campus South Melbourne
Prerequisite(s) SRXADM006A Process and analyse information to provide access to and security of records
Content Assemble new files; Identify and process inactive and dead files; Record documentation movements.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXADM010A USE THE ADVANCED FUNCTIONS OF A RANGE OF OFFICE EQUIPMENT TO COMPLETE DAILY TASKS
Campus South Melbourne
Prerequisite(s) SRXADM007A Select, operate and maintain a range of office equipment to complete a range of tasks; SRXTEC002A Operate a computer and printer to produce and print simple documents
Content Operate equipment; Complete tasks; Ensure equipment is maintained.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXADM011A PREPARE MEETING DETAILS
Campus South Melbourne
Prerequisite(s) SRXCOM003A Collect and provide information to facilitate communication flow
Content Make meeting arrangements; Prepare documentation prior to meeting; Record and produce minutes of meeting.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXADM012A SUPERVISE AN ESTABLISHED RECORDS SYSTEM TO ENSURE ITS INTEGRITY
Campus South Melbourne
Prerequisite(s) SRXADM009A Maintain information records system to ensure its integrity
Content Maintain existing filing arrangements; Ensure distribution of files and records; Maintain security of filing system; Train staff in records management
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXADM013A PLAN BUSINESS TRIP AND ASSOCIATED ITINERARY TO ENSURE EFFICIENT TRAVEL
Campus South Melbourne
Prerequisite(s) Nil
Content Organise business itinerary; Identify credit facilities.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXADM014A MANAGE AND CO-ORDINATE PROJECTS
Campus South Melbourne
Prerequisite(s) SRXORG006A Conduct projects
Content Plan project; Administer and monitor project; Evaluate project.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRXADM015A ESTABLISH AND MAINTAIN A RECORDS SYSTEM TO ENSURE INTEGRITY OF SYSTEM
Campus South Melbourne
Prerequisite(s) SRXADM012A Supervise an established records system to ensure its integrity
Content Determine the needs of the organisation; Select appropriate system; Implement new/improved system; Identify and organise staff training in accessing and using records system.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SRXADM016A ESTABLISH AND MAINTAIN LIBRARY/RESOURCE COLLECTION
Campus South Melbourne
Prerequisite(s) Nil
Content Update incoming publications; Circulate publications; Store publications.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXADM017A PLAN AND ESTABLISH ADMINISTRATION SYSTEMS AND PROCEDURES
Campus South Melbourne
Prerequisite(s) Nil
Content Plan, implement and monitor office administration system.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

SRXADM018A REVIEW OFFICE ADMINISTRATION PROCEDURES AND PROCESSES TO MEET CHANGING DEMANDS
Campus South Melbourne
Prerequisite(s) Nil
Content Determine capacity of administrative structure to meet organisational goals; Enable administrative change; Implement change.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXADM019A MANAGE THE MEETING PROCESS
Campus South Melbourne
Prerequisite(s) SRXORG005A Participate in the meeting process
Content Enforce meeting protocol; Take action on decisions reached; Supervise the election of office bearers.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum
SRXCAI001A ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR CLIENTS

**Campus** South Melbourne

**Prerequisite(s)** SRXORG001A Organise work

**Content** Collect information to plan a session; Contribute suggestions towards planning for a session; Assist in making arrangements for a session.

**Required Reading** To be advised

**Nominal Hours** 6 Hours

**Assessment** As per accredited curriculum

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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

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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

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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

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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

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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

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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

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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

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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** 40 Hours  
**Assessment** As per accredited curriculum

### SRXCOM002A 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

### SRXCOM003A Co-ordinate Interaction with Clients

**Campus** South Melbourne  
**Prerequisite(s)** SRXCAI010A 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

### SRXCOM004A Provide Advice in Order to Meet Current and Anticipated Client Requirements

**Campus** South Melbourne  
**Prerequisite(s)** SRXCOM003A Co-ordinate interaction with clients  
**Content** Determine document requirements; Conduct research; Prepare reports; Compose and deliver verbal presentation; Follow up document.  
**Required Reading** To be advised  
**Nominal Hours** 7 Hours  
**Assessment** As per accredited curriculum

### SRXCOM005A 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

### SRXEME001A React Safely in an Emergency and Help Prevent Emergencies

**Campus** South Melbourne  
**Prerequisite(s)** Nil  
**Content** Prepare for emergency situations; Report emergencies; React safely to emergency signals and instructions; Evacuate from the endangered area; Correct or report problems that may lead to emergencies; Check, correct or report problems that may prevent emergencies from being safely handled.  
**Required Reading** To be advised  
**Nominal Hours** 10 Hours  
**Assessment** As per accredited curriculum
SRXEME002A PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES
Campus South Melbourne
Prerequisite(s) SRXEME001A React safely in an emergency and help prevent emergencies
Content Evaluate the emergency; Safely confine emergencies; Use initial response emergency equipment; Report the use of initial response emergency equipment.
Required Reading To be advised
Nominal Hours 5-10 Hours
Assessment As per accredited curriculum

SRXEME003A RESPOND TO EMERGENCY SITUATIONS
Campus South Melbourne
Prerequisite(s) SRXEME002A Participate in the control of minor emergencies
Content Evaluate the emergency; Develop a plan of action; Control the emergency; Debrief the emergency.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXEME004A COORDINATE EMERGENCY RESPONSE
Campus To be advised
Prerequisite(s) To be advised
Content Coordinate response to emergency reports or signals; Anticipate the behaviour and characteristics of typical emergencies; Coordinate and apply operating instructions; Coordinate the rescue procedure; Coordinate, initiate and control evacuation; Coordinate operational procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXFAC001A MAINTAIN EQUIPMENT FOR ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content Perform routine equipment maintenance; Carry out equipment repairs; Store equipment to maintain a serviceable condition; Complete documentation.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRXFAC005A COORDINATE FACILITY AND EQUIPMENT ACQUISITION AND MAINTENANCE
Campus To be advised
Prerequisite(s) To be advised
Content Establish maintenance systems; Research and plan for facility and equipment maintenance; Develop maintenance plan; Implement and monitor maintenance plan; Monitor on-site maintenance contracts 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

SRXFAC006A MANAGE PAYROLL RECORDS FOR EMPLOYEE SALARIES AND STATUTORY RECORD KEEPING PURPOSES
Campus To be advised
Prerequisite(s) To be advised
Content Prepare payroll data; Process payment of salaries; Administer Pay As You Earn salary records.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

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 contracts 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

SRXFAC006A MANAGE PAYROLL RECORDS FOR EMPLOYEE SALARIES AND STATUTORY RECORD KEEPING PURPOSES
Campus To be advised
Prerequisite(s) To be advised
Content Prepare payroll data; Process payment of salaries; Administer Pay As You Earn salary records.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum
SRXFIN007A MONITOR AND CONTROL DISBURSEMENTS WITHIN A GIVEN BUDGET
Campus To be advised
Prerequisite(s) To be advised
Content Disburse funds; Administer financial control systems.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXFIN008A SECURE FINANCIAL RESOURCES TO SUPPORT THE ORGANISATION
Campus To be advised
Prerequisite(s) To be advised
Content Seek to secure additional finances to support services; Generate income.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXFIN009A NEGOTIATE INSURANCE
Campus To be advised
Prerequisite(s) To be advised
Content Assess current insurance policies; Establish current insurance requirements.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXFIN010A PREPARE AND ANALYSE FINANCIAL BUDGETS AND PRODUCE FINANCIAL REPORTS
Campus To be advised
Prerequisite(s) To be advised
Content Develop budgets; Monitor revenue and expenditure against budget.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

SRXFIN011A MEET STATUTORY REPORTING REQUIREMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Prepare financial accounts and schedules to accounts in statutory format to meet audit requirements; Prepare annual return; Prepare Income Tax Return; Prepare fringe benefits tax return.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXGOV004A WORK EFFECTIVELY WITH THE BOARD OF AN ORGANISATION
Campus To be advised
Prerequisite(s) To be advised
Content Identify the roles of governance and management; Facilitate the development of an effective board; Provide detailed information for the board to deal with the right matters; Ensure that board decisions are implemented properly; Ensure regular communication with the board.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

SRXGRP001A FACILITATE A GROUP
Campus South Melbourne
Prerequisite(s) SRXTEM004A Deal with conflict
Content Plan the establishment of a group; Monitor group formation; Develop group commitment and co-operation; Facilitate group processes; Manage and facilitate group performance.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXGRP002A PROVIDE LEADERSHIP TO GROUPS
Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate appropriate standards of performance; Influence individuals and groups; Make decisions; Facilitate group decision making; Demonstrate appropriate leadership styles.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

SRXHRM001A MANAGE VOLUNTEERS
Campus To be advised
Prerequisite(s) To be advised
Content Research and document needs for volunteer involvement; Undertake volunteer recruitment; Maximise volunteer retention; Ensure a positive experience for volunteers.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXHRM002A PARTICIPATE IN STAFF SELECTION TO ENSURE TEAM GOALS ARE ACHIEVED
Campus To be advised
Prerequisite(s) To be advised
Content Identify requirements for new team position; Draft job vacancy advertisement; Select staff; Employ staff.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXHRM003A PROMOTE AND MAINTAIN A POSITIVE EMPLOYEE/INDUSTRIAL RELATIONS ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Maintain a positive employee/industrial relations environment; Implement solutions to potential problems.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXHRM004A RECRUIT STAFF
Campus To be advised
Prerequisite(s) To be advised
Content Prepare position and job profile descriptions; Recruit and select staff; Implement industrial instrument; induct new staff.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum
SRXHRM005A MONITOR AND REVIEW STAFF PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Develop an appropriate review process; Develop and train staff in performance management system; Undertake staff performance assessment; Implement staff on options and alternatives; Counsel staff on options and alternatives; Develop disciplinary and termination procedures; Implement disciplinary and termination procedures.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXHRM006A DEVELOP AND IMPLEMENT A HUMAN RESOURCE PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Analyse present workforce profile; Determine future human resource requirements of the organisation; Develop and implement a human resource plan to meet future requirements; Monitor and evaluate implementation of plan.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXIND001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY
Campus South Melbourne
Prerequisite(s) Nil
Content Research basic information about the recreation industry in Australia; Apply industry information; Update sport and recreation industry knowledge.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXIND002A DEVELOP AND IMPLEMENT A CAREER PATH
Campus South Melbourne
Prerequisite(s) SRXIND001A Develop knowledge of the sport and recreation industry
Content Set career plan and objectives; Undertake suitable education and training; Undertake suitable employment activities; Review and monitor career development.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXIND003A APPLY SPORT AND RECREATION LAW
Campus South Melbourne
Prerequisite(s) SRXOHS001A Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace
Content Identify laws applicable to the sport and recreation industry; Ensure compliance with legal requirements.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXIND004A ESTABLISH AND MAINTAIN AN EFFECTIVE INDUSTRY NETWORK
Campus South Melbourne
Prerequisite(s) SRXIND001A Develop knowledge of the sport and recreation industry
Content Identify and maintain industry affiliations; Participate in industry events or activities; Maintain records of industry activities; Review appropriateness of industry networks.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXIND005A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES
Campus South Melbourne
Prerequisite(s) Nil
Content Analyse the laws and legal principles which relate to the organisation; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements; Evaluate the effectiveness of workplace systems; Update legal knowledge.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXMKT002A LIASE WITH THE MEDIA TO PROMOTE THE ORGANISATION
Campus To be advised
Prerequisite(s) To be advised
Content Prepare media release; Issue media release; Arrange media interviews.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXMKT003A PROMOTE ORGANISATION’S ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content Design and place advertisements; Obtain media coverage; Develop and maintain an industry network; Undertake educational activities; Create positive image through public relations; Evaluate promotion.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXMKT004A ANALYSE AND RESPOND TO CHANGING MARKETS
Campus To be advised
Prerequisite(s) To be advised
Content Review external operating environment; Identify and evaluate competitors; Assess internal strengths; Forecast trends and developments; Recommend and implement improvements; Respond to change; Communicate internally and externally.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum
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; Implement and monitor the organisation’s procedures for identifying hazards, assessing risk, controlling risks; Establish and maintain participative arrangements for the management of OH&S; Implement and monitor the organisation’s procedures for identifying hazards, assessing risk, controlling risks; Establish and maintain participative arrangements for the management of OH&S; Implement and monitor the organisation’s procedures for identifying hazards, assessing risk, controlling risks.
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

SRXORG002A WORK EFFECTIVELY IN A SPORT AND RECREATION ORGANISATION

Campus South Melbourne
Prerequisite(s) Nil
Content Manage own work; Maintain and develop own expertise; Maintain work effectiveness; Promote cooperation; Contribute to improving workplace and quality of outcomes; Represent the organisation; Implement environmental procedures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXORG003A CO-ORDINATE WORK AND WORK PRIORITIES IN A SPORT AND RECREATION ORGANISATION

Campus South Melbourne
Prerequisite(s) SRXORG002A Work effectively in a sport and recreation organisation
Content Set and coordinate work priorities to achieve team goals; Make and record appointments and bookings for self and others; Implement personal work space policies; Develop and maintain professional competence.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXORG004A PLAN, ALLOCATE AND EVALUATE WORK CARRIED OUT BY TEAMS, INDIVIDUALS AND SELF

Campus South Melbourne
Prerequisite(s) SRXORG003A Coordinate work and work priorities in a sport and recreation organisation
Content Set and update work objectives for teams and individuals; Plan work activities and determine work methods to achieve objectives; Allocate work and evaluate teams, individuals and self against objectives; Provide feedback to teams and individuals on their performance.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXORG005A PARTICIPATE IN THE MEETING PROCESS

Campus South Melbourne
Prerequisite(s) Nil
Content Prepare for the meeting; Provide input to the meeting.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

SRXORG006A CONDUCT PROJECTS

Campus South Melbourne
Prerequisite(s) SRXTEM003A Work autonomously
Content Plan and prepare for project; Implement and administer project; Coordinate project administration.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXORG007A DEVELOP TEAMS AND INDIVIDUALS TO ENHANCE PERFORMANCE

Campus South Melbourne
Prerequisite(s) SRXTEM005A Lead, manage and develop work teams
Content Develop and improve teams through planning and activities; Identify, review and improve development activities for individuals.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum
SRXPLA004A EVALUATE ORGANISATION’S ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content 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

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 10 Hours
Assessment As per accredited curriculum

SRXRIS001A CONDUCT A RISK AUDIT AND DEVELOP A RISK MANAGEMENT POLICY
Campus South Melbourne
Prerequisite(s) Nil
Content Establish a risk management philosophy and awareness at senior management level; Analyse the organisation’s risk management context and conduct a risk audit; Develop the organisation’s risk management policy; Communicate the organisation’s risk management policy; Monitor and review the organisation’s risk management policy.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXTESC002A 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 documents; Maintain printer; Save, exit and shutdown.
Required Reading To be advised
Nominal Hours 10-20 Hours
Assessment As per accredited curriculum

SRXTESC003A 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

SRXTESC004A 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

SRXTEM003A WORK AUTONOMOUSLY

Campus South Melbourne
Prerequisite(s) SRXTEM004A Deal with conflict
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

SRXTEM004A DEAL WITH CONFLICT

Campus South Melbourne
Prerequisite(s) Nil
Content Identify conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEM005A LEAD, MANAGE AND DEVELOP WORK TEAMS

Campus South Melbourne
Prerequisite(s) SRXTEM003A Work autonomously
Content Develop and maintain a team; Communicate objectives and required standards; Manage and improve performance of teams and individuals; Support and participate in development activities; Provide leadership to individuals and teams; Manage difficulties to achieve positive outcomes; Create and maintain conditions for productive work.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXTEM006A CREATE, MAINTAIN AND ENHANCE EFFECTIVE WORKING RELATIONSHIPS

Campus South Melbourne
Prerequisite(s) SRXTEM004A Deal with conflict; SRXTEM005A Lead, manage and develop work teams
Content Establish and maintain the trust and support of one's staff; Establish and maintain the trust and support of one's immediate manager/supervisor; Establish and maintain relationships with colleagues; Identify and manage conflict; Implement disciplinary and grievance procedures; Counsel staff.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SUPER WELDING SUPERVISION / WELDING INSPECTION

Campus To be advised
Prerequisite(s) To be advised
Content Welding supervision; Welding inspection
Required Reading To be advised
Nominal Hours 240 Hours each
Assessment As per accredited curriculum

TDTA197B SECURE CARGO

Campus To be advised
Prerequisite(s) Nil
Content Prepare to secure cargo/containers; Lash and unlash cargo; Protect cargo from weather; Pack and unpack cargo.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA297B MAINTAIN CONTAINER/ CARGO RECORDS

Campus To be advised
Prerequisite(s) Nil
Content Process container/cargo documentation; Maintain records of container/cargo movements; Monitor container/cargo and maintain records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
<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>TDTA397B</td>
<td>CONNECT AND DISCONNECT REEFER UNITS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Plug/unplug reefer units to power sources; Attach/detach clip-on units.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTA497B</td>
<td>PROCESS RECEIPT AND DELIVERY OF CONTAINERS AND CARGO</td>
<td>To be advised</td>
<td>Nil</td>
<td>Check stacking/discharge list at commencement of shift; Assess and plan container/cargo consolidation; Identify and check containers/cargo; Check and complete documentation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTA597B</td>
<td>CHECK AND EVALUATE RECORDS AND DOCUMENTATION</td>
<td>Werribee/Industry</td>
<td>Nil</td>
<td>Select materials and pack and unwrap products; Label packaged products/loads.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA697B</td>
<td>ORGANISE AND MONITOR TERMINAL/WHARF OPERATIONS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Identify products in a subsection of a warehouse or other storage area; Examine quality and report on products; Use inventory and labelling systems to identify and locate products.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA797B</td>
<td>TRANSFER CARGO</td>
<td>To be advised</td>
<td>Nil</td>
<td>Identify workplace procedures and documentation requirements for the receipt of goods; Check and inspect goods on arrival and complete workplace documentation; Unload, unpack and store stock.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA897B</td>
<td>COMPLETE IMPORT/EXPORT DOCUMENTATION</td>
<td>To be advised</td>
<td>Nil</td>
<td>Identify procedures required for documentation for import/export of goods; Complete and check documentation to meet regulatory and workplace requirements.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA997B</td>
<td>COORDINATE GOODS TO BOND PREMISES</td>
<td>To be advised</td>
<td>Nil</td>
<td>Identify and list goods for bonding; Arrange transfer of goods to bond store; Prepare and issue bond list.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA1097B</td>
<td>PACKAGE GOODS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Select materials and pack and unwrap products; Label packaged products/loads.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA1197B</td>
<td>PICK AND PROCESS ORDERS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Examine quality and report on products; Use inventory and labelling systems to identify and locate products.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA1297B</td>
<td>RECEIVE GOODS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Examine quality and report on products; Use inventory and labelling systems to identify and locate products.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA1397B</td>
<td>USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Examine quality and report on products; Use inventory and labelling systems to identify and locate products.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<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>Nominal Hours</td>
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<tr>
<td>TDTA1597B</td>
<td>COMPLETE RECEIVAL/ DESPATCH DOCUMENTATION</td>
<td>To be advised</td>
<td>Nil</td>
<td>Analyse order to identify work requirements to fill order; Follow workplace order documentation processes; Finalise documentation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA1697B</td>
<td>USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL</td>
<td>To be advised</td>
<td>Nil</td>
<td>Identify inventory and stock control systems in use in the workplace; Use re-order procedures to maintain stock levels; Organise cyclical stock counts and report discrepancies or variances; Produce reports on record keeping and inventory functions.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA1797B</td>
<td>APPLY PRODUCT KNOWLEDGE TO ORGANISE WORK OPERATIONS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Identify and categorise products; Match products to locations based on specified criteria; Assist individuals to solve stock identification and location problems; Identify appropriate transfer and handling requirements; Contribute to continuous improvement.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA1897B</td>
<td>ORGANISE RECEIVAL OPERATIONS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Plan and organise receival operations; Organise the storage of stock; Complete documentation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA1997B</td>
<td>ORGANISE DESPATCH OPERATIONS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Organise the storage and despatch of stock; Complete documentation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA2097B</td>
<td>REPLENISH STOCK</td>
<td>Werribee</td>
<td>Nil</td>
<td>Participate in stock rotation activities; Interpret and fill replenishment request; Complete stock replenishment.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA2197B</td>
<td>DESPATCH STOCK</td>
<td>Werribee</td>
<td>Nil</td>
<td>Analyse order to identify work requirements; Follow workplace order picking processes to prepare goods for despatch; Complete despatch following workplace procedures and schedules.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA2297B</td>
<td>PARTICIPATE IN STOCKTAKES</td>
<td>To be advised</td>
<td>Nil</td>
<td>Prepare for stocktake; Stocktake and count stock; Identify stock discrepancies; Complete documentation.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA2397B</td>
<td>COORDINATE STOCKTAKES</td>
<td>Werribee/Industry</td>
<td>Nil</td>
<td>Plan stocktake; Coordinate stocktake; Identify stock discrepancies; Adjust documentation</td>
<td>To be advised</td>
<td>20 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA2497B</td>
<td>ORGANISE WAREHOUSE RECORDS OPERATIONS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Identify record management databases, storage types and technologies; Store warehouse records; Use record management systems to retrieve information.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA2597C</td>
<td>REGULATE TEMPERATURE CONTROLLED STOCK</td>
<td>To be advised</td>
<td>Nil</td>
<td>Identify goods requiring temperature control; Monitor temperature; Identify and rectify problems.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA2698B</td>
<td>MONITOR STORAGE FACILITIES</td>
<td>To be advised</td>
<td>Nil</td>
<td>Determine site functions and operations; Monitor storage operations.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Module/Unit 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>TDTA2798B</td>
<td>EVALUATE AND SELECT BULK HANDLING AND STORAGE RESOURCES</td>
<td>To be advised</td>
<td>Nil</td>
<td>Analyse storage requirements; Schedule work; Organise activities; Evaluate and monitor dangerous goods and hazardous substances; Storage compliance.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA2898B</td>
<td>ASSESS AND MONITOR OPTIMUM STOCK LEVELS</td>
<td>Werribee/Industry</td>
<td>Nil</td>
<td>Assess projected demand; Assess variables that impact upon optimum stock levels; Determine optimum inventory levels; Monitor optimum inventory levels.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA2998B</td>
<td>PLAN AND MANAGE STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES</td>
<td>Werribee/Industry</td>
<td>Nil</td>
<td>Define objectives of required handling and storage operation; Specify equipment and system performance requirements; Evaluate and select bulk handling and storage resources; Complete documentation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3098B</td>
<td>ORGANISE CARGO FOR EXPORT</td>
<td>To be advised</td>
<td>Nil</td>
<td>Confirm correct preparation of consignment; Organise the loading of cargo; Process documentation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3198B</td>
<td>CONSOLIDATE FREIGHT</td>
<td>Werribee/Industry</td>
<td>Nil</td>
<td>Assess scope to consolidate freight; Prepare consignment documentation.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3298B</td>
<td>ORGANISE TRANSPORT OF FREIGHT OR GOODS</td>
<td>Werribee/Industry</td>
<td>Nil</td>
<td>Plan transport operations; Organise the transport of freight; Complete organisation process.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3398B</td>
<td>ORGANISE INTERNATIONAL TRANSPORT OF FREIGHT</td>
<td>To be advised</td>
<td>Nil</td>
<td>Confirm customer requirements; Organise freight arrangements; Communicate with shipping agents and authorities.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3501A</td>
<td>MANAGE INTERNATIONAL FREIGHT TRANSFER</td>
<td>To be advised</td>
<td>Nil</td>
<td>Plan systems and processes for international freight transfer; Monitor and coordinate systems and processes for international freight transfer.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3601A</td>
<td>MANAGE HANDLING AND STORAGE OF PERISHABLE FOOD PRODUCTS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Define objectives of required handling and storage operation; Specify equipment and system performance requirements; Evaluate and select resources for handling and storage of perishable food products; Complete documentation.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3701A</td>
<td>CONTROL AND ORDER STOCK</td>
<td>To be advised</td>
<td>Nil</td>
<td>Maintain stock levels and records; Organise and administer stocktakings; Identify stock losses; Process stock orders; Follow up orders; Complete documentation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3801A</td>
<td>RECEIVE AND STORE STOCK</td>
<td>To be advised</td>
<td>Nil</td>
<td>Take delivery of stock; Store stock; Rotate and maintain stock; Complete documentation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA4001A</td>
<td>MANUALLY SORT MAIL AND PARCELS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Prepare to sort mail and parcels manually; Sort mail and parcels manually; Complete process for manually sorting mail and parcels.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited training package documentation</td>
</tr>
</tbody>
</table>
TDTA4201A DESPATCH MAIL
Campus To be advised
Prerequisite(s) Nil
Content Prepare to despatch mail; Despatch mail; Complete despatch of mail.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4301A CONSOLIDATE MAIL
Campus To be advised
Prerequisite(s) Nil
Content Prepare for consolidation of mail; Consolidate mail; Complete consolidation of mail.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4401A CARRY OUT DELIVERY OPERATIONS
Campus To be advised
Prerequisite(s) Nil
Content Prepare to deliver mail/consignment; Deliver mail/consignment to specific route; Report on delivery activity.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4501A PROCESS INTERNATIONAL PARCELS AND LETTERS
Campus To be advised
Prerequisite(s) Nil
Content Prepare to process international parcels and mail; Process air mail parcels and letters; Process economy air surface parcels.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4601A PROCESS PARCELS AND LETTERS
Campus To be advised
Prerequisite(s) Nil
Content Prepare to process parcels and mail manually; Process parcels and mail manually; Complete process for parcels and mail.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4701A STREAM MAIL
Campus To be advised
Prerequisite(s) Nil
Content Prepare to stream mail; Stream mail; Complete streaming of mail.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTB297B TEST EQUIPMENT AND ISOLATE FAULTS
Campus To be advised
Prerequisite(s) Nil
Content Identify scope of operational checks; Plan operational checks; Check unit through full operating range; Isolate fault and/or formulate recommendations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB397CARRY OUT VEHICLE MAINTENANCE
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB397B CARRY OUT VEHICLE SERVICING AND MAINTENANCE
Campus To be advised
Prerequisite(s) Nil
Content Maintain and service the vehicle systems; Carry out minor repairs to a vehicle; Diagnose minor vehicle faults and undertake repairs for the safe operation of a vehicle; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB497CARRY OUT VEHICLE INSPECTION
Campus Werribee.
Prerequisite(s) Nil
Content 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

TDTB497B CARRY OUT VEHICLE INSPECTION
Campus To be advised
Prerequisite(s) Nil
Content Check the vehicle; Clean vehicle; Complete documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB597 CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB597B CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS
Campus To be advised
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
TDTB597B CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS

**Campus**: To be advised  
**Prerequisite(s)**: Nil  
**Content**: Diagnose vehicle faults and undertake repairs for the safe operation of a vehicle; Maintain the vehicle systems; Carry out minor repairs to a vehicle; Complete documentation.  
**Required Reading**: To be advised  
**Nominal Hours**: 30 Hours  
**Assessment**: As per accredited curriculum

TDTB697B CARRY OUT INSPECTION OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS

**Campus**: To be advised  
**Prerequisite(s)**: Nil  
**Content**: Check vehicle; Clean vehicle and ancillary equipment; Complete documentation.  
**Required Reading**: To be advised  
**Nominal Hours**: 30 Hours  
**Assessment**: As per accredited curriculum

TDTB797 CARRY OUT MAINTENANCE OF TRAILERS

**Campus**: Werribee.  
**Prerequisite(s)**: Nil  
**Content**: Identify faults and perform routine maintenance; Carry out repairs on trailers; Complete documentation.  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum

TDTB797B CARRY OUT INSPECTION OF TRAILERS

**Campus**: Werribee.  
**Prerequisite(s)**: The ability to read and comprehend simple statements written in English; Current vehicle driver’s licence, endorsed for an appropriate type of vehicle.  
**Content**: Contact department for details. New Training Package being implemented for 2003.  
**Required Reading**: To be advised  
**Nominal Hours**: 30 Hours  
**Assessment**: As per accredited curriculum

TDTB898B CHECK CONVEYOR OPERATIONAL STATUS

**Campus**: To be advised  
**Prerequisite(s)**: Nil  
**Content**: Inspect conveyor system and work area; Check equipment operational capability; Identify, assess faults and report results of inspection and testing.  
**Required Reading**: To be advised  
**Nominal Hours**: 20 Hours  
**Assessment**: As per accredited curriculum

TDTB898A PLAN AND IMPLEMENT MAINTENANCE SCHEDULES

**Campus**: To be advised  
**Prerequisite(s)**: To be advised  
**Content**: Establish maintenance requirements; Organise maintenance activities; Assemble requirements; Complete maintenance procedures.  
**Required Reading**: To be advised  
**Nominal Hours**: 30 Hours  
**Assessment**: As per accredited curriculum

TDTB1098 PLAN AND IMPLEMENT MAINTENANCE SCHEDULES

**Campus**: To be advised  
**Prerequisite(s)**: To be advised  
**Content**: Establish maintenance requirements; Organise maintenance activities; Organise resources; Complete maintenance procedures.  
**Required Reading**: To be advised  
**Nominal Hours**: 30 Hours  
**Assessment**: As per accredited curriculum

TDTB1198 SET UP AND RIG CRANE FOR LIFT

**Campus**: Werribee.  
**Prerequisite(s)**: Nil  
**Content**: Position and stabilise crane; Assemble crane.  
**Required Reading**: To be advised  
**Nominal Hours**: 30 Hours  
**Assessment**: As per accredited curriculum

TDTB1198B SET UP AND RIG CRANE FOR LIFT

**Campus**: Werribee.  
**Prerequisite(s)**: Nil  
**Content**: Contact department for details. New Training Package being implemented for 2003.  
**Required Reading**: To be advised  
**Nominal Hours**: 30 Hours  
**Assessment**: As per accredited curriculum

TDTB1298 PLAN JOB AND SET UP WORK AREA

**Campus**: Werribee.  
**Prerequisite(s)**: Nil  
**Content**: Obtain and confirm job instructions/work specifications; Coordinate loading of gear and equipment; Assess job requirements and work area; Design job plan; Set up work area.  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum

TDTB1298B PLAN JOB AND SET UP WORK AREAS

**Campus**: To be advised  
**Prerequisite(s)**: Nil  
**Content**: Obtain and confirm job instructions/work specifications; Coordinate loading of gear and equipment; Assess job requirements and work area; Design job plan; Set up work area.  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum
TDTB1398 MAINTAIN MOBILE CRANES
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB1398B MAINTAIN MOBILE CRANES
Campus To be advised
Prerequisite(s) Nil
Content Plan maintenance operations; Complete pre-maintenance checks; Identify and assess any faults found; Conduct maintenance operations and safety check; Complete maintenance records.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB1498 LOAD AND UNLOAD WHEELED OR TRACKED CRANE
Campus Werribee.
Prerequisite(s) Nil
Content Inspect site; Unload/load crane from/onto float; Secure crane for travel.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB1498B LOAD AND UNLOAD WHEELED OR TRACKED CRANE
Campus To be advised
Prerequisite(s) Nil
Content Inspect tools and equipment; Secure outriggers; Pack and store tools and equipment; Complete records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB1598 UNDERTAKE SITE INSPECTION
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB1598B UNDERTAKE SITE INSPECTION
Campus To be advised
Prerequisite(s) Nil
Content Arrange site inspection; Clarify customer requirements; Define job requirements; Complete records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB1698 DE-RIG, PACK AND STORE TOOLS AND EQUIPMENT
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTB1698B DE-RIG, PACK AND STORE TOOLS AND EQUIPMENT
Campus To be advised
Prerequisite(s) Nil
Content Inspect tools and equipment; Secure outriggers; Pack and store tools and equipment; Complete records.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTB1798 ASSEMBLE/DISMANTLE BOOM OR JIB
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

TDTB1798B ASSEMBLE/DISMANTLE BOOM OR JIB
Campus To be advised
Prerequisite(s) Nil
Content Plan assembly/dismantling; Assemble/dismantle boom or jib.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

TDTB1801A CONDUCT FULL TRAIN EXAMINATION
Campus Werribee.
Prerequisite(s) Nil
Content Prepare for examination; Prepare train for examination; Examine rolling stock; Examine loads; Document and action examination results.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB1901A TEST TRAIN BRAKING SYSTEM
Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare for train brake inspection and testing; Inspect and test train brake operation; Deal with identified faults; Record brake test.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
TDTB2001A VISUALLY INSPECT STATIONARY TRAIN
Campus To be advised
Prerequisite(s) Nil
Content Prepare for a visual inspection of a stationary train; Carry out a visual inspection of a stationary train; Document and action inspection results.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

TDTB2001A CONDUCT TRAIN ROLL BY INSPECTION
Campus To be advised
Prerequisite(s) Nil
Content Prepare for a roll-by inspection; Conduct a roll-by inspection of a moving train; Report and action roll-by inspection results.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB2001A DIAGNOSE AND RECTIFY MINOR FAULTS
Campus To be advised
Prerequisite(s) Nil
Content Identify maintenance/repair requirements; Conduct minor maintenance and routine repairs; Check and report minor repairs/maintenance; Provide support.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB2001A PROVIDE SANITATION AND WATER SERVICES SUPPORT TO PASSENGER TRANSPORTATION UNITS
Campus To be advised
Prerequisite(s) Nil
Content Plan decanting and watering of passenger vehicles/carriages/vessels; Provide decanting service; Provide water service; Complete decanting and watering.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB2001A CLEAN TRANSPORTATION UNITS AND FACILITIES FOR PASSENGER USE
Campus To be advised
Prerequisite(s) Nil
Content Identify and prepare for cleaning; Clean facility or unit; Identify minor maintenance requirements of transportation units and facilities; Complete the work.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB2001A PREPARE, START AND SHUT DOWN MOTIVE POWER UNIT
Campus To be advised
Prerequisite(s) Nil
Content Check and prepare motive power unit; Examine motive power unit; Start motive power unit; Position motive power unit; Shut down and secure motive power unit.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

TDTB2001A PREPARE FOR TRAIN OPERATION
Campus To be advised
Prerequisite(s) Nil
Content Implement pre-departure checks; Confirm train documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB2701A SET UP AND SHUT DOWN ON-TRAIN REMOTE CONTROL SYSTEM
Campus To be advised
Prerequisite(s) Nil
Content Set up remote control system; Set up lead control system; Shut down remote control equipment.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB2001A MAINTAIN AND USE HAND TOOLS
Campus To be advised
Prerequisite(s) Nil
Content Select and use hand tools; Maintain hand tools; Secure and store hand tools.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB2001A USE AND MAINTAIN MINOR MECHANICAL EQUIPMENT
Campus To be advised
Prerequisite(s) Nil
Content Carry out pre-operation checks; Operate mechanical equipment; Conduct routine maintenance; Secure and store.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB3001A UNDERTAKE GENERAL SITE MAINTENANCE
Campus To be advised
Prerequisite(s) Nil
Content Prepare for work; Conduct site housekeeping functions; Apply pest and vegetation control measures; Complete the work.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB3101A CLEAN UP PLANT, EQUIPMENT AND WORKSITE
Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare work; Arrange clear up and disposal/reclamation of material; Operate cleaning equipment and mobile plant; Finalise work and restore site.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
TDTC197A DRIVE VEHICLE (CORE SKILLS)

Campus: To be advised.
Prerequisite(s): Nil
Content: Drive the vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTC197B DRIVE VEHICLE

Campus: To be advised.
Prerequisite(s): Nil
Content: Drive the vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTC297 DRIVE LIGHT RIGID VEHICLE

Campus: Werribee.
Prerequisite(s): The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC297B DRIVE LIGHT RIGID VEHICLE

Campus: To be advised.
Prerequisite(s): Nil
Content: Drive the light rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC397 DRIVE MEDIUM RIGID VEHICLES

Campus: Werribee.
Prerequisite(s): The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC397B DRIVE MEDIUM RIGID VEHICLE

Campus: To be advised.
Prerequisite(s): Nil
Content: Drive the medium rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC497 DRIVE HEAVY RIGID VEHICLES

Campus: Werribee.
Prerequisite(s): Nil
Content: Drive the heavy rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC497B DRIVE HEAVY RIGID VEHICLES

Campus: To be advised.
Prerequisite(s): Nil
Content: Drive the heavy rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC497C DRIVE HEAVY RIGID VEHICLE

Campus: To be advised.
Prerequisite(s): Nil
Content: Drive the heavy rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC597 DRIVE HEAVY COMBINATION VEHICLES

Campus: Werribee.
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC597B DRIVE HEAVY COMBINATION VEHICLES

Campus: To be advised.
Prerequisite(s): Nil
Content: Drive the heavy combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC597C DRIVE HEAVY COMBINATION VEHICLE

Campus: To be advised.
Prerequisite(s): Nil
Content: Drive the heavy combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC697B DRIVE MULTI-COMBINATION VEHICLE

Campus: To be advised.
Prerequisite(s): Nil
Content: Drive the multi-combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
TDTC797B Operate Vehicle Carrying Special Loads

Campus: To be advised
Prerequisite(s): Nil
Content: Carry out pre-operational checks; Drive a vehicle carrying special loads.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC897B Drive Coach/Bus

Campus: Werribee
Prerequisite(s): The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content: Drive the coach; Monitor traffic and road conditions; Monitor and maintain coach/bus performance.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC997 Drive Taxicabs

Campus: Werribee
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC997B Drive Taxi Cab

Campus: To be advised
Prerequisite(s): Nil
Content: Drive the taxi; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC1097 Pilot or Escort Oversize and/or Mass Loads

Campus: Werribee
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTC1097B Pilot or Escort Oversized and/or Overmassed Loads

Campus: To be advised
Prerequisite(s): Nil
Content: Prepare for pilot or escort operation; Carry out communications regarding pilot or escort operation; Conduct pilot and/or escort operation.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTC1197B Transport Passengers with Disabilities

Campus: To be advised
Prerequisite(s): Nil
Content: Carry out pre-operational checks on vehicles; Drive a vehicle used by passengers with disabilities.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC1298 Ride Motorcycles

Campus: Werribee
Prerequisite(s): The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTC1298B Ride Courier/Delivery Motorcycle

Campus: To be advised
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTC1298B Ride Courier/Delivery Bicycle

Campus: To be advised
Prerequisite(s): Nil
Content: Inspect bicycle for operational capability; Ride the bicycle; Monitor traffic and road conditions; Monitor and maintain bicycle performance.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTC1398B Prepare, Operate, Monitor and Stable Steam Locomotive

Campus: To be advised
Prerequisite(s): Nil
Content: Conduct pre-operational checks; Light fire and raise steam; Prepare locomotive for journey; Maintain operational conditions en route; Stable and secure steam locomotive.
Required Reading: To be advised
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

TDTC1401A Prepare, Operate, Monitor and Stable Motive Power Unit

Campus: To be advised
Prerequisite(s): Nil
Content: Prepare motive power unit; Operate motive power unit; Operate and monitor on-board equipment; Respond effectively to external operating factors; Stable and secure motive power unit.
Required Reading: To be advised
Nominal Hours: 160 Hours
Assessment: As per accredited curriculum
TDTC1601A CONDUCT MARSHALLING OPERATIONS
Campus: To be advised
Prerequisite(s): Nil
Content: Establish marshalling requirements; Plan rolling stock movements; Position rolling stock; Prepare and distribute documentation.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTC1701A SHUNT ROLLING STOCK
Campus: To be advised
Prerequisite(s): Nil
Content: Carry out shunting control procedures; Plan and prepare for shunting operation; Shunt rolling stock; Finalise train consist.
Required Reading: To be advised
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

TDTC1801A OPERATE ON-TRAIN REMOTE CONTROL SYSTEM
Campus: To be advised
Prerequisite(s): Nil
Content: Position equipment and motive power unit; Monitor and operate remote control equipment; Shut down remote control equipment.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC1901A DRIVE TRAIN TO OPERATIONAL REQUIREMENTS
Campus: To be advised
Prerequisite(s): Nil
Content: Drive train efficiently and effectively; Complete train journey; Respond effectively to external operating factors; Prepare train for crew hand-over; Stable train.
Required Reading: To be advised
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

TDTC2001A OPERATE PASSENGER TRAM
Campus: To be advised
Prerequisite(s): Nil
Content: Plan and prepare to drive tram; Carry out pre-operational checks; Maneuvre and position tram; Drive tram safely; Drive tram efficiently; Berth and secure tram.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTC2101A DRIVE TRAM
Campus: To be advised
Prerequisite(s): Nil
Content: Plan and prepare a passenger tram for operations; Carry out pre-operational checks; Manoeuvre and position tram; Drive the passenger train; Operate revenue collection systems; Complete operator sequence.
Required Reading: To be advised
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

TDTC2201A OPERATE PASSENGER TRAM
Campus: To be advised
Prerequisite(s): Nil
Content: Plan and prepare a passenger tram for operations; Carry out pre-operational checks; Manoeuvre and position tram; Operate the passenger train; Operate revenue collection systems; Complete operator sequence.
Required Reading: To be advised
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

TDTC2301A OPERATE TRAIN WITH DUE CONSIDERATION OF ROUTE CONDITIONS
Campus: To be advised
Prerequisite(s): Nil
Content: Identify route requirements; Apply route knowledge when planning a train journey; Use route knowledge during a train journey.
Required Reading: To be advised
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

TDTC2401A OPERATE URBAN PASSENGER TRAIN
Campus: To be advised
Prerequisite(s): Nil
Content: Drive urban train efficiently and effectively; Assist passengers; Carry out train inspections; Respond effectively to abnormal situations and external operating factors; Stable urban train.
Required Reading: To be advised
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

TDTC2501A OPERATE FOUR WHEEL DRIVE VEHICLE
Campus: To be advised
Prerequisite(s): Nil
Content: Operate Four Wheel Drive vehicles on normal roads; Operate vehicle on, or across a slope; Operate vehicle ascending a steep slope including stall recovery; Operate vehicle descending a steep slope including stall recovery; Operate vehicle in rugged terrain; Operate jack; Complete operations.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD197B SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS
Campus: To be advised
Prerequisite(s): Nil
Content: Assess risks arising from the relocation of the load; Plan load relocation; Relocate load.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTD297B SHIFT A LOAD USING MANUALLY-OPERATED EQUIPMENT
Campus: To be advised
Prerequisite(s): Nil
Content: Assess risks arising from the relocation of the load; Plan load relocation; Relocate load.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTD397C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES
Campus: To be advised
Prerequisite(s): To be advised
Content: Identify requirements for working with dangerous goods and/or hazardous substances; Confirm site incident procedures; Select handling techniques.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
TDTD497 LOAD AND UNLOAD GOODS/ CARGO
Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD497B LOAD AND UNLOAD GOODS/ CARGO
Campus To be advised
Prerequisite(s) To be advised
Content Load and unload goods/cargo; Secure and protect load; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD797B PREPARE CARGO FOR TRANSFER WITH SLINGS
Campus To be advised
Prerequisite(s) Nil
Content Prepare for transfer of cargo; Calculate Safe Working Load or Working Load Limit of slings and loads; Sling cargo and unsling cargo; Strap and unstrap Goods.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD897B MONITOR CRANE OPERATIONS
Campus Werribee/Industry
Prerequisite(s) Nil
Content Monitor work performance and progress; Monitor personnel working in operational area; Solve problems and make decisions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD997B DIRECT CRANE OPERATIONS
Campus Werribee/Industry
Prerequisite(s) Nil
Content Perform check of work area; Perform check of cargo; Interpret and provide directions; Anticipate cargo transfer sequence; Direct crane operators and transfer loads.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1097B OPERATE A FORKLIFT
Campus Werribee.
Prerequisite(s) To be advised
Content Check forklift condition; Drive the forklift; Operate a forklift to handle loads; Monitor site conditions; Monitor and maintain forklift performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1097B 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

TDTD197B CONDUCT SPECIALISED FORKLIFT OPERATIONS
Campus To be advised
Prerequisite(s) Nil
Content Check attachments and worksite for suitability; Select type of forklift and accessories for the required workplace task; Shift load and complete work.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD197B OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT
Campus To be advised
Prerequisite(s) Nil
Content Plan work for the current working conditions; Use controls and equipment operating systems to manage movement of the unit and accessory operations; Locate load and identify load characteristics; Move materials and loads; Monitor and operate controls; Stop, park and secure equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1397B MOVE MATERIALS MECHANICALLY
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1397B MOVE MATERIALS MECHANICALLY USING AUTOMATED EQUIPMENT
Campus To be advised
Prerequisite(s) Nil
Content Select load moving equipment; Move goods; Check goods and complete documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1497B LOAD AND UNLOAD VEHICLES CARRYING SPECIAL LOADS
Campus To be advised
Prerequisite(s) Nil
Content Load and unload vehicle; Secure and protect vehicle and load; Complete documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD1597B IDENTIFY AND CLASSIFY EXPLOSIVES AND DANGEROUS GOODS
Campus To be advised
Prerequisite(s) Nil
Content Assess explosives/dangerous goods; Handle explosives/dangerous goods; Label explosives/dangerous goods; Complete documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
TDTD1697 LOAD AND UNLOAD DANGEROUS GOODS
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD1697B LOAD AND UNLOAD EXPLOSIVES AND DANGEROUS GOODS
Campus To be advised
Prerequisite(s) To be advised
Content Prepare to load and unload vehicle; Load/unload vehicle; Secure and protect vehicle load; Check the vehicle.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD1897 HANDLE FURNITURE AND EFFECTS
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD1897B HANDLE FURNITURE AND EFFECTS
Campus To be advised
Prerequisite(s) Nil
Content Prepare for removal; Move furniture items; Load vehicle.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD1997 PACK AND UNPACK CARTONS FOR REMOVAL
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD1997B PACK AND UNPACK CARTONS DURING A REMOVAL
Campus To be advised
Prerequisite(s) Nil
Content Prepare for packing; Pack and unpack cartons; Complete packing/unpacking process.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD2097B CARE FOR LIVESTOCK IN TRANSIT
Campus To be advised
Prerequisite(s) Nil
Content Prepare to transport livestock; Care for and control livestock in transit; Use animal husbandry techniques.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD2198B USE SPECIALISED BULK TRANSFER EQUIPMENT (DRY)
Campus To be advised
Prerequisite(s) To be advised
Content Plan work; Transfer material; Monitor and operate controls; Complete operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2298B CONDUCT WEIGHBRIDGE OPERATIONS
Campus To be advised
Prerequisite(s) Nil
Content Set up for weighbridge operations; Weigh loaded vehicles; Weigh unloaded vehicles; Complete weighbridge operations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD2398B USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT
Campus To be advised
Prerequisite(s) Nil
Content Plan work; Transfer material; Monitor and operate controls; Complete operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2498B USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)
Campus To be advised
Prerequisite(s) Nil
Content Plan work; Transfer material; Monitor and operate controls; Complete operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
TDTD2598B PLAN LOADING OF DANGEROUS GOODS

Campus: To be advised  
Prerequisite(s): Nil  
Content: Assess goods/freight to be loaded; Plan transfer/loading operations; Document procedures; Review planning process.  
Required Reading: To be advised  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

TDTD2698B PLAN AND ORGANISATE MOVEMENT AND STORAGE OF BULK MATERIALS

Campus: To be advised  
Prerequisite(s): Nil  
Content: Analyse work requirements; Schedule work; Organise transport and storage facilities; Document and communicate decisions; Monitor transportation and storage operations.  
Required Reading: To be advised  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

TDTD2798B PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS

Campus: To be advised  
Prerequisite(s): Nil  
Content: Check packaged dangerous goods load; Assess vehicle suitability to transport intended load; Check emergency procedures and equipment; Evaluate documented route plan; Complete documentation.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

TDTD2898B PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS IN BULK

Campus: To be advised  
Prerequisite(s): Nil  
Content: Assess suitability of transport mode for intended load; Check bulk dangerous goods load; Identify and follow emergency procedures and equipment; Evaluate documented route plan; Complete documentation.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

TDTD2998B PREPARE ARTICLES FOR DELIVERY

Campus: Werribee  
Prerequisite(s): The ability to read and comprehend simple statements written in English; Current vehicle driver’s licence, endorsed for an appropriate type of vehicle.  
Required Reading: To be advised  
Nominal Hours: 10 Hours  
Assessment: As per accredited curriculum

TDTD3098B SUPERVISE MOBILE CRANE OPERATIONS

Campus: Werribee / Industry  
Prerequisite(s): Nil  
Content: Implement operational plan; Direct operations; Support crane personnel; Resolve site problems on request.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

TDTD3198B RIG LOAD

Campus: Werribee  
Prerequisite(s): Nil  
Content: Prepare for transfer of load; Assess lifting requirements; Secure load; Detach load.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

TDTD3298B PLAN AND CONDUCT SPECIALISED LIFT

Campus: To be advised  
Prerequisite(s): Nil  
Content: Inspect site; Plan the lift; Set up lift; Work effectively in team; Lift and move load; Follow up on job.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

TDTD3397B OPERATE A VEHICLE-MOUNTED LOADING CRANE

Campus: To be advised  
Prerequisite(s): Nil  
Content: Position and stabilise crane; Operate vehicle-mounted crane; Monitor lift conditions; Pack up crane; Complete job records.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

TDTD3398 OPERATE A VEHICLE SELF LOADING CRANE

Campus: To be advised  
Prerequisite(s): Nil  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

TDTD3498 OPERATE A MOBILE CRANE ON A DEMOLITION SITE

Campus: To be advised  
Prerequisite(s): Nil  
Required Reading: To be advised  
Nominal Hours: 60 Hours  
Assessment: As per accredited curriculum
TDTD3498B OPERATE A MOBILE CRANE UP TO AND INCLUDING 20 TONNES ON A DEMOLITION SITE

Campus: To be advised  
Prerequisite(s): Nil  
Content: Plan and prepare for demolition site operation; Lift equipment and materials.  
Required Reading: To be advised  
Nominal Hours: 60 Hours  
Assessment: As per accredited curriculum

TDTD3398 OPERATE A BOOM TYPE ELEVATING WORK PLATFORM

Campus: Werribee  
Prerequisite(s): Nil  
Content: Inspect and test elevating work platform; Assess job requirements and work; Plan work and set up for lift; Carry out elevation; Planned hazard control and strategies are implemented; Pack up work platform.  
Required Reading: To be advised  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

TDTD3698 LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES

Campus: Werribee  
Prerequisite(s): Nil  
Content: Operate mobile crane; Monitor lift conditions; Implement shut-down procedures; Pack up crane; Complete job records.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

TDTD4098B CONTROL LIFT AND MOVEMENT OF CRANE

Campus: To be advised  
Prerequisite(s): Nil  
Content: Provide lift instructions; Monitor lift; Place and secure load.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

TDTD4198B UNDERTAKE CASH-IN-TRANSIT LOADING AND UNLOADING IN AN UNSECURED ENVIRONMENT

Campus: To be advised  
Prerequisite(s): Nil  
Content: Select loading site; Undertake load transfer; Complete transfer documentation.  
Required Reading: To be advised  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

TDTD4301A SHIFT LOADS USING GANTRY EQUIPMENT

Campus: To be advised  
Prerequisite(s): Nil  
Content: Plan work for the prevailing working conditions; Use controls and operating systems to manage the operation of the equipment; Locate load and identify load characteristics; Safely move load; Monitor and operate controls; Stop, shut down and secure equipment.  
Required Reading: To be advised  
Nominal Hours: 80 Hours  
Assessment: As per accredited curriculum

TDTD4401A SHIFT LOADS USING CRANES

Campus: To be advised  
Prerequisite(s): Nil  
Content: Plan work for the current working conditions; Use controls and crane operating systems; Locate load and identify load characteristics; Safely move load; Monitor controls; Stop, shut down and secure equipment.  
Required Reading: To be advised  
Nominal Hours: 80 Hours  
Assessment: As per accredited curriculum

TDTD4501A OPERATE SPECIALISED LIGHT LOAD SHIFTING EQUIPMENT

Campus: To be advised  
Prerequisite(s): Nil  
Content: Plan work for the current working conditions; Use controls and equipment operating systems to manage movement of the unit and accessory operations; Locate load and identify load characteristics; Move materials and loads; Monitor and operate controls; Stop, park and secure light load shifting equipment.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

TDTE197B PRESENT ROUTINE WORKPLACE INFORMATION

Campus: To be advised  
Prerequisite(s): Nil  
Content: Prepare and present document; Prepare and deliver oral presentation.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum
TDTE297B ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS
Campus To be advised
Prerequisite(s) Nil
Content Estimate loads for transport or storage; Estimate load limits of transport and/or storage; Organise load.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTE397B PARTICIPATE IN BASIC WORKPLACE COMMUNICATION
Campus To be advised
Prerequisite(s) Nil
Content Communicate information about routine tasks, processes, events or skills; Participate in group discussions to achieve appropriate work outcomes; Represent views of the group to others.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTE497B PREPARE WORKPLACE DOCUMENTS
Campus To be advised
Prerequisite(s) Nil
Content Plan workplace document; Prepare workplace document; Complete workplace forms.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE597B CARRY OUT BASIC WORKPLACE CALCULATIONS
Campus To be advised
Prerequisite(s) Nil
Content Carry out calculations; Prepare estimates; Interpret graphical representations of mathematical information.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE697B COLLECT AND PRESENT WORKPLACE DATA AND INFORMATION
Campus 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

TDTE797B 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
<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>TDTE1097B</td>
<td>ESTIMATE FURNITURE REMOVALS JOBS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Estimate requirements of removals jobs; Interact with customers regarding removals; Prepare documentation for removals job.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTE1098B</td>
<td>USE ELECTRONIC COMMUNICATION EQUIPMENT</td>
<td>To be advised</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>
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<tr>
<td>TDTE1298B</td>
<td>CONSOLIDATE MANIFEST DOCUMENTATION</td>
<td>To be advised</td>
<td>Nil</td>
<td>Identify required documentation; Process documentation.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTE1398B</td>
<td>APPLY WORKPLACE STATISTICS</td>
<td>Werribee/Industry</td>
<td>Nil</td>
<td>Identify situations where statistics are used in the workplace; Collect numerical data; Process and present data; Interpret trends and patterns from numerical data; Apply outcomes of statistical analysis to workplace operations.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTE1498</td>
<td>COMPILE AND PROCESS EXPORT 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>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTE1598</td>
<td>UNDERTAKE RIGGER/ DOGGER AND DRIVER COMMUNICATION</td>
<td>To be advised</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>
</tr>
<tr>
<td>TDTE1698</td>
<td>ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Identify mathematical information and tools used in the workplace; Estimate and calculate requirements for load shifting; Complete documentation using mathematical information.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE1701A</td>
<td>UNDERTAKE INITIAL REMOVAL SURVEY</td>
<td>To be advised</td>
<td>Nil</td>
<td>Park vehicle; Define job requirements; Complete records.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE1801A</td>
<td>MAINTAIN FREIGHT RECORDS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Record freight receipt; Record freight despatch.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
TDTF1901A WORK WITH TRAVEL AGENCIES AND SALES OUTLETS

Campus: To be advised  
Prerequisite(s): Nil  
Content: Develop and negotiate the sales of tour packages; Establish and maintain network of travel agencies and sales outlets; Monitor and report tour packages sales; Review and negotiate agency and outlet agreements; Communicate and promote products and services to agencies and sales outlets.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

TDTF197B FOLLOW OHS PROCEDURES

Campus: To be advised  
Prerequisite(s): Nil  
Content: Follow workplace procedures for hazard identification and risk control; Contribute to arrangements for the management of occupational health and safety; Complete occupational health and safety records.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

TDTF297B CONDUCT HOUSEKEEPING ACTIVITIES

Campus: To be advised  
Prerequisite(s): Nil  
Content: Identify the housekeeping requirements procedures, and resources of different areas of the workplace; Monitor and maintain cleanliness and tidiness in the workplace; Complete assigned housekeeping duties.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

TDTF397A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Campus: Werribee  
Prerequisite(s): Nil  
Required Reading: To be advised  
Nominal Hours: 30 Hours  
Assessment: As per accredited training package documentation

TDTF397B IMPLEMENT AND MONITOR OHS PROCEDURES

Campus: To be advised  
Prerequisite(s): Nil  
Content: Access information about OHS and the workplace policies and procedures; Implement and monitor procedures for identifying and assessing hazards; Implement and monitor procedures for controlling risks; Plan and supervise housekeeping arrangements; Implement and monitor procedures for dealing with hazardous events.  
Required Reading: To be advised  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

TDTF497B ORGANISE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE

Campus: To be advised  
Prerequisite(s): Nil  
Content: Use information about OHS policies and procedures; Identify and assess hazards; Negotiate to control risks and resolve complaints about OHS; Institute risk management strategies.  
Required Reading: To be advised  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

TDTF697B APPLY EMERGENCY/ACCIDENT PROCEDURES

Campus: Werribee  
Prerequisite(s): Nil  
Content: Respond to the incident; Control and assist at accident or emergency site; Finalise accident-emergency process and complete records.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

TDTF797A IMPLEMENT ACCIDENT/EMERGENCY PROCEDURES

Campus: To be advised  
Prerequisite(s): Nil  
Content: Respond to an incident and control and assist at accident or emergency site; Complete accident/emergency process and complete records.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited training package documentation

TDTF797B IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES

Campus: Werribee/Industry  
Prerequisite(s): Nil  
Content: Respond to the incident; Coordinate on-site activities; Complete follow-up actions.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

TDTF897 PROVIDE FIRST AID IN THE WORKPLACE

Campus: Werribee  
Prerequisite(s): Nil  
Required Reading: To be advised  
Nominal Hours: 25 Hours  
Assessment: As per accredited curriculum
TDTF997B CONDUCT CLEANING OPERATIONS IN ENCLOSED SPACES

Campus To be advised
Prerequisite(s) Nil
Content Identify risks and plan operation; Clean required enclosed space.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF1097 APPLY FATIGUE MANAGEMENT STRATEGIES

Campus Werribee
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver’s licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1097B APPLY FATIGUE MANAGEMENT STRATEGIES

Campus To be advised
Prerequisite(s) To be advised
Content Identify and act upon signs of fatigue; Implement strategies to minimise fatigue.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1197 CARE FOR ENVIRONMENT

Campus Werribee
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver’s licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF1297 APPLY SAFE HANDLING STRATEGIES WHEN HANDLING EXPLOSIVES OR DANGEROUS GOODS

Campus Werribee
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver’s licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1297B APPLY SAFE HANDLING STRATEGIES WHEN HANDLING/TRANSPORTING DANGEROUS GOODS OR EXPLOSIVES

Campus To be advised
Prerequisite(s) To be advised
Content Operate equipment and/or vehicle in a safe manner; Consult with relevant authorities/persons.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1397B COORDINATE BREAKDOWNS AND EMERGENCIES

Campus To be advised
Prerequisite(s) Nil
Content Evaluate breakdown and/or emergency situation; Consult with relevant persons and authorities; Coordinate breakdown and/or emergency situation; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1498A DEVELOP AND MAINTAIN A SAFE WORKPLACE

Campus Werribee, Industry
Prerequisite(s) Nil
Content Plan and implement safety requirements; Inform and train personnel on OHS legislation, codes and standards; Establish and maintain procedures for assessing and controlling safety risks; Monitor, adjust and report safety performance; Evaluate the occupational health and safety system and related policies, procedures and programs; Investigate and report non-conformance; Establish and maintain a system for OHS records.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited training package documentation

TDTF1498B DEVELOP AND MAINTAIN A SAFE WORKPLACE

Campus Werribee/Industry
Prerequisite(s) Nil
Content Plan and implement safety requirements; Inform and train personnel on OHS legislation, codes and standards; Establish and maintain procedures for assessing and controlling safety risks; Monitor, adjust and report safety performance; Evaluate the occupational health and safety system and related policies, procedures and programs; Investigate and report non-conformance; Establish and maintain a system for OHS records.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTF1701A INVESTIGATE RAIL SAFETY INCIDENTS

Campus To be advised
Prerequisite(s) Nil
Content Plan the investigation; Collect and analyse information; Prepare report.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTF1801A OPERATE AND MAINTAIN FIRE-FIGHTING EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Use fire-fighting equipment; Maintain fire-fighting equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF1901A ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Perform checks and inspections; Rectify and report work hazards and non-compliances; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited training package documentation
TDTF2001A MANAGE EMERGENCIES
Campus To be advised
Prerequisite(s) Nil
Content Respond to emergency situations; Take required action during an emergency; Arrange follow-on support and assistance; Communicate with staff.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTF2101A RESPOND TO TRAIN-DRIVING EMERGENCIES AND ABNORMAL SITUATIONS
Campus To be advised
Prerequisite(s) Nil
Content Identify emergency or abnormal situation; Respond to emergency or abnormal situations; Arrange follow-on support and assistance; Communicate with staff and passengers.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTF2201A IMPLEMENT/MONITOR PROCEDURES WHEN WAREHOUSING/STORING DANGEROUS GOODS AND/OR HAZARDOUS SUBSTANCES
Campus To be advised
Prerequisite(s) Nil
Content Access/provide information on legislative requirements, workplace policies and procedures; Implement and monitor procedures for identifying and assessing hazards; Implement and monitor procedures for controlling risks.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTF501A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK TO TRAIN DRIVING
Campus To be advised
Prerequisite(s) Nil
Content Apply train-driving rules; Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow train authority protocols; Comply with signals and track-side signs; Follow track work protocols; Follow track work rules; Maintain safeworking records; Take required action in a range of train-driving situations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTF5201A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK TO TRAIN CONTROLLING
Campus To be advised
Prerequisite(s) Nil
Content Apply train controlling rules; Apply communication protocols; Follow train authority protocols; Follow track work protocols; Take required action in a range of train controlling situations; Follow procedures related to fixed signals; Take required action during a major emergency; Maintain safeworking records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF5401A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK TO SHUNTING ON THE NETWORK
Campus To be advised
Prerequisite(s) Nil
Content Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow track working rules; Take required action in a range of shunting situations; Maintain safeworking records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF5701A APPLY THE 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO INTERFACE COORDINATION MANAGEMENT
Campus To be advised
Prerequisite(s) Nil
Content Develop and implement interface coordination plans; Participate in the negotiation of Track Access Agreements and Rail Safety Accreditation arrangements; Manage safety incidents; Participate in the development and implementation of an ER Plan.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF5801A APPLY SAFEWORKING RULES AND REGULATIONS TO RAIL OPERATIONS
Campus To be advised
Prerequisite(s) Nil
Content Apply safeworking rules and regulations; Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow safeworking protocols; Take action in the event of unsafe situations or emergencies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTF5901A APPLY THE ‘CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK’ TO THE MANAGEMENT OF OPERATIONS, HR AND SAFEWORKING
Campus To be advised
Prerequisite(s) Nil
Content Develop and confirm worker competence in safeworking; Ensure implementation of medical standards; Manage systems for drug and alcohol control; Monitor and review safety performance; Manage compliance with safeworking equipment requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDHG197B WORK EFFECTIVELY WITH OTHERS
Campus To be advised
Prerequisite(s) Nil
Content Contribute to determination of appropriate work roles; Contribute to the planning of the activity; Work with others.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
TDTG297B LEAD WORK TEAM OR GROUP

Campus To be advised
Prerequisite(s) Nil
Content Participate in team/group planning; Manage and develop team/group performance; Participate in and facilitate the work team/group; Document and review work team/group tasks.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTG598B ORGANISE TRANSPORT WORKLOAD

Campus Werribee/Industry
Prerequisite(s) Nil
Content Organise and accept responsibility for own workload; Participate in identifying and meeting own learning needs; Plan and organise a personal daily routine.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTG698A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS

Campus Werribee, Industry
Prerequisite(s) Nil
Content Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Encourage and facilitate the work of teams.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTG698B FACILITATE WORK TEAMS

Campus Werribee, Industry
Prerequisite(s) Nil
Content Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Encourage and facilitate the work of teams.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

TDTG701A WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Communicate with customers and colleagues from diverse backgrounds; Deal with cross-cultural misunderstandings.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTGCS002A DEAL WITH CUSTOMER FEEDBACK

Campus To be advised
Prerequisite(s) Nil
Content Handle customer feedback; Record customer feedback.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited training package documentation

TDTGCS003A PROCESS CUSTOMER COMPLAINTS

Campus To be advised
Prerequisite(s) Nil
Content Respond to complaints; Refer complaints.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited training package documentation

TDTGCS004A MEET CUSTOMER NEEDS AND EXPECTATIONS

Campus To be advised
Prerequisite(s) Nil
Content Identify customer needs and expectations; Provide the identified customer needs and expectations.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited training package documentation

TDTGCS006A ADDRESS CUSTOMER NEEDS

Campus To be advised
Prerequisite(s) Nil
Content Assist customer to articulate needs; Satisfy complex customer needs.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited training package documentation

TDTH197 INTERPRET ROAD MAPS AND NAVIGATE ROUTES

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTH197C INTERPRET ROAD MAPS AND NAVIGATE PRE-DETERMINED ROUTES

Campus To be advised
Prerequisite(s) Nil
Content Identify and determine the pre-planned route; Complete necessary documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTH297C PLAN AND NAVIGATE ROUTES

Campus To be advised
Prerequisite(s) Nil
Content Interpret street maps; Plan routes; Follow planned route.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
TDTH398 PRIORITISE COURIER/DELIVERY OPERATIONS

Campus: Werribee.
Prerequisite(s): The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTH398B PRIORITISE COURIER/DELIVERY OPERATIONS

Campus: To be advised
Prerequisite(s): To be advised
Content: Identify work requirements; Plan and prepare for work; Undertake work operations; Adjust to changing work priorities; Complete work operations.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTH401A IDENTIFY MAJOR ROADS, SERVICES AND ATTRACTIONS

Campus: To be advised
Prerequisite(s): To be advised
Content: Locate all major roads, highways and suburbs in a metropolitan area; Locate transport interchanges, jetties, ports, stations and terminals; Identify main public services and facilities; Locate key features in a central business district.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTI197B MANAGE QUALITY CUSTOMER SERVICE

Campus: Werribee, Industry.
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 20-30 Hours
Assessment: As per accredited training package documentation

TDTI197C COORDINATE QUALITY CUSTOMER SERVICE

Campus: Werribee/Industry
Prerequisite(s): Nil
Content: Plan to meet internal and external customer requirements; Ensure delivery of quality service; Monitor, adjust and report customer service.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTI297C APPLY CUSTOMER SERVICE SKILLS

Campus: To be advised
Prerequisite(s): To be advised
Content: Deal with customer inquiries; Monitor customer satisfaction.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTI397B PROVIDE CUSTOMER SERVICE IN PASSENGER VEHICLES/VESSELS

Campus: To be advised
Prerequisite(s): To be advised
Content: Monitor and address passenger needs; Prepare and deliver commentaries; Implement conflict resolution strategies; Communicate with suppliers.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTI497B MANAGE CAMPING PROCEDURES FOR COACHES AND BUSES

Campus: To be advised
Prerequisite(s): To be advised
Content: Prepare for camping tour; Oversee the establishment of the camp site; Vacate the campsite.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTI598B MARKET SERVICES AND PRODUCTS TO CLIENTS

Campus: Werribee/Industry
Prerequisite(s): Nil
Content: Recognise opportunities to promote products and services; Establish and maintain contact with clients; Negotiate sales; Close sales.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTI698 PROVIDE FREIGHT FORWARDING SERVICES TO CUSTOMERS

Campus: Werribee.
Prerequisite(s): The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTI698B PROVIDE FREIGHT FORWARDING SERVICES TO CUSTOMERS

Campus: To be advised
Prerequisite(s): Nil
Content: Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTI797C PROVIDE FREIGHT FORWARDING INFORMATION TO CUSTOMERS

Campus: To be advised
Prerequisite(s): To be advised
Content: Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTI797C PROVIDE FREIGHT FORWARDING INFORMATION TO CUSTOMERS

Campus: To be advised
Prerequisite(s): To be advised
Content: Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

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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>TDTI898B</td>
<td>MONITOR TRANSPORT ACTIVITIES AT INTERCHANGES</td>
<td></td>
<td></td>
<td>Monitor transport and passenger movements; Identify coordination problems; Inform customers of irregularities.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTI998B</td>
<td>PROVIDE ON-BOARD SERVICES TO CUSTOMERS</td>
<td></td>
<td></td>
<td>Establish effective communication with customers; Identify and assess the needs and expectations of different customers; Provide the identified customer requirement.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTJ1501A</td>
<td>OPERATE THE ON-TRAIN BUFFET CAR</td>
<td></td>
<td></td>
<td>Prepare and provide take-away food and beverages; Maintain and control stock; Serve customers; Carry out financial control procedures.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTJ1601A</td>
<td>SERVICE FREIGHT CUSTOMERS</td>
<td></td>
<td></td>
<td>Confirm freight customer needs; Provide quotations; Calculate freight charges; Modify products and services; Promote existing freight service.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTJ1701A</td>
<td>DEVELOP FREIGHT CUSTOMERS</td>
<td></td>
<td></td>
<td>Identify potential freight business; Evaluate potential business; Develop proposals for new products or services; Negotiate products and services with customers; Maintain knowledge of the market.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTJ197A</td>
<td>APPLY QUALITY PROCEDURES</td>
<td>Werribee</td>
<td></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>
</tr>
<tr>
<td>TDTJ197B</td>
<td>APPLY QUALITY SYSTEMS</td>
<td></td>
<td></td>
<td>Work within a quality improvement system; Use quality improvement systems, tools and techniques.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTJ398B</td>
<td>APPLY GRAIN PROTECTION MEASURES</td>
<td></td>
<td></td>
<td>Prepare for application of pest control measures; Apply pest control measures; Ventilate fumigated storages; Maintain records.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTJ498B</td>
<td>IMPLEMENT GRAIN MONITORING MEASURES</td>
<td></td>
<td></td>
<td>Install grain quality control equipment; Monitor the quality of stored commodities.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTJ598B</td>
<td>SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS</td>
<td>Werribee</td>
<td></td>
<td>Select evidence; Conduct and interpret tests; Report findings.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
TDTJ698B IMPLEMENT GRAIN PROTECTION PROCEDURES
Campus To be advised
Prerequisite(s) Nil
Content Identify required pest control measures; Plan and prepare for application of pest control measures; Monitor application of pest control measures; Ventilate fumigated storages; Maintain records.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTJ798A CONDUCT INTERNAL QUALITY AUDITS
Campus To be advised
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTJ798B CONDUCT INTERNAL QUALITY AUDITS
Campus To be advised
Prerequisite(s) To be advised
Content 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

TDTK197 USE COMPUTER APPLICATIONS
Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTK197B USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE
Campus 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

TDTK297 USE INFOTECHNOLOGY DEVICES IN THE WORKPLACE
Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTK397 APPLY KEYBOARD SKILLS
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTK397B APPLY KEYBOARD SKILLS
Campus To be advised
Prerequisite(s) To be advised
Content Apply occupational health and safety principles; Enter data.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTK698A EVALUATE SOFTWARE REQUIREMENTS AND HARDWARE ENHANCEMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Analyse requirements for improved computer; Evaluate software; Investigate hardware enhancements; Implement system improvement; Measure systemic improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTK698B EVALUATE SOFTWARE REQUIREMENTS AND HARDWARE ENHANCEMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Analyse requirements for improved computer applications; Evaluate software; Investigate hardware enhancements; Implement system improvement; Measure systemic improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTK798 PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTK798B PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION
Campus To be advised
Prerequisite(s) To be advised
Content Identify and establish document purpose and information sources; Compile data files; Transmit documentation; Receive documentation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum
### TDTL197B COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Identify major areas of the workplace in terms of functions, organisational structures and occupations; Organise and accept responsibility for own workload; Apply ethical practices; Receive and act constructively on personal feedback; Participate in identifying and meeting own learning needs; Plan and organise a personal daily routine.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

### TDTL297B UNDERTAKE EMPLOYEE PAYROLL ACTIVITIES

**Campus** Werribee.  
**Prerequisite(s)** Nil  
**Content** Compile and verify payroll data; Record payroll data; Organise payment of wages and salaries.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### TDTL397 CONDUCT INDUCTION PROCESS

**Campus** Werribee.  
**Prerequisite(s)** Nil  
**Content** Contact Department for details. New Training Package being implemented for 2003.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### TDTL397B CONDUCT INDUCTION PROCESS

**Campus** 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

### TDTL597C APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES

**Campus** Werribee/Industry  
**Prerequisite(s)** Nil  
**Content** Identify potential conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### TDTL797C COORDINATE FLEET CONTROL LOGISTICS

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Carry out fleet control functions; Prepare for contingencies; Communicate with customers and drivers; Coordinate scheduling of operational tasks; Complete documentation.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### TDTL898B COMPLETE ROUTINE ADMINISTRATIVE TASKS

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Receive and distribute incoming mail; Receive and despatch outgoing mail; File documents; Receive and relay written and oral messages.  
**Required Reading** To be advised  
**Nominal Hours** 10 Hours  
**Assessment** As per accredited curriculum

### TDTL998A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

**Campus** Werribee, Industry.  
**Prerequisite(s)** Nil  
**Content** Manage Self; Set and meet own work priorities; Develop and maintain professional competence.  
**Required Reading** To be advised  
**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

### TDTL1098A ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS

**Campus** Werribee/Industry  
**Prerequisite(s)** Nil  
**Content** Contact Department for details. New Training Package being implemented for 2003.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited training package documentation

### TDTL1098B ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS

**Campus** Werribee/Industry  
**Prerequisite(s)** Nil  
**Content** Assess goods/stock to be transported; Determine transit requirements; Complete documentation.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### TDTL1298B APPLY WORKPLACE KNOWLEDGE TO PLAN IMPROVEMENTS TO OPERATIONS

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Analyse work flow in the workplace in relation to productivity; Coordinate and advise on work practices; Identify industrial relations processes which affect the workplace and the operations of its various zones; Organise staff and equipment to complete specific tasks; Assist the team to maintain workplace security.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum
TDTL1398B ESTABLISH AND MANAGE EFFECTIVE WORKPLACE RELATIONS

Campus: To be advised
Prerequisite(s): Nil
Content: Manage difficulties to achieve positive outcomes; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTL1498B EVALUATE AND SELECT WAREHOUSE RESOURCES

Campus: To be advised
Prerequisite(s): Nil
Content: Define objectives for required warehouse operations; Specify equipment and system performance functions; Evaluate and select equipment; Document processes.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTL1598B MANAGE CHANGE PROCESSES WITHIN THE ORGANISATION

Campus: To be advised
Prerequisite(s): Nil
Content: Participate in planning the introduction of change; Develop flexible approaches and solutions; Manage emerging challenges and opportunities.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTL1698B PLAN DOMESTIC TRANSPORT LOGISTICS

Campus: To be advised
Prerequisite(s): Nil
Content: Plan efficient load handling; Develop contingency management strategy; Produce operation schedule.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTL1798B SELECT EMPLOYEES

Campus: To be advised
Prerequisite(s): Nil
Content: Identify future personnel requirements; Assess applicants; Maintain records and documentation.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTL1898B IMPLEMENT AND MONITOR TRANSPORT LOGISTICS

Campus: To be advised
Prerequisite(s): To be advised
Content: Mobilise resources; Coordinate multi-modal transport activities; Monitor consignment(s) tracking; Implement contingency management strategy.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTL1998B DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan and develop operational procedures; Monitor the implementation of the operational procedure(s); Evaluate the implementation of operational procedures.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTL2098B COORDINATE THE ERECTION AND DISMANTLING OF TEMPORARY STORAGE FACILITIES

Campus: Werribee/Industry
Prerequisite(s): Nil
Content: Plan for erection of temporary storage facility; Erect temporary storage facility; Dismantle temporary storage facility after outloading.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTL2198B IMPLEMENT AND MONITOR TRANSPORT LOGISTICS

Campus: Werribee/Industry
Prerequisite(s): Nil
Content: Plan efficient export logistics; Develop contingency management strategy; Produce operation schedules for export logistics; Monitor and coordinate systems for export logistics.
Required Reading: To be advised
Nominal Hours: 100 Hours
Assessment: As per accredited training package documentation

TDTL2298B CONTROL A FURNITURE WAREHOUSE

Campus: Werribee/Industry
Prerequisite(s): Nil
Content: Determine sire functions and operations; Receive and despatch furniture; Maintain inventory; Maintain warehouse security; Monitor storage operations; Complete records.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTL2398B MONITOR AND PROCESS ATTENDANCE RECORDS

Campus: To be advised
Prerequisite(s): Nil
Content: Monitor attendance records; Process attendance records.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited training package documentation
TDTL3201A IMPLEMENT EQUAL EMPLOYMENT EQUITY STRATEGIES

Campus Werribee/Industry
Prerequisite(s) Nil
Content Identify and communicate agreed employment equity direction; Respond to enquiries regarding employment equity; Implement employment equity strategies; Contribute to policy development; Evaluate and report.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3301A PROMOTE EFFECTIVE WORKPLACE PRACTICE

Campus Werribee/Industry
Prerequisite(s) Nil
Content Contribute positively to the work team environment; Observe and promote work safety procedures; Maintain and promote well being of team; Participate in competency development.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3401A ARRANGE ALTERNATIVE PASSENGER TRANSPORT

Campus To be advised
Prerequisite(s) Nil
Content Identify and confirm transport requirements; Arrange alternative transport; Monitor and update transport arrangements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3501A ALLOCATE MOTIVE POWER

Campus To be advised
Prerequisite(s) Nil
Content Identify train operating requirements; Establish motive power requirements and availability; Allocate individual motive power units; Monitor and adjust motive power allocation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3601A DEVELOP ROSTERS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Identify operating requirements; Identify tasks and responsibilities and work requirements; Establish work rosters; Finalise work rosters.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3701A APPLY AND AMEND ROSTERS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Identify changes to timetables, planned activities and support activities; Confirm changes to planned activities; Confirm personnel availability; Re-allocate personnel and amend rosters.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3801A ORGANISE MARSHALLING AND SHUNTING OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Identify marshalling and shunting requirements; Identify required rolling stock movements; Plan rolling stock movements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTL3901A ASSIST WITH TRAIN OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Assist with preparing for train operation; Assist with train operation; Hand over or stable train.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

TDTL4001A PLAN AND CONTROL DAILY TRAIN OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Develop daily train plan; Implement daily train movements; Monitor daily train plan; Maintain documentation and workplace procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL4101A MONITOR AND RECORD ROLLING STOCK LOCATIONS

Campus To be advised
Prerequisite(s) Nil
Content Identify rolling stock; Identify planned movements; Verify and record movement.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL4201A CONTROL RAIL TRAFFIC MOVEMENT

Campus To be advised
Prerequisite(s) Nil
Content Monitor status of current train area plan; Implement the daily working timetable; Control rail traffic movement; Implement contingency plans for system faults and failures, and for planned events; Update traffic movement documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL4301A ALLOCATE FREIGHT

Campus To be advised
Prerequisite(s) Nil
Content Monitor status of current train area plan; Implement the daily working timetable; Control rail traffic movement; Implement contingency plans for system faults and failures, and for planned events; Update traffic movement documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
TDTL4401A ORGANISE FREIGHT YARD MOVEMENT

Campus: To be advised
Prerequisite(s): Nil
Content: Identify loading/unloading requirements and priorities; Coordinate freight yard movement activities.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTL4501A ORGANISE SERVICES FOR SPECIAL EVENTS

Campus: To be advised
Prerequisite(s): Nil
Content: Determine transport requirements; Plan and prepare for the special event; Implement transport plan.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL4601A HANDLE CUSTOMER LUGGAGE/PROPERTY

Campus: To be advised
Prerequisite(s): Nil
Content: Handle customer luggage/property; Process lost luggage/property.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL4701A COORDINATE TRAIN MOVEMENT ACTIVITIES

Campus: To be advised
Prerequisite(s): Nil
Content: Communicate with drivers; Communicate with staff and customers; Oversee train disablement.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTL4801A PREPARE FOR TRAIN DEPARTURE

Campus: To be advised
Prerequisite(s): Nil
Content: Check train equipment; Check for any planned variations from normal routines; Check passenger facilities (where relevant); Check stock levels (where relevant).
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL4901A DEVELOP TRAIN PLANS AND SCHEDULES

Campus: To be advised
Prerequisite(s): Nil
Content: Analyse train requirements; Establish train specifications; Establish train section run times; Monitor and update train requirements.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTL5001A ALLOCATE ROLLING STOCK

Campus: To be advised
Prerequisite(s): Nil
Content: Identify train consists and passenger and/or freight requirements; Establish available rolling stock; Allocate rolling stock to trains; Monitor and amend rolling stock allocation.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTL5101A PLAN TRAIN CONSISTS

Campus: To be advised
Prerequisite(s): Nil
Content: Identify passenger requirements and resources; Plan stopping and loading patterns for passenger services; Plan connections with other passenger services; Identify freight requirements and resources; Plan consists and loads for freight trains.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTM197 PREPARE FOR TRAINING (CATEGORY 1)

Campus: Werribee
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTM297 DELIVER TRAINING (CATEGORY 1)

Campus: Werribee, Industry
Prerequisite(s): TDTM197 Prepare for Training (Category 1)
Required Reading: To be advised
Nominal Hours: Shown in TDTM197 Hours
Assessment: As per accredited curriculum

TDTM397 REVIEW TRAINING (CATEGORY 1)

Campus: Werribee
Prerequisite(s): TDTM297 Deliver Training (Category 1)
Required Reading: To be advised
Nominal Hours: Shown in TDTM197 Hours
Assessment: As per accredited curriculum

TDTM497A PREPARE FOR TRAINING (CATEGORY 2)

Campus: Werribee, Industry
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited training package documentation
TDTM597A DELIVER TRAINING (CATEGORY 2)
Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTM697A REVIEW AND PROMOTE TRAINING (CATEGORY 2)
Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTN197 CONDUCT ASSESSMENT IN ACCORDANCE WITH AN ESTABLISHED ASSESSMENT PROCEDURE
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40-30 Hours
Assessment As per accredited curriculum

TDTN297 EXTENSION UNIT PLAN AND REVIEW ASSESSMENT
Campus Werribee, Industry.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

TDTN297A EXTENSION UNIT - PLAN AND REVIEW ASSESSMENT
Campus Werribee, Industry.
Prerequisite(s) TDTN197A Conduct assessment in accordance with an established assessment procedure.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTO297B FOLLOW SECURITY PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Check seals on containers or packages; Take action to reseal or dispose of packages and empty containers; Secure pillage and high value goods; Record delivery of cargo; Deal with and write reports on security incidents/emergencies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTO398 UNDERTAKE LOADING AND UNLOADING IN A DESIGNATED SECURED ENVIRONMENT
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours TBA
Assessment As per accredited curriculum

TDTO398B CONDUCT CONTROL PROCEDURES FOR TRANSFERRING EXPLOSIVES AND DANGEROUS/SPECIALISED GOODS
Campus To be advised
Prerequisite(s) Nil
Content Clarify movements of dangerous, hazardous or high risk goods; Implement safety and hazard control procedures for loading, unloading or goods movement activities; Review and complete goods transfer operation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTO498A PLAN AND MANAGE SECURITY PROCEDURES FOR THE ENTERPRISE
Campus To be advised
Prerequisite(s) To be advised
Content Assess security risks; Specify security requirements; Implement security plan; Monitor and review system performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

TDTO498B PLAN AND MANAGE SECURITY PROCEDURES FOR THE ENTERPRISE
Campus To be advised
Prerequisite(s) To be advised
Content Assess security risks; Specify security requirements; Implement security plan; Monitor and review system performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>TDTO698B</td>
<td>PLAN AND MANAGE SECURITY PROCEDURES FOR TRANSFERRING AND TRANSPORTING DANGEROUS GOODS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Clarify movements of hazardous or high risk goods; Implement procedures for loading, loading or goods movement activities; Check and monitor personnel and goods within the work area; Coordinate responses on security incidents/emergencies; Carry out surveillance of work areas; Review and complete goods transfer operation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTO798B</td>
<td>UNDERTAKE EMERGENCY RESPONSE ACTION TO A SECURITY THREAT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Select emergency actions to be applied; Maintain communications; Report incident.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTO898B</td>
<td>IMPLEMENT CASH-IN-TRANSIT SECURITY EQUIPMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Check and monitor personnel and goods within the work area; Coordinate responses on security incidents/emergencies; Carry out surveillance of work areas; Complete reports.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTO998B</td>
<td>TEST AND INSPECT CASH-IN-TRANSIT SECURITY INCIDENTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Inspect equipment and work area; Check equipment operational capability; Identify and assess the impact of faults on security requirements; Record and report results of inspection and testing.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTO1098B</td>
<td>RESPOND TO CASH-IN-TRANSIT SECURITY INCIDENTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify the nature of potential security threats; Select emergency actions to be applied; Report incident.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTO1198B</td>
<td>PROVIDE REVENUE PROTECTION MEASURES</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>Monitor passenger behaviour; Identify and resolve disruptive/unlawful activity; Take action to control unlawful behaviour; Report and document incident(s).</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTO1298B</td>
<td>MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Assess security requirements; Develop and implement security programs; Monitor and evaluate security programs.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTO1398B</td>
<td>ADMINISTER SECURITY OF ASSETS AND FACILITIES</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>Monitor and maintain the security of railway property; Secure cash revenue; Secure railway property.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTO1501A</td>
<td>MAINTAIN SECURITY OF RAILWAY PROPERTY AND REVENUE</td>
<td>To be advised.</td>
<td>To be advised</td>
<td>Monitor and maintain the security of railway property; Secure cash revenue; Secure railway property.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
TDTP1601A APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Check and monitor personnel and goods entering the existing worksite; Carry out surveillance of work areas; Deal and write reports on security incidents emergencies; Complete required documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTP197B DEVELOP PLANS TO MEET CUSTOMER AND ORGANISATION NEEDS

Campus Werribee/Industry
Prerequisite(s) Nil
Content Contribute to strategic planning; Analyse market needs; Contribute to business documentation; Communicate to other members of the organization.
Required Reading To be advised
Nominal Hours 30-40 Hours
Assessment As per accredited curriculum

TDTP297B FACILITATE AND CAPITALISE ON CHANGE IN THE WORKPLACE

Campus Werribee/Industry
Prerequisite(s) Nil
Content Participate in planning the introduction of change; Develop creative and flexible approaches to solutions; Manage emerging challenges and opportunities.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

TDTP398B IMPLEMENT, MAINTAIN AND EVALUATE DANGEROUS GOODS TRANSPORT PROCEDURES WITHIN THE WORKPLACE

Campus To be advised
Prerequisite(s) Nil
Content Implement a policy framework for the transport and storage of dangerous goods; Establish and maintain procedures for identifying hazards and risks; Establish and maintain assessment procedures for monitoring conformance and controlling risks; Implement and monitor procedures for maintaining dangerous goods records; Evaluate the implementation of dangerous goods transport policies, procedures and programs within the workplace.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTP498B DEVELOP A TRANSPORT AND DISTRIBUTION BUSINESS PLAN

Campus To be advised
Prerequisite(s) Nil
Content Situational and Market analysis; Analyse organisational environment; Develop strategies; Implement and evaluate business plan.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTP598A MANAGE WORKPLACE INFORMATION

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTP598B MANAGE WORKPLACE INFORMATION

Campus Werribee/Industry
Prerequisite(s) Nil
Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Contribute to the preparation of operational plans; Prepare resource proposals.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTP698B ESTABLISH INTERNATIONAL DISTRIBUTION NETWORKS

Campus To be advised
Prerequisite(s) Nil
Content Source potential networks; Establish potential service provider's profile; Contract service providers.
Required Reading To be advised
Nominal Hours 130 Hours
Assessment As per accredited curriculum

TDTP798B CONTRIBUTE TO THE DEVELOPMENT OF A WORKPLACE LEARNING ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTP898B MANAGE A TRANSPORT AND DISTRIBUTION BUSINESS UNIT

Campus To be advised
Prerequisite(s) Nil
Content Identify market; Set transport and distribution business unit objectives; Collect information for business planning operations; Establish resources to achieve objectives; Manage business unit performance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTP998B PLAN AND MAINTAIN WAREHOUSE LAYOUTS AND INVENTORY LOCATIONS

Campus To be advised
Prerequisite(s) Nil
Content Identify space requirements; Identify safety and security requirements; Develop documentation system; Design storage zones; Evaluate warehouse utilization.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

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### TDTP1098 ASSESS JOB REQUIREMENTS AND PROVIDE QUOTATION

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<thead>
<tr>
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<th>Details</th>
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<tr>
<td><strong>Campus</strong></td>
<td>Werribee, Industry.</td>
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<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
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<td><strong>Assessment</strong></td>
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### TDTP1098 ASSESS LIFT REQUIREMENTS AND PROVIDE QUOTATION

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<tr>
<td><strong>Campus</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Establish customer requirements; Determine credit rating of customer; Identify scope of work; Specify job requirements and methods with customers; Document quotation.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
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### TDTP1098 DEVELOP AND EVALUATE STRATEGIES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES

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<thead>
<tr>
<th>Component</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Analyse the enterprise's internal and external operating environment; Develop strategies to maximise outcomes for the enterprise; Implement and evaluate strategies; Respond to changes within the transport and distribution environment.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>150 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### TDTP1201A PLAN TRAIN SUPPORT ACTIVITIES

<table>
<thead>
<tr>
<th>Component</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Confirm train details; Identify shunting and marshalling requirements; Identify freight handling and transport equipment requirements; Identify required freight forwarding and storage details; Identify passenger/freight support activities; Develop integrated work plan.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>160 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### TDTQ197 CONDUCT FINANCIAL TRANSACTIONS

<table>
<thead>
<tr>
<th>Component</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus</strong></td>
<td>Werribee.</td>
</tr>
<tr>
<td><strong>Prerequisite(s)</strong></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>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>20 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### TDTQ89C CONDUCT FINANCIAL TRANSACTIONS

<table>
<thead>
<tr>
<th>Component</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Operate point of sale equipment; Transact sale; Clear register; Maintain sales documents.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>20 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### TDTQ298B SET AND ACHIEVE BUDGET

<table>
<thead>
<tr>
<th>Component</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Plan budget requirements; Monitor budget and take corrective action; Monitor expenditure; Review and modify budget.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>40 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### TDTQ397B MAINTAIN FINANCIAL RECORDS IN A SMALL BUSINESS

<table>
<thead>
<tr>
<th>Component</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Establish system requirements; Establish financial management system; Maintain financial reporting systems.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>40 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td>As per accredited curriculum</td>
</tr>
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### TDTQ498B ORGANISE FREIGHT INVOICING AND PAYMENT

<table>
<thead>
<tr>
<th>Component</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Prepare invoices; Coordinate documentation; Process payments.</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>As per accredited curriculum</td>
</tr>
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</table>

### TDTQ598B SET, MONITOR AND EVALUATE BUDGETS FOR BUSINESS UNITS

<table>
<thead>
<tr>
<th>Component</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Evaluate data for budget; Draft budget; Negotiate budgets; Implement and monitor budget performance.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>60 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td>As per accredited curriculum</td>
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### TDTQ698B ADMINISTER INTERNATIONAL TRADING ACCOUNTS

<table>
<thead>
<tr>
<th>Component</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Campus</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Calculate ratings on international movement of goods; Negotiate and confirm financial terms of trade with customer; Monitor and address market changes in international freight forwarding; Complete documentation.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>60 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
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### TDTQ798A PREPARE AND PROCESS FINANCIAL DOCUMENTS

<table>
<thead>
<tr>
<th>Component</th>
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<tbody>
<tr>
<td><strong>Campus</strong></td>
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</tr>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
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<tr>
<td><strong>Nominal Hours</strong></td>
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</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
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<tr>
<td>TDTQ798B</td>
<td>PREPARE AND PROCESS FINANCIAL DOCUMENTS</td>
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<tr>
<td>TDTQ898A</td>
<td>NEGOTIATE A CONTRACT</td>
</tr>
<tr>
<td>TDTQ998B</td>
<td>CONDUCT COURIER DELIVERY CASH TRANSACTIONS</td>
</tr>
<tr>
<td>TDTQ1001A</td>
<td>MAINTAIN CUSTOMER CREDIT ACCOUNTS AND SERVICES</td>
</tr>
<tr>
<td>TDTQ1201A</td>
<td>SELL PRODUCTS AND SERVICES</td>
</tr>
<tr>
<td>TDTQ1301A</td>
<td>ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS</td>
</tr>
<tr>
<td>TDTR198A</td>
<td>MONITOR SUPPLIER PERFORMANCE</td>
</tr>
<tr>
<td>TDTR198B</td>
<td>MONITOR SUPPLIER PERFORMANCE</td>
</tr>
<tr>
<td>TDTR297A</td>
<td>SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS</td>
</tr>
<tr>
<td>TDTR298B</td>
<td>SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS</td>
</tr>
<tr>
<td>Course Code</td>
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<td>-------------</td>
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<tr>
<td>TDTR398A</td>
<td>CONTRACT TRANSPORT AND DISTRIBUTION SERVICES</td>
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<tr>
<td>TDTR398B</td>
<td>NEGOTIATE A CONTRACT</td>
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<tr>
<td>TDTR398A</td>
<td>CAPTURE RECORDS INTO A RECORDS KEEPING SYSTEM</td>
</tr>
<tr>
<td>TDTR398B</td>
<td>CAPTURE RECORDS INTO A RECORDS KEEPING SYSTEM</td>
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<tr>
<td>TDTT398A</td>
<td>DOCUMENT A RECORDS SYSTEM</td>
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<tr>
<td>TDTT398B</td>
<td>PROVIDE INFORMATION FROM AND ABOUT RECORDS</td>
</tr>
<tr>
<td>TDTT498A</td>
<td>MAINTAIN CONTROL OF RECORDS</td>
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<tr>
<td>TDTT498B</td>
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<td>TDTT598A</td>
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<tr>
<td>TDTT598B</td>
<td>PROVIDE INFORMATION FROM AND ABOUT RECORDS</td>
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<tr>
<td>TDTT698A</td>
<td>PROVIDE RECORDS RETRIEVAL SERVICE</td>
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<td>TDTT698B</td>
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<tr>
<td>TDTT798A</td>
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<td>TDTT798B</td>
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<tr>
<td>TDTT898B</td>
<td>UNDERTAKE DISPOSAL PROGRAM</td>
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<td>TDTT998B</td>
<td>UNDERTAKE MOVEMENT OF RECORDS</td>
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<td>TDTT1098B</td>
<td>DESTROY RECORDS</td>
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<tr>
<td>TDTU001A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES</td>
</tr>
<tr>
<td>TDTU001A</td>
<td>CONDUCT ENVIRONMENTAL AUDITS</td>
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<tr>
<td>TDTU001A</td>
<td>CARE FOR THE ENVIRONMENT</td>
</tr>
<tr>
<td>TDTV198B</td>
<td>CUT AND JOIN MATERIALS</td>
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<tr>
<td>TDTV298B</td>
<td>OPERATE HAND HELD AIR/ POWER EQUIPMENT FOR PRODUCTION PROCESSES</td>
</tr>
<tr>
<td>TDTV398B</td>
<td>APPLY SURFACE COATINGS USING A SPRAY GUN</td>
</tr>
<tr>
<td>TDTV498B</td>
<td>UNDERTAKE PALLET REPAIRS</td>
</tr>
<tr>
<td>TDTV598B</td>
<td>CLEAN AND INSPECT PALLETS</td>
</tr>
<tr>
<td>TDTV698B</td>
<td>MANUFACTURE PALLETS USING AUTOMATED METHODS</td>
</tr>
</tbody>
</table>
TDTV798B MANUFACTURE PALLETS USING MANUAL METHODS

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Plan production of pallets; Set up pallet production; Undertake manual production of pallets; Complete operations.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

TDTV898B DOCK BOARDS USING COMPUTER PROGRAMMED MACHINERY

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Prepare computer programmed machinery to dock boards; Operate programmed machinery to dock boards; Monitor and rectify the processing operations where necessary; Complete operations.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

TDTV998B DOCK BOARDS ON MECHANICAL FEEDS

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Prepare for docking with mechanical feed; Cut boards on mechanical feed; Monitor and correct processing; Complete operations.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

TDTW601A OPERATE COMPUTERISED MAIL AND PARCELS SORTING EQUIPMENT

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Set up mail and parcels sorting equipment for operation; Operate mail and parcels sorting equipment; Complete sorting process for mail and parcels.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

TDTW701A CODE AND COORDINATE VIDEO-CODING OPERATIONS

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Prepare to video-code mail; Video-code mail; Resolve problems with video-coding process; Complete video-coding process.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

TDTW801A CARRY OUT CULLER FACER CANCELLER (CFC) OPERATIONS

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Prepare to use CFC machine; Complete CFC operations.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

THHBCAT01B PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Prepare and present foods to meet basic nutritional needs; Prepare and present foods to meet special dietary requirements; Prepare foods to satisfy specific cultural or religious needs.  
**Required Reading** To be advised  
**Nominal Hours** 70 Hours  
**Assessment** As per accredited curriculum

THHBCAT02B PACKAGE PREPARED FOODSTUFFS

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Ensure food is suitable for packaging, storage and transportation; Select packaging appropriate to specific food; Package food according to needs.  
**Required Reading** To be advised  
**Nominal Hours** 6 Hours  
**Assessment** As per accredited curriculum

THHBCAT03B TRANSPORT AND STORE FOOD IN A SAFE AND HYGIENIC MANNER

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Identify appropriate food transportation; Transport food safely and hygienically; Store food safely and hygienically.  
**Required Reading** To be advised  
**Nominal Hours** 12 Hours  
**Assessment** As per accredited curriculum

THHBCAT06B APPLY CATERING CONTROL PRINCIPLES

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Identify procedures to reduce wastage; Carry out catering control procedures; Minimise waste.  
**Required Reading** To be advised  
**Nominal Hours** 10 Hours  
**Assessment** As per accredited curriculum

THHBC01B USE BASIC METHODS OF COOKERY

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Select and use cooking equipment and technology; Use methods of cookery.  
**Required Reading** To be advised  
**Nominal Hours** 45 Hours  
**Assessment** As per accredited curriculum

THHBC02B PREPARE APPETISERS AND SALADS

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Prepare and present a variety of salads and dressings; Prepare and present a range of hot and cold appetisers; Store appetisers and salads.  
**Required Reading** To be advised  
**Nominal Hours** 25 Hours  
**Assessment** As per accredited curriculum
THHBC03B PREPARE STOCKS, SAUCES AND SOUPS
Campus To be advised
Prerequisite(s) To be advised
Content Prepare stocks, glazes and essences required for menu items; Prepare sauces required for menu items; Store and reconstitute stocks, sauces and soups.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

THHBC04B PREPARE VEGETABLES, EGGS AND FARINAEOUS DISHES
Campus To be advised
Prerequisite(s) To be advised
Content Prepare vegetable and fruit dishes; Prepare farinaceous dishes; Prepare and cook egg-based dishes; Store vegetables, egg and farinaceous foodstuffs.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

THHBC05B PREPARE AND COOK POULTRY AND GAME
Campus To be advised
Prerequisite(s) To be advised
Content Select and purchase poultry and game; Handle and store poultry and game; Prepare, cook and present poultry and game.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHBC06B PREPARE AND COOK SEAFOOD
Campus To be advised
Prerequisite(s) To be advised
Content Select and store seafood; Prepare and cook fish and shellfish; Present fish and seafood.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHBC07B SELECT, PREPARE AND COOK MEAT
Campus To be advised
Prerequisite(s) To be advised
Content Select meats; Prepare and portion meats; Cook and present meat cuts for service; Store meat.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

THHBC08B PREPARE HOT AND COLD DESSERTS
Campus To be advised
Prerequisite(s) To be advised
Content Prepare and produce desserts; Decorate, portion and present desserts; Prepare sweet sauces; Prepare accompaniments, garnishes and decorations; Store desserts.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

THHBC09B PREPARE PASTRY, CAKES AND YEAST GOODS
Campus To be advised
Prerequisite(s) To be advised
Content Prepare, decorate and present pastries; Prepare and produce cakes and yeast goods; Decorate pastry, pastry products, cakes and yeast goods; Portion and store pastry, cakes and yeast goods.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHBC10B PLAN AND PREPARE FOOD FOR BUFFETS
Campus To be advised
Prerequisite(s) To be advised
Content Plan the buffet; Prepare, produce and present foods for buffets; Prepare and produce desserts for buffets; Store buffet items.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHBC11B IMPLEMENT FOOD SAFETY PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Identify food safety critical control points and hazards; Implement procedures for food safety.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHBC12B PLAN AND CONTROL MENU-BASED CATERING
Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare menus; Control menu-based catering.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHBKA01B ORGANISE AND PREPARE FOOD
Campus To be advised
Prerequisite(s) To be advised
Content Prepare equipment for use; Assemble and prepare ingredients for menu items; Prepare dairy, dry goods, fruits and vegetables; Prepare meat, seafood and poultry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHBKA02B PRESENT FOOD
Campus To be advised
Prerequisite(s) To be advised
Content Prepare food for service; Portion and plate food; Work in a team.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum
THHBKA03B RECEIVE AND STORE KITCHEN SUPPLIES

Campus To be advised
Prerequisite(s) To be advised
Content Take delivery of supplies; Store supplies; Rotate and maintain supplies.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHBKA04B CLEAN AND MAINTAIN KITCHEN PREMISES

Campus To be advised
Prerequisite(s) To be advised
Content Clean, sanitise and store equipment; Clean and sanitise premises; Handle waste and linen.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHBSHS04A MANAGE INTOXICATED PERSONS

Campus To be advised
Prerequisite(s) To be advised
Content Determine the level of intoxication; Apply appropriate procedures; Remove the person from premises; Provide customer service; Deal with underage drinkers; Comply with legislation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHCCH01A PREPARE, COOK AND SERVE FOOD (HOLISTIC UNIT)

Campus To be advised
Prerequisite(s) To be advised
Content Organise and prepare for food service; Cook and serve menu items for food service; Complete end of service requirements.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

THHCCH02A PREPARE, COOK AND SERVE FOOD FOR MENUS (HOLISTIC UNIT)

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate, organise and prepare for food service; Cook and serve menu items for food service; Coordinate and complete end of service requirements.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

THHCOR01B WORK WITH COLLEAGUES AND CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Communicate in the workplace; Maintain personal presentation standards; Provide service to colleagues and customers; Work in a team.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHCOR02B WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Communicate with customers and colleagues from diverse backgrounds; Deal with cross cultural misunderstandings.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHCOR03B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for health, safety and security; Deal with emergency situations; Maintain safe personal presentation standards; Provide feedback on health, safety and security.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

THHGCS01B DEVELOP AND UPDATE LOCAL KNOWLEDGE

Campus To be advised
Prerequisite(s) 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

THHGCS02A PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS

Campus To be advised
Prerequisite(s) Nil
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

THHGCS02B PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Develop and maintain product/service and market knowledge; Encourage customers to use and buy products and services.
Required Reading To be advised
Nominal Hours 40-45 Hours
Assessment As per accredited curriculum

THHGCS03B DEAL WITH CONFLICT SITUATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify conflict situations; Resolve conflict situations; Respond to customer complaints.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
### THHGCS04B MAKE PRESENTATIONS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Prepare for presentations; Make presentations.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum

### THHGCS05B 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

### THHGCS06B 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**: 60 Hours
- **Assessment**: As per accredited curriculum

### THHGCS07B 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

### THHGFA02B 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

### THHGFA03B PREPARE BUSINESS DOCUMENTS
- **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**: 25 Hours
- **Assessment**: As per accredited curriculum

### THHGFA04B 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

### THHGFA05B 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

### THHGFA06B 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

### THHGFA07B 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

### 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 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
<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>THHGHS03B</td>
<td>PROVIDE FIRST AID</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Assess the situation; Apply basic first aid techniques; Monitor the situation; Prepare required documentation.</td>
<td>To be advised</td>
<td>24 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE01B</td>
<td>MONITOR WORK OPERATIONS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Monitor and improve workplace operations; Plan and organise workflow; Maintain workplace records; Solve problems and make decisions.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE02B</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE03B</td>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Establish and maintain a framework for health, safety and security; Establish and maintain participative arrangements for the management of health, safety and security; Establish and maintain procedures for identifying, assessing and controlling hazards and risks; Evaluate the organisation’s health, safety and security system.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE04B</td>
<td>ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop and implement staff rosters; Maintain staff records.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE05B</td>
<td>MONITOR STAFF PERFORMANCE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Monitor performance and provide feedback to staff; Recognise and resolve performance problems; Implement performance management systems.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE06B</td>
<td>RECRUIT AND SELECT STAFF</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify recruitment needs; Administer recruitment; Select staff; Plan and organise induction programs.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE07B</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Model high standards of performance and behaviour; Develop team commitment and cooperation; Manage team performance.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE08B</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>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>THHGLE10B</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>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>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>30 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>30 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>To be advised</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>To be advised</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>THHGLE21A</td>
<td>PROVIDE MENTORING SUPPORT TO BUSINESS COLLEAGUES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Establish a relationship with mentoree; Offer mentoring support.</td>
<td>To be advised</td>
<td>100 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>THHGTR01B</td>
<td>COACH OTHERS IN JOB SKILLS</td>
<td>To be advised</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>THHHCO01A</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the skills and knowledge required to access, increase and update knowledge of the hospitality industry including different industry sectors and relevant industry legislation.</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>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>TTHHCO00B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td></td>
<td></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>477 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFME00B</td>
<td>CO-ORDINATE GUEST/DELEGATE REGISTRATIONS AT VENUE</td>
<td></td>
<td></td>
<td></td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFME03A</td>
<td>DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE</td>
<td></td>
<td></td>
<td></td>
<td>To be advised</td>
<td>70 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFG01B</td>
<td>WORK AS A GUIDE</td>
<td></td>
<td></td>
<td></td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFG02B</td>
<td>DEVELOP AND MAINTAIN THE GENERAL KNOWLEDGE REQUIRED BY GUIDES</td>
<td></td>
<td></td>
<td></td>
<td>To be advised</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFG05B</td>
<td>LEAD TOUR GROUPS</td>
<td></td>
<td></td>
<td></td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFG06B</td>
<td>PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES</td>
<td></td>
<td></td>
<td></td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFG07B</td>
<td>RESEARCH AND SHARE GENERAL INFORMATION ON AUSTRALIAN INDIGENOUS CULTURES</td>
<td></td>
<td></td>
<td></td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFG08B</td>
<td>INTERPRET ASPECTS OF LOCAL AUSTRALIAN INDIGENOUS CULTURE</td>
<td></td>
<td></td>
<td></td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFG09A</td>
<td>PREPARE SPECIALISED INTERPRETIVE CONTENT (FLORA, FAUNA AND LANDSCAPE)</td>
<td></td>
<td></td>
<td></td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFG10A</td>
<td>PREPARE SPECIALISED INTERPRETIVE CONTENT (MARINE ENVIRONMENTS)</td>
<td></td>
<td></td>
<td></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

THTSOP02B SOURCE AND PROVIDE DESTINATION INFORMATION AND ADVICE

Campus To be advised
Prerequisite(s) To be advised
Content Develop destination knowledge; Update destination knowledge; Provide destination information and advice.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

THTSOP03B ACCESS AND INTERPRET PRODUCT INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Identify and access product information; Interpret product information.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

THTSOP04B SELL TOURISM PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Identify customer needs; Suggest products to meet customer needs; Provide product information and advice; Follow up sales opportunities.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

THTSOP05B PREPARE QUOTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Calculate costs of products and services; Provide quotations to customer; Update and amend quotations.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THTSOP06B RECEIVE AND PROCESS RESERVATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Receive reservation request; Record details of reservation; Update reservations; Advise others on reservations details.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THTSOP07B BOOK AND CO-ORDINATE SUPPLIER SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Administer customer file and identify booking requirements; Request services; Record request and confirmation; Update and finalise bookings.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THTSOP08B OPERATE A COMPUTERISED RESERVATION 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

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MODULE/UNIT DETAILS

THTSOP09B PROCESS NON AIR DOCUMENTATION
Campus: To be advised
Prerequisite(s): To be advised
Content: Interpret information required for processing of documentation; Process documentation.
Required Reading: To be advised
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

THTSOP15B PROCESS AND MONITOR EVENT REGISTRATION
Campus: To be advised
Prerequisite(s): To be advised
Content: Process registrations; Monitor registrations; Finalise registrations and produce materials
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

THTSOP18A PROCESS AIR DOCUMENTATION
Campus: To be advised
Prerequisite(s): To be advised
Content: Interpret the information required to process air tickets; Process air travel documentation.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

THTSOP19A CONSTRUCT DOMESTIC AIRFARES
Campus: To be advised
Prerequisite(s): To be advised
Content: Interpret domestic airfare information; Construct and cost domestic airfares and itineraries; Record customer quotations and administer customer file.
Required Reading: To be advised
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

THTSOP20A CONSTRUCT NORMAL INTERNATIONAL AIRFARES
Campus: To be advised
Prerequisite(s): To be advised
Content: Interpret international airfare information; Construct and cost international airfares and itineraries; Record customer quotations and administer customer file.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

THTSOP21A CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES
Campus: To be advised
Prerequisite(s): To be advised
Content: Interpret promotional airfare information; Construct and cost promotional airfares and itineraries; Record customer quotations and administer customer file.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

THTTC001B 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 PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE
Campus: To be advised
Prerequisite(s): To be advised
Content: Provide technical leadership in the workplace appropriate to the level of autonomy accorded to individuals and teams.
Required Reading: To be advised
Nominal Hours: 280 Hours
Assessment: As per accredited curriculum

UTENES008AA PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE
Campus: To be advised
Prerequisite(s): To be advised
Content: Provide technical leadership in the workplace appropriate to the level of autonomy accorded to individuals and teams.
Required Reading: To be advised
Nominal Hours: 280 Hours
Assessment: As per accredited curriculum

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

UTENES005GA INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION)
Campus: To be advised
Prerequisite(s): To be advised
Content: Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

UTENES005GA 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

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<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>
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<tbody>
<tr>
<td>UTENES105JA</td>
<td>INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL - LOW VOLTAGE)</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES106AA</td>
<td>INSTALL ELECTRICAL/ ELECTRONIC APPARATUS (COMPUTER SYSTEMS)</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.</td>
<td>To be advised</td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES106BA</td>
<td>INSTALL ELECTRICAL/ ELECTRONIC APPARATUS (ELECTRICAL)</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.</td>
<td>To be advised</td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES106CA</td>
<td>INSTALL ELECTRICAL/ ELECTRONIC APPARATUS (ELECTRONICS)</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.</td>
<td>To be advised</td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES206CA</td>
<td>MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRONICS)</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.</td>
<td>To be advised</td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES206AA</td>
<td>MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.</td>
<td>To be advised</td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES206BA</td>
<td>MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRICAL)</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.</td>
<td>To be advised</td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES301AA</td>
<td>UNDERTAKE COMMISSIONING OF APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.</td>
<td>To be advised</td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES301BA</td>
<td>UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND CIRCUITS (ELECTRICAL)</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.</td>
<td>To be advised</td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES301CA</td>
<td>UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.</td>
<td>To be advised</td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES304AA</td>
<td>UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (COMPUTER SYSTEMS)</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of advanced systems and associated apparatus; Inspect and notify completion of work.</td>
<td>To be advised</td>
<td>180-220 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Campus</td>
<td>Prerequisite(s)</td>
<td>Content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
</tr>
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</tr>
<tr>
<td>UTENES304CA</td>
<td>Undertake Commissioning of Advanced Systems and Apparatus (Electronics)</td>
<td>To be advised</td>
<td>Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of advanced systems and associated apparatus; Inspect and notify completion of work.</td>
<td>To be advised</td>
<td></td>
<td>180-220 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES402AA</td>
<td>Test Apparatus and Circuits (Computer Systems)</td>
<td>To be advised</td>
<td>Plan and prepare for testing; Conduct testing; Notify completion of test.</td>
<td>To be advised</td>
<td></td>
<td>200 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES402BA</td>
<td>Test Apparatus and Circuits (Electrical)</td>
<td>To be advised</td>
<td>Plan and prepare for testing; Conduct testing; Notify completion of test.</td>
<td>To be advised</td>
<td></td>
<td>200 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES402CA</td>
<td>Test Apparatus and Circuits (Electronics)</td>
<td>To be advised</td>
<td>Plan and prepare for testing; Conduct testing; Notify completion of test.</td>
<td>To be advised</td>
<td></td>
<td>200 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES501AA</td>
<td>Diagnose and Rectify Faults in Apparatus and Circuits (Computer Systems)</td>
<td>To be advised</td>
<td>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).</td>
<td>To be advised</td>
<td></td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES501BA</td>
<td>Diagnose and Rectify Faults in Apparatus and Associated Circuits (Electrical)</td>
<td>To be advised</td>
<td>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).</td>
<td>To be advised</td>
<td></td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES501CA</td>
<td>Diagnose and Rectify Faults in Apparatus and Associated Circuits (Electronics)</td>
<td>To be advised</td>
<td>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).</td>
<td>To be advised</td>
<td></td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES504AA</td>
<td>Diagnose Faults in Advanced Systems and Apparatus (Computer Systems)</td>
<td>To be advised</td>
<td>Plan and prepare for diagnosis of faults in advanced systems and associated apparatus; Diagnose faults in advanced systems and associated apparatus; Rectify faults in advanced systems and associated apparatus; Provide status report(s).</td>
<td>To be advised</td>
<td></td>
<td>200-480 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES504CA</td>
<td>Diagnose Faults in Advanced Systems and Apparatus (Electronics)</td>
<td>To be advised</td>
<td>Plan and prepare for diagnosis of faults in advanced systems and associated apparatus; Diagnose faults in advanced systems and associated apparatus; Rectify faults in advanced systems and associated apparatus; Provide status report(s).</td>
<td>To be advised</td>
<td></td>
<td>200-480 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
**UTENES702A DESIGN ELECTRICAL/ ELECTRONIC APPARATUS AND SYSTEMS (COMPUTER SYSTEMS)**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>Redesign and develop modifications to computer apparatus and associated systems.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>680 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**VA020 ENGLISH 1 & 2**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</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>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>72 Hours each</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**VA004 PHYSICS 2: MOVEMENT AND ELECTRICITY**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>Key concepts of mechanics and electricity.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>72 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**VA002 CHEMISTRY 1: MATERIALS**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>Range of chemical processes through a study of common materials; Properties of both useful and waste materials and their modification.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>72 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**VA002 CHEMISTRY 2: CHEMISTRY IN EVERYDAY LIFE**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>Chemical reactions that occur in the biosphere; appropriate chemical concepts; Evaluation of the environmental impact of human activity.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>72 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**VA004 BIOLOGY 1: ORGANISMS IN THEIR ENVIRONMENT**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>Characteristics of living things and their environmental requirements; Complex interactions that sustain life on earth; Interplay between activities and ecosystems.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>72 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**VA004 BIOLOGY 2: ORGANISMS IN THEIR ENVIRONMENT**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>72 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**VA006 HISTORY 1: TWENTIETH CENTURY HISTORY (1900-1945)**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>72 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>VA036</td>
<td>HISTORY 2: TWENTIETH CENTURY HISTORY</td>
</tr>
<tr>
<td>VA052</td>
<td>BUSINESS MANAGEMENT 4: CORPORATE MANAGEMENT</td>
</tr>
<tr>
<td>VA038</td>
<td>ACCOUNTING 1: PERSONAL ACCOUNTING</td>
</tr>
<tr>
<td>VA039</td>
<td>ACCOUNTING 2: SINGLE ENTRY ACCOUNTING FOR SMALL BUSINESS</td>
</tr>
<tr>
<td>VA045</td>
<td>PSYCHOLOGY 1: DEVELOPMENT OF BEHAVIOUR</td>
</tr>
<tr>
<td>VA046</td>
<td>PSYCHOLOGY 2: SELF AND OTHERS</td>
</tr>
<tr>
<td>VA054</td>
<td>ENGLISH AS A SECOND LANGUAGE 1 &amp; 2</td>
</tr>
<tr>
<td>VA055</td>
<td>ENGLISH AS A SECOND LANGUAGE 3 &amp; 4</td>
</tr>
<tr>
<td>VA060</td>
<td>LEGAL STUDIES 1: THE INDIVIDUAL AND THE LAW</td>
</tr>
<tr>
<td>VA061</td>
<td>LEGAL STUDIES 2: THE LAW IN OPERATION</td>
</tr>
<tr>
<td>VA210</td>
<td>ENGLISH 3 &amp; 4</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>VA221</td>
<td>ACCOUNTING 3: DOUBLE ENTRY ACCOUNTING FOR SERVICE FIRMS</td>
</tr>
<tr>
<td>VA222</td>
<td>ACCOUNTING 4: DOUBLE ENTRY ACCOUNTING FOR TRADING FIRMS</td>
</tr>
<tr>
<td>VA223</td>
<td>BIOLOGY 3: SURVIVAL MECHANISMS</td>
</tr>
<tr>
<td>VA224</td>
<td>BIOLOGY 4: BIOLOGICAL CONTINUITY CHANGE</td>
</tr>
<tr>
<td>VA225</td>
<td>CHEMISTRY 3: CHEMISTRY AND THE MARKET PLACE</td>
</tr>
<tr>
<td>VA226</td>
<td>CHEMISTRY 4: ENERGY AND MATTER</td>
</tr>
<tr>
<td>VA227</td>
<td>LITERATURE UNITS 3 AND 4</td>
</tr>
<tr>
<td>VA228</td>
<td>HEALTH AND HUMAN DEVELOPMENT 3: PEOPLE, FOOD AND NUTRITION</td>
</tr>
<tr>
<td>VA229</td>
<td>HEALTH AND HUMAN DEVELOPMENT 4: GROWTH AND DEVELOPMENT</td>
</tr>
<tr>
<td>VA230</td>
<td>LEGAL STUDIES 3: MAKING AND CHANGING THE LAW</td>
</tr>
</tbody>
</table>
VA239 LEGAL STUDIES 4: DISPUTE SETTLEMENT AND THE ATTAINMENT OF JUSTICE

Campus To be advised
Prerequisite(s) To be advised
Content Dispute-settling institutions, processes and procedures that operate within the legal system; Evaluation of the legal system as a whole; Strengths and weaknesses of the legal system; Areas possibly in need of change and reform.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA241 PHYSICS 3: INVESTIGATION, SOUND, ELECTRONICS AND ELECTRICAL POWER

Campus To be advised
Prerequisite(s) To be advised
Content Sound; Electronics; Electric power; Principles of investigation.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA245 PSYCHOLOGY 3: EXPERIENCING THE WORLD

Campus To be advised
Prerequisite(s) To be advised
Content Ways in which people receive, interpret and act on information about the world.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA247 AUSTRALIAN HISTORY 3 & 4

Campus To be advised
Prerequisite(s) To be advised
Content Meanings that have been made of Australia's past by historians, film makers, politicians, novelists, artists and others; Issues and problems involved with the role of history in society and the nature of historical inquiry.
Required Reading To be advised
Nominal Hours 68 Hours each
Assessment As per accredited curriculum

VA249 INFORMATION TECHNOLOGY 3: INFORMATION PROCESSING AND MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Purpose and practice of information processing and management in organisations; Relationship between components of information systems, procedures and techniques used; Benefits of information systems.
Required Reading To be advised
Nominal Hours 68-85 Hours
Assessment As per accredited curriculum

VA249 INFORMATION TECHNOLOGY 4: INFORMATION PROCESSING AND MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Factors affecting the design of information systems; Management of change to systems; Impact of developments in technology on systems.
Required Reading To be advised
Nominal Hours 68-85 Hours
Assessment As per accredited curriculum

VA253 GENERAL MATHEMATICS 1

Campus To be advised
Prerequisite(s) To be advised
Content Statistics; Arithmetic; Functions and graphs; Algebra; Probability.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA253 GENERAL MATHEMATICS 2

Campus To be advised
Prerequisite(s) To be advised
Content Geometry plus some or all of: Arithmetic; Functions and graphs; Trigonometry; Algebra; Probability.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

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

VA255 MATHEMATICS METHOD 2

Campus To be advised
Prerequisite(s) To be advised
Content Probability; Functions and graphs; Calculus; Algebra. Together with Mathematical Method 2, is a preparation for Mathematical Methods 3 and 4.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum
VA257 FURTHER MATHEMATICS 3

Campus To be advised
Prerequisite(s) To be advised
Content Further Mathematics Units 3 and 4 consist of a compulsory core and a selection of three from six optional modules. Unit 3 involves the study of the core material in probability and statistics and one of the optional modules. The optional modules are: Mathematical applications to solve problems in real-life situations; Learn and practice mathematical algorithms, routines and techniques, and use them to find solutions to standard problems; Undertake a statistical investigation based on the course material.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA257 FURTHER MATHEMATICS 4

Campus To be advised
Prerequisite(s) To be advised
Content Two optional modules will normally be covered: Arithmetic and applications; Probability and statistics; Geometry and Trigonometry; Graphs and relations; Business-related mathematics; Networks and decision mathematics.
Required Reading To be advised
Nominal Hours 68 Hours each
Assessment As per accredited curriculum

VA259 MATHEMATICAL METHODS 3 & 4

Campus To be advised
Prerequisite(s) To be advised
Content Co-ordinate geometry; Trigonometry functions; Calculus; Algebra; Statistics and Probability.
Required Reading To be advised
Nominal Hours 68 Hours each
Assessment As per accredited curriculum

VA261 SPECIALIST MATHEMATICS UNITS 3 AND 4

Campus To be advised
Prerequisite(s) To be advised
Content Specialist Mathematics Units 3 and 4, which are normally taken in conjunction with Mathematical Methods Units 3 and 4, consists of a compulsory core and a selection of one from four possible optional modules. The core material constitutes approximately 70 per cent of the content and involves extending and developing the material from Mathematical Methods Units 3 and 4 in: coordinate geometry; trigonometry functions; calculus; and algebra. It also involves the study of vectors in two from three dimensions. The optional modules are: statistics and probability, geometry, mechanics; and logic.
Required Reading To be advised
Nominal Hours 59.5 Hours each
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

VA289 SPECIALIST MATHS 3 AND 4 (EVENING)

Campus Footscray Nicholson
Prerequisite(s) To be advised
Content To be advised
Required Reading Specialist Mathematics Units 3 and 4, which are normally taken in conjunction with Mathematical Units 3 and 4, consists of a compulsory core and a selection of one from four possible optional modules. The core material constitutes approximately 70 per cent of the content and involves extending and developing the material from Mathematical Methods Units 3 and 4 in: coordinate geometry; trigonometry functions; calculus; and algebra. It also involves the study of vectors in two from three dimensions. The optional modules are: statistics and probability, geometry, mechanics; and logic.
Nominal Hours 59.5 Hours each
Assessment As per accredited curriculum

VA293 FOUNDATION MATHS UNITS 1 AND 2

Campus To be advised
Prerequisite(s) To be advised
Content This Unit is designed for those students who do not wish to continue with Units 3 and 4 Mathematics.
Required Reading To be advised
Nominal Hours 144 Hours
Assessment As per accredited curriculum

VA401 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

VAA1 ADVANCED GASFITTING

Campus To be advised
Prerequisite(s) Nil
Content Electricity and electronics in gas appliances; Component servicing; Appliance servicing; Commercial and industrial gas supply; L.P.G. installations.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VAA10 ADVANCED MECHANICAL SERVICES

Campus To be advised
Prerequisite(s) Nil
Content Operation of central heating systems; Operation of single duct airconditioning systems; Commissioning water and air systems; Reticulated systems; Mechanical services welding; Plan reading and site organization; Mechanical services equipment.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

486
### VAA156 INSTALLING AN ABOVE GROUND UPVC DRAIN

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Approved Pipes and Fittings; Alignment of Drains; Size of Drains; Grade of Drains; Provision of Inspection and Testing Openings; Pipe Support; Testing Drains; Installation of Drain  
**Required Reading** To be advised  
**Nominal Hours** 16 Hours  
**Assessment** As per accredited curriculum

### VAA164 ADVANCED PUBLIC RELATIONS 1

**Campus** To be advised  
**Content** In house public relations; External consultancy; Financial public relations; Community public relations; Government relations; Suppliers; and Consumer relations.  
**Required Reading** To be advised  
**Nominal Hours** 51 Hours  
**Assessment** Administration Training Package Guidelines for assessment of Qualification

### VAA165 ADVANCED PUBLIC RELATIONS 2

**Campus** To be advised  
**Prerequisite(s)** VAA164 Advanced Public Relations 1.  
**Content** Ability to develop public relations campaigns including: Corporate identity; Special events; Sponsorship; Crisis public relations; Communications technology; Verbal and written presentation; and Public relations counselling.  
**Required Reading** To be advised  
**Nominal Hours** 51 Hours  
**Assessment** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

### VAA169 ADVANCED ROOFING

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Size and design industrial roof drainage components; Industrial roof installations; Industrial roof components; External metal ceiling and wall cladding; P.V.C. welding for roof plumbers.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

### VAA177 ADVANCED WASTE DISPOSAL AND DRAINAGE

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Designing sewerage drains; Designing sanitary plumbing systems; Designing flushing systems; Locating and clearing blockages in drains; Cutting a branch into an existing drain; Domestic septic tanks; Designing storm water drains.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

### VAA178 ADVANCED WATER SUPPLY

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Pollution prevention; Large water services; Fire services; Hard and soft water; Water filters; Water supply to multiple living units; Hot water supply; Domestic water pressure systems; Garden sprinkler design.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### VAA209 ADVANCED NOVEL 2

**Campus** To be advised  
**Prerequisite(s)** VAE282 Novel 2A; VAN040 Novel 2B  
**Content** For students with novels well under way. Workshopping is the main focus.  
**Required Reading** To be advised  
**Nominal Hours** 68 Hours; 1 Point  
**Assessment** As per accredited curriculum

### VAA408 APPLIED WRITING FOR PUBLIC RELATIONS 1

**Campus** To be advised  
**Prerequisite(s)** VAA408 Applied Writing for Public Relations 1; VAA409 Applied Writing for Public Relations 2  
**Content** The purpose of this module is to provide training in writing skills 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 skills 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
VAA957 BUILDING CONSTRUCTION - PENETRATIONS
Campus To be advised
Prerequisite(s) OH&S Units 1-13
Content To cut holes in a variety of building materials for the penetration of pipes and ducts; to fabricate pipe collars of lead and sheetmetal; to fit pipe collars of lead, sheetmetal and synthetic rubber to make a water proof joint between the building material and the pipe; to determine measurements related to collars size and installation
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAA825 BUILDING CONSTRUCTION
Campus To be advised
Prerequisite(s) To be advised
Content Recognise and demonstrate how to penetrate and flash the following roof and wall cladding materials using relevant work procedures: Brick work; weather board; plaster board; compressed fibre cement sheet; roof tiles; metal deck roof; corrugated steel roof
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAA828 FIXING DEVICES
Campus To be advised
Prerequisite(s) OH&S units 1-7, 10, 12, 13
Content To identify and select appropriate pipe fixing devices; fix pipes and fittings to building members.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAA910 CORPORATE WRITING 2A
Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop skills in researching, planning and writing corporate documentation, technical and scientific documents and corporate advertising material.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

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

VAA954 CALCULATIONS
Campus To be advised
Prerequisite(s) Nil
Content Knowledge and skills relating to the safe and efficient use and handling of standard tools and equipment.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VAA980 DESKTOP PUBLISHING 2A
Campus To be advised
Prerequisite(s) VAA12 Desktop Publishing 1.
Content Production of professional publications form authors'/designers' specifications using grids, style sheets and templates, development of proof reading and job estimating skills, comparison of electronic publishing with traditional typesetting and typography.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAB005 CASEWORK
Campus To be advised
Prerequisite(s) Nil
Content Development of expertise in communication and interpersonal skills, involves both theoretical and practical material of social casework.
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

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 (MPHPWS); 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 6 Hours
Assessment As per accredited curriculum

VAC412 Desktop Publishing 1.

VAC483 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.

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### VAB302 COMMUNITY WORK 2
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: The nature and purposes of community service systems and community development; Opportunity to develop relevant skills.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

### VAB490 COMPUTERS IN COMMUNITY ORGANISATION
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Computers are spreading into all areas of life, including community organisations. This subject provides an introduction to how computers work, practice with the major types of software and hardware packages, and introduction to the social, ethical and health issues relating to the use of computers and new technology in community organisations and the workplace. A part of the Community Development Associate Diploma, the major focus for the subject must be a CD one. This will be reflected both in teaching methods and also the focus on the social impact of computers. This will alert them to the various effects that computers can have on an organisation, as well as the possible side effects in terms of health and safety. The subject will also introduce students to computers and give them sufficient hands-on experience to feel comfortable about using them for routine tasks, and, hopefully, sharing those skills in the future. This is intended not as training in application programs, but as familiarisation with their capabilities and limitations. The hands-on practice will help to give students a better understanding of the impacts of different technologies. Students will be given an introduction to the basic functions of a computer, and to the common technical terms used in relation to computers and their functions.
- **Required Reading**: To be advised
- **Nominal Hours**: 64 Hours
- **Assessment**: As per accredited curriculum

### VAB548 CONSUMER BEHAVIOUR CONCEPTS
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: The consumer, as an individual, is subject to numerous influences including: The consumer behaviour concept; Role of consumer behaviour; Motivation processes; Perception processes; Behavioural and cognitive learning theories; Perspectives of the ‘self’, Attitudes.
- **Required Reading**: To be advised
- **Nominal Hours**: 51 Hours
- **Assessment**: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

### VAB607 COUNSELLING SKILLS
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: The development of the theoretical and practice skills of counselling. This unit builds on Casework, Groupwork and Welfare Practice.
- **Required Reading**: To be advised
- **Nominal Hours**: 60 Hours
- **Assessment**: A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

### VAB907 DISPOSAL SYSTEM JOINTS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: safe Work Practices; Vitrified Clay Pipe; Cast Iron Pipe; UPVC Pipe, Copper and Copper Alloy
- **Required Reading**: To be advised
- **Nominal Hours**: 10 Hours
- **Assessment**: As per accredited curriculum

### VAB933 MYTHS AND SYMBOLS A
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: These subjects examine the use of myths and symbols in a range of literary fiction. Student study the ways writers use these as well as studying the concept of archetype, the nature and function of symbol and the context and interpretation of a symbol.
- **Required Reading**: To be advised
- **Nominal Hours**: 68 Hours; 1 Point
- **Assessment**: As per accredited curriculum

### VAC057 EDITING FOR PUBLIC RELATIONS
- **Campus**: To be advised
- **Prerequisite(s)**: VAA409 Applied Writing for Public Relations 2.
- **Content**: Principles and practice of editing, particularly for public relations and organisational communications including: Editorial roles; Copy editing and preparation; Construction and style of written English; Editing for target audiences; Computer software; Proofreading; Publications production.
- **Required Reading**: To be advised
- **Nominal Hours**: 51 Hours
- **Assessment**: A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

### VAC081 ELECTRIC WELDING
- **Campus**: To be advised
- **Prerequisite(s)**: OH&S units 1-10, 12
- **Content**: To safely set up and operate electric are welding equipment; calculate the quantity of electrodes used for a given welding project.
- **Required Reading**: To be advised
- **Nominal Hours**: 16 Hours
- **Assessment**: As per accredited curriculum

### VAC330 OCCUPATIONAL HEALTH & SAFETY
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: Knowledge and skills relating to the safe an efficient use and handling of standard tools and equipment.
- **Required Reading**: To be advised
- **Nominal Hours**: 4 Hours
- **Assessment**: As per accredited curriculum

### VAC389 PERFORMANCE WORKSHOP 2
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: The purpose of this module is to develop performance writing material through workshop methods to test effectiveness of writing and performance. Participants will experience the role of performer, director, editor and dramaturge as a part of the learning process.
- **Required Reading**: To be advised
- **Nominal Hours**: 68 Hours; 1 Point
- **Assessment**: As per accredited curriculum
VAC391 INTERNET SKILLS FOR WRITERS & EDITORS

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<tr>
<th>Campus</th>
<th>To be advised</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>VBK382 Computer Skills for Writers &amp; Editors</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<tr>
<td>Nominal Hours</td>
<td>68 Hours; 1 Point</td>
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<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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VAC401 FAMILY VIOLENCE A

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<th>Campus</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
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<tr>
<td>Content</td>
<td>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.</td>
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<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<tr>
<td>Nominal Hours</td>
<td>32 Hours</td>
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<td>Assessment</td>
<td>As per accredited curriculum</td>
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VAC412 DESKTOP PUBLISHING 1

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<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>VBK384 Computer skills for Writers &amp; Editors</td>
</tr>
<tr>
<td>Content</td>
<td>Introduction to desktop publishing concepts within word processing software; introduction to industry standard desktop publishing software.</td>
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<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<tr>
<td>Nominal Hours</td>
<td>68 Hours; 1 Point</td>
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<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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VAC441 FIELD EDUCATION 1, PLACEMENT

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<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>Nil</td>
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<tr>
<td>Content</td>
<td>Field Education forms a core component of the course and is an assessment requirement at each level of the course. Students cannot enroll in Field Education at Year One or Year Two unless they have completed or are making satisfactory progress in the core units for that year. Locations for placements are arranged by University staff in consultation with students. Field Education is usually undertaken on a full-time basis at set times when there are no classes scheduled. Students work under supervision in at least two different practice settings to enable them to integrate and develop their class work. Only in special circumstances may one of the two placements be undertaken at the student's own work place. Intending applicants need to be aware of the time and financial commitment needed for this aspect of the course.</td>
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<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<tr>
<td>Nominal Hours</td>
<td>210 Hours</td>
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<tr>
<td>Assessment</td>
<td>A combination of assignments, case studies, presentations, attendance, tests practical field education tasks and observation of student performance.</td>
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</table>

VAC442 FIELD EDUCATION 1

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<th>Campus</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
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<tr>
<td>Content</td>
<td>Performance in Field Education 1, both placement and professional integration seminars is intended to reflect the acquisition of the skills, knowledge and values identified in all modules of Level 1. As a prerequisite for all Level 2 subjects, the module provides the opportunity to develop and refine the student's learning goals for the remainder of the course</td>
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<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<tr>
<td>Nominal Hours</td>
<td>50 Hours</td>
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<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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</table>
MODULE/UNIT DETAILS

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

VAC85 GOVERNMENT STRUCTURES AND INFLUENCES
Campus To be advised
Prerequisite(s) VAF180 Public Relations 2.
Content Structure and responsibilities of federal, state and local governments and the relationships between them. Structure and influence of the trade union movement. Structure and influence of business councils, chambers of commerce and manufacture, associations and other industry groupings. Other key pressure groups.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAC878 GROUP WORK 1
Campus To be advised
Prerequisite(s) Nil
Content Students participate in experiential activities which highlight elements of small group functioning. Experiences are aimed at developing personal insights and leadership skills.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAC879 GROUP WORK 2
Campus To be advised
Prerequisite(s) Nil
Content Students participate in experiential activities which highlight elements of small group functioning. Experiences are aimed at developing personal insights and leadership skills.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAD065 HUSBANDRY OF BIRDS
Campus To be advised
Prerequisite(s) To be advised
Content 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 Script development within context of student's writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars in performance industry.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAD349 INTERNATIONAL ECONOMIC GEOGRAPHY
Campus To be advised
Prerequisite(s) Nil
Content World population and urbanisation issues and relationships to limited resources; Changing international relationships; Recent trends in world trade and business globalisation.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAD363 INTERNATIONAL BUSINESS
Campus To be advised
Prerequisite(s) Nil
Content To provide an integrated treatment of theory and actual patterns and policies in international businesses; i.e. international trade, foreign direct investment and international finance.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum
VAD520 INTRODUCTION TO SOCIAL AND COMMUNITY SERVICES
Campus: To be advised
Prerequisite(s): Nil
Content: Support for students in fulfilling written and verbal requirements for the course; Basic communication theory; Use of the ‘self’ in welfare work; Other communication skills specific to welfare work.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: A combination of assignments, case studies, presentations, attendance, tests practical field 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.

VAD728 EDITING 2A
Campus: To be advised
Prerequisite(s): VBK382 Editing 1A; VBK383 Editing 1B; VBK395 Role of the Editor.
Content: Application of copy-editing/typesetting/page proof editing symbols. Editing of drafts appropriate to “in-house” style, the reader, variety of readers levels. Editing for content, errors of English construction. Editing functions in word processing software. Negotiations with printers, steps in self-publishing, client/employer needs, organisation of materials-group work on 5000 word commercial document.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAD950 THE MARKETING CONCEPT
Campus: To be advised
Prerequisite(s): Nil
Content: Evolution of the marketing concept; Components and relationships between the strategic and marketing plan; Macro and micro environments; Marketing information systems; Consumer behaviour; Industrial markets and buyer behaviour; Market segmentation, targets, positioning and mix; International service and non-profit markets.
Required Reading: To be advised
Nominal Hours: 51-68 Hours
Assessment: A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

VAD964 DESIGN AND LAYOUT
Campus: To be advised
Prerequisite(s): Nil
Content: The purpose of this module is to introduce learners to basic processes of design and layout which are fundamental to all print production. It focuses on traditional applications which provide grounding for the software applications which provide grounding for the software applications covered in other modules.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAE272 NON FICTION 1A
Campus: To be advised
Prerequisite(s): Nil
Content: Emphasis on professionalism. Quality work to a given deadline. Economy of words, interviewing techniques, observation/research techniques, feature and review writing style and presentation, marketing strategies, journalism and ethics, communication techniques.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAE273 NON FICTION PROJECT 2A
Campus: To be advised
Prerequisite(s): Nil
Content: Edit and compare a variety of examples of non-fiction in workshops. Study techniques for verifying the topic, planning and writing chapters/titles/heading, using illustrations, through workshopping synopses and chapters of non-fiction book. Analysis of the market.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAE281 NOVEL 1A
Campus: To be advised
Prerequisite(s): Nil
Content: The purpose of this module is to introduce writers to the novel form. It develops basic novel writing techniques of construction and criticism and commences the construction of a novel to outline stage.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAE282 NOVEL 2A
Campus: To be advised
Prerequisite(s): VAE281 Novel 1A & VAN039 Novel 1B or VAE863 Popular Fiction 1A & VAN044 Popular Fiction 1B
Content: Students will study novel writing through an examination of a range of novels, as well as working on their own novels, and workshopping other students’ work.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
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<tr>
<td>VAE322</td>
<td>MULTICULTURALISM &amp; ETHNIC RELATIONS IN AUSTRALIA</td>
<td>To be advised</td>
<td></td>
<td>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 justice as well as identify key strategies for community development to enhance community relations.</td>
<td>To be advised</td>
<td>64 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
<td>64 Hours</td>
<td>As per accredited curriculum</td>
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<td>VAE344</td>
<td>CORPORATE WRITING 1A</td>
<td>To be advised</td>
<td>Nil</td>
<td>Analysis and practice of a variety of writing styles for commercial and corporate communications.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VAE453</td>
<td>ORGANISATIONS AND MANAGEMENT</td>
<td>To be advised</td>
<td>Nil</td>
<td>Major concepts in organisation theory; Characteristics of Human Services organisations; Relation between the professional and the bureaucrat, change and the status quo.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
<td>Nil</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VAE502</td>
<td>OXY/ACETYLENE WELDING AND CUTTING</td>
<td>To be advised</td>
<td></td>
<td>Safety in Welding; Mild Steel Welding; Mild Steel Cutting; Lead Welding</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
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<tr>
<td>VAE544</td>
<td>SCIENTIFIC/TECHNICAL WRITING 2</td>
<td>To be advised</td>
<td>VBIK382 Computer Skills for Writers &amp; Editors; VAC412 Desktop Publishing 1</td>
<td>Develop skills in characteristics of good reader-based writing for technical and scientific documents.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
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<td>VAE552</td>
<td>SCREENWRITING 1A</td>
<td>To be advised</td>
<td>Nil</td>
<td>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</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
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<td>68 Hours; 1 Point</td>
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<td>VAE581</td>
<td>POETRY 1A</td>
<td>To be advised</td>
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<td>The purpose of this module is to develop skills in workshopping and production of poetry within the historical and contemporary context of a range of poetry styles and techniques.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
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<td>VAE583</td>
<td>POPULAR FICTION 1A</td>
<td>To be advised</td>
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<td>The purpose of this module is to introduce writers to popular fiction genres and the techniques for writing and workshopping. Looks at short fiction and novels.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VAE913</td>
<td>SHORT STORY 1A</td>
<td>To be advised</td>
<td></td>
<td>The purpose of this module is to introduce writers to popular fiction genres and the techniques for writing and workshopping. Looks at short fiction and novels.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
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<td>VAF066</td>
<td>SHORT STORY 2A</td>
<td>To be advised</td>
<td></td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
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### VAF128 SMALL PRESS PUBLISHING 2

**Campus** To be advised  
**Prerequisite(s)** There are no prerequisites for this module, however it is important to note that this is a two point module which must be taken continuously. The nature of publication management is such that two semesters are required to manage a publishing project from beginning to end; It is recommended that Computer Skills for Writers & Editors, Desktop Publishing 1 and Design Layout 1 be taken prior to this module. A participant may seek recognition through the RPL process for competencies already held.  
**Content** The purpose of this module is to develop skills required to manage a small press publication. It focuses on the creativity of book production. It includes liaison with authors, editorial control, negotiations with printers and others involved in publishing decisions and marketing and distribution knowledge.  
**Required Reading** To be advised  
**Nominal Hours** 136 Hours; 1 Point  
**Assessment** As per accredited curriculum

### VAF171 PSYCHOLOGY 1

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Concepts of individual differences, human development, personality theory, issues in psychotherapy, normality and abnormality.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

### VAF172 PSYCHOLOGY 2

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Concepts of individual differences, human development, personality theory, issues in psychotherapy, normality and abnormality.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

### VAF176 PUBLIC RELATIONS RESEARCH

**Campus** To be advised  
**Prerequisite(s)** VAD470 Introduction to Market Research.  
**Content** A practical application of marketing research to a specific Public Relations problem.  
**Required Reading** To be advised  
**Nominal Hours** 34 Hours  
**Assessment** A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

### VAF180 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)** To be advised  
**Content** To be advised  
**Required Reading** To be advised  
**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

### VAF569 SCREEN PRINTING

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Describe the screen printing process; identify materials and equipment associated with screen printing; set up and screen print multiple three colour prints on paper.  
**Required Reading** To be advised  
**Nominal Hours** 18 Hours  
**Assessment** As per accredited curriculum

### VAF673 SHEETMETAL PRACTICES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Introduction to Drawing Equipment and Practices; Basic Plane, Geometry; Developments; Pattern Cutting.  
**Required Reading** To be advised  
**Nominal Hours** 24 Hours  
**Assessment** As per accredited curriculum

### VAF725 SIMPLE WASTE PIPE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Function of Waste Discharge Pipe Installation; The Trap; Components of Waste Discharge Pipe Installation; Approved Materials; Installation Requirements.  
**Required Reading** To be advised  
**Nominal Hours** 8 Hours  
**Assessment** As per accredited curriculum

### VAF741 SKILLS WORKSHOP 1 & 2

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Introduce specific knowledge and skills for welfare work, eg. street management, self maintenance of care givers, volunteers and volunteering, community involvement in service planning and management. Skills workshops are developed each year and are available in a variety of formats.  
**Required Reading** To be advised  
**Nominal Hours** 25 Hours each  
**Assessment** A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

### VAF762 SMALL DIAMETER PIPES AND TUBES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Safe Work Practices; Measuring; Cutting; Mechanical Joints; Compression Joints; Capillary Joints – Soft Solder, Silver Solder; Solvent Welded Joints – Bending Spring, Mechanical Bender; Dissimilar Metals.  
**Required Reading** To be advised  
**Nominal Hours** 12 Hours  
**Assessment** As per accredited curriculum
MODULE/UNIT DETAILS

VAF780 SOCIAL POLICY
Campus To be advised
Prerequisite(s) To be advised
Content This subject explores the context, development and implementation of social policy in Australia. It examines the emerging definitions of social welfare, and how that relates to current models of social policy. It explores many of the current debates surrounding the role of the welfare state and other areas of contention including the public versus private domain in policy; universality versus selectivity; ethno specific vs. mainstream models of social policy delivery. Exploration of various policy areas examine the above issues, enabling exposure to a broad range of social policy content and processes and to provide the opportunity to examine participants’ own values in relation to the issues. The social, political and economic context impacts on social policy formulation, implementation and evaluation. This understanding of the contextual factors then becomes the basis for conduction policy analysis as an instrument for empowerment and social change and of effectively redressing the question of “who decides what for whom?”
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VAF783 SOCIOLOGY
Campus To be advised
Prerequisite(s) Nil
Content Overview of sociology’s methods, themes and debates; Focuses on poverty, deviance, the family as a social institution; The structures of communities and responses to change. This unit provides an important theoretical base for Community Work, Welfare Practice, Groupwork, Research and Organisations and Management.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAF979 THE PLUMBING INDUSTRY
Campus To be advised
Prerequisite(s) Nil
Content Provide knowledge of The Building Construction Industry; The Plumbing Services Industry; The work environment; The scope of the industry
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VAG433 TRUST ACCOUNTING FOR LEGAL EXECUTIVES
Campus To be advised
Prerequisite(s) VAD722 Legal Methods or equivalent, NAP719 Accounting for Non Accountants or equivalent.
Content Accounting for trust funds; General office accounting systems; Introduction to computer and data processing systems.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAG679 WELFARE PRACTICE
Campus To be advised
Prerequisite(s) VAG479 Welfare Practice.
Content Critical understanding of the welfare worker’s contradictory social functions; Understanding of possibilities and constraints with each client – worker situation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VAG831 WRITER AND RESEARCH
Campus To be advised
Prerequisite(s) Nil
Content Students will learn to gather and analyse data using appropriate research methods and present their findings in a written document.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAG846 YOUTH ISSUES
Campus To be advised
Prerequisite(s) To be advised
Content Youth Issues Elective provides an introduction to a range of issues affecting young people and the role of the community development worker. It is aimed that the subject focus on the following: a radical alternative to the traditional concepts of ‘youth’; an analysis of class, gender, ethnicity, ability, age, sexual preference, aboriginality and geographical location will underpin all topics in this elective; an analysis of the differing approaches and roles of Youth Workers and Community Development Workers.
Required Reading To be advised
Nominal Hours 64 Hours
Assessment As per accredited curriculum

VAJ310 CUTTING A BRANCH INTO AN EXISTING DRAIN
Campus To be advised
Prerequisite(s) Nil
Content Cut a branch into an existing sewerage drain and connect the branch to a given drainage point at ground level.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAJ314 COOKER INSTALLATION
Campus To be advised
Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370
Content Location of Cooker; Gas Connection; Electrical Connection; Ventilation of Cookers; Commissioning
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ327 APPLIANCE SERVICING
Campus To be advised
Prerequisite(s) To be advised
Content Hot Water Services, Storage; Instantaneous; Space Heaters; Central Heating Furnaces; Cookers
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
VAJ334 CLOTHES WASHING MACHINE – INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Water Supply; Methods of Connection to the Property Drain
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ335 COLLECTION AND STORAGE OF WATER SUPPLY FOR AN ISOLATED COUNTRY DWELLING

Campus To be advised
Prerequisite(s) To be advised
Content Catchment Sources – Roof, Ground Surface, Subterranean; Storage
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

VAJ336 COMBUSTION OF GASES AND FLAME ADJUSTMENT

Campus To be advised
Prerequisite(s) To be advised
Content Combustion of Gases; The Bunsen Burner; Recognition of Flame Zones; Bunsen Burners in Gas Appliances, and their Adjustment; Heat Value of Gases
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

VAJ340 COMMERCIAL AND INDUSTRIAL GAS SUPPLY

Campus To be advised
Prerequisite(s) To be advised
Content Commercial and Industrial Gas Supply; Gas Pipe Sizing; Design Principles; Materials and Jointing; Control Equipment; Purring; Commissioning
Required Reading To be advised
Nominal Hours 26 Hours
Assessment As per accredited curriculum

VAJ341 CUTTING A BRANCH INTO AN EXISTING DRAIN

Campus To be advised
Prerequisite(s) To be advised
Content Organisation Procedures; Excavation; Cutting the Branch; Installing the Branch; Testing the Installation; Backfilling the Excavation
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAJ343 DESIGNING SANITARY PLUMBING SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Fixtures; Fixture Traps; Methods of Protecting/Retaining Water Seals Trap Vents; The Ventilating Effect of the Discharge Pipe; The Ventilating Effect of the Discharge Stack; The Ventilating Effect of a Disconnector Gully; The Ventilating Effect of a Drain; Definition of a Stack; Fluid Flow in Stacks; Fluid Flows at the Base of Stacks; Foaming Zones; Offsets in Stacks; Form of Junctions to Stacks; Connection of Fixtures to Stacks; Systems of Plumbing – Fully Vented, Fully Vented (Modified), Single Stack – For Residential Buildings, Single Stack – for Commercial Buildings, Single Stack (Modified) for Commercial Buildings; Connection of Grease Interceptors
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

VAJ346 DOMESTIC SEPTIC TANK

Campus To be advised
Prerequisite(s) To be advised
Content Principles of Septic Tank Systems; Installation of a Septic Tank System; Capacity of Septic Tank; Construction of Septic Tank; Septic Tank Maintenance; Effluent Disposal; Effluent Distribution; Sand Filter; Design of Systems
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VAJ354 DISH WASHING MACHINE INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Water Supply; Methods of Connection to the Property Drain
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

VAJ355 FIXING ROOF COVER (CONCEALED FIXED METHOD)

Campus To be advised
Prerequisite(s) To be advised
Content Materials; Insulation; Installation Methods; Safe Working Procedure
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum
VAJ360 Installing a Gas Fired Small Bore Heating System

Campus: To be advised
Prerequisite(s): To be advised
Content: Selection of flame type to suit building; Connection of flue to unit; Connection of gas supply to unit; Installation of cold water supply to unit; Installing flow and return lines; Heat transfer; Radiators; Skirting convectors; Fan convectors; Ducted warm air convectors; Fan coil; Slab floor manifolds and lines; Controls
Required Reading: To be advised
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

VAJ362 LPG Installations

Campus: To be advised
Prerequisite(s): To be advised
Content: Mobile vehicles – Cylinder installations; Fitting lines; Installation of appliances; Flueing; Ventilation; Consumer instruction. Marine craft – Cylinder installations; Fitting lines; Installation of appliances; Flueing; Ventilation; Consumer instruction
Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VAJ363 Flashing Large Penetrations Through Roof

Campus: To be advised
Prerequisite(s): To be advised
Content: Tiled roof; Pierced fixed roof; Concealed fixed roof
Required Reading: To be advised
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

VAJ367 External Metal Ceiling and Wall Cladding

Campus: To be advised
Prerequisite(s): To be advised
Content: Cladding profiles and materials; Fixing methods and expansion provision; Finishes and surface protection; Estimating quantities; Designing cappings; Designing flashings; Designing trims; Designing moulds
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VAJ358 Gas Controls

Campus: To be advised
Prerequisite(s): To be advised
Content: Basic electrical circuitry; Electrical safety in gasfitting; Pressure regulators for: service, appliances; Temperature controls for: Snap action rod & tube thermostats, liquid expansion thermostats, electronic temperature controls; Flame failure devices – thermo-electric flame failure device, electronic flame failure device
Required Reading: To be advised
Nominal Hours: 6 Hours
Assessment: As per accredited curriculum

VAJ357 Flushometer Installation

Campus: To be advised
Prerequisite(s): To be advised
Content: Water supply – Mains pressure; Gravity feed; Operation of the flushometer; Installation; Commissioning; Maintenance
Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VAJ356 Fixing Roof Cover (Pierced Fixed Method)

Campus: To be advised
Prerequisite(s): To be advised
Content: Materials; Calculating quantities; Insulation; Power tools – Safe handling of: Double Cutting Shears, Niblers, Power Saws, Power Screw Fasteners; Installation methods; Safe working procedures
Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VAJ359 Industrial Roof Installation

Campus: To be advised
Prerequisite(s): To be advised
Content: Types of roof covering materials and profiles; Estimating quantities; Installation of safety mesh; Installation of perimeter guard rails; Safety harness for special situations; Loading and stacking of sheets on site; Use of manufacturers data; Expansion of extra long roofs; Wind effects on roofs; Site access; Insulation
Required Reading: To be advised
Nominal Hours: 6 Hours
Assessment: As per accredited curriculum

VAJ361 Measuring and Levelling

Campus: To be advised
Prerequisite(s): To be advised
Content: Levelling instruments – Automatic level; Rotating laser datum level (class 1); Staff reading; Calculating the grade; Grading trenches
Required Reading: To be advised
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

VAJ364 Mechanical Services Welding

Campus: To be advised
Prerequisite(s): To be advised
Content: Safety; Equipment; Pipe joining; Mild steel welding – Arc; Oxy-Acetylene; Silver brazing; Oxy-Acetylene cutting
Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VAJ365 PVC Welding for Roof Plumbers

Campus: To be advised
Prerequisite(s): To be advised
Content: Operation of plastic welding equipment; Joint preparation; Filler rod selection; Junction preparation; Bend preparation; Tacking and checking; Roof gap size; Penetration; Butt welding technique; Filler welding technique
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VAJ366 External Metal Ceiling and Wall Cladding

Campus: To be advised
Prerequisite(s): To be advised
Content: Cladding profiles and materials; Fixing methods and expansion provision; Finishes and surface protection; Estimating quantities; Designing cappings; Designing flashings; Designing trims; Designing moulds
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
VAJ368 IDENTIFICATION AND PRINCIPLE OF OPERATION OF WATER HEATING SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Heat; Temperature; Heat Transmission; Expansion; System Components; Boiler; Piping; Emitters; Controls
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VAJ369 INSTALLING A GAS FIRED WARM AIR FURNACE 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
Nominal Hours To be advised
Assessment As per accredited curriculum

VAJ374 RETICULATED SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Chilled Water Systems; Condensor Water Systems; Steam & Steam Condensate; Compressed Air; High Temperature Hot Water; Refrigeration
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VAJ378 INSTALLING CONCEALED ROOF GUTTERS
Campus To be advised
Prerequisite(s) To be advised
Content Roof Gutter Design; Roof Gutter Support; Prevention of Overflow; Downpipe Connections; Provision for Expansion
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VAJ380 FLASHING PIPE PENETRATION 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

VAJ381 LOCATING AND CLEARING BLOCKAGES IN DRAINS
Campus To be advised
Prerequisite(s) To be advised
Content Causes and Prevention of Blockages; Blockage Location Procedures; Operation of Clearing Equipment
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VAJ382 FLOOR WASTE GULLY INSTALLATION (F.W.G.)
Campus To be advised
Prerequisite(s) To be advised
Content Use and Siting of F.W.G.; Fixture Connections to a F.W.G.; F.W.G. Connections to the Drain
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAJ383 INSTALLING A GAS FIRED WARM AIR FURNACE AND DUCTED SYSTEM
Campus To be advised
Prerequisite(s) To be advised
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

VAJ384 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

VAJ385 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

VAJ386 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
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 6 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 30 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 mechanical vent components; Installation procedures for heat, smoke and explosion
Required Reading To be advised
Nominal Hours 12 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; Dissimilar Catchments; Sizing; Connections to Storm-water
Required Reading To be advised
Nominal Hours 8 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
COPPER TUBE

Assessment: To be advised

Nominal Hours: 20 Hours

VAJ418 TRENCH SHORING

Campus

Prerequisite(s): To be advised

Content:
- Safety in Trenching Operations; Controlling Authorities;
- Purpose of Shoring; Selection of Shoring methods; Types of Shoring; Installation of Shoring

Required Reading: To be advised

VAJ419 LAYING A BELOW GROUND UNVENTED BRANCH DRAIN USING U.P.V.C. PIPE & FITTINGS

Campus

Prerequisite(s): To be advised

Content:
- Ventilation Principles; Method of Connection to Vented Drain; Fixture Connections to Unvented Branch Drains; Excavation; Installing Drains; Testing Drains

Required Reading: To be advised

Nominal Hours: 12 Hours

Assessment: As per accredited curriculum

VAJ429 INSTALLING EAVES GUTTERS

Campus

Prerequisite(s): To be advised

Content:
- Materials; Profiles; Fabrication of: Internal Angles, External Angles, Stop Ends, Return Stop Ends, Down-Pipe Outlets; Installation Procedure; Calculation of Material Quantities

Required Reading: To be advised

Nominal Hours: 24 Hours

Assessment: As per accredited curriculum

VAJ430 PLAN READING & SITE ORGANISATION

Campus

Prerequisite(s): To be advised

Content:
- Standard Drawing Symbols; Types of Drawings; Using a Scale Rule; Tracing Pipelines and Listing Materials; Tracing Ducting and Listing Materials; Identify Of Services; On-Site Organisation; Liaising with other Trades

Required Reading: To be advised

Nominal Hours: 24 Hours

Assessment: As per accredited curriculum

VAJ431 INSTALLING A TWIN CYLINDER L.P.G. SYSTEM AND FITTING LINE

Campus

Prerequisite(s): VAJ339; VAJ410; VAJ358

Content:
- Liquifiable Petroleum Gas (L.P.G.); components of L.P.G. System; Cylinder Installation Requirements; Installing Fitting Lines; Commissioning the L.P.G. System

Required Reading: To be advised

Nominal Hours: 8 Hours

Assessment: As per accredited curriculum

VAJ451 INSTALLING HEATING WATER SYSTEMS IN COPPER TUBE

Campus

Prerequisite(s): VAJ411; VAJ368; VAJ372

Content:
- Installation of Heater; Commissioning of Heater

Required Reading: To be advised

Nominal Hours: 28 Hours

Assessment: As per accredited curriculum

VAJ452 SINK & TROUGH INSTALLATION

Campus

Prerequisite(s): To be advised

Content:
- Trap Seal Protection; Discharge Pipe Connections to the Drain; Provision for Expansion in U.P.V.C.; Types of Fixtures/Fixing and Flashing Methods; Water Connections

Required Reading: To be advised

Nominal Hours: 21 Hours

Assessment: As per accredited curriculum

VAJ460 INSTALLING HEATING WATER SYSTEMS IN MILD STEEL PIPE

Campus

Prerequisite(s): VAJ411; VAJ368; VAJ372; VAJ371

Content:
- Equipment; Interpretation of Plans; Mild Steel Pipe – Joining, Butt Welds, Flanges, Bending

Required Reading: To be advised

Nominal Hours: 28 Hours

Assessment: As per accredited curriculum

VAJ461 WALL FURNACE INSTALLATION

Campus

Prerequisite(s): To be advised

Content:
- Classification and Operation of Heater; Preparation of Heater for Installation; Selection of Heater Position; Preparation of Wall Opening; Flueing; Gas Connection; Electrical Connection; Installation of Heater; Commissioning

Required Reading: To be advised

Nominal Hours: 12 Hours

Assessment: As per accredited curriculum

VAJ462 FABRICATE BRANCHES INTO A 50MM DISCHARGE PIPE IN COPPER ALLOY

Campus

Prerequisite(s): To be advised

Content:
- Preparation of Working Drawing; Fabrication of Assemblies

Required Reading: To be advised

Nominal Hours: 12 Hours

Assessment: As per accredited curriculum

VAJ463 OPERATION OF SINGLE DUCT AIRCONDITIONING SYSTEMS

Campus

Prerequisite(s): To be advised

Content:
- Furnaces; Types of Fuel Gas: Natural, L.P.G., T.L.P.G.; Air Heating – Plenum; Type of System; Ducting; Outlets

Required Reading: To be advised

Nominal Hours: 24 Hours

Assessment: As per accredited curriculum

VAJ464 MECHANICAL SERVICES EQUIPMENT

Campus

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 Condensers; 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
VAJ465 FLASHING ROOFS TO WALLS
Campus To be advised
Pre requisite(s) To be advised
Content Materials; Flashing Design and Size for: Apron Flashing, Soaker Flashing, Hanging Flashing, Step Flashing, Cappings; Flashing Installation
Required Reading To be advised
Nominal Hours 14 Hours
Assessment As per accredited curriculum

VAJ500 INSTALLATION OF ROOF COVER ON ROOF INTERSECTIONS
Campus To be advised
Pre requisite(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
Pre requisite(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
Pre requisite(s) To be advised
Content Installing the Pan; Installing the Cistern; Discharge Pipe Connection to the Drain
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VAJ503 INSTANTENEOUS H.W.S. INSTALLATION
Campus To be advised
Pre requisite(s) VAJ339; VAJ410; VAJ358; VAJ370
Content Types of Units Available and their operation; Location of Flued Heaters; Location of Balanced Flue Heaters; Cold Water Connection; Gas Connection; Hot Water Installation; Commissioning
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ522 URINAL INSTALLATION
Campus To be advised
Pre requisite(s) To be advised
Content Stall Type Urinal – Installation Methods; Discharge Pipe Connections to the Drain; Water Connections; Wall Hung Type Urinal – Installation Methods; Water Connections; Provision of F.W.G.; Discharge Pipe Connections from Urinal and F.W.G. to the Drain
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
VAJ500 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

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 52 Hours
Assessment As per accredited curriculum
VAK060 CUSTOMS
Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is for students to define customs enforcement authority. Students will be expected to explain Customs control infrastructure, and its investigation and enforcement powers.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VAK247 WORK ENVIRONMENT - PLANNING WORK TASKS
Campus To be advised
Prerequisite(s) VAJ949 Foundations of Law 1.
Content Placement provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.
Required Reading To be advised
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAK262 WORK ENVIRONMENT - SUPERVISION
Campus To be advised
Prerequisite(s) VAJ949 Foundations of Law 1.
Content Placement provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.
Required Reading To be advised
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAK327 FIELD PLACEMENT 3 - WORK ENVIRONMENT - STAFFING
Campus To be advised
Prerequisite(s) To be advised
Content This module will provide participants with the knowledge, skills and experience required to plan and supervise the work of a division or analogous management unit.
Required Reading To be advised
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAK602 FIELD PLACEMENT 4 - WORK ENVIRONMENT - PLANNING AND ORGANISING
Campus To be advised
Prerequisite(s) To be advised
Content This module will provide participants with the knowledge, skills and experience required to perform the middle level management tasks of planning and organising work of a division or analogous management unit.
Required Reading To be advised
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAL699 SOCIOLOGY
Campus To be advised
Prerequisite(s) Nil
Content Theory and practice of community justice in terms of the dominant structures of Australian society regarding the nature and extent of inequality, and its manifestation in terms of class, gender, race and ethnicity.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAM123 WRITING HISTORIES 2A
Campus To be advised
Prerequisite(s) VAG831 Writer and research. A participant may seek recognition through the RPL process for competencies already held.
Content Develop skills in historical research techniques and giving and receiving of client briefs on history writing projects, preparing for publication.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAM131 WRITING FOR YOUNG ADULTS A
Campus To be advised
Prerequisite(s) Nil
Content Students will learn fiction writing specific to the YA genre, including a focus on voice, character and issues.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN028 CORPORATE WRITING 2B
Campus To be advised
Prerequisite(s) VAA910 Corporate Writing 2A.
Content The purpose of this module is to further develop the skills of corporate writing begun in Corporate Writing 2A. It applies those skills to the production of materials for a publicity campaign.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN029 DESKTOP PUBLISHING 2B
Campus To be advised
Prerequisite(s) VAA980 Desktop Publishing 2A.
Content The purpose of this module is to continue development of desktop publishing skills begun in previous modules. It also introduces the skill of working with colour and preparing material for a bureau.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN031 MYTHS AND SYMBOLS B
Campus To be advised
Prerequisite(s) VAB933 Myths and Symbols A
Content These subjects examine the use of myths and symbols in a range of literary fiction. Student study the ways writers use these as well as studying the concept of archetype, the nature and function of symbol and the context and interpretation of a symbol.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum
VAN034 PLAYWRITING 2B
Campus To be advised
Prerequisite(s) VAD260 Playwriting 2A.
Content Script development within context of student's writing project, using workshopping. Development of process of fictionalisation, alternatives to full-length playscript. Seminars in performance industry.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN035 EDITING 2B
Campus To be advised
Prerequisite(s) VAD728 Editing 2A.
Content Application of copy-editing/typesetting/page proof editing symbols. Editing of drafts appropriate to “in-house” style, the reader, variety of readers levels. Editing for content, errors of English construction. Editing functions in word processing software. Negotiations with printers, steps in self-publishing, client/employer needs, organisation of materials-group work on 5000 word commercial document.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN037 NON FICTION 1B
Campus To be advised
Prerequisite(s) VAE272 Non Fiction 1A.
Content Emphasis on professionalism. Quality work to a given deadline. Economy of words, interviewing techniques, observation/research techniques, feature and review writing style and presentation, marketing strategies, journalism and ethics, communication techniques.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN038 NON FICTION PROJECT 2B
Campus To be advised
Prerequisite(s) VAE273 Non Fiction Project 2A.
Content Edit and compare a variety of examples of non-fiction in workshops. Study techniques for verifying the topic, planning and writing chapters/titles/heading, using illustrations, through workshopping synopses and chapters of non-fiction book. Analysis of the market.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN039 NOVEL 1B
Campus To be advised
Prerequisite(s) VAE281 Novel 1A OR VDK385 Introduction to Fiction Writing 1
Content The purpose of this module is to continue the development of novel writing skills begun in Novel 1A. It expands a story outline to first draft stage.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN040 NOVEL 2B
Campus To be advised
Prerequisite(s) VAE282 Novel 2A
Content Students will study novel writing through an examination of a range of novels, as well as working on their own novels, and workshopping other students’ work.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN041 CORPORATE WRITING 1B
Campus To be advised
Prerequisite(s) VAE344 Corporate Writing 1A.
Content A focus on house styles, commercial documents and use of client briefs.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN042 SCREENWRITING 1B
Campus To be advised
Prerequisite(s) VAE552 Screenwriting 1A.
Content The purpose of this module is to further develop the skills of screenplay writing which were introduced in Screenwriting 1A, with an emphasis on television formats and an extended screenwriting project.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN043 POETRY 1B
Campus To be advised
Prerequisite(s) VAE831 Poetry 1A.
Content The purpose of this module is to develop a sustained voice in poetry produced to specified standard and presented in a public forum.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN044 POPULAR FICTION 1B
Campus To be advised
Prerequisite(s) VAE863 Popular Fiction 1A OR VDK385 Introduction to Fiction Writing 1.
Content The purpose of this module is to continue the development of novel writing skills begun in Popular Fiction 1A.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN045 SHORT STORY 1B
Campus To be advised
Prerequisite(s) VAE913 Short Story 1A.
Content Theory and practice of short story writing. Theory - character, plot, dialogue, point of view, theme, setting, story structure, preparing for publication. Practical writing exercises, editing and rewriting and writing complete short stories.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum
VAN046 SHORT STORY 2B
Campus To be advised
Prerequisite(s) VAF066 Short Story 2A. A participant may seek recognition through the RPL process for competencies already held.
Content This module continues from A, developing longer pieces of fiction or novels with workshoppi ng. Includes an analysis of YA fiction, developing characters, plotting, and editing of own and other students' short stories in workshopping. Tradition of constructive criticism. Discussion of markets.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN048 WRITING HISTORIES 2B
Campus To be advised
Prerequisite(s) VAM123 Writing Histories 2A or appropriate sustained history research project well-established. A participant may seek recognition through the RPL process for competencies already held.
Content Develop a major history project with appropriate production/presentation format.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN050 WRITING FOR YOUNG ADULTS B
Campus To be advised
Prerequisite(s) VAM131 Writing for Young Adults A. A participant may seek recognition through the RPL process for competencies already held.
Content This module continues from A, developing longer pieces of fiction or novels with workshopping. Includes an analysis of YA publishing.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VBA228 HUSBANDRY OF NATIVE ANIMALS
Campus To be advised
Prerequisite(s) To be advised
Content Identification of native marsupials, housing and feeding requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA230 FISH HEALTH
Campus To be advised
Prerequisite(s) To be advised
Content Set up and maintenance of a fish environment, recognition and treatment of stress and disease in fish.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA232 DOG AND CAT BREEDING
Campus To be advised
Prerequisite(s) To be advised
Content Control of breeding in cats and dogs, provide care and support for the dam and offspring.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

VBA233 PET SHOP MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Stock control and pet shop maintenance, customer service.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBA294 RESEARCH SKILLS 1
Campus To be advised
Prerequisite(s) Nil
Content Qualitative and quantitative research methods; Prepare a research proposal; Evaluate kinds of data, data usage and presentation.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

VBA740 COMMUNICATION SKILLS 1
Campus To be advised
Prerequisite(s) To be advised
Content Skills and knowledge necessary for Plumbers to communicate in areas related to working in the Building and Construction Industry.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBA741 PLANS AND SPECIFICATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Knowledge and skills required to read, understand, interpret and cross reference construction services drawings an specifications with each other and with all other construction drawings and specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA742 SMALL BUSINESS MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Necessary skills to successfully conduct a small business as a plumbing contractor.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA743 MEASURING AND LEVELLING
Campus To be advised
Prerequisite(s) To be advised
Content Skills and knowledge required to carry out complex measuring and levelling tasks related to plumbing work in the construction industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
VBA744 PLUMBING TECHNOLOGY
Campus To be advised
Prerequisite(s) To be advised
Content Develop skills and knowledge in the areas of technology that are directly related to plumbing services.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA750 SOLAR SYSTEMS DESIGN
Campus To be advised
Prerequisite(s) To be advised
Content Develop skills to complete solar hot water and air installation designs for domestic, commercial, institutional and industrial projects.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA745 SANITARY SYSTEMS DESIGN
Campus To be advised
Prerequisite(s) To be advised
Content Develop skills and knowledge required to design suitable sanitary and drainage systems that will connect all the plumbing fixtures and any special treatment required for prohibited discharges to the sewer for all types of commercial, industrial and institutional buildings.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBA747 COLD WATER DESIGN
Campus To be advised
Prerequisite(s) To be advised
Content Gain knowledge and skills required to design, plan, interpret and install cold water supply systems to multi-storey, institutional and commercial buildings to industry standards and controlling authority's requirements.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBA748 HOT WATER DESIGN
Campus To be advised
Prerequisite(s) To be advised
Content Knowledge and skills required to design, plan, interpret and install domestic hot water supply systems to multi-storey, institutional and commercial buildings to industry standards and controlling authority's requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA749 FIRE HYDRANT DESIGN
Campus To be advised
Prerequisite(s) To be advised
Content Knowledge and skills to design, plan, interpret and install fire hydrant and fire hose reel systems for multi story, commercial, institutional and industrial buildings to industry standards and controlling authorities requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA743 INTRODUCTION TO THE INTERNET
Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Basic Keyboard Skills, Basic Computer Skills.
Content Access and retrieve information from the Internet; Participate in on-line discussions; Discuss the impact and future of the “Information Super Highway”.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Short answer, practical, assignments.

VBC858 NUMERACY AND MATHEMATICS I
Campus To be advised
Prerequisite(s) Nil
Content To provide learners with the skills, knowledge and confidence to perform simple and familiar numeracy tasks and to develop the ability to make sense of maths in their daily lives.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment To be advised

VBB223 ELECTRONIC IMAGING 1
Campus To be advised
Prerequisite(s) Nil
Content Application of industry-relevant imaging software to produce computer generated design and artwork for 2D print media. Application of conceptual skills and techniques to create design solutions and creatively manipulate and present visual information as well as develop a practical knowledge of digital photographic imaging.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will require one or more of the following assessment methods: group activities, written and oral tests, presentations, assignments, projects, case studies and practical exercises which simulate the conditions of the workplace.

VBB264 ELECTRONIC IMAGING 2
Campus To be advised
Prerequisite(s) Nil
Content Application use of industry-relevant digital imaging software to produce computer generated design and artwork for 2D print media and interactive multimedia, applying conceptual skills and techniques to create design solutions; develop advanced skills in the creative manipulation and presentation of visual information and a practical knowledge of digital photographic material.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will require one or more of the following assessment methods: group activities, written and oral tests, presentations, assignments, projects, case studies and practical exercises which simulate the conditions of the workplace.

VBB265 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

VBB263 RESEARCH PROJECT: SPECIALISATION 2
Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide a structured environment in which students can further develop skills and expertise within their chosen area of specialisation.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum
### VBD740 MATHEMATICS 1
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Basic set notation, formulae and equations, polynomials; introduction to trigonometry, indices.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### VBD741 MATHEMATICS 2
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Angle Measurement and basic trigonometric graphs, functions and their graphs; exponents and basic logarithms, descriptive statistics.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 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

### VBE627 LIFESTYLE AND HEALTH FOR THE MODEL
- **Campus**: City King.
- **Prerequisite(s)**: Nil
- **Content**: Personal skin care routine for the face and body; The relationship between exercise, physical fitness and health and the professional reasons for maintaining health and fitness; Principles of nutrition to personal food selection.
- **Required Reading**: To be advised
- **Nominal Hours**: 9 Hours
- **Assessment**: As per accredited curriculum

### VBE628 THE FASHION INDUSTRY
- **Campus**: City King.
- **Prerequisite(s)**: Nil
- **Content**: The history of fashion; Figure type and other personal attributes and fashion.
- **Required Reading**: To be advised
- **Nominal Hours**: 10 Hours
- **Assessment**: As per accredited curriculum

### VBE629 SELECTION AND CARE OF FASHION GARMENTS FOR THE MODEL
- **Campus**: City King.
- **Prerequisite(s)**: VBE626 Working in the Modelling Industry.
- **Content**: Fabrics, their maintenance and use; Basic garment care and maintenance techniques; The role and function of a 'dresser'.
- **Required Reading**: To be advised
- **Nominal Hours**: 10 Hours
- **Assessment**: As per accredited curriculum

### VBE630 IMAGE MAKING FOR THE MODELLING ASSIGNMENT – MAKEUP
- **Campus**: City King.
- **Prerequisite(s)**: VBE626 Working in the Modelling Industry.
- **Content**: The application of make-up; A make-up plan; Make-up for a range of situations; Safe and effective removal of make-up.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum

### VBE631 IMAGE MAKING FOR THE MODELLING ASSIGNMENT – HAIR
- **Campus**: City King.
- **Prerequisite(s)**: VBE626 Working in the Modelling Industry.
- **Content**: Products and equipment suited to preparing hair for styling; A hairstyle which complements a range of fashion images; Hairstyle to meet a range of fashion looks.
- **Required Reading**: To be advised
- **Nominal Hours**: 21 Hours
- **Assessment**: As per accredited curriculum

### VBE632 IMAGE MAKING FOR THE MODELLING ASSIGNMENT – NAILS
- **Campus**: City King.
- **Prerequisite(s)**: VBE626 Working in the Modelling Industry.
- **Content**: Care for and present feet and hands professionally; Manicure/pedicure techniques.
- **Required Reading**: To be advised
- **Nominal Hours**: 9 Hours
- **Assessment**: As per accredited curriculum
VBE633 TECHNIQUES FOR CATWALK MODELLING
Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content The concept of projecting an image; Techniques required of a model on the catwalk; Effective modelling techniques.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBE634 MOVEMENT TO MUSIC FOR THE CATWALK
Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content The role of movement to music; Movement to music techniques.
Required Reading To be advised
Nominal Hours 33 Hours
Assessment As per accredited curriculum

VBE635 CREATIVE EXPRESSION FOR THE MODEL
Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content The role of creative expression; Creative expression techniques in the modelling industry.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VBE636 PHOTOGRAPHIC MODELLING TECHNIQUES
Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content The role of photography in the modelling industry; A range of photographic modelling techniques.
Required Reading To be advised
Nominal Hours 27 Hours
Assessment As per accredited curriculum

VBE637 PRACTICUM
Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content Practical experience in the modelling industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBF166 FOOD BIOLOGY
Campus To be advised
Prerequisite(s) Nil
Content Biological terms and concepts, cells, process of movement in and out of cells, chemicals of life – water and organic matter, animals and plants as sources of food.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBF167 THERMAL PROCESSING 1
Campus To be advised
Prerequisite(s) VBF200 Unit Operations.
Content Basic principles of application of heat to food in order to extend shelf life including blanching, pasteurisation, heat sterilisation, evaporation, dehydration, baking and roasting, microwave and infrared radiation.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

VBF168 MEAT AND MEAT PROCESSING
Campus To be advised
Prerequisite(s) To be advised
Content Meat and the various processed meat derivatives, processing to meat, processing techniques and technology.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF169 DAIRY PROCESSING
Campus To be advised
Prerequisite(s) AAA640 Introductory Mathematics.
Content Processing of raw milk, processing techniques and terminology, manufacture of milk products.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF170 FRUIT AND VEGETABLE PROCESSING
Campus To be advised
Prerequisite(s) To be advised
Content Harvesting and special storage methods prior to processing, preparation for processing including peeling, chemical treatment and blanching, processing fruits to make jam, processing vegetables to make a pickle.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF171 FISH AND SEAFOOD PROCESSING
Campus To be advised
Prerequisite(s) To be advised
Content Varieties of fish and seafood, harvesting and storage practices, processing techniques and technology.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum
VBF172 POULTRY AND EGG PROCESSING
Campus To be advised
Prerequisite(s) To be advised
Content Pre-slaughter preparation of birds, slaughter processing, minimising bacterial cross contamination, storage and handling, structure and physiology of the egg, testing for egg quality.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF173 EDIBLE FATS AND OILS
Campus To be advised
Prerequisite(s) To be advised
Content Raw material sources of edible fats and oils, processing of edible fat and oils, plasticised fats.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF174 CONFECTIONERY AND SUGAR TECHNOLOGY
Campus To be advised
Prerequisite(s) To be advised
Content Chemical nature and general properties of sugar, processing techniques and technology, confectionary products.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF175 BEVERAGES
Campus To be advised
Prerequisite(s) To be advised
Content Varieties of beverage styles, manufacture of wines, spirits, beer, fruit juice products, carbonated beverages, tea and coffee, construction of HACCP charts, basic quality control testing.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF176 CEREAL AND BAKING TECHNOLOGY
Campus To be advised
Prerequisite(s) To be advised
Content Definition and examples of cereals, use of cereals in the food industry, value and quality of cereals, milling of cereals/flour based products.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF177 NUTS, PULSES AND OTHER GRAINS
Campus To be advised
Prerequisite(s) To be advised
Content Nuts, pulses and other seeds used in the food processing industry, manufacturing processes.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF178 FOOD ADDITIVES
Campus To be advised
Prerequisite(s) To be advised
Content Food additives and their functions.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF179 DAIRY PRODUCTION AND INDUSTRY
Campus To be advised
Prerequisite(s) Nil
Content Structure of the Dairy industry, production process of milk, market for milk and dairy products.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBF180 LIQUID PRODUCTS
Campus To be advised
Prerequisite(s) To be advised
Content Market milk products, production systems, problem diagnosis, rectification and reporting.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBF181 INTRODUCTION TO QUALITY MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Concepts of Quality Management, elements of quality management.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF182 PROCESS CONTROL
Campus To be advised
Prerequisite(s) To be advised
Content Production processes, principles of process control, control mechanisms and modes of control.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBF183 INTRODUCTION TO SENSORY ANALYSIS
Campus To be advised
Prerequisite(s) To be advised
Content Organoleptic qualities of food, sensory evaluation techniques, conducting a taste panel.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF184 HYGIENE AND SANITATION
Campus To be advised
Prerequisite(s) VBF199 Principles of Food Spoilage and Control.
Content Causes of food contamination and food poisoning, good manufacturing practices, cleaning and sanitation procedure.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF185 PRINCIPLES OF HAZARDS ANALYSIS AND CRITICAL CONTROL POINTS
Campus To be advised
Prerequisite(s) VBF381 Introduction to Quality Management, VBF196 Hygiene and Sanitation, VBF200 Unit Operations.
Content Hazard analysis and critical control points.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum
VBF98 INTRODUCTION TO FOOD TECHNOLOGY
Campus To be advised
Prerequisite(s) Nil
Content Structure of the food processing industry, food preservation and processing, hygiene and sanitation, quality management principles.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF99 PRINCIPLES OF FOOD SPOILAGE AND CONTROL
Campus To be advised
Prerequisite(s) Nil
Content Type of spoilage and control techniques.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF200 UNIT OPERATIONS
Campus To be advised
Prerequisite(s) Nil
Content Unit operations required in the processing of foods, major unit operations including material transfer, separation, size reduction, heat exchange and biochemical transformation.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF201 LOW TEMPERATURE PRESERVATION
Campus To be advised
Prerequisite(s) VBF199 Principles of Food Spoilage and Control.
Content Effects of low temperature preservation, current freezing methods, freezer systems.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF207 HIGH TEMPERATURE PRESERVATION
Campus To be advised
Prerequisite(s) VBF199 Principles of Food Spoilage and Control
Content Reasons for heat processing of foods, effects of high temperature.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF281 FERMENTATION/CONCENTRATION/DRYING
Campus To be advised
Prerequisite(s) VBF199 Principles of Food Spoilage and Control
Content Principles of fermentation, concentration and drying in food processing.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF302 INTRODUCTION TO BUSINESS MATHS
Campus To be advised
Prerequisite(s) Nil
Content Basic algebraic operations; Simple and compound interest calculations; Basic depreciation calculations; Linear equations to do break-even analysis; Appropriate graphs from data and interpret them;
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF306 INTRODUCTION TO BUSINESS STATISTICS
Campus To be advised
Prerequisite(s) VAD950 Marketing Concepts, VBF302 Introduction to Business Mathematics.
Content Commercial graphical presentation packages; Design features of slides for business presentations; Numeric charts; Different slide media.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF307 INTRODUCTION TO MARKET RESEARCH
Campus To be advised
Content Basic marketing research to improve the quality of marketing decisions and strategy development; Marketing research brief, techniques, proposals and questionnaires; Role of market research agencies; Collect field data; Process research data; Complete data analysis and interpretation; Prepare a research report.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF960 WRITING COMEDY FOR PERFORMANCE 1A
Campus To be advised
Prerequisite(s) Nil
Content An introduction to comedy writing, focusing on gags, stand-up, one-liners and short pieces. Some history and theory.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VBF961 WRITING COMEDY FOR PERFORMANCE 1B
Campus To be advised
Prerequisite(s) Nil
Content Development of comedy writing skills and longer scripts, including workshopping.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum
### VBG138 Exhibition Management
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Viability of an exhibition; theme for an exhibition; plan an exhibition; stage an exhibition; evaluate the success of an exhibition.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum

### VBG758 Individual Learning Plan 1
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: To provide learners with the skills, knowledge and confidence to collaboratively design, implement and evaluate a customised plan, to maximise development throughout the course and to facilitate transition into selected adult option/s.
- **Required Reading**: To be advised
- **Nominal Hours**: 100 Hours
- **Assessment**: As per accredited curriculum

### VBG759 Personal Development
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: To provide the learner with the skills and confidence to participate more effectively in the community.
- **Required Reading**: To be advised
- **Nominal Hours**: 100 Hours
- **Assessment**: As per accredited curriculum

### VBG760 Travel and Orientation and Mobility
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: To provide learners with the skills to travel independently, use the most appropriate mode/modes of travel and to access a broad range of services, facilities and options.
- **Required Reading**: To be advised
- **Nominal Hours**: 100 Hours
- **Assessment**: As per accredited curriculum

### VBG761 Exploring Adult Options
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: To provide learners with the knowledge and skills to explore realistic options for future involvement in further training, work or community activities.
- **Required Reading**: To be advised
- **Nominal Hours**: 150 Hours
- **Assessment**: As per accredited curriculum

### VBG762 Functional Communication and Numeracy Skills
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: To provide the learner with the skills to operate more effectively and independently in the community, by applying communication and numeracy skills to meet everyday needs.
- **Required Reading**: To be advised
- **Nominal Hours**: 100 Hours
- **Assessment**: As per accredited curriculum

### VBG763 Technology for Life
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: To provide the learner with the knowledge and skills to use technology in everyday life.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### VBG764 Driver Permits
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: To provide the learner with the knowledge and skills to undertake the learner driver permit test associated with the vehicle licences (car, motorcycle, forklift etc)
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### VBG766 Community Access
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: To provide the learner with the skills and knowledge to participate effectively in the community by accessing a range of services and facilities and systems to meet needs.
- **Required Reading**: To be advised
- **Nominal Hours**: 100 Hours
- **Assessment**: As per accredited curriculum

### VBG768 Recreation Leisure
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: To provide the learner with the skills to plan and participate in one or more recreational and leisure options appropriate to budget, interests and needs.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### VBG769 Creative Options
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: To provide the learner with the knowledge and skills to develop creative aspects, to enhance quality of life.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### VBG774 Formal Letters
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: To provide the learner with the knowledge and skills to plan, write and edit a range of formal letters.
- **Required Reading**: To be advised
- **Nominal Hours**: 25 Hours
- **Assessment**: As per accredited curriculum
VICTORIA UNIVERSITY TAFE HANDBOOK 2004

VBG847 CROSS-CULTURAL FAMILIARISATION

Campus To be advised
Prerequisite(s) To be advised
Content The concept of 'culture'; Cultural complexity, cultural integration or separation; Social and cultural norms and imperatives; Business and social 'internationalism' requirements.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG848 BUSINESS ORGANISATIONS AND CONTRACT LAW

Campus To be advised
Prerequisite(s) Nil
Content Business organisations and contract law relevant to domestic and international business activities; Sole traders, partnerships, trusts, companies, subsidiary companies, agencies, distributors, baildees, confirming houses, joint ventures; Hire purchase agreements of intellectual property; International Chamber of Commerce; GATT articles, WTO responsibilities; International laws of trade; Elements of a contract; Conventions associated with contracts; Remedies for breaches of contract.
Required Reading To be advised
Nominal Hours 40-60 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG849 IMPORT AND EXPORT BUSINESS PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Customer enquiries; Customer orders; Production allocation; Freight bookings; Document preparation; Packaging; Payment/collection procedures; Export customs clearance; Delivery/distribution; Customs roles and functions; Prohibitions and restrictions; Automated statistical analysis (eg ABS).
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG850 INTERNATIONAL TRADE FINANCE

Campus To be advised
Prerequisite(s) To be advised
Content The various structures and processes of International trade finance, including optional finance models and practices.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG851 QUALITY MANAGEMENT FOR INTERNATIONAL TRADE

Campus To be advised
Prerequisite(s) Nil
Content Concepts of quality management; Forces that can impinge on the attainment of organisational goals; Quality management systems; International organisation for standardisation; International electro technical commission; ISO standards; Best practice and continuous improvement; Management responsibility; Project planning; Benchmarking; Key performance indicators; Internal audits; Process controls; Training.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG852 MANAGEMENT INFORMATION SYSTEMS

Campus To be advised
Prerequisite(s) ITF304 Advanced Operations–Word Processing, ITF305 Advanced Operations–Spreadsheet, ITF415 Commercial Database Packages 1, ITF405 Business and Presentation Graphics, NOS250 Introduction to the Internet, NCS002 Writing Skills for Work.
Content Technological requirements of an international trade organisation; Information sources; Data and document flow; Types of reports; Budgetary considerations; Timeframes; Human resource management; Electronic data interchange systems; Security of information; Evaluation of information systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG853 TRADE PRINCIPLES FOR INTERNATIONAL LAW

( BUSINESS ACTIVITIES, CONSERVATION, CUSTOMS AND QUARANTINE )

Campus To be advised
Prerequisite(s) VBG848 Business Organisations and Contract Law.
Content Commercial legal considerations and conventions that affect business transactions in the domestic and international trading market; Consumer protection laws; Dispute resolution; Governmental/customs legislation and convention; Transport legislation.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.
VBG854 TRANSPORT AND LOGISTICS - OPERATIONS MANAGEMENT

Campus To be advised
Prerequisite(s) 8870A International Trade and Export Procedures, 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

VBG858 TRANSPORT AND LOGISTICS - SYSTEMS DEVELOPMENT

Campus To be advised
Prerequisite(s) VBG854 Transport and Logistics-Operations Management

Content The role of a transport and logistics system in international trading; Comparison of the types of transport and logistics systems; The role of government and the impact of legislation on policies, practices and conventions-national and international; Insurance requirements; Technological developments; Budgetary considerations; Public and private ownership of transport networks; Inventory systems; Managing information systems; Purchasing and materials management.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG859 RESEARCH AND REPORT ON AN IMPORT OR EXPORT VENTURE

Campus To be advised
Prerequisite(s) NGMS201 Entrepreneuring and Innovating, NGMS202 Forecasting Futures, NGMS204 Manage Strategically, NGMS211 Managing Risks, VBG858 Transport and Logistics– System Development

Content Market research; Risk assessments; Feasibility of research; Outcomes for an import or export venture; International marketing and trends; Information technology; Data and documentation; Transportation and logistics; Change and innovation; International finance; International protocol.

Required Reading To be advised
Nominal Hours 120 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG951 WORKPLACE OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil

Content Explain the legal requirements covering Occupational Health and Safety in the boatbuilding industry; Describe the potential hazards and hazard control measures in a boatbuilding environment; Comply with occupational health and safety and enterprise requirements for safe work practices and procedures in a boatbuilding workplace; Demonstrate the use of personal protective equipment and clothing relevant to boatbuilding operations; Undertake enterprise recording and reporting in accordance with occupational health and safety and scope of responsibility.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG952 BOATBUILDING TERMINOLOGY

Campus To be advised
Prerequisite(s) Nil

Content Define a range of boating terms and components; Describe the different types of components associated with sailing boats.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
**VBG953 BOATBUILDING CALCULATIONS**

*Campus*: To be advised  
*Prerequisite(s)*: Nil  
*Content*: Demonstrate the use of an electronic calculator; Perform weight, density and volume calculations as required in various practical situations using an electronic calculator; Use an electronic calculator to calculate the costs of materials required in order to plan, estimate and construct practical projects; Perform a range of calculations relating to sails and sailing rigs.  
*Required Reading*: To be advised  
*Nominal Hours*: 20 Hours  
*Assessment*: As per accredited curriculum

**VBG954 HAND AND POWER TOOLS**

*Campus*: To be advised  
*Prerequisite(s)*: VBG951 Workplace occupational health and safety.  
*Content*: Demonstrate basic hand tool skills as used in the construction of timber, fibreglass and metal boats; Demonstrate basic hand skills in the operation of power and pneumatic hand tools for timber, fibreglass and metal boat applications relevant to the boatbuilding industry; Apply basic maintenance and storage procedures for a range of hand, power and pneumatic hand tools used in boat construction according to standard operational procedures and manufacturer’s specifications.  
*Required Reading*: To be advised  
*Nominal Hours*: 40 Hours  
*Assessment*: As per accredited curriculum

**VBG955 BOATBUILDING DRAFTING**

*Campus*: To be advised  
*Prerequisite(s)*: Nil  
*Content*: Describe the drawing instruments and accessories used in the development of lines plan drawings; Produce a fully developed lines plan from a set of offsets; Demonstrate the procedure for reproducing a set of dinghy lines plans and camber developments from a set of offsets.  
*Required Reading*: To be advised  
*Nominal Hours*: 20 Hours  
*Assessment*: As per accredited curriculum

**VBG956 CRAFT DEVELOPMENT**

*Campus*: To be advised  
*Prerequisite(s)*: VBG951 Workplace Occupational Health and Safety, VBG954 Hand and power tools; VBG955 Boatbuilding drafting.  
*Content*: Explain boatbuilding methods, including propulsion methods and associated components; Explain the function of mould and construction in boat construction; Describe the methods and components used in planking, sheeting, lay-up and procedures used in hull construction in the boatbuilding industry; In accordance with a specified plan and enterprise policy and procedures: Demonstrate the assembly of a support jig and transverse moulds for the construction of a timber hull; Construct a deadwood backbone and longitudinal frame components for a timber hull; Perform the preparation of a hull and deck lay-up for a canoe; In accordance with construction plans, manufacturer’s specifications and enterprise policy and procedures: Perform hull and deck hand lay-up procedures and wetting out applications of fibre reinforced materials, Demonstrate the application of deck reinforcement and buoyancy materials, Release the hull and deck structures from moulds and assemble.  
*Required Reading*: To be advised  
*Nominal Hours*: 80 Hours  
*Assessment*: As per accredited curriculum

**VBG958 INTRODUCTION TO STATIC MACHINES**

*Campus*: To be advised  
*Prerequisite(s)*: VBG954 Hand and power tools.  
*Content*: Identify the safety precautions that must be followed when operating static machinery; Demonstrate basic hand skills to operate basic electric workshop machinery for timber, fibreglass and metal boat applications; Demonstrate the general maintenance procedures on basic electric workshop machinery used on boat construction.  
*Required Reading*: To be advised  
*Nominal Hours*: 20 Hours  
*Assessment*: As per accredited curriculum

**VBG959 CRAFT CONSTRUCTION (GENERAL)**

*Campus*: To be advised  
*Prerequisite(s)*: Nil  
*Content*: Describe the different types of backbone structures and associated components used in boat construction; Describe the construction of moulds and the different types of longitudinal and transverse framings used in hull construction; Describe the methods of planking, sheeting and lay-up procedures used in hull construction; Describe the methods used for deck planking, sheeting and the components used in deck structure of boats.  
*Required Reading*: To be advised  
*Nominal Hours*: 20 Hours  
*Assessment*: As per accredited curriculum

**VBG960 CONSTRUCTION MATERIALS**

*Campus*: To be advised  
*Prerequisite(s)*: VBG951 Workplace Occupational Health and Safety, VBG954 Hand and power tools.  
*Content*: Describe the various types of materials used for boat construction; Describe the types of fastenings used in boat construction; Demonstrate the application of fastenings to materials used in boat construction.  
*Required Reading*: To be advised  
*Nominal Hours*: 20 Hours  
*Assessment*: As per accredited curriculum

**VBG961 CRAFT CONSTRUCTION-TIMBER**

*Campus*: To be advised  
*Prerequisite(s)*: VBG954 Hand and power tools, VBG975 Lofting, VBG96 Small craft construction, VBG967 Decking, VBG970 Paints, coatings, sealants and adhesives.  
*Content*: Construct keel stern apron moulds and transom for a timber hull according to a specified plan; Install keel stern apron moulds and transom onto a formerly constructed jig and apply fairing techniques in conjunction with a specified plan; Apply planking materials to a timber hull; Perform hand fairing techniques to fair a timber hull to a specified standard; Demonstrate finishing techniques on a timber hull in accordance with specifications.  
*Required Reading*: To be advised  
*Nominal Hours*: 60 Hours  
*Assessment*: As per accredited curriculum
### VBG962 CRAFT CONSTRUCTION—FIBREGLASS

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>VBG951 Workplace occupational health and safety, NBB09 Welding and thermal cutting, VBG954 Hand and power tools, VBG978 Advanced static machines.</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### VBG963 CRAFT CONSTRUCTION—ALUMINIUM

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>VBG951 Workplace occupational health and safety, NBB09 Welding and thermal cutting, VBG954 Hand and power tools, VBG978 Advanced static machines.</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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</tbody>
</table>

### VBG964 CRAFT CONSTRUCTION—STEEL

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>VBG951 Workplace occupational health and safety, NBB09 Welding and thermal cutting, VBG975 Lofting, VBG966 Small craft construction, VBG954 Hand and power tools.</td>
</tr>
<tr>
<td>Content</td>
<td>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.</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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<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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</table>

### VBG966 SMALL CRAFT CONSTRUCTION

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>VBG951 Workplace occupational health and safety, VBG959 Craft construction (general).</td>
</tr>
<tr>
<td>Content</td>
<td>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, stem and bracing arrangements for a small boat.</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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### VBG967 DECKING

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG959 Craft construction (general), VBG978 Advanced static machines.</td>
</tr>
<tr>
<td>Content</td>
<td>Demonstrate the construction of different types of deck beams used in deck frames for timber boats; Demonstrate the installation of a range of deck frame joints used in timber boats; Demonstrate the laying of a straight timber deck; Perform deck lay-up and reinforcing procedures for a fibreglass boat in accordance with industry standards; Fit metal deck frame components.</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>
</tr>
</tbody>
</table>

### VBG968 BOATBUILDING PATTERNS

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>VBG951 Workplace occupational health and safety, VBG953 Boatbuilding calculations, VBG970 Paintings, coatings, sealants and adhesives, VBG954 Hand and power tools, VBG978 Advanced static machines.</td>
</tr>
<tr>
<td>Content</td>
<td>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.</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>

### VBG969 BACKBONE STRUCTURES

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG978 Advanced static machines.</td>
</tr>
<tr>
<td>Content</td>
<td>Demonstrate the use of a spindle moulder to perform rebating operations on boat components; Assemble a keel wedge into a keel according to specified plans; Describe the construction and uses of ballast keels; Construct a stem for a boat and attach it to the keel according to specified plans; Perform the construction of a transom to plan specifications; Set up the backbone for a boat and assemble the associated components to the structure.</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>

### VBG970 PAINTS, COATINGS, SEALANTS AND ADHESIVES

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>VBG951 Workplace occupational health and safety, VBG957 Boatbuilding materials.</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
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<td>Assessment</td>
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<td>Course Code</td>
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<tr>
<td>VBG971</td>
<td>Composite Fibres 1</td>
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<tr>
<td>VBG972</td>
<td>Composite Fibres 2</td>
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<tr>
<td>VBG973</td>
<td>Fitout and Finish</td>
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<tr>
<td>VBG974</td>
<td>Boatyard Operations</td>
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<tr>
<td>VBG975</td>
<td>Lofting</td>
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<tr>
<td>VBG976</td>
<td>Maintenance and Repair Techniques</td>
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<tr>
<td>VBG977</td>
<td>First Aid</td>
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<tr>
<td>VBG978</td>
<td>Advanced Static Machines</td>
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<tr>
<td>VBG979</td>
<td>Installation of Fittings and Engines</td>
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<td>VBG980</td>
<td>Computers and Technology</td>
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516
**VBG981 Planking**

*Campus* To be advised  
*Prerequisite(s)* Nil  
*Content* Demonstrate the use of appropriate fastenings to attach garboards to the backbone of a timber boat; Demonstrate the methods used for the planking of a timber boat; Perform splicing operations on planking stock; Demonstrate the fitting of planks to a timber hull; Select and apply suitable caulking materials to the timber hull.  
*Required Reading* To be advised  
*Nominal Hours* 40 Hours  
*Assessment* As per accredited curriculum

**VBG982 Introduction to Fibreglass**

*Campus* To be advised  
*Prerequisite(s)* VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG959 Craft construction (general), VBG960 Construction materials.  
*Content* Describe the safety procedures relevant to the use of fibreglass materials; Describe the hand tools and equipment used in the hand laminating of fibreglass; Describe the usage and mixing proportions of materials used in fibreglass lamination; Demonstrate the practical skills required for the production of a fibreglass panel to supplied specifications; Demonstrate the use of a diamond saw for the cutting of a cured laminated product.  
*Required Reading* To be advised  
*Nominal Hours* 40 Hours  
*Assessment* As per accredited curriculum

**VBG984 Ribbing and Longitudinal Framing**

*Campus* To be advised  
*Prerequisite(s)* VBG978 Advanced static machines.  
*Content* Describe the functions and construction methods of frames as applied to boats; Demonstrate the fastening of ribs to the keel and planks; Outline the methods used for fastening various types of floors to the keel, frames and planks; Demonstrate the fastening of longitudinal framing into a hull; Describe the procedure for the development of an engine bed for a boat.  
*Required Reading* To be advised  
*Nominal Hours* 40 Hours  
*Assessment* As per accredited curriculum

**VBG985 Timber Flooring and Seats**

*Campus* To be advised  
*Prerequisite(s)* VBG954 Hand and power tools, VBG978 Advanced static machines, VBG986 Steambending and laminating timber.  
*Content* Fabricate and fit seats to a boat according to specified plans; Install floor boards in a dinghy according to specified plans.  
*Required Reading* To be advised  
*Nominal Hours* 40 Hours  
*Assessment* As per accredited curriculum

**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 Centreboards, 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

**VBG999 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
<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>VBG994</td>
<td>BREASTHOOKS, KNEES, THWARTS, MASTS AND SPARS</td>
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<tr>
<td>VBG996</td>
<td>PROBLEM SOLVING</td>
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<td>VBG997</td>
<td>CUSTOMER SERVICE</td>
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<tr>
<td>VBG998</td>
<td>SMALL BUSINESS MANAGEMENT</td>
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<tr>
<td>VBG064</td>
<td>INTRODUCTION TO ELECTRONIC COMMERCE</td>
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<tr>
<td>VBG087</td>
<td>INTRODUCTION TO ELECTRICAL TRADE</td>
<td>Sunshine</td>
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<tr>
<td>VBG332</td>
<td>THEMATIC STUDIES IN ART AND DESIGN</td>
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<td>As per accredited curriculum</td>
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<tr>
<td>VBG336</td>
<td>CONSUMER PSYCHOLOGY AND MARKETING</td>
<td></td>
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<td>VBG338</td>
<td>INTRODUCTION TO 3D STUDIES</td>
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<td>As per accredited curriculum</td>
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<tr>
<td>VBG339</td>
<td>DESIGN PRINCIPLES AND ELEMENTS 2</td>
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<td>As per accredited curriculum</td>
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<td>VBG340</td>
<td>DESIGN LAW</td>
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<tr>
<td>VBG341</td>
<td>DESIGN AND THE ENVIRONMENT</td>
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<td>As per accredited curriculum</td>
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</tbody>
</table>
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 the developing ability to record personal information and extract main ideas and most details from sustained oral texts.

**Required Reading** To be advised
**Nominal Hours** 150 Hours
**Assessment** As per accredited curriculum

**VBH449 ORAL COMMUNICATION AND LISTENING SKILLS 3**

**Campus** To be advised
**Prerequisite(s)** To be advised
**Content** Demonstrate meaning has been gained from oral texts which may include some unfamiliar aspects, can communicate ideas and information and extract main ideas and most details from sustained oral texts.

**Required Reading** To be advised
**Nominal Hours** 150 Hours
**Assessment** As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
<th>Notes</th>
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<tr>
<td>VBH450</td>
<td>ACADEMIC WRITING 3</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Can identify 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.</td>
<td>To be advised</td>
<td>150 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH451</td>
<td>ACADEMIC READING 3</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Read, comprehend and interpret a short set of written instructions and can collect, analyse and organise information.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH452</td>
<td>ACADEMIC WRITING 4</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>200 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH453</td>
<td>ORAL COMMUNICATION &amp; LISTENING SKILLS 4</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Use and respond to spoken language in short discussions to explore issues or solve problems on a personally familiar topic or issue and solve problems, demonstrate that meaning has been gained from reading a simple and instructional or transactional text on familiar workplace subject.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH454</td>
<td>ACADEMIC WRITING 4</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>150 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH455</td>
<td>ACADEMIC READING 4</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH456</td>
<td>COMMUNICATION IN THE WORKPLACE 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH457</td>
<td>COMMUNICATION IN THE WORKPLACE 3</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Apply group problem solving skills to deal with a workplace problem; Can solve problems; Comment on current attitudes and issues in the work environment in Australia. And at least one additional learning outcome.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
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<td>VBH458</td>
<td>JOB SEEKING SKILLS 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop strategies to gather and evaluate information on employment opportunities and demonstrate the developing ability to record personal information and recount personal details in logical order using appropriate cohesive devices and give information of a personal nature.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH459</td>
<td>LANGUAGE OF PROBLEM SOLVING IN THE WORKPLACE 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Outline the common forms of communication, as well as barriers to, effective communication in the workplace; Give and respond to instructions in order to complete a workplace task; Read, comprehend and interpret a short set of written instructions in order to complete a familiar, routine workplace task. And at least one additional learning outcome.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
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<td>VBH460</td>
<td>COMMUNICATION IN THE WORKPLACE 3</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
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<td>VBH461</td>
<td>JOB SEEKING SKILLS 3</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Gather and organise information on employment opportunities; Participate in activities related to a job application process; Participate in a range of activities in preparation for a job interview. And at least one additional learning outcome.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
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<td>VBH462</td>
<td>LANGUAGE OF PROBLEM SOLVING IN THE WORKPLACE 3</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
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<td>Module/Unit Details</td>
<td>Course Code</td>
<td>Campus</td>
<td>Prerequisite(s)</td>
<td>Content</td>
<td>Nominal Hours</td>
<td>Assessment</td>
<td>Required Reading</td>
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<td>VBH 469 COMMUNICATION IN THE WORKPLACE 4</td>
<td>VBH 469</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Content: Analyse the common forms of communication, as well as barriers to, and ways of promoting, effective communication in the workplace; Read, comprehend and interpret a set of written instructions in order to complete a workplace task; Interact with clients within and external to the organisation about simple routine matters using the telephone and face to face contact. And at least one additional learning outcome.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
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<tr>
<td>VBH 470 JOB SEEKING SKILLS 4</td>
<td>VBH 470</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Content: Gather and evaluate information on employment opportunities; Prepare and apply for a job; Undertake a job interview as an interviewee. And at least one additional learning outcome.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
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<tr>
<td>VBH 471 LANGUAGE OF PROBLEM SOLVING IN THE WORKPLACE 4</td>
<td>VBH 471</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Content: Outline a model for identifying, responding to and analysing a workplace issue or problem; Apply negotiation techniques to negotiate a workplace issue or problem; Apply group problem solving processes to resolve a hypothetical workplace issue or problem and present this orally. And at least one additional learning outcome.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
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<tr>
<td>VBH 475 ORAL COMMUNICATION 1</td>
<td>VBH 475</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
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<tr>
<td>VBH 476 LISTENING SKILLS 1</td>
<td>VBH 476</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
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<tr>
<td>VBH 477 WRITING SKILLS 1</td>
<td>VBH 477</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Content: Demonstrate a developing ability to write a short simple narrative, recount or expressive text on a personal or familiar subject.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
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<tr>
<td>VBH 478 READING SKILLS 1</td>
<td>VBH 478</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Content: Demonstrate that meaning has been gained from reading a simple narrative, recount or expressive text on a personal or familiar subject.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
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<tr>
<td>VBH 482 ORAL COMMUNICATION 2</td>
<td>VBH 482</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
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<tr>
<td>VBH 483 LISTENING SKILLS 2</td>
<td>VBH 483</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
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<tr>
<td>VBH 484 WRITING SKILLS 2</td>
<td>VBH 484</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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 personal or familiar subject.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
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</table>
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 489 ORAL COMMUNICATION 3

Campus To be advised
Prerequisite(s) To be advised
Content Use and respond to spoken language in short transactions in familiar contexts; Participate in an informal discussion; Express an opinion demonstrating awareness of differences between language for facts and language for opinions. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH 490 LISTENING SKILLS 3

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate meaning has been gained from oral texts which may include some unfamiliar aspects; Demonstrate ability to extract main ideas and most details from sustained oral texts in familiar contexts; Listen and identify the nuances in short everyday casual conversations between English speakers. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH 491 WRITING SKILLS 3

Campus To be advised
Prerequisite(s) To be advised
Content Write a short recount, narrative or expressive text on a familiar subject; Discuss topical issues and write a short argumentative text expressing a point of view on an issue; Write a short formal letter for a specific purpose, using conventional structures and formatting. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH 492 READING SKILLS 3

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate that meaning has been gained from reading a persuasive or argumentative text; Locate specific information in everyday reference texts and make use of the information for a real purpose; Identify the main points in a variety of simple texts relevant to own needs, goals and interests. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH 496 ORAL COMMUNICATIONS 4

Campus To be advised
Prerequisite(s) To be advised
Content Participate in sustained conversations for a range of purposes; Use and respond to spoken language in sustained discussions to explore issues or solve problems; Give a sustained oral report on a negotiated topic. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH 497 LISTENING SKILLS 4

Campus To be advised
Prerequisite(s) To be advised
Content Comprehend different registers and styles of English speech in Australia; Use and respond to spoken language in sustained discussions to explore issues or solve problems; Use active listening skills to participate in a sustained oral interaction. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH 498 WRITING SKILLS 4

Campus To be advised
Prerequisite(s) To be advised
Content Use effective writing skills and strategies for a range of specific purposes; Write a report or explanatory text; Write an argumentative or discursive text. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH 499 READING SKILLS 4

Campus To be advised
Prerequisite(s) To be advised
Content Read and interpret a persuasive or argumentative text; Read and interpret an explanatory or informative text; Read and interpret an instructional or transactional text. And at least one additional learning outcome.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH 722 CAREER STUDIES

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake basic career planning activities.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

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
VBH724 WORKPLACE SKILLS
Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to perform basic workplace functions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH726 WORKPLACE RESEARCH PROJECT
Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to investigate basic workplace conditions and practices.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ098 PUBLIC RELATIONS IN INDUSTRY AND THE AUSTRALIAN MEDIA
Campus To be advised
Prerequisite(s) To be advised
Content Broadcast, print and mass media in Australia; Other major mass media in Australia; Mass media philosophies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ099 BUSINESS AND FINANCE FOR PUBLIC RELATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Operations of the Australian Stock Exchange; financial accounting reports; budgets.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ206 IDENTIFY POTENTIAL CLIENTS AND PROVIDE ADVICE ON SERVICES
Campus To be advised
Prerequisite(s) To be advised
Content Source potential client; Provide information and advice to the potential client
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ207 PRACTISE IN A LEGAL ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Open client file, take instructions and provide required legislative information; Consult appropriate specialist(s); Obtain, prepare and manage legal documentation; Maintain communication with the client; Identify and apply legal ethics and practice.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VBJ208 MANAGE LEGAL PRACTICE OPERATION RESOURCES
Campus To be advised
Prerequisite(s) VBD235 Law of contract; VBD233 Law of evidence; VBD238 Legal process; VBD237 Law of torts; VBD236 Property law; VBD228 Commercial law; VBJ206 Identify potential clients and provide advice on services; Practice in an area of legal interest.
Content Manage the recruitment and development of base level legal and clerical staff; Supervise and monitor base level legal and clerical staff.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ300 ACTING 1
Campus To be advised
Prerequisite(s) Nil
Content Analyse and critically evaluate a range of performance styles; Analyse major methods of acting; Select an acting method, apply to a character in a script in rehearsal; Perform a short monologue.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

VBJ301 VOICE 1
Campus To be advised
Prerequisite(s) Nil
Content Demonstrate a vocal warm up technique; Analyse the vocal techniques of major theorists; Demonstrate vocal techniques of a major theorist; Demonstrate vocal techniques by performing script.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ302 MOVEMENT 1
Campus To be advised
Prerequisite(s) Nil
Content Demonstrate a warm-up routine; Perform a short sequence which demonstrates kinaesthetic awareness; Perform a short sequence using movement in response to stimuli such as language, music, text, sound and mask; Analyse and evaluate Twentieth Century movement styles and techniques.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ303 IMPROVISATION 1
Campus To be advised
Prerequisite(s) Nil
Content Compare and contrast improvisation in traditional and contemporary theatre; Demonstrate a range of improvisation techniques; Apply improvisation techniques in story writing; Apply improvisation techniques to character development.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum
<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Assessment</th>
<th>Nominal Hours</th>
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<th>Required Reading</th>
<th>Assessment</th>
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<tr>
<td>VBJ304</td>
<td>AUSTRALIAN THEATRE</td>
<td>To be advised</td>
<td>Nil</td>
<td>Analyse the development of Australian theatre; Analyse and evaluate a range of productions of Australian theatre; Write a submission to a funding organisation for an Australian theatre production; Identify the vocational opportunities in Australian theatre and write a resume for a selected company.</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
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<td>VBJ305</td>
<td>AUSTRALIAN COMMUNITY THEATRE</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
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<td>VBJ306</td>
<td>SCRIPT WRITING</td>
<td>To be advised</td>
<td>Nil</td>
<td>Write a twenty minute script for rehearsal; Conduct a rehearsal of the twenty minute script and revise draft following rehearsal.</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
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<td>VBJ308</td>
<td>CIRCUS SKILLS</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
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<td>VBJ310</td>
<td>PUPPETRY</td>
<td>To be advised</td>
<td>Nil</td>
<td>Design and construct a puppet for a specific event; Manipulate puppet in performance.</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
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<td>VBJ311</td>
<td>ACTING 2</td>
<td>To be advised</td>
<td>VBJ300 Acting 1</td>
<td>Select, rehearse and perform a duologue; Demonstrate a major acting method in a performance; Demonstrate a range of acting techniques in ensemble performance.</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
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<td>VBJ312</td>
<td>VOICE 2</td>
<td>To be advised</td>
<td>VBJ301 Voice 1</td>
<td>Perform a vocal technique of a major theorist; Analyse and evaluate the vocal technique of a major theorist; Conduct a vocal warm up for a group; Apply vocal techniques to a script in a performance.</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
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<td>VBJ313</td>
<td>MOVEMENT</td>
<td>To be advised</td>
<td>VBJ302 Movement 1</td>
<td>Design and perform a warm up routine; Perform a solo work using a range of movement motifs; Create a unified composition using a personal movement vocabulary; Compare and constrast the work of two major Twentieth Century choreographers or physical theatre directors.</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
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<td>VBJ314</td>
<td>IMPROVISATION 2</td>
<td>To be advised</td>
<td>VBJ303 Improvisation 1</td>
<td>Interpret a given text using improvisation techniques; Apply improvisation techniques to the interpretation of a character; Apply improvisation techniques in production of a play.</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
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<td>VBJ315</td>
<td>IN PERFORMANCE</td>
<td>To be advised</td>
<td>VBJ304 Australian Theatre</td>
<td>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.</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
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<td>VBJ316</td>
<td>RELATIONS/EMPLOYMENT</td>
<td>To be advised</td>
<td>Nil</td>
<td>Analyse the role of music in a range of performance contexts; Develop and perform a musical piece to accompany a performance using percussion instruments.</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
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<td>VBJ317</td>
<td>INDUSTRIAL RELATIONS/EMPLOYMENT RELATIONS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Identify the vocational opportunities in Australian theatre and write a resume for a selected company.</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
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<td>VBJ318</td>
<td>COMPETENCY ANALYSIS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Conduct competency audit, prepare competency portfolio.</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
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MODULE/UNIT DETAILS

VBJ370 CAREER PLANNING & SKILLS ASSESSMENT
Campus To be advised
Prerequisite(s) To be advised
Content Prepare a personal plan; conduct a self-assessment for Recognition of Prior Learning; prepare a personal resume; develop a job search and job interview strategies.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBJ373 PRODUCTIVITY AND WORK METHODS IMPROVEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Productivity and operations management; Industrial engineering and work study; Selection and recording; Critical examination and development of improved methods.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ374 RESOURCE REQUIREMENT PLANNING
Campus To be advised
Prerequisite(s) To be advised
Content Resource requirements planning; Plant manufacturing capacity; Material Requirements Planning (MRPI); Capacity requirements planning.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ375 PRODUCTION PLANNING, SCHEDULING AND CONTROL
Campus To be advised
Prerequisite(s) To be advised
Content Forecasting techniques; The production plan; Scheduling shop floor operations; Computerised scheduling.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ376 SUPPLY CHAIN MANAGEMENT PRINCIPLES
Campus To be advised
Prerequisite(s) To be advised
Content The principles of supply chain management; Requirements for a successful supply chain; Perform a range of Economic Order Quantity (EOQ) calculations; Perform a range of ordering calculations; Explain the Pareto Principle; Demonstrate the principles of Manufacturing Resources Planning (MRPI).
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBJ377 MANAGEMENT OF WAREHOUSE SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Strategies to manage and ensure smooth workflow in a warehouse environment; Alternative materials handling systems; Current trends and issues in warehouse systems; Technology and operations; Strategies for managing systems in a warehouse environment; Analyse the inventory control system of a warehouse organisation; Stock location system used in a warehouse organisation and improvements that could be made; The picking system used in a warehouse organisation and improvements that could be made; Analyse the dispatch and transport system of a warehouse organisation and participate in the development and evaluation of new systems.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBJ382 PREDETERMINED MOTION TIME STANDARDS SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Introduction to predetermined motion time standards system; Methods Time Measurement (MTM); Master Standard Data (MSD) or Modular Arrangement of Predetermined Time Standards (MODAPTS); Alpha-Mnemonic coding systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ383 FACILITY LAYOUT & WORKPLACE DESIGN
Campus To be advised
Prerequisite(s) To be advised
Content Facility layout and workplace design; How layout techniques are used to improve existing facilities; Assess a range of work environments to determine the need for redesign; re-layout or work redefinition; Explain the relationship between work, worker and the workplace on humans and productivity.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ384 PROJECT MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Network analysis approaches to project planning; Establish the critical path by doing the forward and backward passes and compute the table of floats and allocation of resources; The similarities and differences of other network systems; PERT (Project Evaluation and Review Technique); Basic processes involved in the management of a project after the planning phase; Design the project; Cost the project; Outline project organisation; Schedule the project.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ386 COMPUTER APPLICATIONS FOR OPERATIONS MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Computer operating systems; Commercially available software packages applicable to operations management; Use software packages for a range of operations management applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
<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>VBJ387</td>
<td>MAINTENANCE MANAGEMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ389</td>
<td>STATISTICAL &amp; ESTIMATING TECHNIQUES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ391</td>
<td>INDUSTRY PROJECT/PRACTICUM</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Apply the relevant knowledge and practical skills to perform a range of operations management functions.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ392</td>
<td>DEVELOP AN ENVIRONMENTAL PLAN</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ578</td>
<td>INTRODUCTION TO PUBLIC RELATIONS 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Operating procedures of Public Relations organizations; Stages of the public relations program; Structure, roles and techniques used in various media; Categories of media; Develop programs for special events; Techniques used in 'issues management' and 'crisis Public Relations'; speech presentation; Interrelationships between public relations and advertising functions.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ685</td>
<td>PERMITS AND CONTROLS IN INTERNATIONAL TRADE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ707</td>
<td>ORAL COMMUNICATION 1B</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ708</td>
<td>READING &amp; WRITING 1B</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Campus</td>
<td>Prerequisite(s)</td>
<td>Content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
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<tr>
<td>VBJ709</td>
<td>NUMERACY 1B</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ710</td>
<td>USING ELECTRONIC TEXTS 1B</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ711</td>
<td>USING DIAGRAMMATIC TEXTS 1B</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ712</td>
<td>ORAL COMMUNICATION 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ713</td>
<td>READING &amp; WRITING 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ714</td>
<td>NUMERACY 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ715</td>
<td>ELECTRONIC TEXTS 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>This module focuses on extending initial skills for using electronic texts in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ716</td>
<td>DIAGRAMMATIC TEXTS 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>This module focuses on extending initial skills for using diagrammatic texts in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ717</td>
<td>PERSONAL EFFECTIVENESS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>The purpose of this module is to enhance the interpersonal skills of participants by developing their self-confidence and competence in communication.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ718</td>
<td>ORIENTATION TO LEARNING</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 pathways to future education and training through the preparation of an individual action plan.</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ719</td>
<td>ORIENTATION TO WORK</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ720</td>
<td>INDUCTION</td>
<td>Nil</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
## VBK157 INDIVIDUAL VOCATIONAL PLAN

**Campus** To be advised  
**Prerequisites** Nil  
**Content** To provide learners with the skills to develop an individual transition plan to maximise development throughout the course and to plan for exit.  
**Required Reading** To be advised  
**Nominal Hours** 80 Hours  
**Assessment** To be advised

## VBK158 INTERPERSONAL COMMUNICATION SKILLS

**Campus** To be advised  
**Prerequisites** Nil  
**Content** To provide learners with interpersonal and conversational skills.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** To be advised

## VBK159 WORKPLACE COMMUNICATION SKILLS

**Campus** To be advised  
**Prerequisites** VBK158 Interpersonal Communication Skills  
**Content** To provide learners with the skills to perceive and respond to social situations, thereby increasing their ability to obtain and maintain employment and develop meaningful relationships.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** To be advised

## VBK160 TEAM WORK

**Campus** To be advised  
**Prerequisites** VBK158 Interpersonal Communication Skills  
**Content** To provide learners with the skills and confidence to participate effectively as members of a team.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** To be advised

## VBK161 PERSONAL MANAGEMENT SKILLS

**Campus** To be advised  
**Prerequisites** Nil  
**Content** To provide learners with the skills and tools for applying personal independence in everyday situations.  
**Required Reading** To be advised  
**Nominal Hours** 65 Hours  
**Assessment** To be advised

## VBK162 COMMUNITY SKILLS

**Campus** To be advised  
**Prerequisites** Nil  
**Content** To provide learners with the knowledge and skills to use facilities and technologies in order to participate more fully in their communities.  
**Required Reading** To be advised  
**Nominal Hours** 95 Hours  
**Assessment** To be advised

## VBK163 CAREER PLANNING

**Campus** To be advised  
**Prerequisites** Nil  
**Content** To develop personal organisation and job search skills.  
**Required Reading** To be advised  
**Nominal Hours** 80 hours  
**Assessment** To be advised

## VBK164 WORKPLACE EDUCATION

**Campus** To be advised  
**Prerequisites** Nil  
**Content** To provide learners with a variety of experiences in work settings in order to assess aptitudes, develop interests and to refine skills, work attitudes and behaviours.  
**Required Reading** To be advised  
**Nominal Hours** 300 Hours: Class contact – 60 Hours, Placement – 240 Hours  
**Assessment** To be advised

## VBK165 VOCATIONAL ELECTIVES

**Campus** To be advised  
**Prerequisites** Nil  
**Content** To provide learners with specific vocational skills related to employment and appropriate workplace behaviours and attitudes.  
**Required Reading** To be advised  
**Nominal Hours** 400 Hours  
**Assessment** To be advised

## VBK280 LEGAL ASPECTS 1 FOR JUSTICE STUDIES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This module will provide students with a general introductory framework of Australian law including its law making bodies and various aspects of the law within which to critically examine the criminal justice system and develop legal research skills.  
**Required Reading** To be advised  
**Nominal Hours** 75 Hours  
**Assessment** As per accredited curriculum

## VBK281 LEGAL ASPECTS 2 FOR JUSTICE STUDIES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** The purpose of this module is to enable students to develop a comprehensive understanding of the judicial system, procedures of conducting an investigation, case file management, preservation and recording of evidence, the law of evidence, presentation of evidence in a court of law and witness responsibilities, court procedure and etiquette.  
**Required Reading** To be advised  
**Nominal Hours** 75 Hours  
**Assessment** As per accredited curriculum

## VBK283 AUSTRALIAN CRIMINAL JUSTICE SYSTEM

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** The purpose of this module is to provide students with the knowledge and understanding of the relevant Criminal Justice functions of law-enforcement systems, sentencing, correctional and court systems, within the framework of the Australian social environment. Students should also be familiar with recent changes in legislation, government policy interpretation and implementation and the introduction of privatisation within the fields of the constituent subject content.  
**Required Reading** To be advised  
**Nominal Hours** 84 Hours  
**Assessment** As per accredited curriculum
VBK284 CRIMINOLOGY
Campus To be advised
Prerequisite(s) To be advised
Content To introduce students to the study of crime, substantive areas of offending behaviour, and the implications of criminological knowledge for policy formulation and crime prevention strategy.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VBK285 JUSTICE DELIVERY
Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to develop an understanding of the role and function and organisation of the departments and agencies, which comprise the justice delivery system. An emphasis will be placed on current issues relevant to community justice workers.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK286 JUVENILE JUSTICE
Campus To be advised
Prerequisite(s) To be advised
Content This module provides for an application of knowledge and skills regarding the law, procedures of institutions and structures involved within the juvenile justice system.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK287 CRIME PREVENTION
Campus To be advised
Prerequisite(s) To be advised
Content This module will enable students to develop a comprehensive knowledge of crime prevention strategies. It also aims to provide students with the ability to analyse techniques and theories used in early intervention and developmental approaches to crime prevention. A further module purpose is to enable students to evaluate, design and implement crime prevention strategies.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK288 SOCIAL RESEARCH AND ANALYSIS
Campus To be advised
Prerequisite(s) To be advised
Content On completion of this module students will be familiar with concepts in quantitative and qualitative social research, be able to carry out basic research and understand the role of research in Community Justice.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK289 APPLIED PSYCHOLOGY
Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to introduce students to the science of Psychology. On completion of this module, students will be able to apply knowledge of human behaviour provided by psychological research and study, in instances of those phenomena presented, to promote appropriate and effective interactions in the course of their work, including appropriate referral of people in crisis.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VBK290 CULTURAL DIVERSITY
Campus To be advised
Prerequisite(s) To be advised
Content On completion of this module students will have gained a better awareness and understanding of the origins and nature of Australia's multicultural society. By providing accurate information as well as opportunities for students to make contact with aboriginal and migrant individuals and services it seeks to dispel popular myths and develop attitudinal change and empathy in the participants.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK291 JUSTICE COMMUNICATION
Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide students with the necessary knowledge and skills to communicate effectively and to develop an understanding of the concepts and skills of mediation for managing conflict and resolving disputes in a justice environment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBK293 WORKPLACE PRACTICE
Campus To be advised
Prerequisite(s) To be advised
Content The aim of the module is for students to acquire the skills, knowledge, attributes and professional practices that will contribute to the effective management of their workplace in the context of contemporary issues, and an environment of industrial change. This module provides competency-based training in the management of workplace practice in an environment of industrial change and award re-structuring, in a manner that will positively contribute to the effectiveness and efficiency of the organisation. As part of a suite of generic management skills this module is not designed for the industrial relations functional specialist but for first level line management.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum
<table>
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<th>Required Reading</th>
<th>Nominal Hours</th>
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<tbody>
<tr>
<td>VBK294</td>
<td>ORGANISATIONAL PRINCIPLES AND PRACTICE 1</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK295</td>
<td>ORGANISATIONAL PRINCIPLES AND PRACTICE 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK296</td>
<td>MUNICIPAL LAW ENFORCEMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK297</td>
<td>CURRENT ISSUES IN LOCAL GOVERNMENT - BEST VALUE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To provide students with an understanding of all aspects of the concept of Best Value in Local Government.</td>
<td>To be advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK298</td>
<td>CURRENT ISSUES IN LOCAL GOVERNMENT - BUSINESS PRACTICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To introduce students to principles of business practice relevant to the management of local government service delivery.</td>
<td>To be advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK299</td>
<td>CURRENT ISSUES IN LOCAL GOVERNMENT - DEVELOPING BUSINESS PLANS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To introduce students to the rationale for business planning in Local Government and how to conduct this type of planning.</td>
<td>To be advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK300</td>
<td>CURRENT ISSUES IN LOCAL GOVERNMENT - TOWN PLANNING</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To introduce concepts, approaches and methods of application of town planning principles and provisions by local authorities.</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK301</td>
<td>CORRECTIONAL SYSTEMS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To provide a critical understanding of historical perspectives and current management principles and practices of correctional systems.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK302</td>
<td>HUMAN RIGHTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK303</td>
<td>CURRENT ISSUES IN COMMUNITY LAW</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK304</td>
<td>CONTEMPORARY POLICING</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To provide students with a general knowledge of the structure and function of policing and the role of police in a contemporary society.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK305</td>
<td>ECONOMICS FOR JUSTICE STUDIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To provide a critical understanding of historical perspectives and current management principles and practices of correctional systems.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
MODULE/UNIT DETAILS

VBK382 EDITING 1A
Campus: To be advised
Prerequisite: Nil
Content: This module provides basic grammar and punctuation instruction, with a focus on the efficient use of language. Some theory.
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK383 EDITING 1B
Campus: To be advised
Prerequisite: Nil
Content: This module extends language skills into sentence construction and basic editing and proof-reading.
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK384 COMPUTER SKILLS FOR WRITERS AND EDITORS
Campus: To be advised
Prerequisite: VBK382 Editing 1A
Content: Students learn basic to intermediate computer skills in Word. This module is a prerequisite for all other computer-based subjects.
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK385 INTRODUCTION TO FICTION WRITING 1
Campus: To be advised
Prerequisite: Nil
Content: This module introduces the basics of fiction writing – character, plot, dialogue etc, in a variety of forms and genres. Leads to Novel 1B and/or Short Story 1B.
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK386 SCRIPTWRITING 1A
Campus: To be advised
Prerequisite: Nil
Content: This module is used to create new short scripts and understand the structure of play writing, including action, scenario, conflict, character status, dialogue and reading or performance of short scripts.
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK387 SCRIPTWRITING 1B
Campus: To be advised
Prerequisite: VBK386 Scriptwriting 1A
Content: Builds on the skills learned in 1A, leading to a longer script. Focus on structure, format and audience.
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK388 WRITING FOR CHILDREN (YOUNGER READERS) A
Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop skills in writing for young children. The focus is on picture books.
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK389 WRITING FOR CHILDREN (YOUNGER READERS) B
Campus: To be advised
Prerequisite: VBK388 Writing for Children (Young Readers) 1A
Content: The purpose of this module is to continue development of the skills of writing and marketing literature for children begun in Writing for Children A. Focus on chapter books.
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK390 WRITING FOR RADIO
Campus: To be advised
Prerequisite: Nil
Content: This subject involves drafting and scripting a 30 minutes magazine program, scripting a 30 minute radio drama as well as voice production and microphone techniques.
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK391 INTERNET SKILLS FOR WRITERS AND EDITORS
Campus: To be advised
Prerequisite: Nil
Content: An introduction to writing for the web. Includes website analysis and simple construction.
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK392 LITERATURE FOR WRITERS 1A
Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop the awareness and analysis of the historical and critical context of a chronological range of literature, and to develop own writing through exploration of writing of contemporary Australian writers.
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK393 LITERATURE FOR WRITERS 1B
Campus: To be advised
Prerequisite: VBK392 Literature for Writers 1A
Content: The purpose of this module is for the participants to further develop an awareness and analysis of the historical and critical context of a chronological range of literature, and to develop an overview of contemporary writing other than Australian in relation to their own writing.
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK394</td>
<td>PHOTOGRAPHY FOR WRITERS</td>
<td>To be advised</td>
<td>VAE272 Non Fiction 1A; VAN037 Non Fiction 1B; VBK383 Editing 1A</td>
<td>Students will learn how to take quality photos aimed at professional publications. Folio development and written tasks.</td>
<td>As per accredited curriculum</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK395</td>
<td>ROLE OF THE EDITOR</td>
<td>To be advised</td>
<td>VBK383 Editing 1A</td>
<td>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.</td>
<td>As per accredited curriculum</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK396</td>
<td>ADVANCED SCREENWRITING PROJECT 2</td>
<td>To be advised</td>
<td>VBK383 Editing 1A</td>
<td>The purpose of this module is to develop a screenwriting project into a format suitable for marketing. The project will be developed from either an initial screenwriting project or another writing/performance project which could be marketed in the screenwriting industry.</td>
<td>As per accredited curriculum</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK397</td>
<td>AUTHORED A MULTIMEDIA PRODUCT 2</td>
<td>To be advised</td>
<td>VBK386 Writing an Interactive Multimedia Sequence 2</td>
<td>To author a multimedia product using an industry standard authoring tool.</td>
<td>As per accredited curriculum</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK398</td>
<td>INDUSTRY OVERVIEW 2</td>
<td>To be advised</td>
<td>VBK386 Writing an Interactive Multimedia Sequence 2</td>
<td>The purpose of this module is to develop freelance and small business skills in managing financial and structural issues, and paperwork associated with running a small business. The module develops skills in planning and scheduling activities related to the freelance writer or small business involved in the writing industry. Includes a range of speakers from the industry.</td>
<td>As per accredited curriculum</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK399</td>
<td>LITERARY NON FICTION PROJECT 2</td>
<td>To be advised</td>
<td>VAE272 Non Fiction 1A; VAN037 Non Fiction 1B; VBK383 Editing 1A</td>
<td>The purpose of this module is to identify principals and techniques involved in the writing of extended literary non fiction projects.</td>
<td>As per accredited curriculum</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK400</td>
<td>POETRY 2A</td>
<td>To be advised</td>
<td>VAE831 Poetry 1A &amp; VAN043 Poetry 1B</td>
<td>Students will explore various styles of poetry in order to assist them to write their own poetry.</td>
<td>As per accredited curriculum</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK401</td>
<td>POETRY 2B</td>
<td>To be advised</td>
<td>VBK400 Poetry 2A</td>
<td>Students will explore various styles of poetry in order to assist them to write their own poetry.</td>
<td>As per accredited curriculum</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK402</td>
<td>SCREENWRITING 2A</td>
<td>To be advised</td>
<td>VBK400 Poetry 2A</td>
<td>Students will explore various styles of poetry in order to assist them to write their own poetry.</td>
<td>As per accredited curriculum</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK403</td>
<td>SCREENWRITING 2B</td>
<td>To be advised</td>
<td>VBK400 Poetry 2A</td>
<td>Students will explore various styles of poetry in order to assist them to write their own poetry.</td>
<td>As per accredited curriculum</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK404</td>
<td>WRITING FOR CHILDREN (OLDER READERS) A</td>
<td>To be advised</td>
<td>VBK402 Screen writing 2A. A participant may seek recognition through the RPL process for competencies already held.</td>
<td>Script development within context of student's writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars on performance industry.</td>
<td>As per accredited curriculum</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK405</td>
<td>WRITING FOR CHILDREN (OLDER READERS) B</td>
<td>To be advised</td>
<td>VBK402 Screen writing 2A. A participant may seek recognition through the RPL process for competencies already held.</td>
<td>Script development within context of student's writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars on performance industry.</td>
<td>As per accredited curriculum</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
VBK406 WRITING AN INTERACTIVE MULTIMEDIA SEQUENCE 2

Campus: To be advised
Prerequisite: VBK382 Computer skills for Writers & Editors 1; VBK391 Internet Skills for Writers & Editors; VAC412 Desktop Publishing 1; It is recommended that participants have completed or are currently studying VAA980 Desktop Publishing 2A & VAN029 Desktop Publishing 2B
Content: To develop an understanding of the skills required to create, develop and write an interactive sequence for multimedia productions and to use an authoring tool to create a discrete interactive sequence.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK221 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

VBK222 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

VBK223 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

VBK225 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 the skills to complete laundry services for a client.
Required Reading: To be advised
Nominal Hours: 6 Hours
Assessment: As per accredited curriculum

VBK841 BED MAKING SERVICES

Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide the learner with the knowledge and the skills to make beds and apply safe practice.
Required Reading: To be advised
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

VBM049 INTRODUCTION TO SCIENCE

Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide learners with an introduction into scientific experimentation, scientific method and development of scientific theories.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBM050 OCCUPATIONAL HEALTH AND SAFETY

Campus: To be advised
Prerequisite(s): To be advised
Content: To provide the learner with the knowledge to identify and understand the nature of hazards in a laboratory setting. Though the recognition of the hazardous nature of laboratory work learners are required to develop a personal sense of responsibility for safety.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBM060 INTRODUCTORY MATHEMATICS

Campus: To be advised
Prerequisite(s): To be advised
Content: Fractions and decimals; Ratio; Proportions and percentage; Measurement and mensuration.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBM064 INTRODUCTION TO SCIENTIFIC COMPUTING

Campus: To be advised
Prerequisite(s): To be advised
Content: Terminology; Modification of existing document; Equation editor; Manage files; Use printed manuals and on-line help.
Required Reading: To be advised
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum
VBM512 APPLICATIONS FOR TEACHING - INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

Campus: To be advised
Prerequisite(s): To be advised
Content: Utilise ICT technologies to access, design and develop educational resources to support learning. Apply ICT technologies to support teaching and administrative functions; Operate imaging devices connected to a computer system for presentation and publication purposes; Incorporate ICT technologies into teaching and learning in accordance with established and emerging teaching and learning practices; Utilise the Internet and World Wide Web communication tools to facilitate flexible learning; Utilise ICT technologies to support students with special learning needs; Manage computer-based learning environment and systems.
Required Reading: To be advised
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM510 LEARNING TO LEARN

Campus: To be advised
Prerequisite(s): Nil
Content: Identify and use appropriate learning strategies for effective participation in a variety of fields of study and learning environments; Demonstrate the appropriate use of a variety of library and online facilities to research selected topics; Identify and use effective reading strategies to comprehend complex written texts; Examine writing skills and apply these skills to produce a complex written text; Examine and demonstrate skills required to participate effectively in collaborative learning environments.
Required Reading: To be advised
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM511 INQUIRY AND PRESENTATION

Campus: To be advised
Prerequisite(s): VBM510 Learning to Learn
Content: Research and investigate a particular field or discipline of knowledge including the focus of study, forms of enquiry and dissemination of knowledge within the field or discipline; Demonstrate the appropriate use of online technologies for a variety of forms of research and composition; Outline and apply appropriate skills and strategies to deliver effective oral presentations; Examine different kinds of critical analyses and identify how these are represented in written text; Outline and apply appropriate communication strategies to gain entry into further study and employment.
Required Reading: To be advised
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBM512 PUBLIC LIFE - PAST AND PRESENT

Campus: To be advised
Prerequisite(s): To be advised
Content: To enable students to participate effectively in debates about public issues and in debates about the role and value of democracy in contemporary society. Within this context, the module aims to develop students' capacity to read and write about a diverse range of texts in public life. 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.
Required Reading: To be advised
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM513 STORIES CULTURES TELL THEMSELVES

Campus: To be advised
Prerequisite(s): To be advised
Content: To enable students to appreciate the significance of stories for themselves as individuals and for cultures in which individuals participate. Another aim of the module is to enable students to recognise many forms stories can take. The module also aims to provide students with the skills and language with which to critically evaluate stories in a range of social contexts.
Required Reading: To be advised
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM514 NATURE AND ITS HUMAN TRANSFORMATION

Campus: To be advised
Prerequisite(s): To be advised
Content: Provide students with knowledge and skills to examine the nature is viewed and represented within different cultures and how these views impact upon contemporary environmental issues. The module poses the fundamental question of how we should live with nature and aims to raise environmental awareness. In addition, the module introduces students to a range of written and visual texts about nature and equips students with the necessary language and concepts to discuss and analyse these texts.
Required Reading: To be advised
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM515 ECONOMY AND SOCIETY

Campus: To be advised
Prerequisite(s): To be advised
Content: The aim of this module, in part, is to demystify economic discourse for non-economists. The module also aims to enable students to appreciate the relevance of understanding large-scale economic change for fields of study other than economics, for citizens engaged in public life and for individuals in the workplace. Finally, the module aims to provide students with the knowledge and skills to participate in current debates about economic policy.
Required Reading: To be advised
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM516 TEXT AND CULTURE 1

Campus: To be advised
Prerequisite(s): To be advised
Content: Provide students with the concepts, language and skills to identify meanings in a range of texts. To enable students to demonstrate how these meanings are constructed and negotiated, and to describe relationships between these texts and their cultural contexts. In addition, the module introduces students to the ideological determination of texts.
Required Reading: To be advised
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VBM517 TRADITION AND MODERNITY

Campus: To be advised
Prerequisite(s): To be advised
Content: To enable students to enter contemporary debates about the significance of tradition in contemporary cultures and to enter debates about modernity and postmodernity. Within this context, the module also aims to enable students to enter contemporary debates about the significance of history including the uses of history in contemporary culture.
Required Reading: To be advised
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum
VBM518 RESEARCH PROJECT
Campus To be advised
Prerequisite(s) To be advised
Content Provide students with knowledge and skills to undertake independent research as well as an opportunity for self-directed work and an opportunity for peer group collaboration. Further, this module provides students with an opportunity to assume the identity of researchers and understand something of the working life of researchers. This module further develops the research skills that students acquired in Learning to Learn and Inquiry and Presentation.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

VBM519 HISTORY AND SOCIOLOGY OF HUMAN RELATIONSHIPS
Campus To be advised
Prerequisite(s) To be advised
Content Provide students with the knowledge and skills to understand sociological concepts and apply these to explain the change in family structures, personal/intimate relationships and relations between different cultures over time.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

VBM520 URBAN STUDIES
Campus To be advised
Prerequisite(s) To be advised
Content Provide students with an overview of urbanisation, urban forms and cultures and their impact on human life, past and present. The module also introduces students to a range of urban theorists. In addition, it offers students the necessary language and skills with which to participate in academic and non-academic debate concerning urban issues and problems.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

VBM521 INTRODUCTION TO THEORIES OF HUMAN PERSONALITY
Campus To be advised
Prerequisite(s) To be advised
Content Provide students with an introduction to ways in which human personality has been theorised and critiqued. To equip students with the skills to apply the theories in a range of contexts such as critiquing films, understanding group dynamics and analysing public and private relationships.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

VBM522 TEXT AND CULTURE II
Campus To be advised
Prerequisite(s) To be advised
Content Aims to develop students’ capacities to be critical and creative participants in a range of cultural spheres. Texts are examined not just as forms of entertainment and not just as a collections of art works, but also as exercises of power. The module aims to develop students’ understanding of how different forms of power are exercised through the cultural processes of reading, viewing and producing texts. This is to enable students to understand, and participate in, the cultural process through which these exercises of power are contested, challenged and transformed.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VBM565 ORAL COMMUNICATIONS II
Campus To be advised
Prerequisite(s) To be advised
Content The curriculum is designed for students who wish to extend their reading, writing and oral skills in order to construct a wide variety of text types and expand their general knowledge. The curriculum is designed to develop basic study and research skills, self confidence and general knowledge throughout the study of a variety of topics. The program is particularly suitable for students returning to study, includes an introduction to the library and self-access facilities at the University and uses teaching strategies which encourage students to work together as well as independently on topics of interest and research projects.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBM566 ORAL COMMUNICATIONS III
Campus To be advised
Prerequisite(s) To be advised
Content The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In additional, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presentations at a basic level. The course also prepares students for entry into Adult VCE English.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum
### VBM585 Work Effectively as a Professional Nurse

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This subject covers the knowledge and skills required to work as a professional nurse. Nursing is conducted within a multidisciplinary health care team and occurs in the following clinical setting: Aged Care, Rehabilitation, Community Nursing, Mental Health and Acute care. It also introduces the principles of working within a legal and ethical framework, within the scope of practice of the Registered Nurse Division 2. Issues relating to health and wellbeing, determinants of health and individual client's expectations of health care will be researched and identified.  
**Required Reading** To be advised  
**Nominal Hours** 90 Hours  
**Assessment** As per accredited curriculum

### VBM587 Undertake Client Assessment

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This subject provides the student with the knowledge and skills required by the Registered Nurse Division 2 to undertake the nursing assessment- primarily vital signs. Through this process, the student learns to measure and record vital signs. They also learn normal ranges, recording and reporting processes, in routine settings as well for client admission and discharge. Issues of informed consent, client focused care and autonomy are addressed. Clinical reasoning skills along with problem solving are developed.  
**Required Reading** To be advised  
**Nominal Hours** 90 Hours  
**Assessment** As per accredited curriculum

### VBM588 Deliver Nursing Care to Clients

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This subject provides the student with the knowledge of Anatomy and Physiology and Clinical Nursing required to develop to competency to nurse clients requiring acute/episodic nursing care. Using a developmental, and life span approach, the condition of the client is evaluated. Utilising the skills and knowledge of skills acquired throughout this subject, the student learns assess, plan, deliver and evaluate nursing care. They learn to utilise an integrated and contextualised approach to nursing care, within the multidisciplinary nursing team.  
**Required Reading** To be advised  
**Nominal Hours** 140 Hours  
**Assessment** As per accredited curriculum

### VBM589 Develop Research Skills to Support Nursing Practice

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This subject introduces the student to the concepts of nursing research and evidenced based practice. It covers the issues related to nursing research, introduction to the critical analysis of research articles. Students are required, in collaboration with colleagues in the classroom and clinical setting to develop a research proposal, learning about the implications for conducting research through these processes.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### VBM590 Apply Professional Nursing Practice to Client Care in Residential Aged Care

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Professional nursing practice in residential aged care involves a partnership with residents and significant others to assess their capabilities, needs and expectations to ensure provision of quality care. This subject covers the assessment, documentation and reporting requirements undertaken by nurses in collaboration with the health care team, specific to residential aged care services as specified by policy, legislature and aged care standards.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

### VBM591 Implement Infection Prevention and Undertake Simple Wound Management

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This subject introduces the student to principles of infection prevention, especially in relation to contemporary wound management processes. The student is required to undertake wound management in a variety of health care contexts. They will be required to carry out wound assessments and contemporary wound care working with the wound management health care team and then evaluating the progress of the wound status.  
**Required Reading** To be advised  
**Nominal Hours** 80 Hours  
**Assessment** As per accredited curriculum

### VBM592 Provide Individualised Health Education to Clients

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Using developmental, lifespan and ecological themes, health promotion and education is planned, delivered and evaluated utilising an integrated and contextualised approach within the health care team. Client education and health promotion will focus on significant national health priority areas: cardiovascular health, cancer control, injury prevention and control, mental health, diabetes mellitus and asthma.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### VBM593 Contribute to the Health and Wellbeing of Clients (Rehabilitation and Community)

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This subject describes competencies for the nurse whose role may include assisting clients to improve their health and wellbeing within a rehabilitation and community setting. Working in conjunction with the multidisciplinary health care team, the nurse will contribute to assessments, act and communicate to contribute to the health and wellbeing of the client.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum
### VBM594 PARTICIPATE IN PROVIDING PALLIATIVE CARE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This subject introduces palliative care using a holistic life span approach and utilizes 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** 50 Hours  
**Assessment** As per accredited curriculum

### VBM595 PARTICIPATE AS A PRECEPTOR IN A WORK TEAM

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This subject introduces the role of preceptor within the work team by developing teaching, learning and reflective skills. These skills will enable the registered nurse division 2 to take an active role in orientation of new staff and students on placement as part of their own work plan. The subject will also provide the knowledge and skills to manage conflict within the work team constructively and use it as an opportunity to improve processes and interactions.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

### VBM596 PARTICIPATE IN PROVIDING THERAPEUTIC INTERVENTIONS FOR CLIENTS EXPERIENCING ALTERATIONS TO MENTAL HEALTH AND MENTAL DISORDERS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This subject describes how the registered nurse division 2 participates as one of the multidisciplinary team in providing care and support to meet the needs of consumers in a range of clinical settings. It encourages the student to learn that the nursing care in a mental health context is holistic – and the client's physical, spiritual and psychosocial needs are to be met as well mental health needs. It also gives the student the opportunity to reflect on their own stress levels and learn ways of managing themselves in this specialty area.  
**Required Reading** To be advised  
**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

### VBM685 READING AND WRITING - INTRODUCTORY

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Writing for self expression; Writing for practical purposes; Writing for knowledge; Writing for public debate; Reading for self expression; Reading for practical purposes; reading for knowledge; Reading for public debate.  
**Required Reading** To be advised  
**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

### VBM686 NUMERACY AND MATHEMATICS - INTRODUCTORY

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Numeral for practical purposes – design; Numeral for practical purposes – measuring; Numeral for personal organisation – money & time; Numeral for personal organisation – location; Numeral for interpreting society – data; Numeral for interpreting society – numerical information.  
**Required Reading** To be advised  
**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

### VBM687 GENERAL CURRICULUM OPTIONS (DRIVER EDUCATION)

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake testing for the Victorian Learner Permit, Vic Roads.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

### VBM688 READING AND WRITING 1

**Campus** To be advised  
**Prerequisite(s)** VBM685 – Reading and Writing (Introductory)  
**Content** Writing for self expression; Writing for practical purposes; Writing for knowledge; Writing for public debate; Reading for self expression; Reading for practical purposes; Reading for knowledge; Reading for public debate.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

### VBM689 NUMERACY AND MATHEMATICS 1

**Campus** To be advised  
**Prerequisite(s)** VBM686 – Numeracy and Mathematics (Introductory) or equivalent  
**Content** Numeral for practical purposes – design; Numeral for practical purposes – measuring; Numeral for personal organisation – money & time; Numeral for personal organisation – location; Numeral for interpreting society – data; Numeral for interpreting society – numerical information.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

### VBM691 READING AND WRITING II

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** The curriculum is designed for students who wish to extend their reading, writing and oral skills in order to construct a wide variety of text types and expand their general knowledge. The curriculum is designed to develop basic study and research skills, self confidence and general knowledge throughout the study of a variety of topics. The program is particularly suitable for students returning to study, includes an introduction to the library and self-access facilities at the University and uses teaching strategies which encourage students to work together as well as independently on topics of interest and research projects.  
**Required Reading** To be advised  
**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum
### VBM692 NUMERACY AND MATHEMATICS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Numeracy for practical purposes-design; Numeracy for practical purposes-measuring; Numeracy for personal organisation-location; Numeracy for interpreting society-data; Numeracy for interpreting society-numerical information; Numeracy for knowledge-further study in maths (formulae); Numeracy for knowledge-further study in maths (problem solving).  
**Required Reading** To be advised  
**Nominal Hours** 80 Hours  
**Assessment** As per accredited curriculum

### VBM693 GENERAL CURRICULUM OPTIONS II

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.  
**Required Reading** To be advised  
**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

### VBM694 READING AND WRITING III

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In addition, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presentations at a basic level. The course also prepares students for entry into Adult VCE English.  
**Required Reading** To be advised  
**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

### VBM695 NUMERACY AND MATHEMATICS III

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** The curriculum is designed to extend students with a sound knowledge of basic maths who may need extended maths skills either for further study or work. A Numeracy curriculum approach is used which allows the skills identified in the Numeracy and Mathematics streams to be developed practical exercises.  
**Required Reading** To be advised  
**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

### VBM696 GENERAL CURRICULUM OPTIONS III

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.  
**Required Reading** To be advised  
**Nominal Hours** 80 Hours  
**Assessment** As per accredited curriculum

### VBM740 MATHEMATICS 1

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Basic set notation, formulae and equations, polynomials; Introduction to trigonometry, indices.  
**Required Reading** To be advised  
**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

### VBM894 LAW OF TORTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Law of Tort; Interference with another person; Negligence; Negligent misrepresentation and nervous shock; Public and private nuisance; Conversion; Liability; No-fault compensation.  
**Required Reading** To be advised  
**Nominal Hours** 51 Hours  
**Assessment** As per accredited curriculum

### VBM895 LAW OF CONTRACT

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Nature of contracts; Agreement; Intention to create legal relations; Consideration and estoppel; The terms of a contract and types of contracts; Capacity to contract; Defective contracts lacking consent; Illegal and void contracts; Privy of contract and assignment of contract; Discharge of contract; Remedies for breach of contract.  
**Required Reading** To be advised  
**Nominal Hours** 51 Hours  
**Assessment** As per accredited curriculum

### VBM896 PROPERTY LAW

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Property, land holdings and transfer; Real estate holdings; Proving the existence of Estates in Land; The General or Common Law Holding; The 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

### VBM897 LAW OF EVIDENCE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Concept and nature of evidence; Standard and burden of proof; No case to answer submission; Examination of witnesses; Relevance of evidence; Hearsay evidence; Competence and compellability of witnesses; Opinion evidence; Evidence of character; Corroboration; Preparation for trial; Evidence Act 1995 (Commonwealth).  
**Required Reading** To be advised  
**Nominal Hours** 51 Hours  
**Assessment** As per accredited curriculum

### VBM898 LEGAL PROCESS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Sources of Australian Law; Australia's federal system of government; Resolving disputes in the legal system; The trial process; Alternative dispute resolution; Judicial law making; Legislation; Interpretation of legislation; Finding sources of legal information.  
**Required Reading** To be advised  
**Nominal Hours** 51 Hours  
**Assessment** As per accredited curriculum
### VBM909 COMMERCIAL LAW

**Campus**
To be advised  

**Prerequisite(s)**
To be advised  

**Content**
Partnerships; Bankruptcy; Business and association names and trademarks; The authority of representatives of companies, partnerships, trusts and associations; Franchises.  

**Required Reading**
To be advised  

**Nominal Hours**
51 Hours  

**Assessment**
As per accredited curriculum  

### VBM900 THE CONVEYANCING PROCESS

**Campus**
To be advised  

**Prerequisite(s)**
To be advised  

**Content**
Revision of the law of Contract; Formality required to achieve a binding contract for the sale of land; Terms commonly implied or expressed in a contract for the sale of land; Statutory intervention in contracts for the sale of land; The Sale of Land Act 1962; Estate Agents Act 1989; Secret Commissions by Agents; Domestic Building Contracts and Tribunal Act 1995; Trade Practices Act (Commonwealth) 1974; Fair Trading Act 1985; Investigation of title and quality of the land.  

**Required Reading**
To be advised  

**Nominal Hours**
51 Hours  

**Assessment**
As per accredited curriculum  

### VBM901 FAMILY LAW

**Campus**
To be advised  

**Prerequisite(s)**
To be advised  

**Content**
Legal definition of marriage; Family Law Act and Family Court; Matrimonial Causes Act; Dissolving of a marriage; Custody and guardianship; Spousal maintenance; Child maintenance; Property Law Act in relation to de facto relationships; Family Law Act and Crimes Act in relation to orders; Adoption Act; Organisations which help parties in a relationship under stress; Appeals against judges decisions.  

**Required Reading**
To be advised  

**Nominal Hours**
51 Hours  

**Assessment**
As per accredited curriculum  

### VBM902 LEGAL ASPECTS OF INTERNATIONAL COMMERCE

**Campus**
To be advised  

**Prerequisite(s)**
To be advised  

**Content**
International treaties and conventions; The Law of Agency; Business Enterprises; Representatives Abroad; The Sale of Goods on the Australian Market Place; The resolution of International Trade Disputes and the International Arbitration Act; The Vienna Convention on the International Sales of Goods; The Customs Act, The carriage of goods by sea and air; The Navigation Act, Transport Law.  

**Required Reading**
To be advised  

**Nominal Hours**
51 Hours  

**Assessment**
As per accredited curriculum  

### VBM903 LAND CONTRACTS

**Campus**
To be advised  

**Prerequisite(s)**
To be advised  

**Content**
Duties of Care owed by the conveyancer; Appropriate contracts for the sale of different land interests; Investigating the vendors title; Land titles office, stamps office and council procedures; Dealing with specific parties to contracts for the sale of land; Competing equitable interests in land.  

**Required Reading**
To be advised  

**Nominal Hours**
51 Hours  

**Assessment**
As per accredited curriculum  

### VBM904 MORTGAGES, LEASES AND BUILDING CONTRACTS

**Campus**
To be advised  

**Prerequisite(s)**
To be advised  

**Content**
The nature of a mortgage as a security; 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  

### VBM905 CONSUMER PROTECTION LAW

**Campus**
To be advised  

**Prerequisite(s)**
To be advised  

**Content**
Need for consumer protection; Obligations of suppliers of goods and services; Liabilities of manufacturers for faulty products; Liabilities of manufacturers for unsafe products; Product safety and product information; Occupational licensing; Consumer credit; Redress for consumer complaints.  

**Required Reading**
To be advised  

**Nominal Hours**
51 Hours  

**Assessment**
As per accredited curriculum  

### VBM906 PROBATE AND ADMINISTRATION

**Campus**
To be advised  

**Prerequisite(s)**
To be advised  

**Content**
A will; The testators Family Maintenance Provisions; The administration and Probate Act and Intestate estates; The duties of executors, trustees and bankers; Obtaining a grant of probate and letter of administration.  

**Required Reading**
To be advised  

**Nominal Hours**
51 Hours  

**Assessment**
As per accredited curriculum  

### VBM907 CIVIL PROCEDURE

**Campus**
To be advised  

**Prerequisite(s)**
To be advised  

**Content**
Court structure in Victoria; Rules of procedure; Conduct of a Supreme Court action; Conduct of a County Court action; Pleadings; Interlocutory proceeding.  

**Required Reading**
To be advised  

**Nominal Hours**
51 Hours  

**Assessment**
As per accredited curriculum  

### VBM908 ADMINISTRATIVE LAW

**Campus**
To be advised  

**Prerequisite(s)**
To be advised  

**Content**
Development of the Administrative arm of government; Supervision of subordinate legislation; Judicial review and review on the merits; Judicial review of administrative decisions; Scope of, and grounds for, judicial review; Merits review and the Administrative Appeals Tribunal; The ombudsman as an alternative avenue of review; Access to reasons for administrative decisions.  

**Required Reading**
To be advised  

**Nominal Hours**
51 Hours  

**Assessment**
As per accredited curriculum
### VBM908 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

### VBM909 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

### VBM910 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

### VBM911 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

### VBM912 LEGAL RESEARCH METHOD
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Identifying legal questions and legal categories; Sources of legal information; Computer searching techniques; Citing legal information; Searching for case law, secondary sources of legal information, legislation and delegated legislation.
- **Required Reading**: To be advised
- **Nominal Hours**: 51 Hours
- **Assessment**: As per accredited curriculum

### VBM913 DEVELOP BASIC ILLUMINATED SIGNFACES
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.
- **Required Reading**: To be advised
- **Nominal Hours**: 24 Hours
- **Assessment**: As per accredited curriculum

### VBM914 PRODUCE BASIC COMPUTER AIDED MANUFACTURED SIGNS - VINYL
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Plan and prepare work; Start up and operate computer; Solve routine operating problems; Clean up.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### VBM915 PRODUCE A BASIC SIGN
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Plan and prepare work; Apply materials to layout; Clean up.
- **Required Reading**: To be advised
- **Nominal Hours**: 76 Hours
- **Assessment**: As per accredited curriculum

### VBM916 SOLVE MATHEMATICAL PROBLEMS IN INDUSTRIAL SITUATIONS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: This unit provides participants with mathematical knowledge and skills to undertake problem solving in industrial situations.
- **Required Reading**: To be advised
- **Nominal Hours**: 120 Hours
- **Assessment**: As per accredited curriculum

### VBM917 USE STATISTICS FOR DATA MINING
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: This unit provides participants with the skills and knowledge to undertake a range of statistical techniques, demonstrate statistical thinking and use statistical techniques in industrial situations and the computing industry context.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum

### VBM918 DESIGN EXPERIMENTS USING TIME SERIES AND FORECASTING TECHNIQUES
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: This unit provides participants with the skills and knowledge required to use time series, forecasting techniques, sample survey and experimental design techniques in industrial situations and the computing industry.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum
VBM981 MANAGE SIGNAGE CONTRACTS  
Campus To be advised  
Prerequisite(s) To be advised  
Content Define a signage contract; Select a signage contract; Administer a contract; Finalise a contract.  
Required Reading To be advised  
Nominal Hours 50 Hours  
Assessment As per accredited curriculum  

VBM982 CREATE DECORATIVE BACKGROUNDS  
Campus To be advised  
Prerequisite(s) To be advised  
Content Plan and prepare work; Prepare application area; Apply broken colour effects; Produce imitation marble effects; Produce imitation wood grain effects; Clean up and store equipment.  
Required Reading To be advised  
Nominal Hours 40 Hours  
Assessment As per accredited curriculum  

VBM983 USE AN AIRBRUSH TO CREATE SPECIAL EFFECTS ON SIGNAGE  
Campus To be advised  
Prerequisite(s) To be advised  
Content Plan and prepare work; Prepare materials, unit and application area; Set up and test airbrush equipment; Apply paint by spray; Clean up and store equipment.  
Required Reading To be advised  
Nominal Hours 76 Hours  
Assessment As per accredited curriculum  

VBM984 USE ADVANCED FEATURES OF CAM APPLICATIONS  
Campus To be advised  
Prerequisite(s) To be advised  
Content Plan and prepare work; Manipulate data; Access and use support resources; Configure the computing environment; Present work to client.  
Required Reading To be advised  
Nominal Hours 76 Hours  
Assessment As per accredited curriculum  

VBM985 BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS  
Campus To be advised  
Prerequisite(s) To be advised  
Content Detail the background and scope of the Australian Building and Construction Industry; Describe the responsibilities of employers and employees in the Building and Construction Industry; Demonstrate OH&S work practices in the building industry; Demonstrate safe workplace maintenance practices; Handle basic hand tools and equipment; Handle materials manually; Read basic plans and drawings.  
Required Reading To be advised  
Nominal Hours 16 Hours  
Assessment As per accredited curriculum  

VBM986 WORKPLACE DOCUMENTS AND PLANS  
Campus To be advised  
Prerequisite(s) To be advised  
Content Use appropriate terminology related to documents and plans; Use appropriate symbols related to plans and drawings; Recognise key features and scales on plans and drawings; Select appropriate documents and plans representative of construction industry applications; Use plan and drawing techniques for specific applications.  
Required Reading To be advised  
Nominal Hours 20 Hours  
Assessment As per accredited curriculum  

VBM988 WORKPLACE SAFETY  
Campus To be advised  
Prerequisite(s) To be advised  
Content Use appropriate terminology related to workplace safety; Minimise the OH&S hazards associated with the trade sector; Apply working principles that ensure responsibility for the safety of self and others; Select appropriate materials to work in the selected trade sector of the building and construction industry; Identify the action that should be taken in an emergency situation; Identify the action that should be taken as the result of an accident.  
Required Reading To be advised  
Nominal Hours 40 Hours  
Assessment As per accredited curriculum  

VBM990 LEVELLING  
Campus To be advised  
Prerequisite(s) To be advised  
Content Use appropriate terminology related to levelling; Select the correct levelling device for the application; Apply levelling techniques.  
Required Reading To be advised  
Nominal Hours 8 Hours  
Assessment As per accredited curriculum  

VBM991 SAFE HANDLING OF POWER TOOLS  
Campus To be advised  
Prerequisite(s) To be advised  
Content Describe applications for portable power tools; Observe safety precautions when using electrical power supplies; Use portable power tools safely.  
Required Reading To be advised  
Nominal Hours 16 Hours  
Assessment As per accredited curriculum
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<td>VBM994</td>
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<td>VB002</td>
<td>EXCAVATION AND INSTALLING SUPPORTS LESS THAN 1.5M DEPTH</td>
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| Course Code | Course Title                                      | Campus | Prerequisite(s)                | Content                                                                 | Required Reading          | Nominal Hours | Assessment                | Required Reading          | Nominal Hours | Assessment                | Required Reading          | Nominal Hours | Assessment                | Required Reading          | Nominal Hours | Assessment                | Required Reading          | Nominal Hours | Assessment                |
|-------------|--------------------------------------------------|--------|--------------------------------|-------------------------------------------------------------------------|----------------------------|---------------|---------------------------|----------------------------|---------------|---------------------------|----------------------------|---------------|---------------------------|----------------------------|---------------|---------------------------|----------------------------|---------------|---------------------------|----------------------------|---------------|---------------------------|----------------------------|---------------|
| VBN003      | FLOOR AND WALL FRAMING                           | Campus | To be advised                  | Use appropriate terminology related to building framing; Select appropriate construction materials for building framing; Apply construction techniques to floor framing; Apply construction techniques to wall framing. | To be advised              | 74 Hours       | As per accredited curriculum |                            |               |                           |                            |               |                           |                            |               |                           |                            |               |
| VBN004      | ROOF FRAMING                                     | Campus | To be advised                  | Use appropriate terminology related to roof framing; Identify different forms of roof structure; Select appropriate construction materials for roof framing; Apply construction techniques to roof framing. | To be advised              | 40 Hours       | As per accredited curriculum |                            |               |                           |                            |               |                           |                            |               |                           |                            |               |
| VBN005      | INSTALLATION OF WINDOWS AND DOOR FRAMES         | Campus | To be advised                  | Use appropriate terminology related to windows and doors; Select appropriate installation materials for fitting windows and doors; Apply installation techniques to windows and doors. | To be advised              | 40 Hours       | As per accredited curriculum |                            |               |                           |                            |               |                           |                            |               |                           |                            |               |
| VBN006      | INTERIOR FIXING                                  | Campus | To be advised                  | Use appropriate terminology related to fixing interior wood work; Select appropriate construction materials for interior wood work; Apply construction techniques to interior wood work. | To be advised              | 40 Hours       | As per accredited curriculum |                            |               |                           |                            |               |                           |                            |               |                           |                            |               |
| VBN007      | BASIC SETTING OUT                                | Campus | To be advised                  | Use appropriate terminology related to setting out a site; Select appropriate levelling devices to set out site; Apply construction techniques to setting out site. | To be advised              | 16 Hours       | As per accredited curriculum |                            |               |                           |                            |               |                           |                            |               |                           |                            |               |
| VBN008      | FORMWORK FOR CONCRETING                          | Campus | To be advised                  | Use terminology related to erection and stripping of formwork; Select appropriate formwork systems for specific applications; Select appropriate formwork materials for specific applications; Identify the sequence of formwork erection and stripping activities; Apply formwork techniques; Apply concrete techniques. | To be advised              | 40 Hours       | As per accredited curriculum |                            |               |                           |                            |               |                           |                            |               |                           |                            |               |
| VBN009      | EXTERNAL CLADDING                                | Campus | To be advised                  | Use appropriate terminology related to fixing external cladding; Select appropriate cladding materials for specific applications; Identify the sequence of installation of building cladding; Apply building cladding techniques. | To be advised              | 24 Hours       | As per accredited curriculum |                            |               |                           |                            |               |                           |                            |               |                           |                            |               |
| VBN010      | INTRODUCTION TO EXPLOSIVE POWER TOOLS            | Campus | To be advised                  | Use appropriate terminology related to demolition; Select appropriate demolition processes; Apply demolition technique. | To be advised              | 8 Hours        | As per accredited curriculum |                            |               |                           |                            |               |                           |                            |               |                           |                            |               |
| VBN011      | OH&S ASPECTS OF DEMOLITION                        | Campus | To be advised                  | Use appropriate terminology related to explosive power tools; Use appropriate terminology related to using explosive power tools; Select appropriate explosive power tool for specific applications; Apply explosive power tools techniques. | To be advised              | 16 Hours       | As per accredited curriculum |                            |               |                           |                            |               |                           |                            |               |                           |                            |               |
| VBN012      | PAINTING AND DECORATING HAND TOOLS               | Campus | To be advised                  | Use appropriate terminology related to painting and decorating hand tools; Describe the applications of different hand tools used in the painting and decorating industry; Use the different hand tools encountered in the painting and decorating industry. | To be advised              | 40 Hours       | As per accredited curriculum |                            |               |                           |                            |               |                           |                            |               |                           |                            |               |
| VBN013      | SURFACE PREPARATION                              | Campus | To be advised                  | Use appropriate terminology related to surface preparation; Select substrate materials; Identify substrate coating surface defects; Apply substrate cleaning processes; Remove surface coating; Use appropriate surface stopping and filling techniques; Use appropriate abrasives to prepare surfaces. | To be advised              | 80 Hours       | As per accredited curriculum |                            |               |                           |                            |               |                           |                            |               |                           |                            |               |
| VBN014      | PAINT PRINCIPLES                                 | Campus | To be advised                  | Use appropriate terminology related to paint systems; Identify paint ingredients; Describe the paint drying processes; Describe paint film defects. | To be advised              | 12 Hours       | As per accredited curriculum |                            |               |                           |                            |               |                           |                            |               |                           |                            |               |

Note: All courses are as per accredited curriculum.
### VBN038 Paint Application - Brush and Roller Skills

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Use appropriate terminology related to paint application; Select appropriate equipment for paint application; Select appropriate surface coatings for the application; Apply surface coatings to substrates.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### VBN039 Colour Mixing Principles

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Use appropriate terminology related to colour theory and colour mixing; Select appropriate materials for colour mixing; Select appropriate colours to comply with standards and codes; Apply colour mixing techniques; Apply paint to comply with a specification.
- **Required Reading**: To be advised
- **Nominal Hours**: 32 Hours
- **Assessment**: As per accredited curriculum

### VBN040 Timber Finishing, Staining and Preservation Principles

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Use appropriate terminology related to timber finishing, staining and preservation; Select materials appropriate for the preparation of timber surfaces for finishing, staining and preservation; Select appropriate application materials for the finishing, staining and preservation of timber surfaces; Apply finishing, staining and preservation techniques for timber surfaces.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### VBN041 Paper Hanging Principles

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Use appropriate terminology related to paperhanging; Select appropriate surface preparation materials/techniques; Select appropriate wall covering adhesives; Select appropriate wall covering materials/lining paper; Apply wall covering techniques to prepared surfaces.
- **Required Reading**: To be advised
- **Nominal Hours**: 20 Hours
- **Assessment**: As per accredited curriculum

### VBN042 Spray Painting

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Use appropriate terminology related to spray painting; Identify the OH&S implications of surface coating materials and spray painting equipment; Select appropriate surface coating materials; Select appropriate spraying equipment to apply surface coating materials; Apply surface coating techniques using spraying equipment.
- **Required Reading**: To be advised
- **Nominal Hours**: 32 Hours
- **Assessment**: As per accredited curriculum

### VBN043 Protective Metal Coatings

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Use appropriate terminology related to protective metal coatings; Identify the OH&S implications relating to protective metal coatings; Select appropriate protective metal coating materials; Select appropriate application equipment to apply protective metal coatings; Apply protective metal coating techniques.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### VBN048 Humanities Lecture Program Theory and Practicum

- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: Identify and discuss the key issues arising from a lecture; Interpret and apply lecture content in relation to a research topic; Identify degree courses offered in Humanities and the application process necessary for entry into these courses; Identify and discuss key concepts and theoretical positions associated with the Humanities.
- **Required Reading**: To be advised
- **Nominal Hours**: 36 Hours
- **Assessment**: As per accredited curriculum

### VBN049 Human Biology for Health Sciences

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Identify the anatomical features and state physiological functions of digestive, cardiovascular and respiratory systems; Participate and observe routine dissection procedures on available mammalian body systems; Define homeostasis including its purpose and role; Use basic medical terminology; Redefine details of cellular structures and processes; State the function of genes and solve simple Mendelian based genetics problems; Work safely and efficiently with common chemicals and laboratory equipment.
- **Required Reading**: To be advised
- **Nominal Hours**: 70 Hours
- **Assessment**: As per accredited curriculum

### VBN050 Chemistry for the Life Sciences

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Use the Bohr Rutherford model of an atom to explain the structure of an atom; Use knowledge of periodicity and bonding to define chemical behaviour and physical properties of elements; Identify systematic names and formulae for simple inorganic compounds; Explain acids and bases and the concept of pH; Define and compare the chemical structures and biological functions of carbohydrates, lipids, proteins and nucleic acids; Define solutions, suspensions and colloids and electrolytes; Explain the balance of energy inputs and outputs in the human body.
- **Required Reading**: To be advised
- **Nominal Hours**: 80 Hours
- **Assessment**: As per accredited curriculum
MODULE/UNIT DETAILS

VBN097 BRICKLAYING BASIC SKILLS
Campus To be advised
Prerequisite(s) To be advised
Content Use terminology related to brickwork; Define basic brick construction principles; Apply construction techniques to construct brickwork.
Required Reading To be advised
Nominal Hours 86 Hours
Assessment As per accredited curriculum

VBN098 APPLICATION OF WATER BASED PAINTS
Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to timber finishing, staining and preservation; Select materials appropriate for the preparation of timber surfaces for finishing, staining and preservation; Select appropriate application materials for the finishing, staining and preservation of timber surfaces; Apply finishing, staining and preservation techniques for timber surfaces.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

VBN099 APPLICATION OF OIL BASED PAINTS
Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate terminology related to timber finishing, staining and preservation; Select materials appropriate for the preparation of timber surfaces for finishing, staining and preservation; Select appropriate application materials for the finishing, staining and preservation of timber surfaces; Apply finishing, staining and preservation techniques for timber surfaces.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBS633 DRAWING FOR ILLUSTRATIONS
Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to draw using specialised tools and equipment for illustration.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS635 OCCUPATIONAL HEALTH AND SAFETY
Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to identify, assess and control chemical, physical, psychological and biological hazards in the working environment.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBS636 BUSINESS PRACTICES
Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to start or run a small business relevant to the art/design industry.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBS637 FOCUS ON INDUSTRY
Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to allow participants to identify careers and pathways in industry through research, placement and/or visiting specialists.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBS638 DESIGN PRINCIPLES AND ELEMENTS
Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to resolve visual communication problems through the application of design principles and elements.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS639 CONTEMPORARY ART AND/OR DESIGN
Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to analyse contemporary art and/or design movements/directions including public art, hybrid art, multimedia and computer generated art.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS640 COMPUTER AIDED DESIGN
Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to operate desktop publishing programs and produce electronic graphics and layout design.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS641 DRAWING
Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to allow participants to identify, assess and control chemical, physical, psychological and biological hazards in the working environment.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS642 LIFE DRAWING
Campus To be advised
Prerequisite(s) Nil
Content Use a range of drawing methods and selected materials to draw the human figure from observation within specified pose times, translating structure and preparation into an expressive form on a 2D drawing surface.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum
VBS643 PHOTOGRAPHY
Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use either traditional or electronic photographic methods for image manipulation and reproduction.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS644 DRAWING LEVEL 2
Campus To be advised
Prerequisite(s) VBS641 Drawing.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use drawings and sketches to represent imagery, to express idea and to explore themes.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS645 DRAWING LEVEL 3
Campus To be advised
Prerequisite(s) VBS644 Drawing Level 2.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to extend their knowledge of drawing and drawing mediums and techniques and to apply these concepts to a major area of study.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS646 DRAWING LEVEL 4
Campus To be advised
Prerequisite(s) VBS644 Drawing Level 2, VBS645 Drawing Level 3.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to extend, utilise and interpret their knowledge of drawing and drawing practices in the production of a series of works which reflect and reinforce a major area of study, and which display a degree of personal philosophy or style.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS647 LIFE DRAWING LEVEL 2
Campus To be advised
Prerequisite(s) VBS642 Life Drawing (Generic).
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to incorporate new information and skills in the production of life drawings. To employ a diverse range of figure model poses and time spans to produce a folio of life drawing.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS648 ART BUSINESS LEVEL 2
Campus To be advised
Prerequisite(s) VBS636 Business Practices.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to apply sound business practice within the legal responsibilities of self employed art practitioner.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS649 ART BUSINESS LEVEL 3
Campus To be advised
Prerequisite(s) VBS636 Business Practices, VBS648 Art Business Level 2.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to identify the policies and philosophies of potential clients including, commercial galleries, commissioning agencies and art and craft management committees.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS650 CONTEMPORARY ART STUDIES LEVEL 2
Campus To be advised
Prerequisite(s) VBS639 Contemporary Art Studies.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to analyse contemporary art and/or design works in relation to their underlying philosophies.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS651 CONTEMPORARY ART STUDIES LEVEL 3
Campus To be advised
Prerequisite(s) VBS639 Contemporary Art Studies Level 1, VBS650 Contemporary Art Studies Level 2, VBS653 Context and Culture Level 3.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to analyse in detail the influence of specific prominent philosophical concerns upon contemporary art and design.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS652 CONTEXT AND CULTURE LEVEL 2
Campus To be advised
Prerequisite(s) VBS656 Context and Culture Level 1.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to identify and analyse diverse cultures/sub-cultures and their relationship to the arts. A visiting artists program is an essential aspect of this study.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum
VBS653 CONTEXT AND CULTURE LEVEL 3
Campus To be advised
Prerequisite(s) VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to analyse philosophical theory and its relationship to art production.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS654 CONTEXT AND CULTURE LEVEL 4
Campus To be advised
Prerequisite(s) VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2, VBS653 Context and Culture Level 3
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to evaluate their own work in terms of aesthetics, social context and philosophical foundations. Students are also required to prepare for an exhibition of their work.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS655 STUDIO AND MATERIALS STUDIES
Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to develop a range of approaches using differing methods, materials and techniques to artistic problems.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS656 CONTEXT AND CULTURE LEVEL 1
Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to identify and analyse sociological subject matter and its impact on the production of art.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS657 PAINTING LEVEL 1
Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to introduce production of paintings.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS658 PAINTING LEVEL 2
Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety, VBS657 Painting Level 1.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to encourage the development of a personal philosophy in regard to painting.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS659 PAINTING MINOR STUDY 1
Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety, VBS657 Painting Level 1, VBS658 Painting Level 2.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to apply a knowledge of materials and methods in regard to the production of paintings.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS660 PAINTING MINOR STUDY 2
Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety, VBS659 Painting Minor Study 1.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to apply a knowledge of materials and methods in regard to the production of paintings.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS661 PAINTING MAJOR STUDY 1
Campus To be advised
Prerequisite(s) VBS657 Painting Level 1, VBS658 Painting Level 2.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to develop a knowledge of materials and methods in regard to the production of paintings.
Required Reading To be advised
Nominal Hours 144 Hours
Assessment As per accredited curriculum

VBS662 PAINTING MAJOR STUDY 2
Campus To be advised
Prerequisite(s) VBS661 Painting Major Study 1 or equivalent.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to initiate, plan and execute paintings which are a vehicle for personal expression.
Required Reading To be advised
Nominal Hours 144 Hours
Assessment As per accredited curriculum

VBS663 PRINTMAKING LEVEL 1
Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety.
Content The purpose of this module is to provide the participants with a theoretical and practical introduction to printmaking methods and techniques, providing a basis for the development of ideas and concepts in printed imagery.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS664 PRINTMAKING LEVEL 2
Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety.
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
VBS748 FINISHED ART LEVEL 1

**Campus** To be advised  
**Prerequisite(s)** VBS643 Photography, VBS755 Typography.  
**Content** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use relevant industry standard software and hardware to produce camera print/print ready commercial artwork of simple one and two colour design.  
**Required Reading** To be advised  
**Nominal Hours** 80 Hours  
**Assessment** As per accredited curriculum

VBS749 FINISHED ART LEVEL 2

**Campus** To be advised  
**Prerequisite(s)** VBS748 Finished Art level 1.  
**Content** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to produce manual and computer finished art from a designer's brief or rough on time and within budget.  
**Required Reading** To be advised  
**Nominal Hours** 80 Hours  
**Assessment** As per accredited curriculum

VBS750 FINISHED ART LEVEL 3

**Campus** To be advised  
**Prerequisite(s)** VBS749 Finished Art Level 2.  
**Content** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to create initial design concepts and produce artwork to finished art stage.  
**Required Reading** To be advised  
**Nominal Hours** 80 Hours  
**Assessment** As per accredited curriculum

VBS752 TECHNICAL COLOUR APPLICATIONS

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** The purpose of this module is to provide the participants with the skills, knowledge and understanding required to prepare finished art for electronic reproduction using four colour film proofing, PMS colour matching, coated and uncoated colours.  
**Required Reading** To be advised  
**Nominal Hours** 32 Hours  
**Assessment** As per accredited curriculum

VBS753 TECHNICAL ILLUSTRATION

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to develop technical illustrations in response to design briefs using a range of methods and projections capable of electronic reproduction to meet design brief requirements.  
**Required Reading** To be advised  
**Nominal Hours** 80 Hours  
**Assessment** As per accredited curriculum

VBS754 COMMERCIAL PRODUCT ILLUSTRATION

**Campus** To be advised  
**Prerequisite(s)** VBS744 Design Process 1, Drawing for Illustration, VBS753 Technical Illustration, VBS745 Electronic Design.  
**Content** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to create illustrations capable of being electronically reproduced for commercial products to meet a design brief.  
**Required Reading** To be advised  
**Nominal Hours** 32 Hours  
**Assessment** As per accredited curriculum
VBS757 TYPOGRAPHY LEVEL 1
Campus: To be advised
Prerequisite(s): Nil
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to construct type for a range of design applications.
Required Reading: To be advised
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBS756 TYPOGRAPHY LEVEL 2
Campus: To be advised
Prerequisite(s): VBS755 Typography Level 1.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to respond to complex briefs with typographic solutions.
Required Reading: To be advised
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBS757 EXTENDED PRACTICAL PLACEMENT
Campus: To be advised
Prerequisite(s): VBS635 Occupational Health and Safety.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to work in an assistant capacity in graphic art studio/s with real industry brief to meet agreed expectations of employer for the completion of workplace projects.
Required Reading: To be advised
Nominal Hours: 224 Hours
Assessment: As per accredited curriculum

VBS758 HISTORY OF DESIGN
Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to research the historical concepts and developments of design.
Required Reading: To be advised
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS759 DESIGN PROCESS LEVEL 2
Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop design and imagery by applying creative, analytical and problem solving approaches to design problems in response to a brief.
Required Reading: To be advised
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBS760 DESIGN PROCESS LEVEL 3
Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop design to complete a complex industry design brief.
Required Reading: To be advised
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBS761 3D STUDIES
Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to apply creative, analytical problem solving approaches to design problems by constructing three dimensional objects.
Required Reading: To be advised
Nominal Hours: 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 meet agreed expectations for the completion of industry project, brief involving industry based project, consultation and/or research.
Required Reading: To be advised
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBS764 CRITICAL ANALYSIS
Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to critically analyse designs using industry standard terminology, concepts, theories and analytical processes.
Required Reading: To be advised
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

WD530 ORIENTATION TO 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: 48 Hours
Assessment: As per accredited curriculum

WD531 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: 48 Hours
Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>Content</th>
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<th>Nominal Hours</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>WD552</td>
<td>ETHICAL &amp; LEGAL ISSUES IN PALLIATIVE CARE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>The purpose of this module is to raise an awareness of ethical and legal issues to ensure work safety, so that students and services recipients are not exposed to risk.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WD553</td>
<td>COMMUNICATION FOR THE PALLIATIVE CARE TEAM</td>
<td>To be advised</td>
<td>To be advised</td>
<td>The purpose of this module is for students to develop communication skills pertaining to bereavement issues, so that they may work collaboratively with team members, clients, families and carers.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WD554</td>
<td>EXPLORING CLIENT GROUPS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WD555</td>
<td>SYMPTOMS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>The purpose of this module is to develop an awareness of some symptoms that may be seen in the palliative client.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WD556</td>
<td>GRIEF &amp; LOSS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WD557</td>
<td>DEATH &amp; DYING</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></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WD558</td>
<td>RESOURCES</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></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WFSABO101A</td>
<td>PROCESS FUNERAL SERVICES INDUSTRY DOCUMENTATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Complete and check documentation; Submit, store and dispose of documentation.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WFSBCR310A</td>
<td>PERFORM GRAVE PROBES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify gravesite; Undertake probe; Determine gravesite vacancy status.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WFSBCR311A</td>
<td>PREPARE FOR GRAVEDIGGING</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine gravedigging requirements; Prepare for digging.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WFSBCR312A</td>
<td>PERFORM MANUAL GRAVEDIGGING</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Conduct manual grave excavation and shoring; Minimise risk of grave collapse; Clean up and make safe open gravesite.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WFSBCR314A</td>
<td>BACKFILL AND MAKE GOOD GRAVES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Prepare to backfill and make good a grave; Backfill a grave following a burial or grave re-opening; Make good a grave following a burial or grave re-opening.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WFSBCR315A</td>
<td>PERFORM A GRAVE COLLAPSE CONSOLIDATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Prepare to consolidate collapsed grave; Make ground safe; Conduct grave collapse consolidation.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

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<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>WFSBCR316A</td>
<td>RE-OPEN A GRAVE</td>
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<td>30 Hours</td>
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<td>WFSBCR317A</td>
<td>PERFORM EXHUMATIONS</td>
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<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WFSBGM201A</td>
<td>PROVIDE GENERAL GROUNDS CARE</td>
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<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<td>WFSBGM204A</td>
<td>CARRY OUT GENERAL MAINTENANCE ACTIVITIES</td>
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<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WFSBGM302A</td>
<td>INSTALL BRICK OR BLOCK STRUCTURES AND FEATURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>65 Hours</td>
<td>As per accredited curriculum</td>
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<td>WFSBGM303A</td>
<td>CARRY OUT PLASTER WORK</td>
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<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WFSCCR101A</td>
<td>COMMUNICATE APPROPRIATELY WITH COLLEAGUES AND CLIENTS</td>
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<td></td>
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<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WFSCCR102A</td>
<td>DEAL WITH GRIEF AND TRAUMA</td>
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<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WFSCCR201A</td>
<td>PROVIDE SERVICE TO CUSTOMERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WFSPCS101A</td>
<td>WORK EFFECTIVELY IN THE FUNERAL SERVICES INDUSTRY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WFSPCS102A</td>
<td>CARRY OUT GENERAL OHS PROCEDURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Campus</td>
<td>Prerequisite(s)</td>
<td>Content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
</tr>
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</tr>
<tr>
<td>WFSPCS103A</td>
<td>Carry out Gravedigging and Grounds Maintenance OHS Procedures</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Plan and prepare for safe work practices; Use safe work practices; Implement strategies to prevent infection in the workplace; Work in confined spaces; Perform safe manual handling; Carry out general housekeeping; Comply with documentation and reporting requirements.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WFSTVM201A</td>
<td>Carry out Workplace Measurements and Calculations</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Select measuring equipment and calculation method; Interpret graphical representations of mathematical information; Carry out measurements and calculations; Prepare estimates.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WFSTVM203A</td>
<td>Inspect and Maintain Vehicles and Equipment</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Inspect and check vehicles and equipment; Clean and detail vehicles and equipment; Carry out maintenance and minor repairs.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WFSTVM204A</td>
<td>Operate Ride-on Vehicles and Trailing/Mounted Equipment</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Perform pre-operational checks and preparations; Operate ride-on vehicle and trailing/mounted equipment.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRB01A</td>
<td>Communicate with Clients</td>
<td>City King</td>
<td>Nil</td>
<td>Reception 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>WRB02A</td>
<td>Work Effectively in a Salon/Store Environment</td>
<td>City King</td>
<td>Nil</td>
<td>Professional behaviour and communication in salon/store; Staff rights and responsibilities in salon/store environment.</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRB03A</td>
<td>Apply Safe Working Practices</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>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRB03A-A</td>
<td>Infection Control</td>
<td>City King</td>
<td>To be advised</td>
<td>Causative agents of disease and disease transmission; Interpretation and implementation of Health Regulations; Human body defences against microorganisms; Safe practices management of electrical and other equipment as well as chemicals in the salon; Potential hazards in the salon; Fire, evacuation and other emergency procedures; Procedure for reporting accidents/incidents/emergencies; Manual handling, OHS arrangements and safe lifting practices.</td>
<td>To be advised</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRB03A-B</td>
<td>First Aid</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>WRB04A</td>
<td>Perform Salon/Store Cleaning Duties</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>WRB05A</td>
<td>Merchandise Beauty Products</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>WRB06A</td>
<td>Sell Beauty Products</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>
</tbody>
</table>
WRB07A CONDUCT FINANCIAL TRANSACTIONS
Campus City King.
Prerequisite(s) Nil
Content Operations at the point of sale area; Procedures for use of point of sale equipment for maintaining a cash float, reconciling takings and for completing a sales transaction.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB08A PROVIDE SERVICE TO CLIENTS
Campus City King.
Prerequisite(s) Nil
Content Receiving clients in a professional, courteous manner; Making appointments; Recording client's details; Responding to client complaints; Identify client's special needs and requirements.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB09A PERFORM STOCK CONTROL PROCEDURES
Campus City King.
Prerequisite(s) To be advised
Content Receive and process incoming goods, Rotate stock, Participate in stocktake, Reorder stock, Dispatch goods.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB10A MINIMISE THEFT
Campus City King.
Prerequisite(s) To be advised
Content Apply routine salon/store security, Minimise theft.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRB11A OPERATE RETAIL EQUIPMENT
Campus City King.
Prerequisite(s) To be advised
Content Maintain retail equipment, Apply keyboard skills, Operate data entry equipment.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRB12A DEMONSTRATE RETAIL SKIN CARE PRODUCTS
Campus City King.
Prerequisite(s) To be advised
Content Prepare client for skin cleansing, Cleanse face, Apply skin care products, Advise on further product use.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB13A ADVISE ON BEAUTY SERVICES
Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Develop product knowledge; Identify and recommend products and services.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB14A PIERCE EARS
Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Ear piercing in accordance with health regulations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB15A PROVIDE LASH AND BROW TREATMENTS
Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Eyelash and eyebrow tinting treatments; Eyelash extensions; eyebrow shaping.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB16A PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS
Campus City King.
Prerequisite(s) To be advised
Content Prepare client for service; Perform waxing treatments; Perform bleaching treatments; Provide aftercare advice.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum
WRB16A-A PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS

Campus City King.

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

Content Analysis of unwanted hair characteristics for temporary removal and/or camouflage treatment; Facial and body waxing using hot and strip; Bleaching to camouflage hair; After-care treatments; Advice on further service and treatments; sequential treatments/services.

Required Reading To be advised

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRB16A-B SKIN BIOLOGY

Campus City King.

Prerequisite(s) To be advised

Content The appearance, gross anatomy and microscopic anatomy of the skin; The effects of beauty treatments on the hair and nails.

Required Reading To be advised

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRB17A PROVIDE MANICARE AND PEDICARE SERVICE

Campus City King

Prerequisite(s) To be advised

Content Prepare client for manicure/pedicure service; Perform a basic manicure/pedicure service; Provide aftercare advice.

Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRB18A APPLY NAIL ENHANCEMENT

Campus To be advised

Prerequisite(s) To be advised

Content Use of electrical equipment for nail decoration and artificial nail application services.

Required Reading To be advised

Nominal Hours 45 Hours

Assessment As per accredited curriculum

WRB19A USE ELECTRICAL EQUIPMENT FOR NAILS

Campus To be advised

Prerequisite(s) To be advised

Content Decorative techniques for nails.

Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRB20A APPLY NAIL ART

Campus To be advised

Prerequisite(s) To be advised

Content Decorative techniques for nails.

Required Reading To be advised

Nominal Hours 15 Hours

Assessment As per accredited curriculum

WRB21A DESIGN AND APPLY MAKE UP

Campus City King.

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

Content Design and colour concepts; Client characteristics; Make-up for domestic street wear, business, pleasure, social, time of day and special occasions.

Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRB22A DESIGN AND APPLY MAKE UP FOR PHOTOGRAPHY

Campus City King.

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB21A Design and Apply Make Up.

Content Design and suitable make-up techniques for photography.

Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRB23A DESIGN AND APPLY REMEDIAL CAMOUFLAGE

Campus City King.

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB21A Design and Apply Make Up.

Content Camouflage make-up including make-up for tattoos, birthmarks, scars, varicose veins.

Required Reading To be advised

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRB24A ASSESS CLIENT’S TREATMENT NEEDS

Campus City King.

Prerequisite(s) To be advised

Content Determine clients’ requirements; Analyse client characteristics; Identify contraindications/precautions; Determine treatment plan.

Required Reading To be advised

Nominal Hours 153 Hours

Assessment As per accredited curriculum

WRB24A-A1ANATOMY AND PHYSIOLOGY A

Campus City King.

Prerequisite(s) To be advised

Content The various levels of organisation of the human body; Tissue types; The nervous, muscular, skeletal, digestive, excretory, respiratory and circulatory systems; The role of hormones in the body.

Required Reading To be advised

Nominal Hours 41 Hours

Assessment As per accredited curriculum
WRB24A-A2 NUTRITION

Campus: City King
Prerequisite(s): To be advised
Content: Healthy food choices; Recommended dietary intake; Absorption and role of major nutrients; The application of dietary principles in everyday situations.
Required Reading: To be advised
Nominal Hours: 9 Hours
Assessment: As per accredited curriculum

WRB24A-B.1 SKIN

Campus: City King
Prerequisite(s): To be advised
Content: Skin gland function; Physiological basis of skin colour; The role of skin in homeostasis and thermoregulation; The role of skin as a sense organ; Growth, development and wound healing in skin; the influence of the endocrine and nervous system on the skin; Basis of skin cancers and their development; Skin immunological and irritation reactions; Typical symptoms and medical treatments of common skin disorders; The role and limitations of the Beauty Therapist with respect to skin disorders; Medical terminology commonly used to describe skin disorders.
Required Reading: To be advised
Nominal Hours: 42 Hours
Assessment: As per accredited curriculum

WRB24A-B.2 ANATOMY AND PHYSIOLOGY B

Campus: City King
Prerequisite(s): To be advised
Content: The various levels of organisation of the human body; Tissue types; The nervous, muscular, skeletal, digestive, excretory, respiratory and circulatory systems; The role of hormones in the body.
Required Reading: To be advised
Nominal Hours: 41 Hours
Assessment: As per accredited curriculum

WRB24A-C ASSESSMENT DURING FACIAL TREATMENTS

Campus: City King
Prerequisite(s): To be advised
Content: Integration of underpinning knowledge into the facial practical unit.
Required Reading: To be advised
Nominal Hours: 9 Hours
Assessment: As per accredited curriculum

WRB25A PROVIDE FACIAL TREATMENTS

Campus: City King
Prerequisite(s): To be advised
Content: Prepare client for facial treatment; Assess client requirements; Prepare face; Perform massage; Apply skin care products; Advise on further treatments.
Required Reading: To be advised
Nominal Hours: 152 Hours
Assessment: As per accredited curriculum

WRB25A-A PROVIDE FACIAL TREATMENTS

Campus: City King
Prerequisite(s): WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client’s Treatment Needs.
Content: Manual facial techniques including cleansing, exfoliating, steaming, extractions, facial massage, mask therapy; Design of treatment programs; Contraindications; Advice to clients on further treatments.
Required Reading: To be advised
Nominal Hours: 122 Hours
Assessment: As per accredited curriculum

WRB25A-B SKIN DISORDERS

Campus: City King
Prerequisite(s): To be advised
Content: Skin gland function; Physiological basis of skin colour; The role of skin in homeostasis and thermoregulation; The role of skin as a sense organ; Growth, development and wound healing in skin; the influence of the endocrine and nervous system on the skin; Basis of skin cancers and their development; Skin immunological and irritation reactions; Typical symptoms and medical treatments of common skin disorders; The role and limitations of the Beauty Therapist with respect to skin disorders; Medical terminology commonly used to describe skin disorders.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRB26A PROVIDE ADVANCED FACIAL TREATMENTS

Campus: City King
Prerequisite(s): To be advised
Content: Prepare client and work area for facial treatment; Assess client requirements; Prepare face; Treat prematurely aged skin; Treat red, flushed skin (Erythema); Treat mature seborrhoea and/or acne; Advise on further treatments.
Required Reading: To be advised
Nominal Hours: 145 Hours
Assessment: As per accredited curriculum

WRB26A-A ADVANCED FACIALS

Campus: City King
Prerequisite(s): WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client’s Treatment Needs, WRB25A Provide Facial Treatments.
Content: Assess client’s requirements for machine facial treatments; Physiological effects and practical use of brush, galvanic, vapozone, high frequency treatments; Manual lymph drainage; Design and perform appropriate treatments on problem and mature skins using manual and machine treatments; Treat red, flushed skin (erythema); Contraindications; Advice to clients on further treatments.
Required Reading: To be advised
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum
WRB26A-B COSMETIC CHEMISTRY
Campus City King.
Prerequisite(s) To be advised
Content The function, formation and behaviour of important skin chemicals; Process of percutaneous skin absorption and transepidermal water loss; Toxic effect of various substances on the skin; Chemical concepts and their relationship to cosmetic products and skin treatments; Chemical formulations of products; Action of liposomes on skin; Tanning preparations and sunscreens; New developments in cosmetic products.
Required Reading To be advised
Nominal Hours 41 Hours
Assessment As per accredited curriculum

WRB26A-C BASIC ELECTRICITY
Campus City King.
Prerequisite(s) To be advised
Content Understanding the fundamentals behind static and current electricity as used in the salon and on the body; direct (galvanic) treatments; Alternating and direct currents for muscle and nerve stimulation; Alternating current for muscle heating and high frequency treatments; Ultra-violet and infrared radiation; Laser treatments; Safe practice and management with electrical equipment.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

WRB27A PROVIDE BODY TREATMENTS
Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduit 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 electrical stimulation; Contraindications; Post massage advice.
Required Reading To be advised
Nominal Hours 116 Hours
Assessment As per accredited curriculum

WRB28A PROVIDE AESTHETIC AROMATHERAPY MASSAGE
Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduit Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client’s Treatment Needs, WRB25A Provide Facial Treatments, WRB27A Provide Body Treatments.
Content Assess client’s requirements; Design and perform aesthetic aromatherapy massage; Provide after care advice.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

WRB29A PROVIDE PERMANENT EPILATION
Campus City King.
Prerequisite(s) To be advised
Content Consult with and assess client for service; Prepare client for permanent epilation service; Perform permanent hair removal patch test; Perform permanent hair removal; Provide after care advice.
Required Reading To be advised
Nominal Hours 160 Hours
Assessment As per accredited curriculum

WRB29A-A PROVIDE PERMANENT EPILATION A
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

WRB29A-B PROVIDE PERMANENT EPILATION B
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 Conduit 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

WRB32A CO-ORDINATE WORK TEAMS
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

WRB40A PROVIDE A SAFE WORKING ENVIRONMENT
Campus City King.
Prerequisite(s) To be advised
Content Develop policies to establish and maintain a safe working environment; Consult with staff; Establish and maintain a safe working environment; Assess risks; Control risks; Establish and maintain policies to deal with hazardous events; Organise staff training; Establish and maintain record system; Evaluate policies and procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB1X1NAIL SCIENCE
Campus To be advised
Prerequisite(s) To be advised
Content Appearance and gross anatomy of normal human nails; common nail disorders; effects of treatments on nails.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
<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>WRH01A</td>
<td>MAINTAIN A SAFE, CLEAN AND EFFICIENT WORK ENVIRONMENT</td>
<td>City King</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH02A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>City King</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH03A</td>
<td>RECEIVE AND DIRECT CLIENTS</td>
<td>City King</td>
<td>Nil</td>
<td>This unit encompasses those competencies required in the reception area of the salon, including receiving clients and answering the telephone.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH04A</td>
<td>PREPARE CLIENTS FOR SALON SERVICES</td>
<td>City King</td>
<td>Nil</td>
<td>This unit encompasses the preparation of clients for a range of salon services.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH05A</td>
<td>CO-ORDINATE SALON TASKS</td>
<td>City King</td>
<td>Nil</td>
<td>This unit encompasses those competencies required for effective co-ordination of tasks, giving routine instructions and the promotion of the organisation.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH06A</td>
<td>REMOVE CHEMICALS FROM HAIR</td>
<td>City King</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH07A</td>
<td>SCHEDULE AND CHECK-OUT CLIENTS</td>
<td>City King</td>
<td>Nil</td>
<td>This unit relates to those competencies required to provide full receptionists services, schedule clients, process payments, complete client details and implement stock control procedures.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH08A</td>
<td>CONSULT WITH CLIENTS AND DIAGNOSE SCALP AND HAIR CONDITIONS</td>
<td>City King</td>
<td>Nil</td>
<td>This unit relates to those competencies required to consult the clients for the whole range of hairdressing services.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH09A</td>
<td>TREAT HAIR AND SCALP</td>
<td>City King</td>
<td>Nil</td>
<td>This unit describes those competencies required to treat a range of hair and scalp conditions.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH10A</td>
<td>CUT HAIR</td>
<td>City King</td>
<td>Nil</td>
<td>This unit encompasses those competencies which are used in providing a wide range of haircut looks and beard designs.</td>
<td>To be advised</td>
<td>170 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH11A</td>
<td>DRESS (STYLE) HAIR</td>
<td>City King</td>
<td>Nil</td>
<td>This unit encompasses those competencies required to perform a range of classic and current commercial hairstyles and finishes using a wide variety of techniques.</td>
<td>To be advised</td>
<td>135 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH12A</td>
<td>PERFORM PERMANENT WAVE AND CHEMICAL RELAXATION SERVICES</td>
<td>City King</td>
<td>Nil</td>
<td>This unit encompasses those competencies which are required to perform a range of permanent wave and chemical relaxation techniques for a wide variety of classic and current fashion looks.</td>
<td>To be advised</td>
<td>90 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>WRH14A</td>
<td>COLOUR HAIR</td>
<td>City King</td>
<td>Nil</td>
<td>This unit encompasses those competencies which are required to perform temporary, semi permanent and permanent colour and lightening services on clients.</td>
<td>To be advised</td>
<td>115 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH15A</td>
<td>CO-ORDINATE SALON TEAM</td>
<td>City King</td>
<td>Nil</td>
<td>This unit encompasses those competencies required for effective co-ordination and communication in the workplace and resolution of client complaints.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH16A</td>
<td>PROVIDE SPECIALIST HAIR DESIGN SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH17A</td>
<td>PROVIDE SPECIALIST HAIR COLOUR SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH18A</td>
<td>PROVIDE SPECIALIST HAIRSTYLING SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH22A</td>
<td>PERFORM A FACE SHAVE</td>
<td>City King</td>
<td>Nil</td>
<td>This unit encompasses those competencies which are required to perform face shaving on male clients.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH34A</td>
<td>SUPERVISE STAFF AND THE SALON</td>
<td>To be advised</td>
<td>To be advised</td>
<td>This unit encompasses those competencies which are required to provide day to day supervision of workers and the salon.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRH35A</td>
<td>MAINTAIN CUSTOMER RELATIONS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRRCA1B</td>
<td>OPERATE RETAIL EQUIPMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.</td>
<td>To be advised</td>
<td>21 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRRCA2B</td>
<td>APPLY RETAIL OFFICE PROCEDURES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRRCA3B</td>
<td>APPLY RETAIL OFFICE KEYBOARD SKILLS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Open file; Edit information; Exit file; Procedure document from written text.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRRCA4B</td>
<td>CO-ORDINATE RETAIL OFFICE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
WRRCS2B OPERATE RETAIL INFORMATION TECHNOLOGY SYSTEMS  
Campus To be advised  
Prerequisite(s) To be advised  
Content Use store information technology system; Edit/update information; Solve problems.  
Required Reading To be advised  
Nominal Hours 36 Hours  
Assessment As per accredited curriculum

WRRCS2B COMMUNICATE IN THE WORKPLACE  
Campus To be advised  
Prerequisite(s) To be advised  
Content Establish contact with customers; Process information; Work in a team; Maintain personal presentation; Follow routine instructions; Read and interpret retail documents; Use numbers in the workplace.  
Required Reading To be advised  
Nominal Hours 63 Hours  
Assessment As per accredited curriculum

WRRCS2B APPLY POINT OF SALE HANDLING PROCEDURES  
Campus To be advised  
Prerequisite(s) To be advised  
Content Operate point of sale equipment; Perform point of sale transactions; Complete sales; Wrap and pack goods.  
Required Reading To be advised  
Nominal Hours 21 Hours  
Assessment As per accredited curriculum

WRRCS2B 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

WRRCS2B 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

WRRER2B CO-ORDINATE WORK TEAMS  
Campus To be advised  
Prerequisite(s) To be advised  
Content Monitor and organise staffing levels; Inform team members; Coach on the job; Motivate the team; Maintain staffing records.  
Required Reading To be advised  
Nominal Hours 36 Hours  
Assessment As per accredited curriculum

WRRER3B MAINTAIN EMPLOYEE RELATIONS  
Campus To be advised  
Prerequisite(s) To be advised  
Content Identify the awards/agreement; Identify and minimise potential industrial problems; Implement dispute settlement procedures.  
Required Reading To be advised  
Nominal Hours 36 Hours  
Assessment As per accredited curriculum

WRRER4A 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

WRRER5A ASSESS WORKPLACE COMPETENCIES  
Campus To be advised  
Prerequisite(s) To be advised  
Content Identify and explain assessment context; Plan evidence gathering opportunities; Organise assessment; Gather evidence; Make the assessment decision; Record assessment results; Provide feedback to person(s) being assessed; Report on the conduct of the assessment.  
Required Reading To be advised  
Nominal Hours 36 Hours  
Assessment As per accredited curriculum

WRRF1B BALANCE REGISTER/TERMINAL  
Campus To be advised  
Prerequisite(s) To be advised  
Content Remove takings from register/terminal; Reconcile takings.  
Required Reading To be advised  
Nominal Hours 18 Hours  
Assessment As per accredited curriculum

WRRF2B PERFORM RETAIL FINANCE DUTIES  
Campus To be advised  
Prerequisite(s) To be advised  
Content Process Petty Cash Transactions; Prepare Banking Documents; Process Non-Cash Transactions; Reconcile Invoices for Payment to Creditors; Prepare Invoices for Debtors.  
Required Reading To be advised  
Nominal Hours 27 Hours  
Assessment As per accredited curriculum
WRRFM5B PREPARE AND DISPLAY BAKERY PRODUCTS
Campus To be advised
Prerequisite(s) To be advised
Content Prepare bakery products; Place and arrange bakery products; Prepare display labels/tickets; Place, arrange and display price tickets/labels; Maintain bakery product displays; Protect bakery products.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

WRRF4B PREPARE PAYROLL
Campus To be advised
Prerequisite(s) To be advised
Content Prepare payroll data; Process payments of wages and salaries; Administer salary and wages records.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRFM6B PREPARE AND DISPLAY FRESH, FROZEN AND LIVE SEAFOOD PRODUCTS
Campus To be advised
Prerequisite(s) To be advised
Content Prepare seafood products; Set up and maintain seafood product display; Prepare, place and arrange price tickets/labels; Maintain seafood product displays; Protect seafood products; Pack up and clean display area.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

WRRFS1B ADVISE ON FOOD PRODUCTS AND SERVICES
Campus To be advised
Prerequisite(s) To be advised
Content Identify product range and develop product knowledge; Recommend fresh food products; Advise on fresh food services.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRFS2B ADVISE ON MEAT PRODUCTS
Campus To be advised
Prerequisite(s) To be advised
Content Identify product range and develop product knowledge; Recommend meat products; Advise on meat services.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRFS3B ADVISE ON FAST FOOD PRODUCTS
Campus To be advised
Prerequisite(s) To be advised
Content Identify product range and develop product knowledge; Recommend fast food products; Advise on fast food services.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRFS4B RECOMMEND LIQUOR PRODUCTS
Campus To be advised
Prerequisite(s) To be advised
Content Research store liquor range; Recommend liquor products; Adhere to liquor licensing requirement.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRFS5B ADVISE ON BAKERY PRODUCTS
Campus To be advised
Prerequisite(s) To be advised
Content Develop product knowledge; Identify bakery products; Recommend bakery products; Advise on bakery services.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRFS6B ADVISE ON SEAFOOD PRODUCTS
Campus To be advised
Prerequisite(s) To be advised
Content Develop product knowledge; Identify seafood products; Recommend seafood products.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum
WRRI1B PERFORM STOCK CONTROL PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Receive and process incoming goods; Rotate stock; Participate in stock take; Reorder stock; Dispatch goods.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRI4B BUY MERCHANDISE
Campus To be advised
Prerequisite(s) To be advised
Content Analyse market; Plan product range; Establish supplier relations; Negotiate supply of goods; Introduce product range; Maximise profit; Rationalise stock.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRRI5A MAINTAIN AND ORDER STOCK
Campus To be advised
Prerequisite(s) To be advised
Content Monitor receipt and dispatch of goods; Maintain stock records; Coordinate stocktake/cyclical count; Identify stock losses; Process order; Follow up order.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRLP1B APPLY SAFE WORKING PRACTICES
Campus To be advised
Prerequisite(s) To be advised
Content Observe basic safety procedures; Observe emergency procedures.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRLP2B MINIMISE THEFT
Campus To be advised
Prerequisite(s) To be advised
Content Apply routine store security; Minimise theft.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRLP3B MAINTAIN STORE SAFETY
Campus To be advised
Prerequisite(s) To be advised
Content Inform team members; Involve team members; Monitor and maintain a safe working environment; Implement emergency procedures; Identify need for occupational health and safety training; Maintain occupational health and safety records.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRLP4B MAINTAIN STORE SECURITY
Campus To be advised
Prerequisite(s) To be advised
Content Monitor and maintain store security.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRLP5B APPLY STORE SECURITY SYSTEMS AND PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Maintain store security systems; Deal with potentially unsecured situations; Detect and apprehend thieves; Apply post apprehension procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRLP6B APPLY RETAIL FOOD SAFETY PRACTICES
Campus To be advised
Prerequisite(s) To be advised
Content Apply personal hygiene and sanitation; Identify food safety plan/program; Handle product hygienically; Clean work area and equipment; Monitor food safety; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

WRRLP6C APPLY RETAIL FOOD SAFETY PRACTICES
Campus To be advised
Prerequisite(s) To be advised
Content Apply personal hygiene and sanitation; Identify food safety plan/program; Handle product hygienically; Clean work area and equipment; Monitor food safety; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRLP7B MONITOR FOOD SAFETY PLAN/PROGRAM
Campus To be advised
Prerequisite(s) To be advised
Content Monitor implementation of the food safety plan/program; Respond to occurrences of non-compliance; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum
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<tr>
<th>Code</th>
<th>Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
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<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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<tr>
<td>WRRLP7C</td>
<td>MONITOR FOOD SAFETY PLAN/ PROGRAM</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRM1B</td>
<td>MERCHANDISE PRODUCTS</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>Place and arrange merchandise; Prepare display labels/tickets; Place, arrange and display price tickets and labels; Maintain displays; Protect merchandise.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRM2A</td>
<td>PERFORM ROUTINE HOUSEKEEPING DUTIES</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>Organise work area; Clean work area.</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRM2B</td>
<td>PERFORM ROUTINE HOUSEKEEPING DUTIES</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>Organise work area; Clean work area.</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRM3B</td>
<td>CO-ORDINATE MERCHANDISE PRESENTATION</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>Co-ordinate merchandise presentation and display; Implement merchandise pricing.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>WRRM4A</td>
<td>CO-ORDINATE HOUSEKEEPING</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>Implement housekeeping policies.</td>
<td>To be advised</td>
<td>9 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRM5A</td>
<td>MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRM6A</td>
<td>CREATE A DISPLAY FOR A SMALL BUSINESS</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRM7B</td>
<td>MANAGE MERCHANDISE AND STORE PRESENTATION</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>Manage store merchandising; Plan and manage store advertising promotions; Manage store pricing policies; Manage housekeeping.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRM2B</td>
<td>MANAGE SALES AND SERVICE DELIVERY</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>Maintain and improve operations; Negotiate supply of goods; Establish customer requirements; Provide productive work environment.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<td>WRRM3B</td>
<td>PROVIDE A SAFE WORKING ENVIRONMENT</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRM4B</td>
<td>CONTROL STORE SECURITY/ LOSS</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>Control store security.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRM5B</td>
<td>CONTROL INVENTORY</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>Manage, receipt, dispatch and storage of merchandise; Manage stock control.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>Course Code</td>
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<td>Campus</td>
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<tr>
<td>WRRO8A</td>
<td>MANAGE STORE FACILITIES</td>
<td>To be advised</td>
<td></td>
<td>Manage store maintenance program; Manage retail equipment maintenance; Negotiate maintenance contracts; Identify facilities/space requirements.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>WRRO7A</td>
<td>PROFILE A RETAIL MARKET</td>
<td>To be advised</td>
<td></td>
<td>Review the image of the store; Research market demands for the store; Profile the store's customer; Implement methods to attract customers to store.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRO8B</td>
<td>DEVELOP INNOVATIVE IDEAS AT WORK</td>
<td>To be advised</td>
<td></td>
<td>Interpret the need for innovation; Generate ideas; Collaborate with others; Analyse and reflect on ideas; Represent ideas; Evaluate the idea.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>WRRO9A</td>
<td>LEAD A TEAM TO FOSTER INNOVATION</td>
<td>To be advised</td>
<td></td>
<td>Organise teams to maximise innovation; Organise work assignments within team to facilitate innovative work practices; Provide guidance and coaching to team members on innovation in the workplace; Provide a model of innovative work practice; Monitor the team's ongoing use of innovative work practices; Provide feedback on the use of innovative work skills</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRPM8A</td>
<td>CREATE AN INNOVATIVE WORK ENVIRONMENT</td>
<td>To be advised</td>
<td></td>
<td>Implement work practices and procedures to support innovation; Implement management practices to support innovation; Promote innovation in the workplace; Create a physical environment which supports innovation; Provide information and learning opportunities to foster innovation.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRPM8B</td>
<td>SET UP SYSTEMS TO SUPPORT INNOVATION</td>
<td>To be advised</td>
<td></td>
<td>Conduct research into organisation systems; Generate innovative system options; Develop plan for the innovative system; Trial the innovative work system; Review the trial of the innovative system.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRS1B</td>
<td>SELL PRODUCTS AND SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>APPLY product knowledge; APPROACH customer; GATHER information; SELL benefits; OVERCOME objectives; CLOSE sale; MAXIMISE sales opportunities.</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRS2B</td>
<td>ADVISE ON PRODUCTS AND SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>DEVELOP product/service knowledge; RECOMMEND specialised products/services.</td>
<td>To be advised</td>
<td>27 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>WRRS3B</td>
<td>CO-ORDINATE SALES PERFORMANCE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>IMPLEMENT sales policies and procedures; MONITOR achievement of sales targets.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRS4B</td>
<td>BUILD RELATIONSHIPS WITH CUSTOMERS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>ESTABLISH rapport with customers; APPLY expert knowledge; PROVIDE post-sales support; PLAN sales presentations; IMPLEMENT sales presentation; MAINTAIN and utilise a customer database; DEAL with difficult customers.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRS5B</td>
<td>RECOMMEND AND FIT CLOTHING AND ACCESSORIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>RESEARCH store clothing range; RECOMMEND customer wardrobing; MEASURE and fit clothes; ADVISE on and arrange clothing alteration service.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRS6B</td>
<td>RECOMMEND AND FIT FOOTWEAR PRODUCTS AND SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>RESEARCH store footwear range; RECOMMEND footwear products; MEASURE and fit footwear products; ADVISE on and arrange product services and repairs.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRS7B</td>
<td>RECOMMEND JEWELLERY PRODUCTS AND SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>RESEARCH store product range; RECOMMEND specialist jewellery products; ADVISE on jewellery product warranties; PROTECT stock; ADVISE on and arrange product services and repairs.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRS8B</td>
<td>RECOMMEND ELECTRICAL PRODUCTS AND SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRS9B</td>
<td>RECOMMEND FURNITURE PRODUCTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>RESEARCH store furniture product range; RECOMMEND furniture products; ADVISE on furniture product warranties; NEGOTIATE price and payment options; ADVISE on and arrange product services.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRSA</td>
<td>RECOMMEND FLOOR COVERING PRODUCTS AND SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRRSB</td>
<td>RECOMMEND HARDWARE PRODUCTS AND SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>RESEARCH store product range; RECOMMEND hardware products, machinery and equipment; ESTIMATE hardware quantities; ADVISE on hardware product warranties; NEGOTIATE price payment options; ADVISE on and arrange product services and repairs.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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</table>

564
<table>
<thead>
<tr>
<th>Module</th>
<th>Overview</th>
<th>Prerequisite(s)</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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<tbody>
<tr>
<td><strong>WRRSS8B RECOMMEND CAMERAS, PHOTOGRAPHIC EQUIPMENT AND SERVICES</strong></td>
<td>Campus To be advised</td>
<td></td>
<td></td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td><strong>WRRSS9B RECOMMEND COMPUTER PRODUCTS AND SERVICES</strong></td>
<td>Campus To be advised</td>
<td></td>
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<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td><strong>WRRSS10B RECOMMEND SPORTING PRODUCTS AND SERVICES</strong></td>
<td>Campus To be advised</td>
<td></td>
<td></td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td><strong>WRRSS11B RECOMMEND TOY PRODUCTS</strong></td>
<td>Campus To be advised</td>
<td></td>
<td></td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRRSS12B RECOMMEND AND SELL BOOKS AND ADVISE ON READER SERVICES</strong></td>
<td>Campus To be advised</td>
<td></td>
<td></td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRRSS13B RECOMMEND NEWSAGENCY PRODUCTS AND SERVICES</strong></td>
<td>Campus To be advised</td>
<td></td>
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<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td><strong>WRRSS14B HIRE AND SELL VIDEO PRODUCTS AND SERVICES</strong></td>
<td>Campus To be advised</td>
<td></td>
<td></td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRRSS15B RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS</strong></td>
<td>Campus To be advised</td>
<td></td>
<td></td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRRSS16B RECOMMEND HEALTH AND NUTRITIONAL PRODUCTS AND SERVICES</strong></td>
<td>Campus To be advised</td>
<td></td>
<td></td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRRSS17B RECOMMEND TODDLER/BABY PRODUCTS</strong></td>
<td>Campus To be advised</td>
<td></td>
<td></td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRRSS18B RECOMMEND SOFT FURNISHINGS/MANCHESTER/HABERDASHERY PRODUCTS AND SERVICES</strong></td>
<td>Campus To be advised</td>
<td></td>
<td></td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRRSS19B RECOMMEND MUSIC/AUDIO PRODUCTS AND SERVICES</strong></td>
<td>Campus To be advised</td>
<td></td>
<td></td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
WRWFN 201A 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

WRWFN 302A 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

WRWFN 403A 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

WRWFN 504A 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

WRW102A 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

WRWMK 202A CONDUCT TELEMARKETING
Campus To be advised
Prerequisite(s) To be advised
Content Confirm telemarketing processes; Respond to customer enquiries using telemarketing technology; Seek customers using telemarketing technology; Process telemarketing customer sales and orders; Maintain telemarketing systems and technology; Record campaign results.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWMK 303A 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

WRWMK 404A 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

WRWMK 506A MANAGE PROMOTIONAL ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content Manage promotional program objectives and content; Coordinate promotional activities; Monitor promotional programs.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWMK 507A 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

WRWOP204A 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

WRWOP203A 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

WRWOP202A 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 50 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
WRWPL507A FORECAST PRODUCT PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Forecast trends and developments impacting operations; Review forecasts.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRWPL508A IMPROVE SUPPLY AND DISTRIBUTION CHAINS.
Campus To be advised
Prerequisite(s) To be advised
Content Confirm features of specific supply chains; Maintain information on suppliers; Review distribution arrangements; Devise policy and procedures for distribution and supply; Forecast future contingencies impacting supply chain management; Improve supply and distribution chain effectiveness.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRWPS302A ADMINISTER SUPPLY INTO A BUSINESS
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 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
WRWSL304A OPTIMISE CUSTOMER AND TERRITORY COVERAGE

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 36 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 30 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

WRWSL302A 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 20 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

WRWSL303A 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

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

WRWS200A 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

WRWSL305A ANALYSE AND ACHIEVE SALES TARGETS

Campus To be advised
Prerequisite(s) To be advised
Content Analyse sales targets; Determine factors impacting attainment of sales targets; Attain sales targets.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWSL402A 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

WRWS302A MAINTAIN BUSINESS TO BUSINESS RELATIONSHIPS

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

WRWSL403A 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, students' prior learning may enable them to be granted Recognition of Prior Learning or credits for subjects within that course.

Victoria University has established the following processes to facilitate the recognition of learning achieved outside the University: Pathways, Credit Transfer Process, and Recognition of Prior Learning. By recognising students' past experiences and achievements, the University ensures that students do not have to repeat the skills and knowledge they have already achieved.

In this way students are able to shorten the length of their course, saving time and money. They study at the appropriate level, are encouraged to continue their education, and achieve their educational goals with maximum efficiency.

**Pathways**

Standardised pathways are formally approved links between courses in different sectors or within the same sector. They may move from:

- secondary schools to TAFE
- TAFE to TAFE
- TAFE to higher education
- higher education to TAFE
- higher education to higher education
- workplace to TAFE or higher education
- private training organisation to TAFE or higher education.

These pathways may involve:

- Credit/exemptions – for example students who have completed the Advanced Diploma of Business (Accounting) will receive credit for twelve subjects in the Bachelor of Business (Accounting), if they gain entry into that degree course;
- Entry only – for example students who have successfully completed Science for Nurses (Gateway to Nursing and the Health Sciences) automatically gain entry into the Certificate IV in Health (Nursing).

Pathways may also link courses in the same or different disciplines. Students who meet the conditions specified in the pathway will be automatically granted the benefits specified in the pathways (entry or credit). Students who have not completed their initial course may still obtain credit in recognition of the subjects/modules successfully completed.

‘Articulation’ describes the links or pathways between courses. Students who take advantage of pathways are sometimes called articulating students.

Victoria University is widely recognised as a national leader in developing credit transfer arrangements for students, particularly between the TAFE and higher education sectors.
Applications
Students should provide details of any prior study when they:
• apply to enter a course;
• are interviewed in the Centre for Commencing Students; or
• enrol.
Students eligible for entry or credit on the basis of a formally approved pathway will be identified at the time of enrolment. Any credit may be granted at the time of enrolment.

Credit Transfer/ Mutual Recognition
Students who have already successfully completed any of the subjects/modules in the course in which they are enrolling may be eligible for credit transfer. Under Mutual Recognition, Victoria University will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisation.

Applications
Students applying for Credit Transfer should approach their Faculty or Department Office for further information and an application form. Forms are also available from the Centre for Commencing Students and Student Administration. It is advisable for students to discuss their applications with their teacher/lecturer before submission.
The University will endeavour to process credit transfer applications as soon as possible.

Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC)
Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC) is an assessment process whereby the learning that students have achieved through study and life/work experience is matched against the learning that would be covered in specific subjects/modules/competencies.

Applications
Students who believe that they are eligible for RPL/RCC are advised to begin the application as soon as they are enrolled. Students applying for RPL/RCC should approach their Faculty or Department Office for further information and an application form. Forms are also available from the Centre for Commencing Students and Student Administration. Students are encouraged to discuss their application with their teacher/lecturer before it is submitted. Departments will provide information about the evidence that is required for the RPL/RCC application.
The University will endeavours to process RPL/RCC applications as soon as possible. Processing time depends on the complexity of the application but should take no more than four weeks.

Fees
An Assessment Fee may be charged where an external board/party is involved in the RPL/RCC assessment process.
A fee will apply to fee for service clients.
TAFE applicants will be notified of any applicable fees when they collect their application form.

Notification
Applicants will receive in writing the results of their application for credit or RPL/RCC assessment.

Right of Appeal
Applicants who are either denied credit or who wish to challenge the amount of credit granted on the basis of a formal pathway, a credit transfer application, or RPL/RCC assessment may request further consideration. Such appeals must be lodged with the Faculty Office or the Department of Student Affairs within 10 working days of the date the notification letter was issued.
Admission, Enrolment and Procedures and Regulations

Admission and Selection

The University is committed to achieving access, equity and excellence in tertiary education. Accordingly the University has adopted flexible admission and selection policies that take account of the wide range of educational backgrounds and experience of prospective students.

General

The primary objective of the University's admission and selection policies is to ensure that students selected for admission to courses are capable of successfully completing the course in which they are to be offered a place. In considering students for admission there shall be no unlawful discrimination.

The University has, however, developed targeted programs designed to ensure a broader representation of students from currently under-represented groups in tertiary education (e.g. Aborigines and Torres Strait Islanders).

Admission to the University is conducted within a framework of minimum entry requirements coupled with selection criteria that relate to the demands that each course will place upon students. In addition, the University has a policy of giving special consideration to applicants who live in the western metropolitan region of Melbourne for courses that are not unique to the University.

The selection criteria for each course are reviewed each year and are finally determined annually by the Council of the University on the recommendation of the Academic Board or the Board of Technical and Further Education as appropriate. The selection criteria for each course, including specific prerequisites for admission, are included with the detailed descriptions of each course which appear in the relevant Faculty and TAFE Handbooks. Generally, selection is based on academic merit and by the selection authority's assessment of the relative likelihood of applicants to successfully complete the course to which they have applied for admission. The main criterion for selection to Degree and Diploma courses is the applicant's performance in Year 12 studies unless other factors are relevant.

Such other factors may include:
- the results of any interviews, auditions, tests or other assessment procedures determined by the particular course selection authorities;
- any illness, or serious hardship as a result of which, in the opinion of the selection authorities, the studies or performance of an applicant have been adversely affected;
- the presentation and depth of relevant supporting material as determined by the particular course selection authorities;
- the life experiences of the applicant; and
- previous study at tertiary level.

Intending applicants for places in University courses can obtain more detailed information about selection criteria and selection procedures for individual courses by contacting the relevant Faculty, School or Department, or the Centre for Commencing Students.

Course Pathways

Victoria University offers a broad range of courses from bridging and preparatory programs to PhDs. It is committed to establishing multiple entry and exit points enabling students to start in a program that best meets their needs and exit with the qualification that will assist them to realise their vocational and educational aspirations.

Victoria University has created many formally approved (or standardised) course pathways. Course pathways allow you to proceed from one course to another. In some cases course pathways may offer the student guaranteed entry or credit toward their preferred exit qualification.

Alternative Entry at Victoria University

The University offers alternative entry programs that will provide for selection on criteria other than the ENTER. The Portfolio Partnership Program is being offered in 2004.

Portfolio Partnerships Program

Victoria University is committed to strengthening partnerships with schools and communities in its local region. The Portfolio Partnership Program is an alternative entry scheme available to students in participating secondary schools in the Western Metropolitan, Sunbury and Macedon regions and mature age applicants who live in this region. Selected courses are included in the program and provide opportunities for students with strong vocational commitment and the potential to succeed at university in their selected course to submit a portfolio of evidence. This gives the applicant an opportunity to provide additional information related to their goals and achievements, previous studies, work experience, skills, personal qualities as well as examples of work and other evidence that indicates a commitment to the proposed area of study.

To enquire about the Portfolio Partnerships Program contact the Centre for Commencing Students on (03) 9688 4110 or by email at ccs@vu.edu.au or visit the website at www.vu.edu.au/ cc

Student Compact

Existing students of the University may request to have a Student Compact which will identify their learning pathway from their existing course of study to other courses to which they aspire. The Student Compact is a documented agreement between the student and the University that lists all negotiated conditions related to their chosen field of study.

The Student Compact is available to all students of the University, and can be renegotiated at any time by the student or the University, to reflect the changing requirements of the student.

For further information about the Student Compact contact the Centre for Commencing Students telephone: (03) 9688 4110.
Admission Requirements

Undergraduate Courses

Normal Entry

Any persons who have been granted the Victorian Certificate of Education or satisfactorily completed an equivalent Year 12 qualification recognised by the University (plus relevant course prerequisite studies) will be eligible to apply for admission to courses of the University leading to a higher education award or to a TAFE Diploma.

In general, therefore, applicants will be eligible for admission to higher education undergraduate and TAFE Diploma courses if they have:

• passed the VCE including the satisfactory completion of English Units 3 and 4 from 1992 onwards;
• passed four approved VCE (HSC) Group 1 subjects (including English) at one sitting prior to 1992;
• passed four approved Victorian Institute of Education, HSC, Group 1 subjects (including English) at one sitting since 1980;
• satisfied Victorian University Schools Examination Board or Victorian Institute of Education Year 12 requirements prior to 1980; or
• obtained an equivalent interstate or overseas qualification.

Entry requirements for admission to TAFE courses other than leading to a Diploma vary. Details of entry requirements are to be found in the TAFE Handbook.

In addition to meeting the entry requirements above, applicants may be required to satisfy other requirements specified by the Faculty/School conducting the course. Further information can be found on www.vu.edu.au/admissions

Special Entry

Applicants meeting the above requirements will be regarded as having satisfied the Normal Entry requirements. However, applicants wishing to undertake a University course who do not meet the Normal Entry requirements may still be eligible for admission under Special Entry (SE). Students admitted to a course under SE may be subject to special terms and conditions determined by the relevant Faculty or School. The three categories of Special Entry are as follows.

Age and Educational Background

A person will be eligible for admission to any course within the University if, at 1 January of the intended year of entry, he or she is 21 years of age or over.

Any person who, at the date of their proposed admission to a TAFE course (other than a course for Diploma), is 18 years or older, will be eligible to apply for admission to any such course. Australian residents who meet these criteria are guaranteed a place in a Government-funded course if they apply via the University's Personalised Access Study scheme.

There is currently a high demand for many award courses, and a number of mature-age applicants may not receive an offer of a place in the course of their choice. Other factors taken into account in selection, in addition to work and life experience, include education level achieved, evidence of aptitude for study, time elapsed since study was attempted, and whether the applicant resides in the western metropolitan region of Melbourne.

Mature-age applicants should be aware of the study difficulties they might face in a tertiary course. The University conducts a number of programs generally of short duration, aimed to help improve communication skills, study skills and confidence. Mature-age applicants may not need to do a preparatory program, but should consider the following:

• It is assumed that students of award courses know how to study. Study involves many skills – taking notes, using a library, organising your time effectively, essay writing, and so on.
• If it has been a long time since you last attended classes, or if your previous study experience was not very successful or enjoyable, it may be helpful to develop some confidence in your abilities before you begin.
• Communication skills are very important for award course students, and this can mean speaking (for example, participation in class discussions) as well as writing. Some practice in this area may be beneficial.
• The real work of any award course usually begins straight away: sometimes on the very first day. You may need some time to ease yourself into being a student.

By undertaking preparation for study, you can pay attention to the factors outlined above in an environment that is designed to minimise the pressure on you. If you move straight into a tertiary course, you might find that you are in fact trying to prepare yourself at the same time as trying to cope with the new material presented to you. This can result in failure to meet the required academic standard.

Courses conducted by the University to help you successfully return to study in an award course may include:

• English for Further Study - This course provides people of non-English-speaking background with the language and research/study skills necessary for study.
• English as a Second Language (ESL) - English as a second language classes are tailored to the needs of migrants who wish to improve their English for personal development, further study, or to improve their job prospects. Wherever possible, classes are tailored to suit the needs of the participants.
• Basic Education Program - The Basic Education Program focuses on the development of students' communication skills, through writing and reading exercises, spelling, basic grammar and punctuation.
• Preparation for Tertiary Study - A preparatory course with two streams designed to improve access to Arts or Science courses.
• Gateway to Nursing - A preparatory course that provides access to nursing courses.
• VCE - The Victorian Certificate of Education is available by full-time and part-time study.

For more information, contact Further Education and Employment Services on (03) 9294 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;
• ill health;
• English language learning difficulties;
• family problems;
• geographical isolation; or
• disability.
Applicants whose difficulties occurred only during their last year of secondary studies must use the Victorian Tertiary Admission Centre ‘VTAC Chronic Circumstances Application Form for Current Year 12 Students’. Students who are not current year 12 applicants, but who meet any of the above criteria should complete the VTAC Pi form for Non-Year 12 Applicants’. Applicants wishing to apply on the above basis should contact the relevant Faculty, or the Centre for Commencing Students for further information on individual course requirements. Some individual courses have supplementary information forms that can also be completed.

Applicants with a disability or chronic medical condition should also complete the above relevant forms and any individual course supplementary information forms. Persons with a disability or chronic medical condition are encouraged to contact the relevant Faculty, School, Department of the University, or the Centre for Commencing Students to discuss any potential difficulties, hazards and individual course requirements inherent in their proposed course. In these discussions, any special needs of applicants can be discussed and an indication given of the University's capacity to meet those special needs.

Applicants with a disability or chronic medical condition are invited to discuss their specific needs and potential individual support requirements with Disability Services however Disability Services is not involved in selection or application processes. All applicants with a disability are encouraged to declare their disability on enrolment forms and should register with Disability Services as soon as possible after enrolling in their course. Phone (03) 9365 2193 or via email disability@vu.edu.au.

Aboriginal 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 Indigenous Services on (03) 9365 2228. or via email equity@vu.edu.au.

Later Year Entry
Both Normal Entry and Special Entry relate to admission to the University at the commencement of an undergraduate course. Persons who have already completed one or more years' relevant post-secondary studies may be eligible for Later Year Entry to the second or subsequent years of a course.

Persons applying for Later Year Entry will be required to meet all normal selection criteria for the course as well as demonstrate that their prior studies are relevant to the course for which they have applied. In making selection decisions, applicants' level of performance in all of their previous tertiary enrolments may be taken into account. Persons selected for Later Year Entry may be admitted on condition they undertake bridging course work, or complete a specially modified course plan, or both.

Deferred Entry (Commencing Students)
Prospective students should contact the relevant Faculty or School to clarify the deferment policy. A person to whom an offer of admission to a course has been made by the University may apply to defer his or her enrolment for a period of up to one year. An application for deferred entry must be made in writing and lodged within seven days of the date upon which the offer of admission was sent. The application must be forwarded to the Dean of the appropriate Faculty or the Head of the appropriate School. A Dean or Head may grant an application for deferred entry with or without conditions. Applications for deferment from a TAFE course are not normally granted.

A person who has been granted deferred entry has a right to enrol in their course for the semester following the end of the period of their approved deferment, providing they attend a scheduled enrolment session.

Postgraduate Courses
Normal Entry (PhD)
Doctor of Philosophy
To be eligible for admission a person must have:
• a masters degree; or
• a four-year bachelor degree with honours or honours degree with a superior performance at 1st Class or 2A honours level; or
• a three-year bachelor degree together with a postgraduate diploma that is an extension of the discipline contained in the undergraduate qualification and at a level considered to be equivalent to 1st Class or 2A honours, as determined by the Head; or
• been enrolled in a masters by research program and shown exceptional ability in the conduct of the first stages in a project and been approved for transfer into a PhD program by the Committee for Postgraduate Studies on the recommendation of the Head.

For admission to a PhD program a student must provide evidence acceptable to the Head of a capacity to undertake research in the discipline.

Masters Degree
To be eligible for admission applicants must have:
• qualified for a first degree of the University (or such other degree as the Department may deem equivalent for this purpose) at a standard considered by the Department to be sufficiently meritorious; or
• qualified for any other award judged by the Department to be of a relevant and appropriate standard; and
• produced evidence of professional experience through which they have developed their applied knowledge of the relevant field of study, and which satisfies the Department that they have the capacity to undertake study for the degree of master; and
• fulfilled any other conditions relating to prerequisite study which the Department may have imposed in respect of their admission to candidature.

Graduate Diplomas/ Graduate Certificates
To be eligible for admission applicants must normally have successfully completed a degree or diploma and may be required to attend an interview/ selection test.

Application for Admission
Centre for Commencing Students
The Centre for Commencing Students (CCS) provides a central location for TAFE, undergraduate and postgraduate course information. Information sessions are conducted in the evenings and on weekends for prospective students that provide information and advice about return to study or career options, application procedures, alternative entry schemes and an overview of the University environment.
A resource area is provided where prospective students may browse through brochures of the many courses offered by the University. Advisers are always available to assist with enquiries, provide course information, and offer advice to individuals, schools and community groups. Group sessions can be arranged for local and community groups by contacting the Community Partnerships Officer at the Centre.

The Centre is located at Footscray Park Campus in Building C on ground level (level 3) facing Ballarat Road (adjacent to the pedestrian crossing). Contact the Centre for Commencing Students on telephone: (03) 9688 4110, fax: (03) 9688 4813 or email: ccs@vu.edu.au

### Student Administration

The Recruitment and Student Success Branch and Enrolment Management Branch both seek to provide an integrated and professional service to students, staff, past students and prospective students of the University.

The Branches maintain constant telephone, email and over-counter contact with students by way of answering enquiries, advising on University requirements, issuing course information and providing services related to enrolment, certification and graduation.

A range of services is provided to staff of the University, including collation and cross checking of results, scheduling and invigilation of examinations and provision of student data and records services.

Staff within these branches work to facilitate the interaction of staff and students in accordance with Higher Education and TAFE administrative requirements, and to provide efficient services to organisational units of the University.

The student administrative services provided by Recruitment and Student Success include:

- **Student Administration at Offshore locations**
  The Centre for Graduating Students and Education Abroad provides the student administration services for all offshore programs for both sectors. The University has partnerships with several organisations to enable programs to be delivered in offshore teaching sites such as Bangladesh, China, Hong Kong, Korea, Malaysia, New Zealand, Singapore, Thailand, and Vietnam.

- **Centre for Graduating Students and Education Abroad**
  **Telephone:** 61 3 9365 2846
  **Fax:** 61 3 9365 2853
  **Email:** offshoreadmin@vu.edu.au
  **Website:** www.vu.edu.au
  **Located:** Room 4C, 141, St Albs Campus

Enrolment Management provides services in the following areas:

- **Admissions and Orientation** provides a comprehensive service to prospective students including distribution of course information, collection and processing of applications; and to the University in the coordination of the admissions process, procedures and information.

- **Client Services and Information** offers assistance with student administration enquiries including enrolment and fees information, cashier functions and switchboard services.

- **Enrolment** services entail the registration and administration of enrolment amendment for students on all onshore campuses and in both sectors, as well as Higher Education Contribution Scheme administration and TAFE fees.

### Undergraduate Courses

#### Normal Entry

Persons applying for entry to higher education undergraduate courses (other than those listed below under Direct Application) to study either full-time or part-time must apply through the Victorian Tertiary Admissions Centre.

While the VTAC Guide and application form are available from newsagents, a convenient and comprehensive application service is available from their website at: www.vtac.edu.au.

Persons applying through VTAC should note that the VTAC rules, by which the University is bound, provide that no selection authority shall take into account the preference for that course as indicated by the applicant. This means that even if an applicant has indicated a lower preference for the course concerned than other applicants, there shall be no prejudice and each applicant will be considered equally.

#### Prerequisites and Extra Requirements

Some higher education undergraduate courses have special prerequisites for enrolment. Where this is the case, these requirements are published two years in advance in the Victorian Tertiary Education Requirements (this is published as a supplement in the press) and for the following year in the VTAC Guide to Undergraduate and TAFE Courses (available from newsagents and the web: www.vtac.edu.au).

For some higher education undergraduate courses, the application process requires applicants to complete a Supplementary Information Form available from the relevant Faculty Office, the Admissions Office or the University website: www.vu.edu.au/admissions. These courses are identified in the VTAC Guide.

#### Special Entry

Persons applying for admission to a University course under Special Entry (except those applying for readmission) should obtain an application form from the Centre for Commencing Students. However, persons seeking Special Entry must also apply to VTAC unless the course comes under the Direct Applications category.

#### Readmission to the University

Students who are currently enrolled in an award course may apply directly to the University for readmission to another course for the following semester. Students seeking readmission to the University should contact the Faculty or School administering the relevant course or Student Administration.

All other students who were previously enrolled at the University but whose enrolment has lapsed, or who have been excluded from their course because of unsatisfactory progress, may reapply for admission to the same or another course in any subsequent academic year. These students should apply using the standard procedures for that course. Such applicants for readmission to the University will have to meet the selection criteria applying to their intended course.

The selection process will take account of:

- the person’s previous academic performance at the University and their commitment to complete the course; and

- whether the circumstances which led to the person’s previous unsatisfactory progress or to their allowing their previous enrolment to lapse have changed or improved.

If selected for readmission such students will be subject to the course requirements in effect at the time of re-entry and may have special conditions attached to their re-admission.
Part-time Admission

Persons applying for admission on a part-time basis to Higher Education undergraduate courses and TAFE courses should follow the application procedures set out above. Where a form is to be lodged with the University as well as with VTAC, applicants should indicate their intention to study part-time on the form.

Postgraduate Courses

Masters by Coursework, Graduate Certificates and Graduate Diplomas

All persons seeking admission to postgraduate studies in the University (except for the Graduate Diploma of Education) must apply direct to the University.

Application forms for graduate certificates, graduate diplomas and masters by coursework are available from the Student Administration Admissions Office at the St Albans Campus or Faculty offices on the campus where the course is offered.

Doctor of Business Administration

Prospective students should contact the Faculty of Business and Law office at either the Footscray or City campuses for application details.

Doctor of Philosophy and Masters Degrees by Research

Those persons interested in pursuing a research degree are advised to contact the Postgraduate Studies Officer in the Faculty or Department in which they wish to study to discuss research interests and to determine the availability of suitable supervisors and facilities relevant to the proposed research.

Once the Department has confirmed that the applicant is eligible to enrol, an Application for Enrolment Form must be completed and lodged along with the necessary enrolment forms at Student Administration.

Direct Applications

All direct applications for admission to award courses must be on appropriate University application forms, available from the University. Telephone (03)9365 2286 for details or via www.vu.edu.au/admissions.

Closing Dates for Applications

Applicants lodging direct applications should contact the relevant Faculty or School for closing dates. Direct applicants should note that the selection process will be facilitated by lodging application forms at the earliest possible date, with the required accompanying documentation attached.

Applicants who wish to study TAFE courses part-time must apply direct to the University using an application form available from the Admissions Office.

Selection Procedures

Applicants may be required to complete a literacy and/or numeracy exercise as part of the selection procedure and may be given the opportunity to attend an interview as part of the selection procedure.

Documentation

Direct applicants currently attempting Year 11 or Year 12 subjects should lodge their applications by the due date and then send a copy of their results when they become available. Other applicants who have attempted Year 11/12 should attach a certified copy of certificates.

All persons seeking admission to a course leading to one of the above awards who did not complete VCE must support their application with documentary evidence proving they have the educational qualifications referred to in their application. All documents should be in the form of certified copies and if documents are in a language other than English, officially certified translations together with certified copies of original documents are required. The University will retain all such evidence. Original documents should never be sent but must be available on request and may be required at a later stage of the selection process (e.g. during interview).

If a direct applicant has undertaken previous tertiary studies the applicant must attach a certified copy of the full transcript of his or her academic record(s) obtained at the previous institution(s). Please do not send original documents.

Subject Credits and Advanced Standing

Credit for Previous Tertiary Studies

Students who have completed subjects or units at another tertiary institution may be granted credit for equivalent subjects in Victoria University courses. A subject credit will allow a student an exemption from a course subject, while the value of that subject will still be counted towards their award.

Applications for credit for previous tertiary study must be accompanied by certified documentary evidence of the subjects passed, together with details of these subjects for comparison with the Victoria University course. Please note that the University may seek information from the other tertiary institutions about the applicant.

Partial Exemptions

In some cases where a student is ineligible for full credit from a particular subject, partial exemption may be granted whereby the student is allowed to undertake less than the full normal study or assessment requirements to be accredited with a pass.

Where partial credit has been approved, this will be taken into account in calculating the HECS liability which the student incurs for the subject.

Course Variation by Special Approval

In cases where credit for units/subjects of a student's course is not appropriate, the Dean of the Faculty or Head of the School or Department responsible for the student's course may grant a variation to course requirements by special approval. A course variation substitutes alternative subjects of similar content and duration for subjects normally required within a student's course.

The purpose of Course Variation by Special Approval is to avoid repeating curriculum material where it is deemed that a student will not gain substantial educational benefit from one or more of the normal requirements of the course, but where the student does not meet all the criteria for subject exemption.

Application Procedure

Applicants for admission to courses at Victoria University should indicate on their application form if they wish to apply for credit. Applicants applying for credits are also encouraged to complete an Application for Credit Transfer Form. All such applications must be lodged before the end of the second week of the relevant semester.

Processing of applications for subject credit may take several weeks. This process will be facilitated by the applicant providing all relevant information when lodging an application.

The following documents must be included in an application:

- a completed Application for Credit Transfer Form. This form is available from Student Administration or the relevant Faculty.
• a copy of the applicant's academic record from the previous institution(s);
• where available, a description of the subjects as published in the Handbook of the applicant's previous institution, e.g. if applying for an exemption in Economics 1 at Victoria University on the basis of a pass in Economics at Monash University in 1998, the applicant should attach a copy of the subject description of the unit from the 1998 Monash University Handbook; and
• any other material that applicants wish to submit in support of their application.

Time Lapse Between Studies
Normally, credits for studies in a previous course of study will not be considered if studies were undertaken more than 10 years prior to the application. Courses linked to fields in which there is rapid change in technology and/or knowledge may set a maximum time limit of less than ten years. In cases where it can be demonstrated that relevant skills have been maintained and, where appropriate, updated, the above time limit restrictions may be waived by the appropriate Dean or TAFE Deputy Director on the recommendation of the appropriate Head of School or Department.

Enrolment
Enrolment enquiries should be directed to StudentAdmin@vu.edu.au or to any Enrolment Management Branch office on campus. Enrolment enquiries from students studying offshore should be directed to offshoreadmin@vu.edu.au.

Enrolment for Assessment
A candidate becomes eligible for assessment in a subject only when enrolled in that subject. Candidates will be considered as having entered for assessment in all subjects for which they have enrolled.

A student will be deemed to have enrolled for assessment in a subject unless such enrolment has been formally withdrawn by the specified date. Application for timely subject withdrawals must be made on the appropriate University form. Total withdrawal from a course of study must be approved by the Faculty, School or Department responsible for administration of the student's course by the specified date.

All defined fee payments must be completed before any enrolment or assessment is validated and/or confirmed by the University. The enrolment of those students who do not complete payment within the required timeframe will be cancelled. Students are notified of an enrolment cancellation by mail. A student will only be reinstated to the course where authorisation from the appropriate Dean or TAFE Deputy Director on the recommendation of the appropriate Head of School or Department is obtained, a reinstatement fee and all outstanding fees have been paid.

When students enrol at the commencement of the academic year, a provisional enrolment for Semester Two is registered. It is important to note that the Faculty or TAFE School administering each course of study has the power to amend, restrict or cancel provisional semester enrolments.

Returning Students
Students who have been enrolled for the previous semester should comply with the re-enrolment requirements set down by the relevant Faculty, School or Department. Particular attention should be paid to University re-enrolment schedules.

Late Enrolment
Students must enrol in a course of study or for a subject during official enrolment periods. Where students are unable to attend the designated re-enrolment session, they should arrange for a proxy to enrol on their behalf. Students who do not comply with the enrolment and re-enrolment requirements, including the payment of relevant fees, will be required to pay a late enrolment fee and where appropriate, a reinstatement fee. Enrolment into a course of study or subject after the third week of a semester will only be permitted in exceptional circumstances and only with the approval of the relevant Head of School or Department, or nominee.

TAFE courses have various start week dates throughout the year. Variations should normally still occur within the first three weeks of the program.

Course Transfer
An enrolled student wishing to transfer to a course of study in another Faculty, School or Department must apply for admission to the intended course of study on the appropriate form. Where this course transfer is approved, the student will be withdrawn from the previous course and enrolled into the new course.

Lapsed Enrolment
Past students of the University who are not on approved Leave of Absence (or deferment) from the University and who have not enrolled at the University for the previous semester, may automatically forfeit their student place at the University and must re-apply for admission according to the procedure set down for new students.

How to Enrol

Proof of Qualifications
Admission and enrolment are conditional upon proof of stated qualifications. All claims of qualifications that have been obtained outside the University should be supported by appropriate documentary evidence, certified copies of which should accompany the application for admission. These copies will be retained by the University.

Approval of Course of Study
All courses of study (i.e. individual student's subject selection) must be approved by the Faculty, School or Department responsible for administration of the student's course before enrolment registration will be accepted by the University. Students should take particular note of the administrative arrangements for enrolment.

Enrolment Registration and Validation
An enrolment is registered by the University when it is appropriately approved and entered onto the University's database by an authorised officer or by a student of the University in the case of self-enrolment. Registered enrolments are not validated until all requirements relating to verification of qualifications, payment of fees and acceptance of liability under the Higher Education Contribution Scheme are satisfied.

Enrolment Forms
Until student self-enrolment is fully implemented all students commencing or continuing studies at Victoria University must complete the relevant official enrolment and statistics form(s). These form(s) must be lodged for processing within two University working days from the date the form(s) is approved and signed by an authorised officer of the relevant School or Department. Failure to comply with this time limit may result in non-acceptance of the enrolment.
Victoria University is committed to protecting and maintaining the privacy, accuracy and security of your personal information and complies with the University's published privacy policies, commitments, guidelines and procedures, which conform to and support all privacy obligations that bind the University. The University is compelled by law to supply some statistics - for example, it must supply statistics to the Bureau of Statistics. Statistics supplied to outside bodies will be in the form of aggregate figures only; the outside body concerned will be unable to identify any student by name. Only the Australian Taxation Office is supplied with the names, addresses, birth dates and HECS liability of relevant students of the University.

Confirmation of Enrolment
Confirmation of course and subject enrolment will be issued to higher education students each semester and to TAFE students, upon enrolment. Students should check their enrolment details carefully and notify Enrolment Management without delay of any errors or amendments using an Enrolment Amendment Form.

Enrolment Amendment forms are available from Enrolment Management, Faculty, TAFE School and/or Campus offices. They may be lodged at the Enrolment Management Branch office at any campus.

Student Self-enrolment
The University is implementing a student self-enrolment system whereby students will enrol themselves in their course and subjects via a computer terminal. This self-enrolment system has been developed to determine the subjects into which a student may enrol and takes into account electives, majors, minors, streams and so on. This means that students are enrolled when they have selected their subjects through this method and paid their fees.

Student Identity Card
An identity card (ID) with your student number, photograph and signature will be issued to you at the time of your initial enrolment at the University. This card should be carried with you at all times, as you may be asked to produce it at any time.

Your card is required in the following instances:
- admission to examinations;
- re-enrolment;
- library services;
- computer centre services; and
- travel and other concessions.

Your ID number is a unique number and should be quoted on all correspondence with the University. Proof of identity is required prior to the issuing of your ID card. Cards can only be replaced by paying a fee to the Cashier and taking your receipt together with another form of photo identification to Enrolment Management Branch.

In addition, University ID cards may be used to operate photocopiers and access other services.

Complementary Enrolment
Students of Victoria University
Special arrangements can be negotiated whereby students studying toward a recognised higher education award may be given specific approval to undertake studies outside their awarding institution to count towards completion of course requirements. Such arrangements are termed 'Complementary Enrolment'.

The Director Student Affairs or nominee may approve complementary enrolment, on the recommendation of the nominee of the Dean of the relevant faculty. Approval will not be given for more than one-half of a student's course to be undertaken at another institution.

A student of the University who undertakes an approved complementary course is required on completion of the unit to provide Enrolment Management Branch with a certificate of results from the host institution. Whereupon, if appropriate a 'J' result will be recorded to signify that the complementary studies have been satisfactorily completed.

Where the host institution administers a Higher Education Contribution Scheme liability in respect of a complementary enrolment that is approved by this University to count towards completion of a course, that part of the student's subject enrolment at this University relating to the complementary studies will be exempt from HECS liability.

Students of Other Institutions
Students who have been admitted to higher education award courses at other tertiary institutions will, under certain circumstances, be permitted to undertake studies at the University to count towards completion of those courses. Admission of complementary students is subject to funding, timetabling and class size considerations, and requires the approval of the Head of School or Department responsible for teaching the subject(s) concerned.

Students of other institutions wishing to apply for complementary enrolment should obtain written approval from the Director Student Affairs (or equivalent) at their home institution, verifying their enrolment status, indicating the nature of the studies to be undertaken, and certifying that the studies, if successfully completed, will count towards the award.

Students who have produced documentation required in accordance with the previous paragraph will be exempted from payment of the General Service Fee normally required upon enrolment at the University, on the basis that they have already paid such a fee elsewhere.

Complementary students will normally be required to accept liability under the Higher Education Contribution Scheme in respect of subjects undertaken at this University. However, students should not be required to accept liability more than once in respect of any particular component of enrolment.

Enrolment Amendment and Course Withdrawal

Higher Education Students
Students wishing to reduce their study load should complete an Application for Enrolment Amendment Form. Students should lodge the form at an Enrolment Management Branch Office.

Students who withdraw from subjects before the census date do not incur a HECS liability for those subjects. Students who withdraw from subjects after the census date, but before the late withdrawal date, do incur a HECS liability but not an academic penalty for those subjects. Students who withdraw from subjects after the late amendment date incur a HECS and an 'N2' fail for the subject. Generally, students are not permitted to withdraw after the late withdrawal date.

Students wishing to totally withdraw from studies should complete an Application for Course Leave of Absence, Deferment or Withdrawal Form, obtain approval from the Faculty or Department responsible for administration of the course, and lodge the approved form at Enrolment Management. Withdrawal from
subjects or courses will not automatically be permitted after 31 March in Semester 1 and 31 August in Semester 2. If a student withdraws from enrolment at the University during the year without being granted leave of absence, it will be necessary to re-apply for admission to the course to recommence studies at any later stage. In such circumstances, re-admission is not automatic.

**TAFE Students**

TAFE students wishing to reduce their load or withdraw from studies should complete the appropriate form within four weeks of the course start date.

**A Word of Warning**

Do not leave things to the last minute. You may receive little sympathy if you approach staff during the examination period regarding a problem that has affected your enrolment status or hampered your performance throughout the semester.

If circumstances force you to ‘drop’ a subject, make sure you apply to withdraw from that subject at the earliest possible time and at least before the deadline specified by Enrolment Management. If you do not complete the assessment for a subject for which you are enrolled you will receive a ‘Fail’ grade in that subject even if you have not attended classes in that subject. You will also incur a HECS liability for the subject.

**Conditional Enrolment**

A student, whether a commencing or a continuing student, may be permitted to enrol subject to special conditions, provisions or requirements.

Conditional enrolment means that special requirements apply for that student in addition to the normal progression regulations of the course, for a specified period of time (whether that time is measured in terms of course stages or in terms of calendar time).

Where the University attaches conditions, and where these have been formally notified to the student, the continued or subsequent enrolment by that student serves to confirm acceptance of the specified conditions. It is customary, though not obligatory, for the University to ask the student to sign and date a statement that specifies all of the following:

- the period of time, measured either in calendar time or in terms of course stages, for which the special conditions will apply;
- that the normal progression regulations of the course will not apply to the student for the time specified above; and
- full details of the special conditions and provisions that will apply to the student during the time specified.

Conditions applicable to a student's enrolment will normally be formulated at a meeting between the student and an authorised representative of the Faculty or School. A student may, if he or she wishes, take the proposed conditions away from the meeting to consider them further. However, where this occurs the University will not be bound by the proposed conditions unless students or potential students have notified the relevant University officer in writing within three working days of the meeting of their acceptance of the conditions.

**Leave of Absence (Continuing Students)**

Leave of Absence, for periods of up to one year initially, may be granted by the Faculty or School responsible for the administration of a student's award course. A student must submit an Application for Course Leave of Absence, Deferment or Withdrawal form available from Enrolment Management or the relevant Faculty, School or Campus offices.

**Undergraduate and Postgraduate Courses**

A completed Application for Course Leave of Absence, Deferment or Withdrawal form including a recommendation from the appropriate School or Department should be approved by the Faculty or School prior to the enrolment census date for the semester in which the leave is to commence. The Faculty or School will advise students in writing regarding the outcome of their application.

Where leave of absence is approved for Higher Education students after the relevant enrolment census date, students will remain liable for HECS contributions in respect of their enrolment in that semester.

**Doctor of Philosophy and Masters by Research**

Students should approach the Postgraduate Studies Unit, Footscray Park Campus for advice regarding application for leave of absence. Application forms can be obtained from the Unit or the Enrolment Management Branch.

**Personal Details**

Students who change their name, address or emergency contact should do this in writing by completing a Personal Details 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 Details Amendment form.

**Fees and Charges**

Fee enquiries may be directed to Student.Fees@vu.edu.au or to any Enrolment Management office.

Students are required to pay all the fees for which they have been assessed including the General Services Fee, Building Levy and TAFE tuition fees or accept HECS contributions in respect of their enrolment.

Enrolment for any semester is not valid until all relevant payments have been made.

**General Services Fee**

In addition to tuition costs, students are required to pay student service and amenities fees. These fees are paid to the University to fund a variety of non-academic and general services, activities and facilities of benefit to all students.

In 2003 the General Services Fee (G SF) for students other than full fee paying students will be:

- For enrolment in higher education subjects: $2.61 per 0.01 equivalent full-time student unit.
- For enrolment in technical and further education subjects: $0.362 per student contact hour (SCH).
A building levy of $40 for enrolment at one or more of the University's Australian campuses to a maximum of $40.00 per student.

A building levy of $20 for students in receipt of a youth allowance at the time of enrolment.

A building levy of $4 for students enrolled in Industrial Skills Training Centre part courses.

Students enrolled in any following TAFE course classification are exempt from liability to pay that part of the GSF charge that exceeds the SCHs specified below:

- VCE Students, 338 SCHs;
- Student in Traineeship & Apprenticeship Programs, 242 SCHs;
- Tuition fee concession students (AUSTUDY), 375 SCHs;
- Students exempt from Tuition Fees, 48 SCHs;
- Students enrolled in Industrial Skills Training Centre part courses, 72 SCHs.

Student enrolled in either higher education or TAFE courses for delivery by off campus mode are exempt from liability to pay any part of the GSF above $17.

Note that the 2003 fees quoted above are subject to Council approval and may change.

**PAYMENT OF FEES IS REQUIRED ON THE DATE OF ENROLMENT.**

Students who are experiencing financial difficulties and are unable to complete payment of their fees on time should seek advice from Enrolment Management or the Student Services Branch.

TAFE tuition fees are levied in accordance with State Government Policy.

**Exemptions**

In cases of hardship, students can contact Student Services staff at your campus.

**Reimbursement of Fees**

**Higher Education Students**

Upon application, refunds (full or partial) will be granted on any of the following grounds:

- a student withdraws from a course of study at the University by the census date;
- a student changes from full-time status to part-time status within a given semester by the census date;
- a student withdraws from study in an approved course for one semester before the deadline specified for that semester.

Refunds will be processed provided that the relevant enrolment amendment form or withdrawal form has been received and authorised by the census date.

Students should apply for a refund of fees on an Application for Refund form where they believe they are entitled to such a refund.

The amount of the refund payable will be determined according to the date of lodgement of the Enrolment Amendment form at Enrolment Management or other authorised office within the University:

- Before 31 March – full refund
- After 31 March but before 31 August – refund of second semester GSF paid only
- After 31 August – no refund is payable unless students can show there are special circumstances in their case.

A sum of $10.00 is retained from refunds of the General Services Fee.

**TAFE Students**

TAFE fees will be refunded to students who withdraw from the course within four weeks of commencement in order to take up a place at another tertiary institution.

Students who withdraw from a course within four weeks of commencement of classes for other reasons will be entitled to a refund, minus the $57.00 minimum TAFE fee.

When withdrawal of subjects takes place within four weeks of course commencement and results in a lower tuition fee, students will be entitled to a refund.

**Higher Education Contribution Scheme (HECS)**

**HECS Liability - To Whom Does It Apply?**

A student enrolled in an accredited, non-exempt higher education course at the census dates of 31 March for Semester 1, 31 August for Semester 2, and 15 January for Semester 3, will incur a HECS liability. The liability is determined according to the study load undertaken expressed as a proportion of the normal full-time load for each students year of course.

**HECS Up Front Payment Option**

Students can pay all of their HECS liability up front and receive a 25% discount. Students selecting the up front payment option at enrolment for a given semester must pay their full current semester HECS liability less 25% within seven days of the enrolment registration invoice being produced.

**HECS Partial Up Front Payments**

Students can make a partial up front payment and defer the remainder of their HECS contribution. Students may make one payment of $500 or more towards their HECS liability for a given semester and receive a 25% discount on the amount paid.

**Deferred Payment Option**

Non-exempt Higher Education students who do not wish to pay HECS up-front upon enrolment must complete and sign a Payment Declaration Form selecting the Deferred Payment method.

Under the Deferred Payment Option students must, at enrolment, either:

- provide a valid tax file number; or
- not having a tax file number or not having access to their tax file number, apply to the Australian Taxation Office (ATO) for a Tax File Number and provide it to the University before census date. Where the tax file number is not made available to the student by census date, the ATO will provide a Certificate of Application, which the University will accept in place of a Tax File Number.

**Reimbursement of Up Front HECS Payments**

Students who made an up front payment and who then withdraw from part or all of their semester subject enrolment before the relevant census date will normally be entitled to a proportional HECS refund.

HECS refunds will not generally be paid by the University until the enrolment confirmation period is ended—that is, before 30 April in Semester 1 or before 30 September in Semester 2.
Payment Options for New Zealand Citizens

New Zealand citizens who commenced their course of study on or after 1 January 1996 must pay their HECS contribution up front without a discount. New Zealand citizens continuing a course of study which began before January 1996 must also pay their HECS contribution up front without a discount, unless they have been a resident in Australia for a continuous period of more than two years.

Differential HECS Contributions for Commencing Students

Differential HECS contributions apply to students commencing a new course of study after 1 January 1997. The HECS liability for each unit depends on which of three bands the unit is classified.

Further Information

The information booklet, HECS Your Questions Answered 2003, published by the Department of Education, Science and Training, contains more detailed information about the scheme. Copies are distributed at enrolment and are available from Student Administration offices. Further information is also available on the following website: www.hecs.gov.au or by calling the HECS enquiry line on 1800 020 108

Communication from the University to Higher Education Students on HECS Liability

The University will issue to each higher education student two documents about their HECS liability each semester, namely:

• An Enrolment Offer showing the student's personal details, the subjects the student is enrolled in for the current semester, the Effective Full Time Student Unit (EFTSU) value for each of the subjects, the aggregate EFTSU, the HECS liability amount and the up front payment amount for the current semester.

The form will be sent or given to Higher Education students before 15 March in Semester 1, before 15 August in semester 2, in early January for Summer School and in early July for Winter School.

• A Tax Invoice and Final Statement of HECS Liability will be sent to all Higher Education students in early April (for Semester 1) and mid-September (for Semester 2). This notice will show: the aggregate EFTSU enrolment as at census date; the resulting semester HECS liability; the amount of HECS liability paid for the current semester; the amount of any HECS liability to be reported to the Australian Taxation Office; and where applicable, the amount of any refund due from the University.

• Students will have fourteen days from the date of issue of a ‘Final Statement of HECS Liability’ to lodge a written objection (giving reasons) at Enrolment Management. The only valid grounds for such an application are that the University has made an error in recording the students subject enrolment, in calculating the HECS liability, or in recording a HECS payment. Such applications for amendment will generally be considered before 1 May in Semester 1 and before 1 October in Semester 2. Students will be formally advised of the outcome.

Tax File Numbers

Handling of Tax File Numbers by University Staff

Tax File Numbers submitted by students or received from the Australian Taxation Office will be kept secure and confidential and no unauthorised person will be permitted access to this information.

Collection of Tax File Number Information by the University

If a student provides a Tax File Number that does not conform to the specifications provided by the Australian Taxation Office, the responsible University Officer has the authority to terminate the student's enrolment.

If a student fails to provide a Tax File Number or a Certificate of Application from the Australian Taxation Office by the enrolment census date, then the responsible University Officer has the authority to terminate the student's enrolment.

Postgraduate Education Loan Scheme (PELS)

The Postgraduate Education Loan Scheme is an interest free loan facility for fee-paying postgraduate students undertaking non-research courses. It is similar to the deferred payment arrangements available under HECS.

Eligibility

You are eligible for a PELS loan if you are:

• Enrolled in a fee-paying postgraduate non-research course and,

• An Australian citizen or holder of an Australian permanent visa (who meets eligibility requirements)

Loan Available

You can borrow up to the limit of your tuition fees being charged for your course each semester. You will begin repaying your loan through the taxation system once your repayment income reaches the minimum threshold for compulsory repayment.

Further Information

The information booklet, PELS Your Questions Answered 2003, published by the Department of Education, Science and Training, contains more detailed information about the scheme. Copies are distributed at enrolment and are available from the Enrolment Management offices.

Further information is also available on the following website: www.hecs.gov.au/pears.htm or by calling the PELS enquiry line on 1800 020 108.

Bridging For Overseas-Trained Professionals Loan Scheme (BOTPLS)

The Bridging for Overseas-Trained Professionals Loan Scheme (BOTPLS) is an interest-free loan facility for overseas trained professionals who are seeking to work in regulated or self-regulated professions in Australia. It is similar to the deferred payment arrangements available under the Higher Education Contribution Scheme (HECS) and the Postgraduate Education Loans Scheme (PELS)
Eligible overseas-trained professionals who are citizens or permanent residents of Australia wishing to meet formal recognition requirements for their profession in Australia will be able to access these loans.

Further information can be found by reading BOTPLS, Your Questions Answered which is available on the following website: www.hecs.gov.au/botpls.htm or by calling the enquiry lines: 1800 020 108 for student loan issues or 1800 020 086 for recognition issues, or by contacting Enrolment Management.

Assessment

All enrolled students are eligible for assessment in each of the subjects in which they are enrolled. In most subjects offered by the University there will be more than one assessment task or component of assessment during a semester.

The components of assessment for each subject will vary but may include attendance, examinations, tests, exercises, practical tasks, essays, assignments, articles, theses or other work.

More precise details of the assessment for each subject will be provided by the School or Department Examination Board for that subject not later than two weeks after commencement of teaching in the subject. These details will include:

- the nature of each component of assessment;
- the approximate length or extent of each of the components;
- the approximate due date for each component;
- the proportion of total marks assigned to each component; and
- the standard deduction of marks for late submission.

The Examination Board for each subject will consist usually of the Head of the relevant School or Department (as Chairperson) and the examiners for the subject. Usually there will only be one examiner for each subject who will be one of the members of staff teaching the subject. The examiner(s) will be appointed by the end of the second week in each semester. The examiners may be assisted in correcting work by assistant markers appointed by the Chairperson of the Examination Board.

The University has adopted rules in relation to assessment and the supervision of assessment. These rules form Part 1 of the Schedule to a Statute of the University (Statute 6.3.1—Assessment). A copy can be obtained from the Head Legal and Policy Secretariat, telephone (03) 9688 4022. These rules are available on University noticeboards and web site www.vu.edu.au. Lists are usually posted on the University website www.vu.edu.au two days prior to the commencement of examinations. Any student who has not been allocated a seat number should report immediately to the Enrolment Management office before the commencement of the examination session.

No student may enter the examination room more than half an hour after the commencement of the session or leave the examination room before half an hour after the commencement of the session. You may bring into the examination room: pens, ink, pencils, rulers, erasers and mathematical instruments (see below for use of authorised for use at that particular examination: if, during an examination, you are found to be in possession of such material, you will be reported as having breached examination rules and may face disciplinary action.

You are strongly advised not to bring to examinations any unnecessary clothing, papers, books, bags, handbags, wallets, folders, valuables or other personal items. You will not be permitted to bring into the examination room any bag, handbag, folder, pencil case, calculator case, paper or similar item. You are warned of the possibility of theft. The University accepts no responsibility for loss of or damage to any item left outside of or brought into an examination room.

You must bring your student identity card or other photographic identification such as driver's license or passport to each of your examinations. Checks will be conducted in examination venues to verify the student's identity and any discrepancies will be dealt with University Statutes.

Further information about the conduct of the examinations is given in the Rules and Regulations published with the examination timetable and on the University's web site: www.vu.edu.au.
Academic Misconduct

Students should note that the University regards academic misconduct as a very serious matter. Students found guilty of academic misconduct could be excluded from the University. The period of exclusion will vary depending on the 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 to which the misconduct relates;
- the imposition of a fine of not more than $500;
- suspension or exclusion from the course in which the student is enrolled.

Special Consideration

Students may apply for special consideration if their work during a teaching period or examination or other assessment has been gravely affected by illness or other serious cause.

Application must be made no later than three days after the date of submission of the assessment for which special consideration is sought. Applications seeking an extension of time to complete a component of assessment should be made to the relevant School or Department. All other applications should be made to the Executive Officer of the Faculty concerned or the TAFE Executive Officer.

Where students have been prevented by illness or other cause from making application within the three-day period they can make a late application setting out the reasons why the application could not be made earlier.

A successful application for special consideration may result in the student being allowed to undertake supplementary or further assessment.

Students will not be given special consideration for misreading the examination timetable.

Students with Disabilities - Alternative Assessment Arrangements

Students with an ongoing disability should immediately register with Disability Services in the Equity and Social Justice Branch of the University once enrolled in their course. Students with a temporary disability, which puts them at a disadvantage in written examinations, should advise the Faculty or TAFE Executive Officer and also register with Disability Services at the beginning of the semester of study or immediately after their disability is known to discuss alternative arrangements for examinations.

Alternative assessment arrangements could include extra time, a separate room or use of adaptive equipment in examinations.

Use of Linguistic Dictionaries

Students may apply to use an English language dictionary in an examination during the first two years of enrolment in the University if:
- the student has arrived from a non-English-speaking country within the last five years;
- the student has regularly attended an approved program designed to improve their language skills.

These are general guidelines only and criteria may vary with individual subject assessment requirements. An Application to Use a Dictionary Form is available from Enrolment Management offices and must be presented together with a dictionary registered with Enrolment Management. The concerned lecturer must then approve this form. After the completion of this process, students are required to bring this form along with the dictionary to the examination venue.

Use of Electronic Linguistic Dictionaries

The use of electronic linguistic dictionaries is not permitted.

Use of Computers and Electronic Calculators

Faculties, Schools and teaching Departments are responsible for determining which materials will be allowable for use in examinations. Students should refer to individual subject guides for details about the use of calculators and electronic devices. Generally, students will be allowed to bring into an examination room only pens, pencils and non-electronic mathematical instruments unless otherwise specified in the subject guide.

Further Assessment

Before the results of assessment for any component of assessment are published, the examiners may administer a further component of assessment to resolve any doubts as to whether a student has reached the required standards, or about the grade to be awarded to the student.

This means it is vital that students ensure they can be easily contacted between the time a component of assessment is completed and results are published.

Notification of Results

The final results for any subject will not be officially notified to students before the completion of assessment in that subject and their formal publication.

No information regarding results will be given by telephone.

A further component of assessment – oral, written or practical – may be administered by the examiners in any subject at short notice and before the publication of results. Students should therefore ensure that they can be easily contacted until the publication of results.

Review and Reports

Students may apply to have an assessment of any work re-marked or to be given a report on their assessed work. These applications may be subject to a fee.
Applications must be made to the Chairperson of the relevant Examination Board within seven days of the day upon which the results of assessment were published or become available for collection.

Students will be notified of the results of any review of their work.

Subject Assessment and Grading

Grades for Year 2003 are as follows.

Division 1 - Grades For Assessed Subjects (including theses)

A: Grades for Honours subjects, theses and subjects taken in Postgraduate courses, Honours Years, Honours Degrees, Degrees with Honours and Degrees of Master, assessed as a whole.

Grade Definition

H1 First Class Honours, 80–100%
H2A Second Class Honours, Upper, 70–79%
H2B Second Class Honours, Lower, 60–69%
H3 Third Class Honours, 50–59%
N Fail, 0–49%
S Ungraded Pass

B: Grades for other subjects

Grade Definition

HD High Distinction, 80–100%
D Distinction, 70–79%
C Credit, 60–69%
P Pass, 50–59%
N1 Fail, 40–49%
N2 Low Fail, 0–39%
S Ungraded Pass*
U Ungraded Fail

C: Competency Based Grades (TAFE)

Grade Definition

CC Achieved Outstanding Competency
CP Achieved Competency - Highest Grade Awarded
PP Achieved Competency
NN Competency Not Achieved

D: Codes For Incomplete Assessment

Code Definition

X Continuing Subject
L Not yet Assessed – Special Cause**
RO Result Outstanding

Note: *The grade ‘Recognition of Prior Learning’ also appears as S Ungraded Pass.

**An L grade is required to be converted to a final result within one semester and prior to the commencement of the following academic year, otherwise the assessment automatically lapses to a fail - Higher Education subjects only.

E: Additional Codes

Code Definition

SC Satisfactory Completion of Class Hours
UC Unsatisfactory Completion of Class Hours
SE Subject Exemption
E1 Exempt Semester 1 (full year subject)
E2 Exempt Semester 2 (full year subject)
CE Joint Course/Complementary Enrolment (Result issued by other Institution)
WT Withdrawn - Transferred
WN Withdrawn - Failed
WD Withdrawn - Without Academic Penalty
WL Withdrawn - Late*
VC VCE
TA TAFE Preparatory Assistance

* The WL grade applies for Higher Education students who withdraw after week 7 of the relevant semester until the last day of the teaching period and requires faculty approval.

Course Assessment and Grading

Special provisions are made on a course-by-course basis for students who encounter difficulties with academic progress. The provisions for Stage Completion and Faculty Passes detailed below should be read in conjunction with the course-specific progress regulations that appear in the Faculty Details of Courses.

Stage Completion

Some courses are formally divided into stages. These are identified in the details of courses.

Following final assessment in all subjects within a course semester, course year or other defined course stage, a student may receive a stage grading as follows:

• stage completed, all subjects passed;
• stage completed by compensation.

Stage completion by compensation will only be granted to a student who, though not passing all individual subjects, has aggregated grades above pass level and at a standard appropriate for progression to the subsequent course stage. Stage completion by compensation is not a pass in the subject and might not be recognised by all appropriate professional bodies.

Procedures for stage gradings in particular courses are as recommended by academic course departments or faculties and approved by the University.

Faculty Pass (Higher Education Courses Only)

Faculty passes are only available to students who were enrolled in the University in 1991 and who have not since then discontinued their studies (other than by taking approved leave) or changed their course.

A Faculty Pass may be awarded to a student who has passed (at P grade or better), all but one of the units (subjects) required to complete their higher education course and qualify for the relevant award.

The mark in the outstanding subject must not be less than N1. The student must have gained sufficient marks in the subjects passed within the award to compensate for the shortfall of marks in the failed subject.

The award of a Faculty Pass shall not be interpreted as a pass in the given subject.

A Faculty Pass will not be awarded in respect of a subject that is a prerequisite for another subject.

Students who have passed all but one of the subjects required to gain an award, and who have been issued an N1 grade in the outstanding subject, may apply for a Faculty Pass by writing to the Faculty responsible for administering the course, clearly stating the basis of their entitlement to such a Pass.
The Pass is awarded at the discretion of the Dean of the Faculty administering the course in which the student is enrolled.

Requirements for Granting of Awards

The policies set out below represent the basic rules relating to the granting of a University award. Additional rules or requirements set by the Faculty are included in the Faculty section of this Handbook.

Partially Completed Courses
Where a student enters a University course by transfer from incomplete studies at another institution, that student must complete at least the final full-time year (or equivalent) of the course to qualify for the University award. This applies to all courses that are longer than one year of equivalent full-time study in duration.

This means, for example, that a student entering a three-year course having previously completed over two years of a comparable award at another institution can receive, at a maximum, two years’ advanced standing in the Victoria University course.

Completed Courses - Maximum Advanced Standing

A student with a completed award must complete, at a minimum, the equivalent of at least one year’s full-time study in order to qualify for any subsequent University qualification at a comparable level.

Maximum Time for the Completion of Awards

To be eligible for the award of a Degree, Diploma, Associate Diploma, Advanced Certificate or Certificate, a student is required to complete all course requirements within the course progression regulations within the University. Maximum periods of time, unless such provision is specifically waived for that student by the University.

Maximum times for completion of awards are as follows:

- Certificate: 5 years
- Advanced Certificate: 5 years
- Associate Diploma*: 8 years
- Undergraduate Diploma: 10 years
- Undergraduate Degree of 3-years duration full-time: 10 years
- Undergraduate Degree of 4 years duration full-time: 10 years
- Graduate Diploma: 6 years
- Graduate Certificate: 3 years

*Including time taken to complete preliminary Advanced Certificate year where applicable.

The time periods are taken from the beginning of the first semester for which the student was enrolled in the course, until the completion of all course requirements, and may include time elapsed due to deferment, suspension or voluntary withdrawal from the course.

Note: The maximum completion times apply in the absence of specific course requirements. For specific courses, shorter maximum time periods can be specified, and where this is the case, the shorter time limit will apply.

Academic Progression

Unsatisfactory Progress

The demand for tertiary study places exceeds the number of places available. Every year a considerable number of applicants fail to gain entry to the University. It is assumed that every person selected into an award course has the capacity to succeed. However, if students do not progress satisfactorily, they will be asked to show cause as to why they should be permitted to continue in the course.

An important aim of the University is to assist its students to succeed. Therefore, students should make use of the free counselling services provided if they are encountering problems or difficulties that are affecting their studies. These difficulties could include problems in organising time, financial difficulties, personal problems or difficulties in writing and presenting assignments and essays.

On the recommendation of the relevant Faculty or School, the University may specify academic progression rules for each individual course. Students should carefully read the progression rules relating to their course of study as detailed in the relevant section of the Handbook or in course regulations.

A student who fails to make satisfactory progress in a course of study is liable for exclusion from that course. This applies where a student does not achieve a satisfactory performance on a component of assessment, fails to attend without good reason for the performance of a component of assessment, or does not perform a component of assessment. In these cases, the relevant Faculty, School or Department, after investigating the circumstances and allowing the student to be heard, either personally or through a representative, may notify the student in writing that he or she has made unsatisfactory progress in a subject.

In addition to notifying the student of unsatisfactory progress, the relevant Faculty or School may also notify the student that it intends to make a recommendation to the Academic Board or the Board of TAFE that the student be excluded or suspended from the course or only be allowed to continue under certain specified conditions. As a general policy, the following will form part of all award course progression regulations within the University.

Students may not:

- enrol in any sequential subject without having passed all prerequisite subjects; or
- enrol in any unit with a co-requisite subject without having either previously passed the co-requisite subject or enrolling simultaneously in the co-requisite subject.

In reaching its decision about what action should be recommended with respect to unsatisfactory progress by a student, the faculty or school may establish one or more committees to consider the circumstances and hear any submission that a student wishes to make.

After receiving a recommendation from a faculty or school, the Academic Board or the Board of TAFE, as appropriate, may exclude or suspend the student from a course.

Alternatively, the relevant Board may specify the conditions under which the student may continue in a course.

Special arrangements will apply to doctoral students and students undertaking masters degrees by research who should seek advice on those arrangements from their supervisors.

Any student who is notified of unsatisfactory progress should seek assistance from Student Services staff or the Student Union at the earliest opportunity.
Discipline
The University will act to protect good order and the rights of individuals within its confines. To this end, a formal process will be followed to deal with any alleged breach of discipline or misconduct.

The University operates within the provisions of a Statute dealing with discipline (Statute 4.1—Discipline). The full text of this Statute is printed in the Calendar.

Plagiarism
Paragraph 11(3)(d) of the Schedule to Statute 6.3.1—Assessment states that a student shall not, during or in connection with the performance of any component of assessment, submit, or represent the whole or part of published or unpublished material, written or prepared by some person or persons other than that student, as being the work of that student.

Any student committing a breach of this rule shall be guilty of a disciplinary offence and all further proceedings will be conducted in accordance with Statute 4.1—Discipline, and Statute 2.7—The Discipline Committee.

Procedures Relating to the Graduation of Students from Award Courses
This information relates to graduation from Certificate, Advanced Certificate, Associate Diploma, Diploma, Advanced Diploma, Bachelors, Graduate Certificate, Graduate Diploma, Masters and Doctoral awards of the University.

Upon satisfying all the requirements of an award course a student is regarded as a graduand and is eligible to become a graduate. When you have completed or nearly completed a course you are required to submit an Application for an Award form. You can apply online through myVU at http://myvu.vu.edu.au. Alternatively, forms can be collected from and handed in at the Enrolment Management office at any campus of Victoria University or downloaded from the University website and sent directly to:

Centre for Graduating Students and Education Abroad

Telephone: 61 3 9365 2846
Fax: 61 3 9365 2853
Email: graduate@vu.edu.au
Website: www.vu.edu.au/graduation
Located Room 4C, 141, St Albans Campus.

Forms must be submitted before the set closing date.

Graduation ceremonies in 2004 are scheduled as follows:
• 18 February 2004 Hong Kong
• 21 February 2004 Malaysia
• 24 February 2004 Singapore

Applications close 24 October 2003
Attendance closes 17 January 2004
7 to 11 June 2004
Melbourne Convention Centre
Applications close 17 January 2004
Attendance closes 7 May 2004
3 to 5 November 2004
Melbourne Convention Centre
Applications close 20 August 2004
Attendance closes 1 October 2004

A graduation fee and guest ticket charge applies if you decide to attend a graduation ceremony.

Academic Dress
The wearing of academic dress on ceremonial occasions is one of the traditions that is attached to universities. Victoria University has based its academic dress on the basic style of Oxford. It consists of a gown, a cap or bonnet, and a hood which represents the discipline of the degree.

Certificants: A black gown and black cap together with a black stole faced in tangerine.

Diplomates: A black gown and black cap together with a black stole faced in the discipline colour.

Bachelors: A black gown and black cap with a black hood half lined with the discipline colour. The hood for the honors degree also has a white band on the edge of the hood.

Masters: A black gown and black cap with a black hood fully lined with the discipline colour.

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:

Discipline colours:

- Ruby: Arts
- Ultramarine: Business or Business Administration
- Cherry: Education
- Silver Grey: Engineering
- Old Rose: Health Science
- Parchment: Law
- Pansy: Music
- Buff: Psychology
- Spectrum Green: Science or Applied Science
- Gold: Social Work

Doctoral awards of the University.

Pearl White: Doctor of Laws
Graphite: Doctor of Engineering
Adonis Blue: Doctor of Business
Sky Blue: Doctor of the University

The academic dress for indigenous Australians is the habit of their award together with a calf length black and red silk stole that has gold tassels, a map of Victoria in gold silk and ‘Ngaga Jindi Woraback’ embroidered in gold on the right end of the stole.

Credit Points
The credit point system is provided a uniform basis for establishing subject relativities and values within a course. The objectives of the credit point system are to:

• simplify and standardise the relativities and values within a course in relation to EFTSU and Higher Education Contribution Scheme (HECS) calculations;
• provide a uniform measure of total student workload across all higher education programs; and
• allow students to make informed judgements on their likely workload in subjects across various disciplines.
What is a credit point value?
The value of a credit point is determined by the total student effort involved in the completion of a subject and includes private study hours, tutorial or laboratory work, library and research work together with formal class contact hours. The credit point value of a subject reflects its academic weight and the total amount of effort relative to other subjects within a course. There is no link between credit points and contact hours.

What type of credit point system?
The University has introduced a standard course value system of credit points. This means that all courses within the higher education sector of the University will have the same number of credit points for each year of a course.

How many credit points?
The University has adopted a system of 120 credit points for each year of a course. Thus a three-year degree program will equal 360 credit points, a four-year degree 480 credit points and so on.

How can I identify my enrolment load?
- 0–44 credit points per semester will equal a part-time load
- 45–60 credit points per semester will equal a full-time load
- 0–90 credit points per year will equal a part-time load
- 91–120 credit points per year will equal a full-time load.

EFTSU
All universities are required to calculate individual student enrolment load per year of a course. The Department of Education, Training and Youth Affairs expresses the value of an enrolment load as a percentage of 1, which is considered to be the total value of a standard, full-time course load. This unit of measurement is referred to as an Equivalent Full-Time Student Unit or EFTSU.

For example, a part-time student may record an EFTSU value of 5, indicating that the load for which the student is enrolled carries a value equivalent to half the standard student load for that course.
Services Available to Students

Student Career Development
Student Career Development provides an innovative range of services to students of Victoria University. These services include:
- Careers Counselling
- Careers Education Programs
- Employment Services
- Careers Resource Centres
- Online Careers Resources - website: www.vu.edu.au/careers
- Web based job vacancy service - www.vu.edu.au/careers/employment

Careers Counselling appointments are available for students from all campuses by phoning (03) 9688 4944

Careers Education Programs
These include job seeking skills workshops, Employability Skills Challenge, Young Achievement Australia, mentor programs, in-class programs, Student Portfolios. Visit www.vu.edu.au/careers to see what’s on this month!

Employment Services
The online jobs board is accessed through www.vu.edu.au/careers/employment. Register on the site now for automatic notification of jobs in areas that you specify.

The Graduate Employment Stakes is a careers fair for final year students held in March each year. Its free, its easy, and the employers come to you!! Some employers also arrange campus visits. Watch the website for details

Resume checking by email
Email your resume to careers@vu.edu.au for feedback.

Where are we?
Footscray Park: Building M, level 4
All other campuses: co-located with Student Services.

Children’s Services
Victoria University has Children's Centres located on five campuses - Footscray Nicholson, Footscray Park, Newport, St Albans (Jindi Woraback) and Werribee. In addition, there is a preschool located on the Melton Campus.

Each Centre provides educational programs which respond to the children's social, emotional, physical, cognitive and creative needs. Nutritious meals and snacks are provided for the children throughout the day. All of the University Children's Centres have been assessed as providing the highest level of care by the National Childcare Accreditation Council.

All Centres provide a funded and integrated preschool program with a qualified Early Childhood (Kindergarten) teacher.

Families using the University's Children's Centres are eligible to apply for Child Care Benefit (CCB) through the Family Assistance Office (FAO) - formerly Centrelink. The FAO is responsible for assessing family income and determining the percentage of Child Care Benefit families receive. For further information please contact your local Family Assistance Office.

City Flinders, City King and City South Melbourne Campuses
Telephone: (03) 9688 4098
For further information on finding suitable childcare, telephone the Manager, Children's Services, on 9284 8801.

Footscray Nicholson Campus
Telephone: (03) 9284 8698
The Footscray Nicholson Campus Children's Centre is located on the Ground Floor, Hoadley Building, Albert Street, Footscray. The Centre caters for a maximum of 39 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday and offers a funded preschool program incorporated within the educational 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 37 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday and offers a funded preschool program incorporated within the educational program.

Jindi Woraback Children’s Centre (St Albans Campus)
Telephone: (03) 9364 6855
The Jindi Woraback Children's Centre is located at the Willis Street entrance of the St Albans Campus and is operated by a Management Committee consisting of representatives from the University and parents. The Centre caters for a maximum of 115 children aged from 2 weeks to 6 years on a full-time (weekly), daily,
sessional (half day) basis. The Centre is open from 7.00am to 6.00pm, Monday to Friday and offers a funded preschool program.

**Melton Campus**

**Telephone:** (03) 9747 7500

The Brookfield Preschool operates from the Melton Campus Children's Centre and is located at the Wilson Road entrance of the Campus. The Centre offers sessional kindergarten programs for three and four-year-old children.

**Newport Campus**

**Telephone:** (03) 9284 8476

The Newport Campus Children's Centre is located in Building K, Champion Road, Newport. The Centre caters for a maximum of 40 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday. The Centre provides a funded preschool program incorporated within the educational program.

**Werribee Campus**

**Telephone:** (03) 9748 9568 or (03) 9216 8098

The Werribee Campus Children's Centre is located in Hoppers Lane, Entrance Gate 1, Building 9, Werribee. The Centre caters for a maximum of 45 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.15am to 6.15pm, Monday to Friday and offers a funded preschool program incorporated within the educational program.

**Graduating Students**

The Centre for Graduating Students and Education Abroad processes all sealed awards for the University. When you have completed or nearly completed a course, you are required to submit an Application for an Award. You can apply online through myVU at http://myvu.vu.edu.au. Alternatively, forms can be collected from and handed into the Enrolment Management Office at any campus of Victoria University or downloaded from the University website. The organisation of graduation ceremonies, at any campus of Victoria University or downloaded from the university’s website. The organisation of graduation ceremonies, at any campus of Victoria University or downloaded from the university’s website. The organisation of graduation ceremonies, at any campus of Victoria University or downloaded from the university’s website.

**Centre for Graduating Students and Education Abroad**

**Telephone:** 61 3 9365 2846

**Fax:** 61 3 9365 2853

**Email:** graduate@vu.edu.au

**Website:** wwwvu.edu.au

**Located:** Room 4C, 141, St Albans Campus

**Optometry and Dentistry**

The Student Union operates optometry and dental services through local agencies. All enquiries should be directed to the Victoria University Student Union Resource Centre Building M, Level 2, Footscray Park Campus. Telephone: (03) 9688 4065.

**Health Practice Units**

The Faculty of Human Development operates Health Practice Units at the St Albans and King St. Campuses and at CERES in East Brunswick. These Units offer acupuncture, massage and herbal medicines to the university community and general public. Low fee structure. Phone (03) 9365 2625.

**Independent Access: Students with Disabilities**

Counselling, support and information for students with disabilities is available on all campuses. Assistance is available for day to day issues of personal, academic, housing, career and financial matters which is provided by contacting Students Services on 03) 9365 2399 or any campus Student Service office. Identification of in class support needs and applications for alternative examination/assessment arrangements is arranged through Disability Services in the Equity & Social Justice Branch. Students requiring extensions to assignments or special consideration who haven't registered with Disability Services need to do so through their Faculty/teaching department. Further information and advice concerning support services for students with a disability can also be obtained by contacting Disability Services in the Equity and Social Justice Branch on (03) 9365 2193 or via email disability@vu.edu.au.

**Orientation**

Orientation Week (O-Week) is an annual event which is held at the beginning of Semester 1. During this week, a wide range of events are organised by the individual Faculties and Student Union to provide opportunities for students to meet each other and also to gain an awareness of the activities and services provided by the various University departments.

The Student Union distributes Orientation Information. The Survival Guide is published annually and includes information about the Student Union, Clubs and Societies, services available to students and a range of extracurricular activities. Further information can be obtained from the Resource Centre or the Student Union office on the City Flinders, City King, Footscray Nicholson, Footscray Park, Melton, Newport, St Albans, Sunbury, Sunshine and Werribee Campuses. (Refer to Student Union section for Campus phone numbers).

**Indigenous Services**

Support for Aboriginal and Torres Strait Islander people is available through the Equity and Social Justice Branch. The two main aims of Indigenous Services is to fully support self determination and self management for Aboriginal and Torres Strait Islander people, families and community organizations; and to increase the access, participation, success and retention rates for Australian Indigenous people in the University's programs.

Indigenous Services staff can assist students with course advice, Abstudy, academic support, employment and careers advice, social support, housing, counselling and discrimination advice.

Further information can be obtained by contacting Indigenous Services on (03) 9365 2228 or via email equity@vu.edu.au.

**Student Services**

Student Services provides support to students in a variety of ways. Staff provide academic support, personal and vocational counselling, financial counselling, housing and health services.

Student Services offices are located on most campuses and are open Monday to Friday during normal working hours, or after hours by appointment. For further information contact Footscray Nicholson campus on (03) 9284 8801, Footscray Park campus on (03) 9688 4418, St Albans campus on (03) 9365 2399 or visit our webpage: wwwvu.edu.au/ss.
Accommodation
The University Student Housing Service provides students with a free and confidential service to assist with locating, securing and maintaining suitable accommodation. The Student Housing Database, including current accommodation listings, is on the Internet to improve accessibility. The 'Housing Web' can be located at http://www.vu.edu.au/ss/housing/ and holds a current listing of all accommodation offered to the University. The Housing Web also provides a wide range of tenancy rights information and also other information such as Real Estate Agent lists and Student Village information. It provides links to a wide range of appropriate housing-related services including Share Accommodation, Public Transport and Emergency Housing Services. Accommodation offers can be placed directly onto the Housing Web.

The Housing Officer is based at Footscray Park Campus and can provide tenancy advice, referral and case management as well as assistance with general housing information. At other campuses, Student Services staff can assist with accommodation inquiries. For further information, contact the Housing Officer on telephone: (03) 9688 4420 or e-mail housing@vu.edu.au

Chaplaincy
Contact Student Services for information about spiritual support in the community.

Counselling - Personal
Personal counselling is available at many of the campuses. Counselling can help students optimise their emotional, social and academic well being. Students are invited to discuss any personal, family or relationship matter with one of the counsellors. Some examples of issues discussed include loneliness, difficulty adjusting to life at the University, relationships, sexuality, family difficulties, grief and loss, self-confidence and anxiety. Counselling can be contacted by telephoning (03) 9688 4418 or (03) 9365 2399.

Financial Advice
Financial advice is available to students experiencing financial difficulties. As well as helping students to work out ways of budgeting and planning, the financial advisor/counsellor can assist with claims for Centrelink payments and fee extensions.

Other assistance includes emergency relief, rent assistance and various forms of Centrelink benefits.

Youth Allowance/ Austudy/ PES Applications
The Youth Allowance/ Austudy/ Abstudy schemes provide assistance to Australian citizens and permanent residents who are enrolled in approved courses at universities, TAFE institutes and other approved institutions in Australia. (Generally, Youth Allowance is for persons up to age 25, Austudy for students over 25). Abstudy is a payment for Aboriginal and Torres Strait Islander students. The Pensioner Education Supplement (PES) is an additional payment available to students on certain Centrelink payments.

Assistance is subject to a means test and to certain conditions, including a minimum study load. Part time students under 21 years of age should note there is a provision for the payment of Youth Allowance for the sum of other approved activities such as job seeking, volunteer work, or training in addition to part time study. Ask the financial advisor/counsellor or seek a Centrelink interview.

A student who is eligible and qualifies for assistance may receive a living allowance and under special circumstances a fares allowance and rental assistance. Students may also apply for a 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 (03) 9688 4418.
Medical Centre
A Medical Centre is located at Student Services at the Footscray Park Campus in Building M, Level 2. Doctors consult on a sessional basis Monday to Thursday during Higher Education teaching time. All consultations are bulk billed on presentation of a Medicare card. For international students the Medical Centre bills Medibank Private direct. This means international students do not have to pay after their consultation provided they have their current Medibank Private card with them and they fill out a claim form at the Medical Centre. For appointments phone Student Services on (03) 9688 4418 or drop in to Student Services.

Drug Education
Substance use and abuse is an issue of considerable concern in the general community. The University has a drug education officer who can provide information on drug related issues and provide advice on how to find treatment and counselling services in the community. Education sessions on these issues can be organised for groups of students by contacting the drug education officer on (03) 9284 8886.

First Aid
There are first aiders on all campuses of the University. Lists of first aiders can be found on University intranet Homepage: http://intranet.vu.edu.au.
First aiders are only to be contacted in more urgent or emergency situations. Examples of the sorts of things you might contact a first aider for include:

- bleeding cuts
- burns
- joint injuries
- suspected fractures
- sudden illness
- collapse

If a situation is life threatening, contact the Ambulance (0) 000 first. Be careful to state your location and the nature of the emergency. If possible have someone meet the paramedics at an easily accessible point. Health and emergency centres close to each campus are also listed.

Student Learning Unit
The Student Learning Unit (SLU) forms part of the Centre for Educational Development and Support (CEDS). The CEDS SLU provides free English language, Maths, Science and academic skills support for students at Degree level and above. Support is provided in the ways described in the following paragraphs.

Subject-Linked Classes
Certain subjects seem to present students with particular difficulties in the area of researching, academic reading and writing, oral presentation and/or other academic skills.
CEDS SLU staff conduct support classes linked to these subjects which focus on the academic skills needed for successful completion of the assessment tasks in that subject. Classes are also offered on a similar basis in some areas of Maths such as Business Statistics, and in certain science subjects.
Further information about these classes is available from subject guides, subject lecturers, the CEDS SLU web site or directly from the SLU main office.

Discrimination and Harassment
The University has a network of Equity Advisers available to assist students who think they may have been discriminated against or harassed. The list is available from the Equity and Social Justice Branch on ph (03) 9365 2193, on the internet at www.vu.edu.au/equity or via email equity@vu.edu.au.

General Classes
CEDS SLU staff also conduct some general classes such as Reading and Writing for Engineering Students, and Summer and Winter Schools which are open to all students.

Individual Appointments
Postgraduate students may make individual or small group appointments to discuss their essay or thesis work. A very limited number of individual or small group appointments is available for undergraduate students who would like assistance with academic skills in some particular subjects where there is no linked CEDS SLU class.

Email Consultations
Students may consult a CEDS SLU lecturer about their work using email. However students should discuss this with the lecturer involved before sending work. Lecturers will comment on work, but not correct it.

Further Information
Contact Kim Borg or Bernadette Trickey CEDS Administrative Officers, on (03) 9688 4744.

Student Organisations
The peak student body for the University is the Victoria University Student Union Inc (VUSU Inc). Under this umbrella there are a number of sections including the International Students Association, the Victoria University Postgraduate Association as well as many clubs and societies.
The VUSU provides a range of services through the Resource Centres and 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 1427

City King:
Student Union Office: (03) 9284 7831

Footscray Nicholson:
Recreation Office: (03) 9284 8774
Recreation Centre: (03) 9284 8761
Student Union Office: (03) 9284 8534

Footscray Park:
Union Reception/General Enquiries: (03) 9688 4360
Resource Centre: (03) 9688 4302

Melton:
Recreation Office: (03) 9747 7552
Resource Centre: (03) 9747 7551
Alumni Association

Alumni of the University include staff, graduates, current students, and members of the community who have a connection with Victoria University. Membership of the University's Alumni Association enhances the opportunities of members to achieve their professional aspirations. Students, graduates and staff maintain contact with one another and organise reunions, networks and business functions.

Staff of the Alumni office provide support in developing member networks and Alumni Chapters. Chapters focus on a particular discipline and draw together graduates to form a network in a related field. There are currently Chapters in Graphic Arts, MBA, Recreation/Fitness Leadership, Arts and Traditional Chinese Medicine.

Members of the Alumni Association are sent regular information on social activities, professional seminars, mentoring programs, activities within the University and activities organised by the various Alumni Chapters. Members also receive quarterly a copy of the University newspaper Nexus containing the Alumni supplement bulletin, and receive invitations to specifically targeted events organised by the Alumni Chapter in their field of study.

The Association also offers many complimentary member benefits. These include continuing use of the University's library facilities after student members graduate, and discounts to a range of services such as car rental, travel, sporting goods, the University bookshop, newspaper subscriptions and hotel accommodation.

There are also several International Chapters of the Alumni Association for those graduates who return home overseas. To date, Chapters and/or networks have been developed in Hong Kong, India, Malaysia, Singapore, Taiwan and Thailand.

Membership for current students and first-year graduates is $11.00. The Alumni office is at the City Flinders Campus and is situated on the Ground Floor, 301 Flinders Lane, Melbourne.

Telephone: +613 9248 1017
Fax: +613 9248 1007
Email: alumni@vu.edu.au

Travel Concessions

Rail and bus concession application forms are available at the start of each academic year from VU Student Union (Resource Centres).
Courses at Victoria University in 2004

This section lists all the courses offered by Victoria University in higher education and TAFE.

Note: All courses are offered subject to confirmation of funding and authority to conduct, and minimum enrolment levels. List correct as at November 2003.

TAFE Courses at Victoria University in 2004

Strategic Development

Centre for Curriculum, Innovation and Development
Course in ICT Skills for Teachers (21335VIC)
Certificate IV in Assessment and 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 Business, Hospitality and Personal Services

Administrative and Legal Studies Department
Certificate III in Business (Legal Administration) (BSA30200)
Certificate IV in Business (Legal Services) (BSA40200)
Advanced Diploma of Business (Legal Practice) (20055VIC)
Diploma of Business Administration (BSB50101)
Certificate IV in Business Administration (BSB40201)
Certificate III in Business Administration (BSB30201)
Certificate II in Business (BSB20101)
Certificate III in Business (BSB30101)
Certificate IV in Business (BSB40101)
Diploma of Business (BSB50101)
Certificate III in Business (Recordkeeping) (BSB30401)
Certificate IV in Business (Recordkeeping) (BSB40301)
Certificate III in Government (PSP30199)

Financial Services Department
Advanced Diploma of Accounting (FNB60202)
Diploma of Accounting (FNB50202)
Diploma of Business (Banking and Finance) (90025NSW)
Course in Real Estate for Agents' Representatives (2004AAA)
The Certificate IV in Business (Real Estate Agency Practice) (2404ADA)

Hospitality and Tourism Department
Certificate I in Hospitality (Operations) (THH11002)
Certificate I in Hospitality (Kitchen Operations) (THH11102)
Certificate II in Hospitality (Operations) (THH21802)
Certificate II in Hospitality (Kitchen Operations) (THH22202)
Certificate III in Hospitality (Commercial Cookery) (THH31502)
Certificate III in Hospitality (Catering Operations) (THH32902)
Certificate III in Hospitality (Operations) (THH33002)
Certificate IV in Hospitality (Supervision) (THH42602)
Diploma of Hospitality Management (THH51202)
Advanced Diploma of Hospitality Management (THH60102)
Certificate I in Tourism (Australian Indigenous Culture) (THT10102)
Certificate II in Tourism (Operations) (THT20502)
Certificate III in Meetings and Events (THT30102)
Certificate III in Tourism (Retail Travel Sales) (THT30202)
Certificate III in Tourism (Visitor Information Services) (THT30602)
Certificate III in Tourism (Guiding) (THT40202)
Certificate III in Tourism (Operations) (THT30102)
Certificate IV in Tourism (Sales and Marketing) (THT40102)
Certificate IV in Tourism (Operations) (THT40202)
Certificate IV in Tourism (Guiding) (THT40302)
Certificate IV in Tourism (Natural and Cultural Heritage) (THT40402)
Diploma of Tourism (Marketing and Product Development) (THT50102)
Diploma of Tourism (Operations Management) (THT50202)
Advanced Diploma of Tourism Management (THT60102)
Management and Marketing Department
Certificate III in Business (Frontline Management)(BSB30301)
Certificate IV in Business (Frontline Management)(BSB40301)
Diploma of Business (Frontline Management)(BSB50301)
Certificate IV in Business (Human Resources)(BSB40001)
Diploma of Business (Human Resources)(BSB50001)
Advanced Diplomas of Business (Human Resources)(BSB60301)
Certificate IV in Business Management (BSB41010)
Graduate Certificate in Management (2136V01)
Diploma of Business Management (BSB50401)
Advanced Diploma of Business Management (BSB60401)
Certificate IV in Business (Operations Management)(2005V1C)
Certificate IV in Business (Advertising)(BSB40601)
Diploma of Business (Advertising)(BSB50601)
Advanced Diploma of Business (Advertising)(BSB60601)
Certificate III in Business (Sales)(BSB30301)
Certificate IV in Business (Marketing)(BSB40701)
Diploma of Business (Marketing)(BSB50701)
Advanced Diploma of Business (Marketing)(BSB60701)
Advanced Diploma of Business (International Business)(2005V1C)
Diploma of Business (International Trade)(2005V1C)
Advanced Diploma of Business (Public Relations)(2005V1C)
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 (BSB60501)
Graduate Certificate in Management Development (Education and Training)(2804ABB)

Personal Services Department
Certificate II in Modelling (2145V01)
Certificate II in Nail Technology (WRB20199)
Certificate III in Beauty (WRB30199)
Diploma of Beauty Therapy (WRB30199)
Diploma of Entertainment (Make-Up) (CUE50798)
Certificate IV in Entertainment Make-Up (CUE40898)
Diploma of Remedial Massage (HLT50302)
Certificate II in Hairdressing (WRH20100) [Pre-Apprenticeship]
Certificate III in Hairdressing (WRH30100)
Certificate IV in Hairdressing (WRH40100)
Diploma of Hairdressing Salon Management (WRH50100)
Advanced Diploma of Naturopathy (HLT60502)

Western Business Enterprise Centre
Certificate II in Security (Guarding)(PRS20198)
Certificate III in Security (Guarding)(PRS30198)
Certificate IV in Business (Small Business Management)(BSB40401)
Certificate II in Wholesale Operations (WRW20101)
Certificate III in Wholesale Operations (WRW30101)
Certificate IV in Wholesale Management (WRW40101)
Diploma of Wholesale Management (WRW50101)
Diploma of Retail Management (WRW50102)
Certificate IV in Retail Management (WRW40102)
Certificate III in Retail Supervision (WRW30102)
Certificate III in Retail Operations (WRW30202)
Certificate II in Retail Operations (WRW20102)
Certificate II in Retail Cosmetic Assistant (WRW23099)

School of Engineering, Construction and Industrial Skills

Automotive Technology Unit
Certificate II in Automotive Technology (21110VIC)
Certificate I in Automotive (AUR10199)
Certificate II in Automotive (Administration - Clinical)(AUR20199)
Certificate II in Automotive (Mechanical)(AUR20799 – AUR21899)
Certificate II in Automotive (Vehicle Body)(AUR22499 – AUR22899)
Certificate II in Automotive (Sales)(AUR21899 – AUR22899)
Certificate II in Marine(AUR23199 – AUR22899)
Certificate II in Bicycles (Servicing) (AUR23099)
Certificate II in Outdoor Power Equipment (Servicing)(AUR23399)
Certificate III in Automotive (Sales)(AUR31399 – AUR31499)
Certificate III in Automotive (Vehicle Body)(AUR31699-AUR31899)
Certificate III in Automotive (Mechanical)(AUR30299 – AUR31299)
Certificate IV in Automotive(AUR40199)

Building and Construction Department
Certificate I in Boatbuilding(15562VIC)[Pre-Apprenticeship]
TAFE COURSES AT VICTORIA UNIVERSITY IN 2004

Certificate II in Boatbuilding (15563VIC) [Traineeship]
Certificate III in Boatbuilding (15564VIC) [Apprenticeship]
Certificate I in Construction (Off-Site) (BCF20100)
Certificate II in Off-Site Construction (BCF20100)
Certificate III in Off-Site Construction (Joinery-Timber/Aluminium/Glass) (BCF30200)
Certificate I in Construction (Off-Site) (BCG10198)
Certificate IV in General Construction (Bricklaying - Pre-Apprenticeship)
Certificate IV in General Construction (Bricklaying Blockwork) (BCG30098) [Apprenticeship]
Certificate II in Building and Construction (21305VIC) (Carpentry - Pre-Apprenticeship)
Certificate III in General Construction (Carpentry - Framework/Formwork/Finishing) (BCG30758) [Apprenticeship]
Certificate III in Furnishing (Furniture Manufacturing Pre-Apprenticeship) (12905VIC) (Cabinet Making)
Certificate III in Furnishing (Wood Machining, Cabinet Making & Furniture Polishing) (21279VIC)
Certificate III in Furniture Making (Cabinet Making) (LMF30020)
Certificate III in Furniture Making (Wood Machining) (LMF30502)
Certificate II in Furniture Making (LMF20020)
Certificate IV in Building and Engineering Trades Orientation (2113TNWB)
Certificate IV in Building (SA3477)
Diploma of Building (SA3475)
Certificate IV in Residential Drafting (40357SA)
Diploma of the Built Environment (SA3472)
Diploma of Building Surveying (SA3473)
Diploma of Building Design and Technology (40355SA)
Advance Diploma of Building Design and Project Administration (40355SA)

Building Services and Special Trades Department
Certificate II in Building and Construction (21305VIC) (Painting & Decorating Pre-Apprenticeship)
Certificate III in General Construction (Painting & Decorating) (BCG30498)
Certificate I in Building & Construction (Plumbing) (2102ABC)
Certificate III in Plumbing and Gasfitting (20085VIC)
Certificate IV in Plumbing (Services Design) (2402ADC)
Certificate II in Sign Industry (21300VIC)
Certificate III in Off-Site Construction (Sign Writing/Computer Operations) (BCF30700)
Certificate IV in Sign Technology (21300VIC)
Certificate IV in Building and Engineering Trades Orientation (2113TNWB)
Certificate III in Electrotechnology Systems Electrician (UTE31199)
Certificate IV in Electrical (2406ANC) (Motor Control)

Computer Systems and Electronics Department
Certificate II in Electrotechnology Servicing (UTE20502)
Certificate III in Electrotechnology Communications (UTE30402)
Certificate III in Electrotechnology Communications (UTE30499)
Certificate III in Electrotechnology Computer Systems (UTE30599)
Certificate III in Electrotechnology Entertainment and Servicing (UTE30702)
Certificate III in Electrotechnology Entertainment and Servicing (UTE30799)
Advanced Diploma of Computer Systems Engineering (UTE60199)
Advanced Diploma of Electronic Engineering (UTE60202)

Engineering Technology Department
Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) (Civil)
Advanced Diploma of Engineering Technology (20020VIC) (Civil)
Diploma of Engineering Technology (20019VIC) (Civil)
Certificate II in Engineering Technology (11409VIC)
Certificate I in Engineering (MEM10198)
Certificate II in Engineering (Production) (MEM20198)
Certificate II in Engineering (Production) (MEM20298)
Certificate III in Engineering (Production Systems) (MEM30198)
Certificate III in Engineering Technology (MEM30298)
Certificate III in Engineering Mechanical Trade (MEM30298)
Certificate IV in Engineering Technology (20019VIC)
Advanced Diploma of Engineering Technology (20020VIC)
Diploma of Engineering Technology (20019VIC) (Streams in Mechanical, Manufacturing & Mechatronics)
Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) (Streams in Mechanical, Manufacturing & Mechatronics)
Certificate II in Automotive Manufacturing (AUM20100)
Certificate III in Automotive Manufacturing - Frontline Management (AUM30100)
Certificate IV in Automotive Manufacturing - Frontline Management (AUM40100)
Certificate IV in Automotive Manufacturing - Manufacturing Maintenance (AUM40200)
Certificate I in Engineering (Production) (MEM20198F)
Certificate II 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 (20019VICF)
Diploma of Engineering Technology (20019VICF) (Fabrication/Supervision/Inspection)
Advanced Diploma of Engineering Technology (20020VICF) (Fabrication/Supervision/Inspection)

Industrial Skills Training Centre
Certificate III in Civil Construction (Plant) (BCG30398)
Certificate III in General Construction (BCG31398)
Certificate I in Transport and Distribution (Administration) (TD11102)
Certificate II in Transport and Distribution (Administration) (TD12102)
Certificate III in Transport and Distribution (Administration) (TD13102)
Certificate IV in Transport and Distribution (Administration) (TDT41102)
Certificate I in Transport and Distribution (Warehousing and Storage) (TDT10102)
Certificate II in Transport and Distribution (Warehousing and Storage) (TDT20102)
Certificate III in Transport and Distribution (Warehousing and Storage) (TDT30102)
Certificate IV in Transport and Distribution (Warehousing and Storage) (TDT40102)
Course in Taxi Driving (21387VIC)
Certificate I in Transport and Distribution (Road Transport) (TDT10202)
Certificate II in Transport and Distribution (Road Transport) (TDT20202)
Certificate III in Transport and Distribution (Road Transport) (TDT30202)
Certificate IV in Transport and Distribution (Road Transport) (TDT40202)
Diploma of Logistics Management (TDT51002)
Advanced Diploma of Logistics Management (TDT61002)
Certificate III in Transport and Distribution (Mobile Cranes Operations) (TDT30002)
Certificate IV in Transport and Distribution (Mobile Cranes Operations) (TDT40002)
Certificate III in Motor Vehicle Driver Trainer (Car)(21370VIC)
Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicles)(21380VIC)
Certificate I in Transport and Distribution (Rail Infrastructure) (TDT10702)
Certificate II in Transport and Distribution (Rail Infrastructure) (TDT20702)
Certificate III in Transport and Distribution (Rail Infrastructure) (TDT30702)
Certificate IV in Transport and Distribution (Rail Infrastructure) (TDT40702)
Certificate I in Transport and Distribution (Rail Operations) (TDT10402)
Certificate II in Transport and Distribution (Rail Operations) (TDT20402)
Certificate III in Transport and Distribution (Rail Operations) (TDT30402)
Certificate IV in Transport and Distribution (Rail Operations) (TDT40402)
Certificate I in Transport and Distribution (Road Operations) (TDT10402)
Certificate II in Transport and Distribution (Road Operations) (TDT20402)
Certificate III in Transport and Distribution (Road Operations) (TDT30402)
Certificate IV in Transport and Distribution (Road Operations) (TDT40402)
Certificate I in Transport and Distribution (Stevedoring) (TDT10302)
Certificate II in Transport and Distribution (Stevedoring) (TDT20302)
Certificate III in Transport and Distribution (Stevedoring) (TDT30302)
Certificate IV in Transport and Distribution (Stevedoring) (TDT40302)
Certificate I in Transport and Distribution (Administration) (TDT11102)
Certificate II in Transport and Distribution (Administration) (TDT21102)
Certificate III in Transport and Distribution (Administration) (TDT31102)
Certificate IV in Transport and Distribution (Administration) (TDT41102)
Certificate I in Funeral Services (WFS10202)
Certificate II in Funeral Services (WFS20202)
Certificate III in Funeral Services (WFS30202)
Certificate IV in Funeral Services (WFS40202)
Course in Rigging – Basic
Course in Rigging – Intermediate
Course in Rigging – Advanced
Course in Scaffolding – Basic
Course in Scaffolding – Limited Height
Course in Scaffolding – Intermediate
Course in Scaffolding – Advanced
Course in Dogging
Course in Safe Lifting (load slinging)
Course in Elevating Work Platform
Course in Mobil Cranes (Slewing & Non Slewing); Vehicle Loading
Course in Earthmoving – Earthmoving Equipment Operator; Front-End Loader; Front-End Loader Backhoe; Excavator; Skid Steer Loader
Course in Basic Grading
Course in Trench Shoring and Safety
Courses in Forklift Operating
Course in Order Picking
Course in Light Rigid Truck
Course in Medium Rigid Truck
Course in Heavy Rigid Truck
Course in Heavy Combination Truck
Course in Multi-Combination Truck
Dangerous Goods Licence Training
School Driver Education Program
Defensive/Advanced Driving
VicRoads Heavy Vehicle Administration Course
VicRoads Intervention Techniques

School of Further Education, Arts and Employment Services

Adult Literacy and Work Education Department
Certificate I in General Education for Adults (Introductory) (21249VIC)
Certificate I in General Education for Adults (21250VIC)
Certificate II in General Education for Adults (21251VIC)
Certificate III in General Education for Adults (21252VIC)
Victorian Certificate of Applied Learning (Foundation) (21352VIC)
Victorian Certificate of Applied Learning (Intermediate) (21353VIC)
Victorian Certificate of Applied Learning (Themed) (21355VIC)
Certificate I in Media (CUF10101)
Certificate I in Vocational Studies (Media)(21263VIC)
Certificate I in Vocational Studies (Transport and Distribution)(15598VIC)
Diploma of Further Education (21013VIC)
Certificate IV in Further Education (21014VIC)
Certificate I in Work Education (21108VIC)
TAFE COURSES AT VICTORIA UNIVERSITY IN 2004

Certificate II in Workplace Practices (30064QLD)
Certificate I in Transition Education (15494VIC)
Course in Concurrent Study (21204VIC)
Certificate I in Laundry Operations (LMT10800)
Certificate II in Laundry Operations (LMT21400)
Certificate III in Laundry Operations (LMT31100)
Certificate I in Dry Cleaning Operations (LMT11000)
Certificate II in Dry Cleaning Operations (LMT21500)
Certificate III in Dry Cleaning Operations (LMT31200)

Arts, VCE and Preparatory Programs
Certificate IV in Professional Writing and Editing (21122VIC)
Diploma of Arts (Professional Writing and Editing) (21124VIC)
Certificate I in English Language Literacies (21047VIC)
Certificate II in English Language Literacies (21048VIC)
Course in Women’s Access (14795VIC)
Course in Gateway to Nursing and the Health Sciences (21379VIC)
Course in Preparation for Tertiary Studies (Arts) (21380VIC)
Certificate I in ESL Access (14378VIC)
Certificate II in ESL Access (14379VIC)
Certificate I in General Education for Adults (Introductory) (21246VIC)
Certificate I in General Education for Adults (21250VIC)
Diploma of Liberal Arts (21251VIC)
Certificate IV in Liberal Arts (21252VIC)
Victorian Certificate of Applied Learning (Foundation) (21352VIC)
Victorian Certificate of Applied Learning (Intermediate) (21353VIC)
Victorian Certificate of Applied Learning (Themed) (21353VICA)
Victorian Certificate of Education (2200LZV)

Language Studies Department
Certificate II in ESL (Academic Purposes) (14372VIC)
Certificate III in ESL (Academic Purposes) (14373VIC)
Certificate III in ESL (Academic Purposes) (14374VIC)
Certificate II in ESL (Vocational Purposes) (14375VIC)
Certificate III in ESL (Vocational Purposes) (14376VIC)
Certificate III in ESL (Vocational Purposes) (14377VIC)
Certificate I in ESL Access (14378VIC)
Certificate II in ESL Access (14379VIC)
Certificate III in ESL Access (14380VIC)
Certificate IV in ESL Access (14381VIC)
Course in Concurrent Study (21204VIC)
Course in Preliminary Spoken and Written English (90089NSW)
Certificate I in Spoken and Written English (90093NSW)
Certificate II in Spoken and Written English (90093NSW)
Certificate III in Spoken and Written English (90092NSW)

Library and Cultural Studies Unit
Diploma of Library and Information Services (CUL50199)
Certificate III in Library and Information Services (CUL30199)
Certificate II in Museum Practice (CUL20299)

Music Department
Certificate IV in Music (CUS40101)
Certificate IV in Music Industry (Technical Production) (CUS40201)
Certificate IV in Music Industry (Business) (CUS40301)
Diploma of Music (CUS50101)
Diploma of Music Industry (Technical Production) (CUS50201)
Diploma of Music Industry (Business) (CUS50301)

Visual Arts, Design and Multimedia Department
Advanced Diploma of Arts (Graphic Design) (12862VIC)
Diploma of Arts (Graphic Arts) (12861VIC)
Certificate IV in Arts (Applied Design) (15727VIC)
Advanced Diploma of Multimedia (CUF60501)
Diploma of Multimedia (CUF50701)
Certificate IV in Multimedia (CUF40801)
Certificate III in Multimedia (CUF30601)
Certificate II in Multimedia (CUF20601)
Diploma of Arts (Visual Arts) (12857VIC)

School of Human Services, Science and Technology

Child Studies Department
Advanced Diploma of Community Services (Children’s Services) (CHC60399)
Diploma of Community Services (Children’s Services) (CHC50399)
Certificate IV in Community Services (Children’s Services) (CHC40399)
Certificate III in Community Services (Children’s Services) (CHC30399)
Certificate II in Community Services (Children’s Services) (CHC20399)

Health Services Department
Certificate IV in Health (Nursing) (21358VIC)
Course in Cardiopulmonary Resuscitation (20003VIC)
Course in Emergency First Aid (20004VIC)
Course in Basic First Aid (20005VIC)
Course in Paediatric First Aid (20006VIC)

Information Technology Department
Certificate I in Information Technology (ICA10101)
Certificate III in Information Technology (Software Applications) (ICA30199)
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 (Networking) (ICA40199)
Certificate IV in Information Technology (Database Administration) (ICA40299)
Certificate IV in Information Technology (Programming) (ICA40399)
Certificate IV in Information Technology (Technical Support) (ICA40999)
Certificate IV in Information Technology (Website Administration) (ICA41001)
Certificate IV in Information Technology (Website Design) (ICA41101)
Diploma of Information Technology (Computer Science) (21378VIC)
Diploma of Information Technology (Software Development) (ICA50299)
Diploma of Information Technology (Web Design) (ICA50601)
Dual Diploma – Diploma of Information Technology (Website Development) (ICA50601) and Diploma of Information Technology (Networking) (ICA50701)

Science and Biotechnology Department
Certificate III in Science (21238VIC)
Certificate IV in Science (21239VIC)
Certificate IV in Animal Technology (QLD3757)
Certificate IV in Animal Technology (2411ARC)
Diploma of Applied Science (Animal Technology) (QLD3522)
Certificate II in Animal Studies (RUV20198)
Certificate III in Animal Studies (RUV30198)
Certificate IV in Veterinary Nursing (RUV40198)
Certificate I in Conservation and Land Management (RTD10102)
Certificate II in Conservation and Land Management (RTD20102)
Certificate III in Conservation and Land Management (RTD30102)
Certificate IV in Conservation and Land Management (RTD40102)
Diploma of Conservation and Land Management (RTD50102)
Advanced Diploma of Conservation and Land Management (RTD60102)
Certificate III in Laboratory Skills (PML30199)
Certificate IV in Laboratory Techniques (PML40199)
Diploma of Laboratory Technology (PML50199)
Diploma of Laboratory Technology (Process Manufacturing Testing) (PML50199)
Diploma of Laboratory Technology (Pathology Testing) (PML50199)
Diploma of Laboratory Technology (Biological and Environmental Testing) (PML50199)
Diploma of Laboratory Technology (Food Testing) (PML50199)
Advanced Diploma of Laboratory Operations (PML60199)
Certificate I in Horticulture (RUH10198)
Certificate II in Horticulture (Arboriculture) (RUH20298)
Certificate II in Horticulture (Floriculture) (RUH20398)
Certificate II in Horticulture (Landscape) (RUH20498)
Certificate II in Horticulture (Nursery) (RUH20598)
Certificate II in Horticulture (Parks & Gardens) (RUH20698)
Certificate II in Horticulture (Production) (RUH20798)
Certificate II in Horticulture (Turf Management) (RUH20798)
Certificate III in Horticulture (RUH30198)
Certificate III in Occupational Health & Safety (QLD1883)
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) (FD10398)
Certificate I in Food Processing (Plant Baking) (FD20398)
Certificate III in Food Processing (Plant Baking) (FD30398)
Certificate I in Process Plant Skills (PMA10198)
Certificate II in Process Plant Operations (PMA20198)
Certificate III in Process Plant Operations (PMA30198)
Certificate I in Food Processing (FD10198)
Certificate III in Food Processing (FD30198)
Certificate IV in Food Technology (11893VIC)
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<tr>
<td>Certificate III in Health Service Assistance (Hospital/Community Health Pharmacy Assistance)</td>
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<td>Courses in Lubrication</td>
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<tr>
<td>Certificate IV in Assessment and Workplace Training</td>
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<td><strong>Social and Community Studies Department</strong></td>
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<tr>
<td>Certificate III in Community Services (Disability Work)</td>
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<td>Diploma of Community Services (Welfare Studies)</td>
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<td>Advanced Diploma of Justice</td>
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<td>Diploma of Community Services (Youth Work)</td>
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<td>Diploma of Community Services (Alcohol and Other Drugs Work)</td>
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<td>Certificate II in Home Support Cleaning</td>
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<td>Course in Palliative Care Awareness</td>
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<td>Certificate II in Asset Maintenance (Cleaning Operations)</td>
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<td><strong>Sport, Recreation and Performance Department</strong></td>
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<td>Certificate II in Outdoor Recreation</td>
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<td>Certificate II in Sport (Career Oriented Participation)</td>
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<td>Certificate II in Sport and Recreation</td>
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<td>Certificate IV in Sports (Development)</td>
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<td>Diploma of Sport (Development)</td>
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<td>Diploma of Sports (Development)</td>
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<tr>
<td>Graduate Certificate in Career Counselling for Elite Performers</td>
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<tr>
<td>(Dance, Music, Sport)</td>
<td>21237VIC</td>
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<tr>
<td>Diploma of Arts (Small Companies and Community Theatre)</td>
<td>21052VIC</td>
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## 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
- **J** = City King
- **K** = Kuala Lumpur
- **L** = Melton
- **M** = Melton
- **O** = Off campus
- **P** = Singapore
- **Q** = Queen Street
- **S** = St Albans
- **T** = Tianjin, The People's Republic of China
- **W** = Werribee
- **X** = Bangladesh
- **Y** = People's Republic of China
- **Z** = Beijing, China

### Faculty of Arts

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<tr>
<th>Program</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
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<tr>
<td>Bachelor of Arts – Footscray</td>
<td>F</td>
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<tr>
<td>Bachelor of Arts – St Albans</td>
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<tr>
<td><strong>SPECIALIST DEGREE PROGRAMS</strong></td>
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<tr>
<td>Bachelor of Arts (Advocacy &amp; Mediation)</td>
<td>F</td>
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<td>Bachelor of Arts (Community Development)</td>
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<tr>
<td>Bachelor of Arts (Computer Mediated Art) – Asia-Pacific Stream</td>
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<tr>
<td>Bachelor of Arts (Computer Mediated Art) – Australian Stream (3rd year only)</td>
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<td>Bachelor of Arts (Criminal Justice Studies)</td>
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<td>Bachelor of Arts (Human Services)</td>
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<td>Bachelor of Arts (International Studies)</td>
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<td>Bachelor of Arts (Performance and Multimedia)</td>
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<td>Bachelor of Arts (Professional Writing)</td>
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<td>Bachelor of Communication (Public Relations)</td>
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<td>Bachelor of Multimedia Systems</td>
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<td>Bachelor of Psychology (Arts stream)</td>
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<td>Bachelor of Psychology (Interpersonal &amp; Organisational)</td>
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<td>Bachelor of Social Work (Preliminary Year)</td>
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<td>Bachelor of Science (Psychology)</td>
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<td><strong>COMBINED DEGREE PROGRAMS</strong></td>
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<td>Bachelor of Arts/ Bachelor of Business (Information Systems)</td>
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<td>Bachelor of Arts/ Diploma of Liberal Arts</td>
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<td>Bachelor of Business (Marketing)/ Bachelor of Psychology</td>
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<td>Bachelor of Business (Electronic Commerce)/</td>
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</table>

### HONS PROGRAMS

- Bachelor of Arts (Honours)                                            | F      | Y         | Y         |
- Bachelor of Arts (Honours) Computer Mediated Art and Multimedia       | S      | Y         | Y         |
- Bachelor of Arts (Honours – Psychology)                               | F      | Y         | Y         |
- Bachelor of Multimedia Systems (Honours)                              | F      | Y         | N         |
- Bachelor of Psychology (Honours)                                      | F      | Y         | Y         |
- Bachelor of Science (Honours – Psychology)                            | F      | Y         | Y         |

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### School of Accounting and Finance

**BACHELOR OF BUSINESS**

- Accounting
  - Campus: F,W,H1,D3,DB,K1
  - Full-time: Y
  - Part-time: Y
- Banking and Finance
  - Campus: F,K1,H1
  - Full-time: Y
  - Part-time: Y
- Strategic and Financial Management
  - Campus: F,K1
  - Full-time: Y
  - Part-time: Y
- Accounting/Financial Management
  - Campus: W,K1
  - Full-time: Y
  - Part-time: N
- Accounting/Banking and Finance
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- Accounting/Information Systems
  - Campus: W
  - Full-time: Y
  - Part-time: N
- Accounting/Electronic Commerce
  - Campus: W,F
  - Full-time: Y
  - Part-time: Y
- Accounting/Hospitality Management
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- Accounting/Commercial Law
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- Accounting/Transport and Logistics
  - Campus: W
  - Full-time: Y
  - Part-time: N
- Banking and Finance/International Trade
  - Campus: F
  - Full-time: Y
  - Part-time: Y

**BACHELOR OF BUSINESS COMBINED DEGREES**

- Bachelor of Business Accounting/Certificate IV in Information Technology (Dual Award)
  - Campus: W
  - Full-time: Y

### School of Applied Economics

**BACHELOR OF BUSINESS**

- Retail Management
  - Campus: F,K1
  - Full-time: Y
  - Part-time: Y
- International Trade
  - Campus: F,K1,H1,D3,22,H1
  - Full-time: Y
  - Part-time: Y
- Transport and Logistics
  - Campus: W
  - Full-time: Y
  - Part-time: Y
- Global Logistics and Transport
  - Campus: W,H1
  - Full-time: Y
  - Part-time: Y
- Applied Economics
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- Financial Risk Management
  - Campus: F,K1,H1,DB
  - Full-time: Y
  - Part-time: Y
- Music Industry
  - Campus: F,K1
  - Full-time: Y
  - Part-time: Y
- Applied Economics/International Trade
  - Campus: F, DB, H1
  - Full-time: Y
  - Part-time: Y
- Financial Risk Management/International Trade
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- Financial Risk Management/Electronic Commerce
  - Campus: H1,D3
  - Full-time: Y
  - Part-time: Y
- Financial Risk Management/Accounting
  - Campus: H1
  - Full-time: Y
  - Part-time: Y
- Financial Risk Management/Global Logistics and Transport
  - Campus: H1,DB
  - Full-time: Y
  - Part-time: Y
- International Trade/Retail Management
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- International Trade/Electronic Commerce
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- Marketing/Applied Economics
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- Marketing/International Trade
  - Campus: F,K1
  - Full-time: Y
  - Part-time: Y
- Music Industry/Marketing
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- International Business
  - Campus: W
  - Full-time: Y
  - Part-time: Y
- International Commerce
  - Campus: D3
  - Full-time: Y
  - Part-time: Y
- Music Industry/Electronic Commerce
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- Retail Management/Marketing
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- Retail Management/Electronic Commerce
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- Transport and Logistics/Accounting
  - Campus: W
  - Full-time: Y
  - Part-time: Y
- Transport and Logistics/Electronic Commerce
  - Campus: W
  - Full-time: Y
  - Part-time: Y
- Global Logistics and Transport/International Trade
  - Campus: H1
  - Full-time: Y
  - Part-time: N
- Global Logistics and Transport/Accounting
  - Campus: H1
  - Full-time: Y
  - Part-time: N
- Bachelor of Business (Honours) International Trade
  - Campus: C
  - Full-time: Y
  - Part-time: Y
- Bachelor of Business (Honours) Applied Economics
  - Campus: C
  - Full-time: Y
  - Part-time: Y
- Bachelor of Business (Honours) Retail Management
  - Campus: C
  - Full-time: Y
  - Part-time: Y

**BACHELOR OF BUSINESS COMBINED DEGREES**

- BA Asian Studies/B Bus International Trade
  - Campus: F
  - Full-time: Y
  - Part-time: Y

### School of Hospitality, Tourism and Marketing

**BACHELOR OF BUSINESS**

- Hospitality Management
  - Campus: F,K1,H1
  - Full-time: Y
  - Part-time: Y
- Tourism Management
  - Campus: F,K1,H1
  - Full-time: Y
  - Part-time: Y
- Marketing
  - Campus: F,B,K1
  - Full-time: Y
  - Part-time: Y
- Event Management
  - Campus: B
  - Full-time: Y
  - Part-time: Y
- Hospitality/Tourism Management
  - Campus: F,H1
  - Full-time: Y
  - Part-time: Y
- Hospitality/Event Management
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- Hospitality Management/Human Resource Management
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- Marketing/Hospitality Management
  - Campus: F
  - Full-time: Y
  - Part-time: Y
- Marketing/Tourism Management
  - Campus: F
  - Full-time: Y
  - Part-time: Y
COURSES AT VICTORIA UNIVERSITY IN 2004

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<tr>
<th>Campus</th>
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<th>Part-time</th>
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<tbody>
<tr>
<td>B</td>
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</tbody>
</table>

- Marketing/Event Management
- Marketing/Electronic Commerce
- Hotel, Restaurant and Catering Management
- Tourism Management/Information Systems
- Tourism Management/Event Management
- Bachelor of Business (Honours) – Marketing

**BACHELOR OF BUSINESS**

- Electronic Commerce
- Bachelor of Business (Honours) Information Systems
- Bachelor of Business Engineering/Electronic Commerce

**BACHELOR OF BUSINESS COMBINED DEGREES**

- Bachelor of Art/BBus Information Systems
- BA Multimedia/BBus Electronic Commerce
- B.Bus. Electronic Commerce/Bachelor of Science

**School of Information Systems**

**BACHELOR OF BUSINESS**

- Information Systems
- Computer Systems Support
- Computer Systems Management
- Electronic Commerce
- Bachelor of Business (Honours) Information Systems
- Bachelor of Business Engineering/Electronic Commerce

**BACHELOR OF BUSINESS COMBINED DEGREES**

- Bachelor of Laws/B Bachelor of Arts
- Bachelor of Laws/BBus Accounting
- Bachelor of Laws/BBus Applied Economics
- Bachelor of Laws/BBus Electronic Commerce
- Bachelor of Laws/BBus International Trade
- Bachelor of Laws/BBus Music Industry
- Bachelor of Laws/BBus Marketing
- Bachelor of Laws/BBus Tourism Management
- Bachelor of Laws/Bachelor of Science
- Bachelor of Law/B.Bus, Human Resource Management
- Bachelor of Law/B.BusManagement
- Bachelor of Law/B.BusBanking and Finance
- Bachelor of Law/B.BusEvent Management
- Bachelor of Engineering/Bachelor of Laws

**School of Law**

**BACHELOR OF LAWS**

- Law
- Graduate Entry
- Legal Practice Management

**BACHELOR OF BUSINESS**

- Commercial Law

**BACHELOR OF LAWS COMBINED DEGREES**

- Bachelor of Laws/BA Asian Studies
- BA Recreation Management/BBus Tourism Management
- BA Sports Administration/BBus Marketing
- Bachelor of Business Marketing/Bachelor of Psychology
- Bachelor of Business Marketing/Advanced Diploma of

**School of Management**

**BACHELOR OF BUSINESS**

- Management
- Human Resource Management
- Service and Operations Management
- Strategic and Financial Management
- Service and Human Resource Management
- Management/Marketing
- Bachelor of Business (Honours) Management

**BACHELOR OF BUSINESS COMBINED DEGREES**

- BA Psychology/BBus Human Resource Management
- BA Sports Administration/BBus Management

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### Faculty of Human Development

#### School of Education

**BACHELOR OF ARTS**
- Computer Mediated Art
- Computer Mediated Art & Multimedia
- Early Childhood Education
- Youth Studies

**BACHELOR OF EDUCATION**
- Four-Year Pre-Service Program P-12
- Post-Registration (Year 4)
Bachelor of Education (Nyrna Studies)
  - Bachelor of Education (Nyrna Studies)
  - Bachelor of Arts (Nyrna 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
Certificate of Advanced Airway Management (Pre-hospital)
Certificate in Advanced Airway Management
Certificate in Emergency Intravenous Therapy (Pre-hospital)
Certificate in Venipuncture and Venous Cannulation
Certificate in Emergency Intravenous Therapy
Certificate in Advanced Life Support (Pre-hospital)
Certificate in Advanced Life Support
Certificate in Semi Automatic External Defibrillation

**Award Courses**

**BACHELOR OF HEALTH SCIENCE**
- Clinical Dermal Therapies
- Natural Medicine
- Paramedic (3-Year Pre-service)
- Paramedic (1-Year Conversion)
- Chinese Medicine (Acupuncture)/(Chinese Herbal Medicine)

**BACHELOR OF SCIENCE**
- Clinical Sciences

#### School of Human Movement, Recreation and Performance

**Non-Award Courses**
Fitness Instructor Module
Aerobic Module
Core Unit (Vic Fit)
Aqua Module
Personal Trainers Module
Children and Adolescent Exercise Module
Exercise to Music

**Award Courses**
Bachelor of Applied Science
- Human Movement
- Human Movement/ Bachelor of Psychology
- Physical Education (Secondary)
- Physical Education and Physics

**BACHELOR OF ARTS**
- Performance Studies
- Performance and Multimedia
- Fitness Leadership
- Recreation Leadership
- Recreation Management
- Recreation Management/
  - Bachelor of Business – Tourism Management
  - Sports Administration
  - Sports Administration/ Bachelor of Business – Management
  - Sports Administration/ Bachelor of Business – Marketing
### COURSES AT VICTORIA UNIVERSITY IN 2004

#### School of Nursing

**Award Courses**
- Bachelor of Nursing (Pre-Registration) S Y Y
- Bachelor of Health Science
  - Nursing (Post-Registration) S Y Y
  - Nursing (Honours) S Y Y
- Bachelor of Midwifery# S Y n/a

*Continuing Education Courses
*Offered to continuing students only

#Subject to final accreditation

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### Faculty of Science, Engineering and Technology

#### Faculty Courses

**BACHELOR**
- Business/Science F/S/W Y Y
- Engineering/Science F Y Y
- Engineering/Laws F Y Y
- Science/Laws F/S/W Y Y
- Science/ Psychology F S Y Y

**CERTIFICATE**
- Foundation Studies F/S Y Y

#### School of Architectural, Civil and Mechanical Engineering

**BACHELOR OF ENGINEERING**
- Architectural Engineering F Y Y
- Building Engineering F Y Y
- Civil Engineering F Y Y
- Mechanical Engineering F Y Y
- Robotic Engineering F Y Y

**BACHELOR OF SCIENCE**
- Engineering and Business F Y Y
- Environmental Engineering F Y Y

#### School of Computer Science and Mathematics

**BACHELOR OF SCIENCE**
- Computer Science F H/D7 Y Y
- Computer and Mathematical Sciences F Y Y
- Computer Science and Aviation F Y Y

**BACHELOR OF SCIENCE (HONOURS)**
- Computer Science F Y Y
- Computer and Mathematical Sciences F Y Y

#### School of Electrical Engineering

**BACHELOR OF ENGINEERING**
- Computer Engineering F Y Y
- Electrical and Electronic Engineering F Y Y
- Microelectronic Systems F Y Y
- Telecommunication Engineering F Y Y
- Photonics F Y Y

**BACHELOR OF ENGINEERING SCIENCE**
- Photonics F Y Y

**BACHELOR OF SCIENCE**
- Computer Technology F Y Y
- Applied Physics and Computing F Y Y
- Optoelectronics F Y Y

**BACHELOR OF SCIENCE (HONOURS)**
- Computer Technology F Y Y
- Physics F Y Y
### School of Molecular Science

**BACHELOR OF APPLIED SCIENCE**

- Chemistry  
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**BACHELOR OF SCIENCE**

- Biotechnology  
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- Medical, Forensic and Analytical Chemistry  
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- Nutrition, Food and Health Science  
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- Biomedical Sciences  
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**BACHELOR OF SCIENCE (HONOURS)**

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- Nutrition and Food Science  
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### School of Biomedical Science

**BACHELOR OF SCIENCE**

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- Occupational Health and Safety  
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**BACHELOR OF SCIENCE (HONOURS)**

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</table>
- Chemical and Environmental Sciences  
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### School of Biomedical Science

**Bachelor of Science (Honours)**

- Ecology and Sustainability  
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# Postgraduate Courses

## Faculty of Arts

### HIGHER DEGREES BY RESEARCH

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<tr>
<td>Doctor of Philosophy by Research</td>
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<tr>
<td>Master of Social Work by Research</td>
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### POSTGRADUATE PROGRAMS BY COURSEWORK

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<tr>
<td>Graduate Certificate in Asian and Pacific Studies (Community Development Stream)</td>
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<tr>
<td>Graduate Certificate in Communication and Professional Writing</td>
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<tr>
<td>Graduate Certificate in Arts (History)</td>
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<tr>
<td>Graduate Certificate in Arts (Politics and International Studies)</td>
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<tr>
<td>Graduate Certificate of Public Advocacy and Action</td>
<td>S</td>
<td>N</td>
<td>Y</td>
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<tr>
<td>Graduate Certificate in Women’s Studies</td>
<td>C</td>
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<td>Graduate Diploma in Applied Psychology</td>
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<td>Graduate Diploma in Asian and Pacific Studies (General Stream)</td>
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<tr>
<td>Graduate Diploma in Communication and Professional Writing</td>
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<tr>
<td>Graduate Diploma in Counselling</td>
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<td>Graduate Diploma in Arts (History)</td>
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<td>Graduate Diploma in Modern Languages</td>
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**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.
### Victoria Graduate School of Business

<table>
<thead>
<tr>
<th>Program</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
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<tbody>
<tr>
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<tr>
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<td>Y</td>
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<tr>
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<tr>
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<tr>
<td>Master of Business in International Trade</td>
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<td>Master of Business in International Music &amp; Entertainment Business</td>
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<tr>
<td>Graduate Certificate in Statistics</td>
<td>C</td>
<td>Y</td>
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<tr>
<td>Graduate Diploma in Global Logistics and Transport</td>
<td>C</td>
<td>Y</td>
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</tr>
<tr>
<td>Graduate Certificate in Retail Management (Offshore)</td>
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<td>Graduate Diploma in Retail Management (Offshore)</td>
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<tr>
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### School of Hospitality, Tourism and Marketing

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<tr>
<td>Master of Business in Hospitality Management (Professional Practice)</td>
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<td>Master of Business in Hospitality and Tourism Education</td>
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<tr>
<td>Master of Business in Sports Tourism</td>
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<tr>
<td>Master of Business by Research</td>
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<td>Graduate Diploma in Business Computing</td>
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<tr>
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<tr>
<td>Master of Business E-Commerce/Marketing</td>
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<tr>
<td>Graduate Diploma in Notarial Practice</td>
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<tr>
<td>Masters in Comparative Commercial Law</td>
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<tr>
<td>Masters of Laws</td>
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<tr>
<td>Master of Regulatory and Criminological Studies</td>
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<tr>
<td>Doctor of Juridical Science</td>
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<tr>
<td>Doctor of Philosophy</td>
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School of Management

Graduate Diploma in Industrial Relations/HRM C Y Y
Master of Business in Management Practice C Y Y
Master of Business in Event Management C Y Y
Master of Business in Industrial Relations/HRM C Y Y
Master of Business by Research C Y Y
Doctor of Philosophy C Y Y

Sir Zelman Cowan Centre

Graduate Diploma in Notarial Practice C Y Y

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Faculty of Human Development

Faculty Courses

Graduate Diploma in Dementia Care and Service C,Z Y Y
Graduate Program in Aged Services Management incorporating
- Graduate Diploma in Aged Services Management C,Z Y Y
- Master of Health Science – Aged Services Management C Y Y

School of Education

Graduate Certificate in Teaching Studies of Asia F Y Y
Graduate Diploma in Secondary Education F Y Y
Graduate Program in Education for Professional Development incorporating
- Graduate Certificate in Education for Professional Development F n/a Y
- Graduate Diploma in Education for Professional Development F n/a Y
Graduate Program in TESOL & Literacy incorporating
- Graduate Certificate in TESOL F Y Y
- Graduate Certificate in Literacy F Y Y
- Graduate Diploma in TESOL F,V Y Y
- Graduate Diploma in TESOL and Literacy F Y Y
- Master of TESOL F,V Y Y
- Master of TESOL and Literacy F Y Y
Graduate Program in Tertiary Education incorporating
- Graduate Certificate in Tertiary Education F n/a Y
- Graduate Diploma in Tertiary Education F Y Y
Graduate Program in Experiential Learning & Development incorporating
- Graduate Certificate in Experiential Learning & Development F Y Y
- Graduate Diploma in Experiential Learning & Development F Y Y
- Master of Education - Experiential Learning & Development F Y Y
Master of Education (by Research) F,M Y Y
Doctor of Education F Y Y
Doctor of Philosophy F Y Y

School of Health Sciences

Graduate Diploma in Clinical Chinese Medicine S Y Y
Graduate Diploma in Complementary Therapies S Y Y
Graduate Diploma in Prepared Chinese Medicine C,S Y Y
Graduate Diploma in Western Herbal Medicine C Y Y
Graduate Program in Paramedicine and Pre Hospital Care incorporating
- Graduate Certificate in Aeromedical Care Z,I Y Y
- Graduate Certificate in Aeromedical Rescue & Retrieval Z,I Y Y
- Graduate Certificate in Emergency Service Education# Z,I Y Y
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<td>- Graduate Certificate in Hyperbaric Medicine</td>
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<td>- Graduate Certificate in Intensive Care Paramedic</td>
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<tr>
<td>- Graduate Certificate in Paediatric Emergencies#</td>
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<td>- Graduate Certificate in Pre-Hospital Care</td>
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<td>- Graduate Diploma in Paramedics</td>
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<td>- Graduate Diploma in Pre-Hospital Care</td>
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<td>School of Human Movement, Recreation and Performance</td>
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<td>Graduate Diploma in Exercise and Sport Sciences</td>
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<tr>
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<tr>
<td>- Graduate Certificate in Ageing, Disability &amp; Leisure</td>
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<td>- Graduate Diploma in Ageing, Disability &amp; Recreation Management</td>
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<td>- Master of Arts – Ageing, Disability &amp; Recreation Management</td>
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School of Nursing

Graduate Diploma in Substance Abuse Studies | S | Y | Y

MASTER OF NURSING

- Graduate Certificate in Cardiothoracic Nursing | S | Y | Y
- Graduate Certificate in Cancer Nursing | S | Y | Y
- Graduate Certificate in Emergency Nursing | S | Y | Y
- Graduate Certificate in Gerontic Nursing# | S | Y | Y
- Graduate Certificate in Neuroscience Nursing | S | Y | Y
- Graduate Certificate in Orthopaedic Nursing | S | Y | Y
- Graduate Certificate in Paediatric Nursing | S | Y | Y
- Graduate Certificate in Palliative Care Nursing | S | Y | Y
- Graduate Diploma in Cardiothoracic Nursing | S | Y | Y
- Graduate Diploma in Cancer Nursing | S | Y | Y
- Graduate Diploma in Emergency Nursing | S | Y | Y
- Graduate Diploma in Gerontic Nursing# | S | Y | Y
- Graduate Diploma in Neuroscience Nursing | S | Y | Y
- Graduate Diploma in Orthopaedic Nursing | S | Y | Y
- Graduate Diploma in Paediatric Nursing | S | Y | Y
- Graduate Diploma in Palliative Care Nursing | S | Y | Y
### Centre for Environmental Safety and Risk Engineering

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<td>- Building Fire Safety and Risk Engineering</td>
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<td>- Performance-based Building and Fire Codes</td>
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### Centre for Packaging, Transportation and Storage

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<td>N/A</td>
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<tr>
<td>Master of Engineering (Research)</td>
<td>Faculty of Science, Engineering and Technology</td>
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<tr>
<td>- Intermodal Freight Systems Management</td>
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<td>- Bulk Freight Systems Management</td>
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<tr>
<td>Master of Engineering (Research)</td>
<td>Faculty of Science, Engineering and Technology</td>
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<tr>
<td>Master of Science</td>
<td>Faculty of Science, Engineering and Technology</td>
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<tr>
<td>Master of Science</td>
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**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 bob.ritchens@vu.edu.au; or visit website http://koala.vu.edu.au/academic.