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 2005. 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 2005*. 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 TAFE regarding application procedures, fees and charges, the Australian Qualifications Framework, articulation, recognition of qualifications and other services available to students.

The sections on the various Schools within 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 Unit of Study Details chapter, which gives detailed descriptions of all modules/units offered. The modules/units are listed in alphanumeric order according to their unit of study code.

The back sections of the *Handbook* include useful information about articulation and credit transfer, recognition of prior learning, admission and enrolment procedures and services available to students. There is also a list of all courses offered by Victoria University in 2005, including higher education courses.

Handbook on the web

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

Please Note

The attention of all students and prospective students is drawn to the possibility that due to circumstances that presently cannot be foreseen, the details of the programs, courses and modules/units set out in the Handbook may change after the date of publication. Accordingly, before final decisions are made or enrolment occurs based on information contained in the Handbook, each student or prospective student should contact the Centre for Commencing Students on (03) 9919 4110 to ensure that the pertinent information is still accurate.
TAFE at Victoria University provides award-winning vocational education and training for a wide range of skilled occupations. We provide a comprehensive range of up-to-date and industry relevant courses that develop academic, practical and personal skills. Our TAFE graduates enjoy excellent employment prospects. In 2004, 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 2004 Australian Vocational Student of the Year award was won by Victoria University TAFE student, Greg Wareham, Operations Manager for G&K O’Connor Pty Ltd, a large beef exporting company, Greg studied the Diploma of Meat Processing MTM50100. Greg was also named the 2004 Victorian Vocational Student of the year. Another Victoria University TAFE student, Vanessa Wood, was named 2003 Australian Vocational Student of the Year.

TAFE at Victoria University is organised into four Schools with more than 150 short courses including recreational and personal development courses are offered, 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. Victoria University is committed to life-long learning and articulation. We encourage people to continue their education by providing easily understood pathways, and by giving them credit for existing skills or previous education and training.

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

TAFE has developed innovative programs for diverse industries and interests such as Accounting; Aged Care; Building and Construction and related trades; Library and Cultural Studies; Multimedia; Music Industry; Naturopathy; Sport Development in Golf and Tennis; Transport, Distribution and Logistics; Youth Programs; VET in Schools; and in partnership with key industry and community bodies.
Victoria University together with the Murray Mallee Training Company and the Horn of African Communities Network jointly won the national 2004 Diversity@work Award for the Employment and Inclusion of Culturally and Linguistically Diverse Australians (CALD) category. TAFE delivers training for the Community Regional Industry Skills Program which provides migrant/refugee communities from the Horn of Africa located in areas of high unemployment in Melbourne with training, support and opportunities to relocate to the irrigation belt in the Murray Mallee/Riverina region where work is readily available.

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

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**Administrative Officers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualification</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irene Jablonski</td>
<td>CertOffAdmin</td>
<td>VicMelb</td>
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<tr>
<td>Susan Marriott</td>
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<td>Jean Wilson</td>
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</tbody>
</table>

### School of Further Education, Arts and Employment Services

**Associate Director/Head of School**

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<th>Qualification</th>
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<tbody>
<tr>
<td>Rose Barillaro</td>
<td>BAMonash, DipEdRusden, CertIVAssmt&amp;WrkplcTrain</td>
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<tr>
<td>Anne Beales</td>
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<tr>
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<tr>
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<tr>
<td>Paul Conroy</td>
<td>BAdzkin, DipEdMonash, CertIVAssmt&amp;WrkplcTrainVicMed</td>
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<tr>
<td>Avril Cooke</td>
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<tr>
<td>Ibrahim Diab</td>
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<tr>
<td>Fiona Graham</td>
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<tr>
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<tr>
<td>Julie Porter</td>
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Customer Service Officers, Community Initiatives Programs
Kimm Hellard  AdCert Media, Film & TV Studies
Sandra Kernives  CertOfSkill & SecretarialStud V/ibMedb
Melinda Lordanic  CertCompApplications
Katherine McGhee  CertIVAssmt & WrkplcTrain V/ibMedb

Employment Consultants, Employment Services
Leigh Richardson  AdvCertAccredTeamMgtSyst

Administrative Officer, Employment Services
Faye Hadden

Customer Service Officers, Employment Services
Leah Samuel
Janet Elorza  CertIVAssmt & WrkplcTrain V/ibMedb

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Roland Edwards
Rosie Guardiani  BA & BCDmin
Geoff Hosking  CertIVAssmt & WrkplcTrain V/ibMedb
Natasha Matthews  BA Duskin
Ian Meyer  BComp, CertIVAssmt & WrkplcTrain V/ibMedb, CertIVTrg & Dev.

Administrative Officers, New Apprenticeships Centre
Elisa Chung
Fiona Davies  CertOfficeAdmin/V/ibMedb
Sue Madden  CertOff & Sec FCOT
Sandra Vander Scheer

New Apprenticeships Customer Service Officers
Milla Bosnjak  BusAdmTrainshp
Sandy Carzino  BusAdmTrainshp

Annies Davies
Rana Elbelli
Joanne Galanis  BALT
Bianca Johnston  GradCertHumanResSwm
Rachel Lamham
John McGlenchy
Lauren McKelvie  DipSportsAdm/V/ibMedb, CertIVRecreation, CertIVSportsOp V/ibMedb
Anna Miroch  BSc, CertBusiness/OfficeAdmin V/ibMedb
Maire Naughton
Rebecca Sheen  CertBusAdmin V/ibMedb

Project Officer, Community Jobs Program
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Admi Officer, Work Education
Pam Milonas

Administrative Officer, Youth
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Coordinator, Music Business
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Ian Baglieri
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BPetrochemicalEngIndia, PostGradDipSoftware
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DipBusVicMelb

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CertParentLeadership&Training

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BA(Hons), MA

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VICTORIA UNIVERSITY TAFE HANDBOOK 2005
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David Spark Grad Dip Rec & Sport Mg, Cert IV Assmt & Wrkplc Train VicMelb
Jo Trevathan
Robert Utber BA Phillip, Cert IV Assmt & Wrkplc Train VicMelb

Administrative Officers
Laura Conroy
Teya Hendrey
General Course Information

Access and Equity
The University believes that all students and staff have the right to study and work in a positive environment which values diversity and protects all members of the community from any form of discrimination or harassment. The University is committed to, and all staff are responsible for, achieving access, equity and excellence in tertiary education. Accordingly, the University has adopted flexible admission and selection policies that take account of the wide range of educational backgrounds and experience of prospective students. Students with a disability should contact Disability Services and ascertain what assistance may be available to them. Moondani Balluk offers a range of supports for Indigenous Australian students. For further details visit Victoria University’s web site: www.vu.edu.au/equity or contact the Equity and Social Justice Branch on (03) 9919 2193. E-mails can be sent, as appropriate, to equity@vu.edu.au, disability@vu.edu.au or moondani.balluk@vu.edu.au

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

All other applicants must apply directly to Victoria University. Submission dates for applications for entry to TAFE courses vary. Application forms and details of dates for individual courses are available from the Admissions Office (03) 9919 2286 or the campus closest to your home or work. For further details visit Victoria University’s web site: www.vu.edu.au.

Applicants without the specified educational prerequisites may be eligible to enter courses if they have relevant work experience and/or educational backgrounds and experience of prospective students.

Enrolment Processes
Applicants offered a place in a course will need to enrol by attending a scheduled enrolment session or via mail (if applicable). Further information about enrolment processes can be obtained from respective Departments or at www.vu.edu.au/services/student_administration.

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

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

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

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

For more information about study pathways and alternative entry programs offered by the University contact the Centre for Commencing Students on (03) 9919 4110.

TAFE Fees & Charges
TAFE Tuition Fee and University General Services Fee
Fees will be implemented in line with Ministerial Directions. For 2005, a tuition contribution of $1.28 per enrolled hour to a maximum of $819. In addition to the tuition fee, a University General Services Fee also applies at a rate of $0.361 per enrolled hour. A minimum General Service Fee of $18.00 applies to all TAFE course enrolments up to a maximum of $300.00 for 720+ enrolled hours. Fee Concessions are available to all Commonwealth Health Care Card, Pensioner Concession Card, Indigenous students and Veteran’s Gold Card Holders. For additional information refer to the TAFE Enrolment and Fees Information brochure available from Student Administration (03) 9919 1900 or www.vu.edu.au/services/student_administration/enrolment_and_fee_information or the campus closest to your home or work.

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

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

Refunds
TAFE Tuition Fee and University General Services Fee
TAFE tuition and General Service fees will be fully refunded to students who withdraw from the course/semester within four weeks of course commencement in order to take up a place at another tertiary institution (proof required). Students who withdraw in writing from a course within four weeks of course/semester commencement for other reasons will be entitled to a refund minus the administrative fee of $69. No refunds will be given for withdrawal after four weeks of course/semester commencement. Failure to formally withdraw from a course within the specified four weeks from the course commencement date will mean that unpaid fees will remain outstanding and be carried over to future enrolments.

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

TAFE Tuition Fee and University General Services Fee
Fees will be implemented in line with Ministerial Directions. For 2005, a tuition contribution of $1.28 per enrolled hour to a maximum of $819. In addition to the tuition fee, a University General Services Fee also applies at a rate of $0.361 per enrolled hour. A minimum General Service Fee of $18.00 applies to all TAFE course enrolments up to a maximum of $300.00 for 720+ enrolled hours. Fee Concessions are available to all Commonwealth Health Care Card, Pensioner Concession Card, Indigenous students and Veteran’s Gold Card Holders. For additional information refer to the TAFE Enrolment and Fees Information brochure available from Student Administration (03) 9919 1900 or www.vu.edu.au/services/student_administration/enrolment_and_fee_information or the campus closest to your home or work.

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

Students who withdraw from a full-fee-paying award course in writing within five working days prior to the commencement of the course/semester will receive a refund less a $100 administrative charge. Failure to formally withdraw from a course within the specified four weeks from the course commencement date will mean that unpaid materials and ancillary fees will remain outstanding and be carried over to future enrolments.

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 a Registered Training Organisation.

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

Recognition of Prior Learning/Recognition of Current Competency

The University is committed to recognizing the skills and knowledge of students. Recognition of Prior Learning/Recognition of Current Competency (RPL/RCC) is an assessment process that matches the skills and knowledge students have achieved, through study and life/work experience with what would be covered in specific modules/units within a course. Where the student successfully completes the RPL/RCC assessment they will receive ‘credit granted’ for those modules/units.

Further information about RPL/RCC and application forms can be obtained from respective Departments.

Induction/Orientation Procedures

Induction/orientation for students will include information about: assessment processes, timetable 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.

Australian Qualifications Framework

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

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

Certificates I–IV

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

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

Diplomas and Advanced Diplomas

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

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

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

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

Preparatory and Bridging Courses

Victoria University offers a range of access and bridging programs which provide alternative entry opportunities into TAFE and higher education award courses for persons who would not normally be eligible for entry because of their previous educational qualifications, age, or other disadvantage.

Articulation Pathways

Articulation is the creation of links or study pathways to enable students to move easily between courses as their needs change.

Articulation gives students the opportunity to progress to the next level of study and to receive maximum credit transfer for study already undertaken, thus reducing the time taken to complete subsequent courses. Duplication of effort is reduced and students are encouraged to continue their education at higher levels.

From VCE to TAFE

Credit transfer arrangements are now in place for students who have completed VCE subjects which include specified vocational skills to obtain credit in TAFE courses at Certificate level at Victoria University.
Language, Literacy and Numeracy Support
Study skill support is available to all TAFE students through the Program of Concurrent Assistance. Qualified teachers support students in studying for exams, preparing, researching and writing assignments and language, literacy and numeracy skills. Concurrent Assistance is available through computer-equipped study labs, or through individual appointments. Phone Phillip Moore (03) 9919 7049 for further information.

Discipline
The University will act to protect good order and the rights of individuals within its confines. To this end, a formal process will be followed to deal with any alleged breach of discipline or misconduct. The University operates within the provision of a Regulation dealing with discipline (Regulation 2.7. Discipline). Students should note that the Student Union can be contacted on (03) 9919 7049 to assist in discipline related matters.

Appeals, 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) 9919 4360 to assist in these matters.

Relevant Legislation

Other University Services
Victoria University offers a variety of services to the University community. These include academic support, personal and vocational counselling, help with finance, housing and health services. Sports and recreation services are also provided. For further details regarding University services visit our web site: www.vu.edu.au.
TAFE Courses at Victoria University in 2005

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) 21434VIC
Diploma of Financial Services (Conveyancing) FNB50601
Diploma of Business Administration BSB50201
Certificate IV in Business Administration BSB40201
Certificate III in Business Administration BSB30201
Certificate III in Business BSB30101
Certificate IV in Business BSB40101
Diploma of Business BSB50101

Financial Services Department
Advanced Diploma of Accounting FNB60202
Diploma of Accounting FNB50202
Diploma of Business (Banking and Finance) 90025NSW
Course in Stock Market Investment 21081VIC
Certificate IV in Stock Market Investment, Broking and Risk 21400VIC
Course in Real Estate for Agents’ Representatives 2004AA
The Certificate IV in Business (Estate Agency Practice) 2404ADA
Certificate IV in Assessment and Workplace Training BSZ40198

Hospitality and Tourism Department
Certificate II in Hospitality (Operations) THH21802
Certificate II in Hospitality (Kitchen Operations) THH22002
Certificate III in Hospitality (Commercial Cookery) THH31502
Certificate III in Hospitality (Catering Operations) THH32902
Certificate III in Hospitality (Operations) THH33002
Certificate IV in Hospitality (Supervision) THH42602
Diploma of Hospitality Management THH51202
Advanced Diploma of Hospitality Management THH60202
Certificate III in Meetings and Events THT50102
Certificate III in Tourism (International Retail Travel Sales) THT30302
Certificate III in Tourism (Guiding) THT30902
Certificate III in Tourism (Operations) THT30102
Certificate III in Tourism (Retail Travel Sales) THT30202
Certificate IV in Tourism (Sales and Marketing) THT40102
Diploma of Event Management THT50202
Certificate II in Tourism (Operations) THT20502
Certificate IV in Tourism (Operations) THT40202
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 III in Business (Frontline Management) BSB30504
Certificate IV in Business (Frontline Management) BSB41004
Diploma of Business (Frontline Management) BSB51004
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) 20051VIC
Diploma of Business (Operations Management) 20053VIC
Certificate IV in Business (Operations Management) 20051VIC
Certificate IV in Business (Advertising) BSB40601
Diploma of Business (Advertising) BSB50601
Advanced Diploma of Business (Advertising) BSB60501
Certificate III in Business (Sales) BSB30301
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) 20055VIC
Advanced Diploma of Business (Public Relations) 20055VIC
Certificate IV in Business BSB40101
Diploma of Business BSB50101
Certificate IV in Business Development BSB40501
Diploma of Business Development BSB50501
Advanced Diploma of Business Development BSB60401
Graduate Certificate in Management Development (Education and Training) 2804ABB

Personal Services Department
Certificate II in Modelling 21456VIC
Certificate II in Nail Technology WRB30199
Certificate III in Beauty (Massage, Facial, and Body) BSB30299
Diploma of Beauty Therapy BSB50299
Diploma of Entertainment (Make-Up) CUE50798
Certificate IV in Make-Up CUE40898
Diploma of Remedial Massage HLT50302
Advanced Diploma of Naturopathy HLT60502
Certificate II in Hairdressing WRI20100 [Pre-Apprenticeship]
Certificate III in Hairdressing WRI30100
Certificate IV in Hairdressing WRI40100
Diploma of Hairdressing Salon Management WRI50100

Western Business Enterprise Centre
Certificate III in Security (Guarding) PRS30198
Certificate II in Small Business (Operations/Innovation) 2153WVIC
Certificate IV in Business (Small Business Management) BSB40401
Diploma of Business Facilitation 21542VIC
Certificate II in Funeral Services (Funeral Operations) WFS30202
Certificate III in Funeral Services (Funeral Operations) WFS30202
Certificate IV in Funeral Services WFS40102
Certificate II in Wholesale Operations WRR20101
Certificate III in Wholesale Operations WRR30101
Certificate IV in Wholesale Management WRR40101
Diploma of Wholesale Management WRR50101
Diploma of Retail Management WRR50102
Certificate IV in Retail Management WRR40102
Certificate III in Retail Supervision WRR30102
Certificate III in Retail Operations WRR30202
Certificate II in Retail Operations WRR20102
Certificate II in Retail Cosmetic Assistant WRB39399

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 (Mechanical – Tyre Fitting and Repair Light) AUR21599
Certificate II in Automotive (Mechanical – Vehicle Servicing) AUR21799
Certificate III in Automotive (Vehicle Body – Panel Beating) AUR31699
Certificate III in Automotive (Vehicle Body – Vehicle Painting) AUR31899
Certificate III in Automotive (Mechanical – Light Vehicles) AUR31099
Certificate IV in Automotive AUR40199
Certificate II in Automotive Technology Studies 21560VIC

Building and Construction Department
Certificate I in Building 15562VIC [Pre-Apprenticeship]
Certificate II in Building 15563VIC [Traineeship]
Certificate III in Building 15564VIC [Apprenticeship]
Certificate II in Engineering – Production [Building Pre-Apprenticeship] MEM20198
Certificate II in Engineering – Production Technology [Building Traineeship] MEM20198
Certificate III in Marine Craft Construction MEM30603 [Apprenticeship]
Certificate III in Off-Site Construction Joinery/Joinery/Timber/Aluminium/Glass, BCF30200
Certificate II in Joinery/Shopfitting/Stairbuilding – Pre-Apprenticeship 21533VIC
Certificate II in Building and Construction 21933VIC [Bricklaying – Pre-Apprenticeship]
Certificate III in General Construction (Bricklaying/Blocklaying) BCG30698 [Apprenticeship]
Certificate II in Building and Construction 21933VIC [Carpentry – Pre-Apprenticeship]
Certificate III in Carpentry and Joinery [Joinery/Shopfitting/Stairbuilding] 20083VIC
Certificate III in General Construction (Carpentry – Framework/Joinery) FWN30202
Certificate II in Furniture Making LMF30002
Certificate III in Furniture Making (Cabinet Making) LMF30402
Certificate III in Furniture Making (Wood Machining) LMF30502

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<table>
<thead>
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<th>Course</th>
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<td>Certificate IV in Applied Design (Furniture)</td>
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<td>Certificate IV in Building</td>
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<td>Diploma of Building Design and Technology</td>
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<td>Certificate IV in Residential Drafting</td>
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<td>Advanced Diploma of Building Design and Project Administration</td>
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<td><strong>Building Services and Special Trades Department</strong></td>
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<td>Advanced Diploma of Engineering Technology (Principal Technical Officer)</td>
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<td>Certificate III in Engineering (Mechanical Trade)</td>
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<td>Diploma of Engineering Technology (Streams in Mechanical, Manufacturing &amp; Mechatronics)</td>
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<td>Certificate III in Civil Construction (Road Construction and Maintenance)</td>
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<td>Certificate III in Motor Vehicle Driver Trainer (Car)</td>
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<td>Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicles)</td>
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Certificate III in Transport and Distribution (Administration) TDT31102
Certificate IV in Transport and Distribution (Administration) TDT41102
Course in Rigging—Basic
Course in Rigging—Intermediate
Course in Rigging—Advanced
Course in Scaffolding—Basic
Course in Scaffolding—Limited Height
Course in Scaffolding—Intermediate
Course in Scaffolding—Advanced
Course in Dogging
Course in Safe Lifting (load slinging)
Course in Elevating Work Platform
Course in Mobil Cranes (Slewing & Non Slewing); Vehicle Loading
Course in Overhead Travelling Crane
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 (Ride-on; Pedestrian; Reach Truck)
Course in Order Picker
Course In Heavy Vehicles
Course in Light Rigid Truck
Course in Medium Rigid Truck
Course in Heavy Rigid Truck (Synchro and Non-Synchro)
Course in Heavy Combination Truck
Course in B Double Truck (Multi-Combination)
Dangerous Goods Licence Training
School Learners Driver Program
Defensive Driving (Car and Truck)
Driver Instruction Training

School of Further Education, Arts and Employment Services

Access Programs Department
Certificate I in ESL (Access) 21497VIC
Certificate II in ESL (Access) 21498VIC
Certificate III in ESL (Access) 21499VIC
Certificate IV in ESL (Access) 21500VIC
Course in Preliminary Spoken and Written English 90998NSW
Certificate I in Spoken and Written English 90999NSW
Certificate II in Spoken and Written English 90993NSW
Certificate III in Spoken and Written English 90992NSW
Certificate I in General Education for Adults (Introductory) 21249VIC
Certificate I in General Education for Adults 21250VIC
Certificate II in General Education for Adults 21251VIC
Certificate III in General Education for Adults 21252VIC
Certificate I in English Language Literacies 1048VIC
Certificate II in English Language Literacies 1049VIC
Certificate III in English Language Literacies 1050VIC
Course in Woman’s Access 14793VIC

Employment and Training Services Department
Victorian Certificate of Applied Learning (Foundation) 21332VIC
Victorian Certificate of Applied Learning (Intermediate) 21333VIC
Victorian Certificate of Applied Learning (Themed) 21335VIC
Certificate I in Vocational Studies (Media) 21263VIC
Certificate I in Vocational Studies (Hospitality) 21261VIC
Certificate I in Workplace Practices 30064QLD
Certificate I in Transition Education 15494VIC

Further Education Programs Department
Diploma of Further Education 21015VIC
Certificate IV in Further Education 21014VIC
Diploma of Liberal Arts 21220VIC
Certificate IV in Liberal Arts 21219VIC
Victorian Certificate of Education 2200LZV
Certificate III in ESL (Further Study) 21501VIC
Certificate IV in ESL (Further Study) 21502VIC

Music Department
Certificate IV in Music CUS40101
Certificate IV in Music Industry (Technical Production) CUS40201
Certificate IV in Music Industry (Business) CUS40301
Diploma of Music CUS50101
Diploma of Music Industry (Technical Production) CUS50201
Diploma of Music Industry (Business) CUS50301

Visual Art, Design and Multimedia Department
Advanced Diploma of Arts (Graphic Design) 12862VIC
Diploma of Arts (Graphic Arts) 12861VIC
Certificate IV in Arts (Applied Design) 15727VIC
Diploma of Arts (Visual Art) 12857VIC
Advanced Diploma of Multimedia CUF60501 [Streams in Interactive Media and Games Development]
Diploma of Multimedia CUF50701
Certificate IV in Multimedia CUF40801
Certificate III in Multimedia CUF30601
Certificate II in Multimedia CUF20601

Vocational Education Programs Department

Diploma of Library and Information Services CUL50199
Certificate III in Library and Information Services CUL50199
Certificate IV in ESL (Further Study) 21505VIC [English for Health Service Professionals]
Certificate III in ESL (Employment) 21503VIC [Aged Care Work]
Certificate III in ESL (Employment) 21503VIC [Children’s Services]
Certificate IV in ESL (Employment) 21504VIC
Certificate IV in Professional Writing and Editing 21124VIC
Diploma of Arts (Professional Writing and Editing) 21124VIC
Course in Gateway to Nursing and the Health Sciences 21379VIC
Course in Preparation for Tertiary Studies (Arts) 21380VIC
Course in Concurrent Study 21384VIC

School of Human Services, Science and Technology

Child Studies Department
Certificate III in Children’s Services CHC30402
Certificate IV in Out of School Hours Care CHC40402
Diploma of Out of School Hours Care CHC50202
Diploma of Children’s Services CHC50302
Advanced Diploma of 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

Health Services Department
Certificate IV in Health (Nursing) 21358VIC
Course in Medication Administration for Division 2 Registered Nurses in Victoria 21506VIC
Course in Cardiopulmonary Resuscitation 20003VIC
Course in Emergency First Aid 20004VIC
Course in Basic First Aid 20005VIC
Course in Paediatric Aid 20006VIC
Diploma of Paramedical Science (Ambulance) HLT50402
Certificate IV in Basic Emergency Care HLT41002
Certificate III in Non-Emergency Patient Transport HLT30202

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 21488VIC
Certificate IV in Information Technology (Network Management) ICA40399
Certificate IV in Information Technology (Client Support) ICA40499
Certificate IV in Information Technology (Technical Support) ICA40599
Diploma of Information Technology (Software Development) ICA50299
Diploma of Information Technology 21489VIC [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 21230VIC
Certificate IV in Science 21239VIC
Certificate II in Animal Studies RUV20104
Certificate III in Animal Technology RUV30104
Certificate III in Captive Animals RUV30204
Certificate III in Companion Animal Services RUV30304
Certificate IV in Veterinary Nursing RUV40404
Diploma of Animal Technology RUV50104
Certificate I in Conservation and Land Management RTD10102
Certificate II in Conservation and Land Management RTD20102
Certificate III in Conservation and Land Management RTD30102
Certificate IV in Conservation and Land Management RTD40102
Diploma of Conservation and Land Management RTD50102
Advanced Diploma of Conservation and Land Management RTD60102
Diploma of Laboratory Technology (Pathology Testing) PML50199
Diploma of Laboratory Technology (Biological and Environmental Testing) PML50199
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 (Quality Assurance) MTM40300
Diploma of Meat Processing MTM50100
Advanced Diploma of Meat Processing MTM60100
Certificate I in Food Processing PDF10103
Certificate II in Food Processing FDF20103
Certificate III in Food Processing FDF30103
Certificate IV in Food Processing FDF40103
Diploma of Food Processing FDF50103
Certificate III in Food Processing FDF30198
Certificate IV in Food Technology 2506AKC
Certificate III in Health Service Assistance (Hospital/Community Health Pharmacy Assistance) HLT31402
Courses in Lubrication 21010VIC
Certificate IV in Assessment and Workplace Training BSZ40198

Social and Community Studies Department
Certificate II in Community Services Work CHC20202
Certificate III in Home and Community Care CHC30202
Certificate III in Disability Work CHC30302
Certificate IV in Disability Work CHC40302
Advanced Diploma of Disability Work CHC50102
Certificate III in Community Services Work CHC30802
Certificate III in Aged Care Work CHC30102
Certificate IV in Aged Care Work CHC40102
Certificate IV in Community Services (Lifestyle and Leisure) CHC41602
Diploma of Community Services (Lifestyle and Leisure) CHC50802
Certificate IV in Service Co-ordination (Ageing and Disability) CHC40202
Certificate IV in Marriage Celebrancy CHC41802
Diploma of Community Development CHC51402
Diploma of Community Welfare Work CHC50702
Diploma of Alcohol and Other Drugs CHC51102
Certificate IV in Alcohol and Other Drugs CHC41702
Certificate IV in Youth Work CHC40602
Diploma of Youth Work CHC50502
Advanced Diploma of Justice 21214VIC
Diploma of Justice 21213VIC
Certificate IV in Justice 21212VIC

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 III in Sport (Career Oriented Participation) SRS30299
Certificate II in Sport and Recreation SRO20199
Certificate III in Sport and Recreation SRO30199
Certificate II in Sport and Recreation SRO20103
Certificate III in Sport and Recreation SRO30103
Certificate IV in Sport and Recreation SRO40103
Diploma of Sport and Recreation SRO50103
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
Victoria University TAFE – Course Details

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, building 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 and 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 of TAFE

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:

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).

The Centre for Curriculum Innovation and Development can be contacted by phone: (03) 9919 8455; fax: (03) 9919 8345 or email: tess.demediuk@vu.edu.au

Tess Demediuk
Head, Centre for Curriculum Innovation and Development

Course Codes
2133VIC Course in ICT Skills for Teachers
BSZ40198 Certificate IV in Assessment and Workplace Training
BSZ50198 Diploma in Training and Assessment Systems
15539VIC Certificate IV in Vocational Education and Training
15560VIC Diploma of Vocational Education and Training
21205VIC Graduate Certificate in Vocational Education and Training
21102VIC Graduate Certificate in VET in Schools Implementation
Course in ICT Skills for Teachers
Course Code: 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.

Certificate IV in Assessment and Workplace Training
Course Code: BSZ40198

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.

Course Content
<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Course Title</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ404A</td>
<td>Train Small Groups</td>
<td>30</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>BSZ405A</td>
<td>Plan &amp; Promote a Training Program</td>
<td>50</td>
</tr>
<tr>
<td>BSZ406A</td>
<td>Plan a Series of Training Sessions</td>
<td>30</td>
</tr>
<tr>
<td>BSZ407A</td>
<td>Deliver Training Sessions</td>
<td>50</td>
</tr>
<tr>
<td>BSZ408A</td>
<td>Review Training</td>
<td>15</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 offers the Certificate IV in Assessment and Workplace Training over 8 days in 4 parts. Each part runs for 2 days. Part 1 should be completed before part 2; Part 2 before part 3 etc. It is recommended that participants take a minimum of 2 months to complete the course.

Part 1: BSZ404A Train Small Groups
Part 2: BSZ401A Plan Assessment
Part 3: BSZ405A Plan & Promote a Training Program
Part 4: BSZ407A Deliver Training Sessions

Option Two:
The course is delivered over 5 days. It is aimed at people with some knowledge of Training and Assessment or people who work in the training and assessment environment. An integrated delivery approach has been adopted. The course facilitator will:
- make decisions about the way(s) in which the training program is delivered in consultation with the client;
- encourage self-management of the learning process;
- respond to questions or concerns;
- provide guidance about access to other learning resources.

During the course, activities will be designed and presented to stimulate the participants, to explore or debate with, and to apply the information which has been presented.

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

Diploma in Training and Assessment Systems
Course Code: BSZ50198

Career Opportunities
The Diploma in Training and Assessment Systems (BSZ50198) 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 (BSZ50198), participants will be eligible for a nationally recognised qualification.

Course Objectives
The course aims to provide participants with skills to design, establish and manage assessment and training systems. Expertise is required in analysing competency needs and evaluating all aspects of the training and/or assessment system. Participants will specialise in developing assessment tools and procedures and designing courses.
Entry Requirements
There are no formal entry requirements for this course. 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 of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ501A</td>
<td>Analyse Competency Requirements</td>
</tr>
<tr>
<td>BSZ502A</td>
<td>Design and Establish the Training System</td>
</tr>
<tr>
<td>BSZ503A</td>
<td>Design and Establish the Assessment System</td>
</tr>
<tr>
<td>BSZ504A</td>
<td>Manage the Training and Assessment System</td>
</tr>
<tr>
<td>BSZ505A</td>
<td>Evaluate the Training and Assessment System</td>
</tr>
<tr>
<td>BSZ506A</td>
<td>Develop Assessment Procedures</td>
</tr>
<tr>
<td>BSZ507A</td>
<td>Develop Assessment Tools</td>
</tr>
<tr>
<td>BSZ508A</td>
<td>Design Training Courses</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 coordinators/managers or people who are already working in a training capacity and have responsibility for supporting the training and assessment system in 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
Course Code: 15559VIC

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

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
Core Units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH777</td>
<td>Assess Learning Needs of Individuals &amp; Groups</td>
</tr>
<tr>
<td>VBH778</td>
<td>Plan for Teaching &amp; Learning</td>
</tr>
<tr>
<td>VBH779</td>
<td>Facilitate Individual &amp; Group Learning</td>
</tr>
<tr>
<td>VBH780</td>
<td>Maintain Professional Competence</td>
</tr>
<tr>
<td>VBH781</td>
<td>Work in a Team</td>
</tr>
<tr>
<td>VBH782</td>
<td>Critically Examine Teaching &amp; Learning Practice</td>
</tr>
<tr>
<td>VBH783</td>
<td>Develop Basic Assessment Tools</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>BSZ408A</td>
<td>Review Training</td>
</tr>
</tbody>
</table>

Elective Units
A maximum of four units selected from the following list:
- VBH784 Develop and Customise Learning Resources | 25 |
- VBH785 Assess Clients Needs for Programs and Services | 25 |
- VBH786 Manage Flexible Teaching and Learning Programs | 25 |
- VBH787 Integrate Technology in Teaching and Learning | 25 |
- VBH792 Market and Promote Programs and Services | 30 |
- VBH796 Undertake Research in Vocational Education & Training | 40 |
- VBH797 Manage Projects | 30 |
- BSZ507A Develop Assessment Tools | 25 |
Diploma of Vocational Education and Training

Course Code: 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 online.

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 (120 nominal hours)

<table>
<thead>
<tr>
<th>Unit of Study 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>30</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>15</td>
</tr>
<tr>
<td>BSZ408A</td>
<td>15</td>
</tr>
<tr>
<td>VBH789</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective units

All of the following elective units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH784</td>
<td>25</td>
</tr>
<tr>
<td>VBH785</td>
<td>25</td>
</tr>
<tr>
<td>VBH786</td>
<td>25</td>
</tr>
<tr>
<td>VBH787</td>
<td>25</td>
</tr>
<tr>
<td>VBH792</td>
<td>30</td>
</tr>
<tr>
<td>VBH796</td>
<td>40</td>
</tr>
<tr>
<td>VBH797</td>
<td>30</td>
</tr>
<tr>
<td>BSZ507A</td>
<td>25</td>
</tr>
</tbody>
</table>

Graduate Certificate in Vocational Education and Training

Course Code: 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>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBU810</td>
<td>80</td>
</tr>
<tr>
<td>VBU811</td>
<td>40</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBU812</td>
<td>40</td>
</tr>
<tr>
<td>VBU813</td>
<td>40</td>
</tr>
<tr>
<td>VBU814</td>
<td>40</td>
</tr>
<tr>
<td>VBU815</td>
<td>40</td>
</tr>
</tbody>
</table>
Graduate Certificate in VET in Schools Implementation
Course Code: 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>Unit of Study Code</th>
<th>VET in Schools Context</th>
<th>Theory and Skills for Adolescent Learning</th>
<th>Course Design, Assessment and Evaluation</th>
<th>VET in School Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>45</td>
<td>45</td>
<td>45</td>
<td>45</td>
</tr>
</tbody>
</table>

Short Course Centre

The Short Course Centre of Victoria University offers a variety of short courses to the general public as well as to business and industry. Comprising some 11 campuses across Melbourne, including three in the Melbourne CBD, with customised state-of-the-art facilities and industry-leading facilitators, Victoria University Short Courses will help to:
- upgrade business and computer skills
- gain credits for next qualification
- take the first step towards a new job
- have fun learning a new hobby.

Victoria University also provides customised learning and development workshops to meet organisations’ specific requirements. These courses can be presented at our facilities, or in-company at your workplace. We deliver courses such as:
- Negotiation Skills
- Demystifying Project Management
- Accounting and Finance for Managers
- Risk Management
- Effective Sales Management
- Selling Skills
- Presentation Skills
- Effective Telephone Debt Collection
- Business Writing
- plus many others.

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

Short courses on offer include:

- **Airbrushing**
  - Beginners, Intermediate & Advanced
  - Special FX (Automotive)

- **Boatbuilding**
  - Boat Building: Beginners & Advanced

- **Business**
  - MYOB: Intro & Advanced
  - Bookkeeping: Basic & Advanced
  - Finance and Accounting for Managers
  - Zero Based Budgeting
  - Reading and Understanding Financial Statements
  - Managing your Cash flow
  - Business Writing Skills: 1-day
  - Delivering Professional Presentations
  - Demystifying Project Management
  - Visual Merchandising
  - Effective Telephone Debt Collection
  - Introduction to Tax Planning and Preparing Tax Returns
  - Advanced Tax Planning and Preparing Tax Returns

- **Small Business**
  - Understanding your Small Business

- **Carpentry**
  - Basic Home Maintenance

- **Cabinet Making**
  - Woodturning
  - Woodwork: Beginners & Advanced

- **Computing**
  - Computer Keyboarding and Basic Word Processing
  - Intro to Computers 1&2
  - Creating your own Web Page
  - An Intro to Multimedia
  - Introduction to Video editing using Adobe Premiere 6.5
  - Introduction to MS Office Word
  - Introduction to MS Excel
• Introduction to MS PowerPoint
• Introduction to Flash

Creative Writing
• Introduction to Comedy Writing
• Write your Family History
• Creative Writing for Beginners
• Self-Publishing your Writing

Electrotechnology
• CISCO CCNA & CCNP Internetworking Training

Hospitality
• Food Hygiene: Basic Level 1 and Supervisor Levels 2&3
• Bar Operations
• Responsible Serving of Alcohol
• Responsible Service of Gaming
• Waiting Skills
• Wine Appreciation
• Coffee Making The Long and Short of it

Massage
• Introduction to Massage

Medical Terminology
• Medical Terminology Introduction
• Medical Office Introduction

Personal Finances
• Introduction to the Stock Market

Personal Services
• Beauty Therapy Orientation
• Make-up Program Orientation
• Make-Up Basics
• Bridal Make-up
• Fashion Make-up
• Photographic Make-up

Photography
• Photography: Theory & Practical

Police Entrance Exams
• Preparation for Police Entrance Exam
• Police Entrance Exam

Professional Management Series
• Incident Investigation for Managers
• Professional Communication
• Conflict Management for Supervisors
• Occupational Health and Safety

Property Investment
• Introduction to Successful Property Investment
• Advanced Property Investment

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

Shane Fitzgibbon
Manager, Short Course Centre

TAFE International

The TAFE Schools of Victoria University undertake a range of international activities, both onshore and offshore which include:

• developing overseas partnerships for the delivery of TAFE programs
• developing partnerships to support the development of vocational education and training systems for foreign governments
• provision of intensive English language training for foreign students both locally and overseas

Victoria University offers a range of TAFE Diploma courses to international students including Business; Graphic Design and Multimedia; Hospitality and Information Technology.

English Language Institute (ELI)

Through the English Language Institute, the University offers a wide range of intensive English language programs for international students. ELI has NEAS accreditation (National ELT Accreditation Scheme) and is an English Australia (EA) College.

English language programs are offered at all levels from beginner to advanced and comprise two streams, general and academic, the latter preparing students for further studies. The general English language stream is suitable for students from beginner to advanced levels and is available full-time for students on student visas, and full-time or part-time to students on visitor's visas.

The ELI specialises in English for Academic Purposes (EAP) courses which focus on preparing students for 3 levels of study: TAFE, undergraduate and post-graduate. The EAP courses include Computer Assisted Language Learning (CALL) and IELTS preparation as required.

The ELI is involved in the delivery of programs and consultancy services in China, Vietnam, and Bangladesh and hosts study tours by groups of students and government officials from China, Abu Dhabi and Japan. The ELI also hosts professional development tours for English Language teachers from China.

The ELI provides support to the Faculty of Business and Law's MBA program at Beijing Jiaotong University, Beijing, PRC. ELI is located at the Flinders Lane Campus, Level 5, 301 Flinders Lane, Melbourne. Phone: (03) 9919 1175, fax: (03) 9919 1298, e-mail: ELI@vu.edu.au.

Off-Shore Course Delivery

TAFE international programs are delivered through partnerships in China, Korea, New Zealand and Vietnam.

TAFE Diploma courses in Business, Graphic Design and Multimedia, Hospitality and Information Technology are being delivered offshore.

David Fletcher
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 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) 9919 8470, fax: (03) 9919 8465 or email colleen.bergin@vu.edu.au

Colleen Bergin
Program Manager, Workplace Learning Melbourne West
School of Business, Hospitality and Personal Services

The School of Business, Hospitality and Personal Services provides a diversity of study options through six Departments:

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

The School offers a broad range of courses from Certificate II to Advanced Diploma level, covering key business and service industry sectors. The courses are developed in conjunction with industry, assuring students that the vocational education and training they receive is current and applicable to employer needs.

Articulation pathways have been established for those students wishing to continue their studies at higher TAFE or degree levels and continue lifelong learning. VET in Schools (VETiS) programs are offered in partnership with secondary schools in Melbourne’s Western region.

New Apprenticeship and Traineeship programs are available by arrangement with the relevant Department.

Courses are conducted at the Footscray Nicholson, St Albans, Melton, Werribee, City and Sunbury campuses. Arrangements can be made to conduct training in enterprise workplace settings. Many courses may be undertaken via the Flex Ed Centre with flexible learning arrangements to suit individual needs.

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 community on a commercial or fee-for-service basis. These include consultancy services on a regional and state level, in house training, competency assessment including RPL (Recognition of Prior Learning), short courses and courses for international students on and offshore.

The School of Business, Hospitality and Personal Services provides a supportive learning environment that encourages students to extend themselves.

Students can work in a range of simulated and real industry settings such as restaurants, hairdressing, massage and beauty salons, Practice Firms, the Melbourne Design and Fashion Incubator, Melbourne Opera Company, L’Oreal Fashion Festival, Fashion Week New Model Awards, and the Office of Member of the Legislative Assembly Sunshine.

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

Departments of the School of Business, Hospitality and Personal Services are working closely with business on a number of projects including Arts in Business; Women in Business Networks; Youth Small Business Program; Mentors in Business Planning; Training for Business Consultants and Advisors Australia wide; Certificate IV in Business (Small Business Management); and the New Enterprise Incentive Scheme (NEIS). Frontline Management and Business Leadership programs are also delivered in enterprises.

Whether you are a school leaver or a mature aged 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 and 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.

Certificate III in Business
(Legal Administration)

Course Code: BSA30200

Campus
Footscray Nicholson, St Albans.

Career Opportunities
Legal support staff.

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

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

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

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

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

Course Duration
Full-time basis over 420–510 hours.

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

The course requires the completion of 12 units as follows:

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSACS301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALC301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALF301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALO301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALPP301A</td>
<td>80</td>
</tr>
<tr>
<td>BSALPP302A</td>
<td>25</td>
</tr>
<tr>
<td>BSALR301A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM301A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM306A</td>
<td>80</td>
</tr>
<tr>
<td>BSFLM303A</td>
<td>40</td>
</tr>
</tbody>
</table>

Units of Study

Plus a minimum of two units (may include BSALPP303A Deliver court documentation) from the SB01 Business Services Training Package Australian National Training Authority (ANTA) 2001 (including Legal Services) or any other endorsed Training Package, of which a maximum 1 unit may be included from a lower or higher level in this qualification, providing they have not previously been included in a qualification at a lower level.

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

Certificate IV in Business

(legal services)

Course Code: BSA40200

Campus

Footscray Nicholson, St Albans.

Career Opportunities

Legal administration officer.

Scope of Delivery

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

Course Objectives

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

Entry Requirements

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

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

Selection Procedures/Selection Criteria

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

Course Duration

Full-time over 18 weeks 560–720 nominal hours (or 660–1155 nominal hours including prerequisite units).

Course Structure

Pre-requisite Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSALPP301A</td>
<td>80</td>
</tr>
<tr>
<td>BSALPP302A</td>
<td>25</td>
</tr>
<tr>
<td>BSACS301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALC301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALF301A</td>
<td>10</td>
</tr>
<tr>
<td>BSALO301A</td>
<td>10</td>
</tr>
</tbody>
</table>

Core Units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSALCP401A</td>
<td>60</td>
</tr>
<tr>
<td>BSALCP402A</td>
<td>60</td>
</tr>
<tr>
<td>BSALCP403A</td>
<td>60</td>
</tr>
<tr>
<td>BSALCP404A</td>
<td>60</td>
</tr>
</tbody>
</table>

Community Services and Health Functional Stream

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHGC2A</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>
<td>30</td>
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</tbody>
</table>

Conveyancing Functional Stream

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>206/01</td>
<td>50</td>
</tr>
<tr>
<td>206/05</td>
<td>40</td>
</tr>
</tbody>
</table>

Litigation Functional Stream

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSALLG401A</td>
<td>60</td>
</tr>
</tbody>
</table>

Financial Services Functional Stream

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNAMERC03B</td>
<td>40</td>
</tr>
</tbody>
</table>

Other Units of Study

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

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

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Advanced Diploma of Business
(legal Practice)

Course Code: 21434/VIC

Campus
Melton, Flex Ed.

Career Opportunities
Senior law clerk.

Scope of Delivery
Full time, Part time and flexible delivery

Course Objective
The course aims to develop specialised skills and knowledge of participants wishing to enter employment (other than as the holder of a practising certificate) in legal practice at a senior level and gain the necessary skills and knowledge to undertake employment as a senior law clerk in a law firm, corporation or government department.

In addition to this, the course aims to provide the knowledge and skills to:
- identify potential clients and their requirements;
- apply methods for responding to clients needs;
- provide quality customer service in a legal environment;
- prepare, develop and manage legal documents; and
- manage the recruitment, development and supervision of base level legal and clerical staff.

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 an ENTER score until the selection quota has been filled.

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 Unit of Study, a minimum of 755–765 hours from Elective Unit of Study (Group A and B), with a minimum of 8 Elective Unit of Study from Group A.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ370</td>
<td>Career Planning and Skills Assessment</td>
</tr>
<tr>
<td>VBJ369</td>
<td>Competency Analysis</td>
</tr>
<tr>
<td>VBM894</td>
<td>Law of Torts</td>
</tr>
<tr>
<td>VBM895</td>
<td>Law of Contract</td>
</tr>
<tr>
<td>VBM896</td>
<td>Property Law</td>
</tr>
<tr>
<td>VBM897</td>
<td>Law of Evidence</td>
</tr>
<tr>
<td>VBM898</td>
<td>Legal Process</td>
</tr>
<tr>
<td>VBM899</td>
<td>Commercial Law</td>
</tr>
<tr>
<td>VBJ206</td>
<td>Identify Potential Clients</td>
</tr>
</tbody>
</table>

Elective Units of Study
Participants must complete a minimum of 755–765 hours from Elective Unit of Study (Group A and B), with a minimum of 8 Elective Unit of Study from Group A.

Group A

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ207</td>
<td>Practise in a Legal Environment</td>
</tr>
</tbody>
</table>

VBJ206 and VBJ207 may be undertaken by way of practical placement in a legal workplace environment.

Group B

<table>
<thead>
<tr>
<th>Unit 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>NGMS102</td>
<td>Managing Operations–Customer Service</td>
</tr>
<tr>
<td>NGMS106</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>NOS110.v2</td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>NOS116</td>
<td>Keyboarding Techniques &amp; Operations</td>
</tr>
<tr>
<td>NOS118.v2</td>
<td>Computer Operations–Data Retrieval</td>
</tr>
<tr>
<td>NOS211</td>
<td>Keyboarding-Speed and Accuracy</td>
</tr>
<tr>
<td>NOS213</td>
<td>Computer Operations</td>
</tr>
<tr>
<td>NOS214.v2</td>
<td>Word Processing for Operators</td>
</tr>
<tr>
<td>NOS215.v2</td>
<td>Database Fundamentals</td>
</tr>
<tr>
<td>NOS216.v2</td>
<td>Spreadsheet Fundamentals</td>
</tr>
<tr>
<td>NOS222.v2</td>
<td>Word Processing Fundamentals</td>
</tr>
<tr>
<td>NOS220</td>
<td>Organisational Behaviour</td>
</tr>
<tr>
<td>NOS233</td>
<td>Audio Transcription–Introduction</td>
</tr>
<tr>
<td>NOS304.v3</td>
<td>Word Processing–Advanced Operator</td>
</tr>
<tr>
<td>NOS305.v2</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>
<tr>
<td>VBJ768</td>
<td>Accounting to Trial Balance</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 100.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Diploma of Financial Services (Conveyancing)
Course Code: FNB50601
Campus
Footscray Nicholson
Career Opportunities
Conveyancers
Scope of Delivery
This is a fee-for-service course.
Course Objectives
The course provides the knowledge and skills required of those employed as conveyancers at the managerial level.
Entry Requirements
Applicants must be able to demonstrate to the satisfaction of the Department that they are capable of successfully completing the course having regard to previous industry and educational experience.
Selection Procedures
A direct entry application form must be completed and forwarded to the Administrative and Legal Department. Applicants may be required to attend an interview.
Course Duration
The course is delivered part-time over 2 years.
Course Structure
Core Units of Study
Unit of Study Code | Hours
--- | ---
FNBCNV01A Take instructions in relation to a transaction | 120
FNBCNV03A Liaise with clients, other professionals and third parties | 60
FNBCNV05A Prepare and execute documents | 100
FNBCNV06A Establish, manage and administer trust accounts | 50
FNBCNV07A Finalise transactions | 30
BSBFLM501B Manage personal work priorities and professional development | 60
FNBCNV02A Obtain and analyse all information for the transaction | 60
FNBCNV18A Implement client service strategy | 30

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

Certificate III in Business
Courset Code: BSB30101
Career Opportunities
Executive Secretary, Administration Officer, Computer Operations, Clerical Assistant, and Receptionist.
Scope of Delivery
BSB30101 Diploma of Business Administration is offered full time, part time or via flexible delivery.

Certificate IV in Business Administration
Course Code: BSB40201
Career Opportunities
Receptionist, Administrative Officer, Word Processor.
Scope of Delivery
Part-time basis and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.
Course Objectives
The course aims to provide students with the knowledge and skills required to undertake work as an administrative officer in a variety of settings.
Entry Requirements
To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of completing the course.

Certificate III in Business
Course Code: BSB30101
Campus
Footscray Nicholson, St Albans, Werribee, Flex Ed.
Career Opportunities
Receptionist, Administrative Officer, Word Processor.
Scope of Delivery
Part-time basis and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.
Course Objectives
The course aims to provide students with the knowledge and skills required to undertake work as an administrative officer in a variety of settings.
Entry Requirements
To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Certificate IV in Business Administration
Course Code: BSB40201
Career Opportunities
Receptionist, Administrative Officer, Word Processor.
Scope of Delivery
Part-time basis and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.
Course Objectives
The course aims to provide students with the knowledge and skills required to undertake work as an administrative officer in a variety of settings.
Entry Requirements
To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Certificate IV in Business Administration
Course Code: BSB40201
Career Opportunities
Receptionist, Administrative Officer, Word Processor.
Scope of Delivery
Part-time basis and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.
Course Objectives
The course aims to provide students with the knowledge and skills required to undertake work as an administrative officer in a variety of settings.
Entry Requirements
To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

Certificate III in Business
Course Code: BSB30101
Campus
Footscray Nicholson, St Albans, Werribee, Flex Ed.
Career Opportunities
Receptionist, Administrative Officer, Word Processor.
Scope of Delivery
Part-time basis and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.
Course Objectives
The course aims to provide students with the knowledge and skills required to undertake work as an administrative officer in a variety of settings.
Entry Requirements
To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

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

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

Course Structure
The course consists of 12 units as follows:
A minimum of 8 units from the Common Business Units listed below, including BSBCM311A Maintain Workplace Safety.

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSADM301A</td>
<td>Produce texts from shorthand notes</td>
<td>100</td>
</tr>
<tr>
<td>BSADM302A</td>
<td>Produce texts from notes</td>
<td>30</td>
</tr>
<tr>
<td>BSADM303A</td>
<td>Produce texts from audio transcription</td>
<td>30</td>
</tr>
<tr>
<td>BSADM304A</td>
<td>Design and develop text documents</td>
<td>120</td>
</tr>
<tr>
<td>BSADM305A</td>
<td>Create and use databases</td>
<td>20</td>
</tr>
<tr>
<td>BSADM306A</td>
<td>Create electronic presentations</td>
<td>20</td>
</tr>
<tr>
<td>BSADM307A</td>
<td>Organise schedules</td>
<td>15</td>
</tr>
<tr>
<td>BSADM308A</td>
<td>Process payroll</td>
<td>10</td>
</tr>
<tr>
<td>BSADM309A</td>
<td>Process accounts payable and receivable</td>
<td>30</td>
</tr>
<tr>
<td>BSADM310A</td>
<td>Maintain a general ledger</td>
<td>60</td>
</tr>
<tr>
<td>BSADM311A</td>
<td>Use advanced medical terminology</td>
<td>30</td>
</tr>
<tr>
<td>BSADM312B</td>
<td>Prepare and process medical accounts</td>
<td>30</td>
</tr>
<tr>
<td>BSADM311A</td>
<td>Maintain workplace safety</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus a minimum of 3 units from the Common Business units listed below, including the unit BSBCM311A Maintain workplace safety.

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM301A</td>
<td>Exercise initiative in a business environment</td>
</tr>
<tr>
<td>BSBCM302A</td>
<td>Organise personal work priorities and development</td>
</tr>
<tr>
<td>BSBCM303A</td>
<td>Contribute to effective workplace relationships</td>
</tr>
<tr>
<td>BSBCM304A</td>
<td>Contribute to personal skill development &amp; learning</td>
</tr>
<tr>
<td>BSBCM305A</td>
<td>Organise workplace information</td>
</tr>
<tr>
<td>BSBCM306A</td>
<td>Produce business documents</td>
</tr>
<tr>
<td>BSBCM307A</td>
<td>Maintain business resources</td>
</tr>
<tr>
<td>BSBCM308A</td>
<td>Maintain financial records</td>
</tr>
<tr>
<td>BSBCM309A</td>
<td>Recommend products and services</td>
</tr>
<tr>
<td>BSBCM310A</td>
<td>Deliver and monitor a service to customers</td>
</tr>
<tr>
<td>BSBCM311A</td>
<td>Maintain workplace safety</td>
</tr>
<tr>
<td>BSBCM312A</td>
<td>Support innovation and change</td>
</tr>
<tr>
<td>BSBCM313A</td>
<td>Maintain environmental procedures</td>
</tr>
<tr>
<td>BSBCM314A</td>
<td>Utilise a knowledge management system</td>
</tr>
<tr>
<td>BSBCM315A</td>
<td>Work effectively with diversity</td>
</tr>
<tr>
<td>BSBCM316A</td>
<td>Process customer complaints</td>
</tr>
<tr>
<td>BSBCM317A</td>
<td>Meet customer needs and expectations</td>
</tr>
<tr>
<td>BSBCM318A</td>
<td>Write simple documents</td>
</tr>
<tr>
<td>BSBCM319A</td>
<td>Apply advanced first aid</td>
</tr>
<tr>
<td>BSBCM320A</td>
<td>Maintain first aid equipment and resources</td>
</tr>
</tbody>
</table>

Plus 4 units from the Business Services Training Package or any other endorsed Training Package, of which 2 units must be from AQF 3 level, and maximum of 2 may be included from lower or higher levels. Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

Certificate IV in Business Administration
Course Code: BSB40201
Campus
Footscray Nicholson, St Albans, Flex Ed.

Career Opportunities
Receptionist, Administrative Assistant, Secretary.

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSADM401A</td>
<td>Produce complex text from shorthand notes</td>
</tr>
<tr>
<td>BSADM402A</td>
<td>Produce complex business documents</td>
</tr>
<tr>
<td>BSADM403A</td>
<td>Develop and use complex databases</td>
</tr>
<tr>
<td>BSADM404A</td>
<td>Develop and use complex spreadsheets</td>
</tr>
<tr>
<td>BSADM405A</td>
<td>Organise meetings</td>
</tr>
<tr>
<td>BSADM406A</td>
<td>Organise business travel</td>
</tr>
<tr>
<td>BSADM407A</td>
<td>Administer projects</td>
</tr>
<tr>
<td>BSADM408A</td>
<td>Prepare financial reports</td>
</tr>
</tbody>
</table>

A minimum of 3 Common Business units listed below:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM402A</td>
<td>Develop work priorities</td>
</tr>
<tr>
<td>BSBCM403A</td>
<td>Establish business networks</td>
</tr>
<tr>
<td>BSBCM404A</td>
<td>Develop teams and individuals</td>
</tr>
<tr>
<td>BSBCM405A</td>
<td>Analyse and present research information</td>
</tr>
<tr>
<td>BSBCM406A</td>
<td>Maintain business technology</td>
</tr>
<tr>
<td>BSBCM407A</td>
<td>Co-ordinate business resources</td>
</tr>
<tr>
<td>BSBCM408A</td>
<td>Report on financial activity</td>
</tr>
<tr>
<td>BSBCM409A</td>
<td>Promote products and services</td>
</tr>
<tr>
<td>BSBCM410A</td>
<td>Co-ordinate implementation of customer service strategies</td>
</tr>
<tr>
<td>BSBCM411A</td>
<td>Monitor a safe workplace</td>
</tr>
<tr>
<td>BSBCM412A</td>
<td>Promote innovation and change</td>
</tr>
<tr>
<td>BSBCM413A</td>
<td>Implement and monitor environmental policies</td>
</tr>
<tr>
<td>BSF404A</td>
<td>Lead work teams</td>
</tr>
</tbody>
</table>
And three units from the Business Services Training Package or any other endorsed training package, of which a minimum of 2 units must be from a qualification at AQF level IV; 1 unit may be included from lower or higher levels in this qualification. Units from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

Should any of the following units be selected, then all three units must be undertaken:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
<th>Domain</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM301A</td>
<td>30</td>
<td>Manage the establishment and maintenance of a workgroup network</td>
</tr>
<tr>
<td>BSBADM302A</td>
<td>30</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>BSBADM303A</td>
<td>30</td>
<td>Plan and manage conferences</td>
</tr>
<tr>
<td>BSBADM304A</td>
<td>50</td>
<td>Plan or review administration systems</td>
</tr>
<tr>
<td>BSBADM305A</td>
<td>30</td>
<td>Manage payroll</td>
</tr>
<tr>
<td>BSBADM306A</td>
<td>60</td>
<td>Manage business documents design and development</td>
</tr>
</tbody>
</table>

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

Diploma of Business Administration

Course Code: BSB50201

Campus
Footscray Nicholson, St Albans, Werribee, Flex Ed.

Career Opportunities
Receptionist, Administrative Officer, Secretary.

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

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

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

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

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

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

Course Duration
Full-time basis over 300–410 nominal hours.

Course Structure
The course requires the completion of 8 units as follows:
(a) A minimum of 5 units from the Specialist Administration Domain below:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
<th>Domain</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM301A</td>
<td>30</td>
<td>Manage the establishment and maintenance of a workgroup network</td>
</tr>
<tr>
<td>BSBADM302A</td>
<td>30</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>BSBADM303A</td>
<td>30</td>
<td>Plan and manage conferences</td>
</tr>
<tr>
<td>BSBADM304A</td>
<td>50</td>
<td>Plan or review administration systems</td>
</tr>
<tr>
<td>BSBADM305A</td>
<td>30</td>
<td>Manage payroll</td>
</tr>
<tr>
<td>BSBADM306A</td>
<td>60</td>
<td>Manage business documents design and development</td>
</tr>
</tbody>
</table>

(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.

Certificate III in Business Administration

Course Code: BSB30201

Campus
Footscray Nicholson, St Albans, Werribee, Flex Ed.

Career Opportunities
Receptionist, Administrative Officer, Word Processor.

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

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

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

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

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

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:
A minimum of 5 units from the Specialist Administration domain as listed below.

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM301A</td>
<td>Produce texts from shorthand notes</td>
<td>100</td>
</tr>
<tr>
<td>BSBADM302A</td>
<td>Produce texts from notes</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM303A</td>
<td>Produce texts from audio transcription</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM304A</td>
<td>Design and develop text documents</td>
<td>120</td>
</tr>
<tr>
<td>BSBADM305A</td>
<td>Create and use databases</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM306A</td>
<td>Create electronic presentations</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM307A</td>
<td>Organise schedules</td>
<td>15</td>
</tr>
<tr>
<td>BSBADM308A</td>
<td>Process payroll</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM309A</td>
<td>Process accounts payable and receivable</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM310A</td>
<td>Maintain a general ledger</td>
<td>60</td>
</tr>
<tr>
<td>BSIMED301A</td>
<td>Use advanced medical terminology</td>
<td>30</td>
</tr>
<tr>
<td>BSIMED302B</td>
<td>Prepare and process medical accounts</td>
<td>30</td>
</tr>
</tbody>
</table>

Plus a minimum of 3 units from the Common Business units listed below, including the unit BSBCM311A Maintain workplace safety.
Certificate IV in Business
Course Code: BSB40101

Campus
To be advised.

Career Opportunities
Administrative Work.

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.

Recognition of prior learning may be available based on 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 315–520 nominal hours or part-time equivalent.

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

A minimum of 4 units selected by the student, with the approval of the Head of Department, from the following:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM401A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN402A</td>
<td>50</td>
</tr>
<tr>
<td>BSBCMN403A</td>
<td>50</td>
</tr>
<tr>
<td>BSBCMN404A</td>
<td>50</td>
</tr>
</tbody>
</table>

BSBNRM413A Implement & monitor environmental policies 40

Six units (together totalling at least 205 nominal hours) of which a minimum of 2 units must be undertaken from a qualification at Australian Qualifications Framework Level 4; and 1 unit (not previously undertaken by the student for an award at a lower level than this award) may be undertaken from a lower or higher Level, with the approval of the Head of Department, having regard to the units listed in the relevant training package.

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

Diploma of Business
Course Code: BSB50101

Campus
To be advised.

Career Opportunities
Management.

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

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

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

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

Course Duration
The course may be offered on a full-time basis over 280–610 nominal hours or part-time equivalent.

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

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

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

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

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

Three units (together totalling a minimum of 155 nominal hours) to be undertaken having regard to the units listed in the relevant training package.
Department of Financial Services

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

Details of the TAFE Diploma and Advanced Diploma courses offered by the Department are set out below.

Course Codes
- FNB60202 Advanced Diploma of Accounting
- FNB50202 Diploma of Accounting
- 90025NSW Diploma of Business (Banking and Finance)
- 21081VIC Course in Stock market Investment
- 21400VIC Certificate IV in Stock market Investment, Broking and Risk
- 2004AAA Course in Real Estate for Agents' Representatives
- 2404ADA The Certificate IV in Business
  (Real Estate Agency Practice)
- BSZ40198 Certificate IV in Assessment and Workplace Training

Career Opportunities

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

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

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

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

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

Advanced Diploma of Accounting

incorporating

Diploma of Accounting
Course Code: FNB60202 Advanced Diploma
Course Code: FNB50202 Diploma

Campus
Footscray Nicholson, Melton, St Albans, Werribee.

Career Opportunities
Assistant accountant.

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

Course Objectives
- FNB60202 the Advanced Diploma of Accounting aims to provide participants with off-the-job training in organisational processes, compliance activities, business performance, financial performance, financial systems and records, tax plans, organisational improvement programs, and financial plans. The course aims to provide the skills required for persons wishing to practice as assistant accountant.
- FNB50202 the Diploma of Accounting aims to provide participants with off-the-job training in service to customers, bank receipts, journal entries, financial records for reporting purposes, cash flow and accounting records, daily financial records, reports for management, statutory returns, budgets and forecasts, financial systems and records, and financial policy statements and operating procedures. This course aims to provide participants with the skills required for employment as Bookkeepers, Office Managers, Administration Managers and Budget Officers.

Entry Requirements

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

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

Direct Entry Applicants: Educational qualifications, employment history and life experience are taken into account in selecting direct entry applicants. Date of application received by Admissions may also be used as ranking in the case of over-subscribed groups.

Course Duration

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

FNB50202 the Diploma of Accounting 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

FNB60202 the Advanced Diploma of Accounting FNB60202 consists of 2 stages.

Stage 1: FNB50202 Diploma of Accounting

Pre-Requisite Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM308A Process Payroll</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM408A Prepare Financial Reports</td>
<td>40</td>
</tr>
<tr>
<td>BSBMGM308A Maintain Financial Records</td>
<td>60</td>
</tr>
<tr>
<td>FNBACC21A Set up and Operate a Computerised Accounting System</td>
<td>80</td>
</tr>
<tr>
<td>FNBFIN61A Prepare and Bank Receipts</td>
<td>10</td>
</tr>
<tr>
<td>FNBFIN65A Process Journal Entries</td>
<td>10</td>
</tr>
</tbody>
</table>

Core Unit of Studies

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNBACC02B Prepare Income Tax Returns</td>
<td>60</td>
</tr>
<tr>
<td>FNBACC03B Manage Budgets and Forecasts</td>
<td>50</td>
</tr>
<tr>
<td>FNBACC04B Prepare Financial Reports for a Reporting Entity</td>
<td>60</td>
</tr>
<tr>
<td>FNBACC06B Implement and Maintain Internal Control Procedures</td>
<td>40</td>
</tr>
<tr>
<td>FNBACC30A Provide Management Accounting Information</td>
<td>60</td>
</tr>
</tbody>
</table>

46
Diploma of Business (Banking and Finance)

Course Code: 90025NSW

Campus
Footscray Nicholson.

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)(90025NSW), 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
Core

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP710</td>
<td>40</td>
</tr>
<tr>
<td>NAP722</td>
<td>50</td>
</tr>
</tbody>
</table>

Elective Unit of Study Standards

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSADM409A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM201A</td>
<td>20</td>
</tr>
<tr>
<td>FNARF14A</td>
<td>35</td>
</tr>
<tr>
<td>FNBC01B</td>
<td>60</td>
</tr>
<tr>
<td>FNBC22A</td>
<td>50</td>
</tr>
<tr>
<td>FNBC29A</td>
<td>60</td>
</tr>
</tbody>
</table>

Upon successful completion of Stage 1, or equivalent, students are eligible to apply for entry into Stage 2 – Advanced Diploma of Accounting(FNB6029).

Stage 2: Advanced Diploma of Accounting(FNB6029)

Core Units of Study Standard

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNBC11B</td>
<td>60</td>
</tr>
</tbody>
</table>

Elective Unit of Study Standards

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBLM503A</td>
<td>60</td>
</tr>
<tr>
<td>BSBLM504A</td>
<td>60</td>
</tr>
<tr>
<td>FNBC07B</td>
<td>60</td>
</tr>
<tr>
<td>FNBC09B</td>
<td>60</td>
</tr>
<tr>
<td>FNBC10B</td>
<td>40</td>
</tr>
<tr>
<td>FNBC15B</td>
<td>60</td>
</tr>
<tr>
<td>FNBC16B</td>
<td>60</td>
</tr>
<tr>
<td>FNBC17B</td>
<td>60</td>
</tr>
<tr>
<td>FNBC27A</td>
<td>60</td>
</tr>
<tr>
<td>FNBC28A</td>
<td>60</td>
</tr>
</tbody>
</table>

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

Course in Stock Market Investment

Course Code: 21081VIC

Campus
Footscray Nicholson.

Career Opportunities
Stockbroking.

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

Course Objectives
The course aims to provide an understanding of the basic stock market investment strategies along with specialist knowledge of fundamental and technical analysis.

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

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Applicants apply by completing forms sent to them following phone, letter or email enquiry.

Course Duration
The course may be offered on a full-time basis over a minimum of 250 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Core Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNACRM06B Facilitate compliance with statutory legislative and legal requirements</td>
<td>20</td>
</tr>
<tr>
<td>FNACRM07B Establish securities to minimise risk</td>
<td>20</td>
</tr>
<tr>
<td>FNBSAC01A Establish client relationships and analyse needs</td>
<td>50</td>
</tr>
<tr>
<td>FNBSAC02A Develop, present and negotiate client solutions</td>
<td>50</td>
</tr>
<tr>
<td>FNBSUP35A Establish and maintain fund or plan</td>
<td>70</td>
</tr>
<tr>
<td>FNBLIF29A Undertake risk assessment</td>
<td>50</td>
</tr>
<tr>
<td>FNBSUP25A Establish and maintain fund or plan</td>
<td>70</td>
</tr>
<tr>
<td>ICTTC200A Use Telecommunications technology in receiving and making calls in the call centre environment</td>
<td>30</td>
</tr>
<tr>
<td>ICTTC201A Use basic computer technology to process enterprise and customer data in a call centre</td>
<td>50</td>
</tr>
</tbody>
</table>

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

Certificate IV in Stock Market Investment, Broking and Risk

Course Code: 21400VIC

Campus
Footscray Nicholson.

Career Opportunities
Stockbroking.

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

Course Objectives
The course aims to provide competence in fundamental and technical analysis of stocks in a range of sectors, basic investment strategies, and the provision of advisory services.

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

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

Selection Procedures/Selection Criteria
Applicants apply by completing forms sent to them following phone, letter or email enquiry.

Course Duration
The course may be offered on a full-time basis over a minimum of 766 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Core Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ821 Stock Market Essentials</td>
<td>16</td>
</tr>
<tr>
<td>VBJ822 Fundamental Analysis</td>
<td>38</td>
</tr>
<tr>
<td>VBJ823 Technical Analysis</td>
<td>53</td>
</tr>
<tr>
<td>VBJ824 Sectoral Analysis</td>
<td>55</td>
</tr>
<tr>
<td>VBJ825 Derivatives Markets</td>
<td>47</td>
</tr>
<tr>
<td>VBJ826 Personal Financial Planning</td>
<td>41</td>
</tr>
</tbody>
</table>

VICTORIA UNIVERSITY TAFE HANDBOOK 2005

Course in Real Estate for Agents’ Representatives

Course Code: 2004AAA

Campus
Footscray Nicholson, Sunbury, Werribee, Flex Ed.

Career Opportunities
Agents’ Representative.

Scope of Delivery
Continuing students only. Part time evening course run over six weeks. Also available by Flexible Education. This is a fee-for-service course.

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.

Participants must complete 3 modules

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABH500 Real Estate Industry Overview</td>
<td>12</td>
</tr>
<tr>
<td>ABH501 Introduction to Sales</td>
<td>23</td>
</tr>
<tr>
<td>ABH502 Introduction to Property Management</td>
<td>15</td>
</tr>
</tbody>
</table>

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

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
The Certificate IV in Business (Real Estate Agency Practice)

Course in Real Estate for Agents Representatives
Course Code: 2404ADA Certificate IV
Course Code: 2004AAA Course
Campus
St Albans, Flex Ed.

Career Opportunities
Licensed estate agent. Operating your own business.

Scope of Delivery
The Certificate IV in Business (Real Estate Agency Practice) 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. This is a fee-for-service course.

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

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

Selection Procedures/Selection Criteria
Application is via direct entry following contact with the university by phone, (03) 9919 8753 or (03) 9919 7037. Preference is given to those in the Real Estate Industry.

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

Certificate IV in Assessment and Workplace Training
Course Code: BSZ40198
Campus
City King.

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.

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.

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
This course may be offered on a full-time basis over 6 months or part-time equivalent.

Certificate IV in Assessment and Workplace Training
Course Code: BSZ40198
Campus
City King.

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.

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.

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
Unit of Study Code
ABH500 Real Estate Industry Overview 12
ABH501 Introduction to Sales 23
ABH502 Introduction to Property Management 15
ABH503 Real Estate Computing 15
ABH504 Real Estate Accounting 45
ABH505 Real Estate Computer Accounting 15
ABH507 Property Research and Analysis 12
ABH508 Real Estate Consumer Protection 20
ABH510 Contract Law for Real Estate 20
ABH511 Property Law 30
ABH512 Residential Tenancies 20
ABH513 Recognising Common Building Styles & Faults 15
ABH514 Property Management Listings 12
ABH515 Renting Residential Properties 10
ABH516 Servicing Managed Properties 20

Certificate IV in Assessment and Workplace Training
Course Code: BSZ40198
Campus
City King.

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.

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.

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
Unit of Study Code
BSZ404A Train Small Groups 30
BSZ401A Plan Assessment 15
BSZ402A Conduct Assessment 15
BSZ403A Review Assessment 5
BSZ405A Plan & Promote a Training Program 50
BSZ406A Plan a Series of Training Sessions 30
BSZ407A Deliver Training Sessions 50
BSZ408A Review Training 15

Delivery structure
Part 1 should be completed before part 2; Part 2 before part 3 etc. The course takes a minimum of 2 months to complete.
Department of Hospitality and Tourism

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>THH11002</td>
<td>Certificate I in Hospitality (Operations)</td>
</tr>
<tr>
<td>THH11102</td>
<td>Certificate I in Hospitality (Kitchen Operations)</td>
</tr>
<tr>
<td>THH21802</td>
<td>Certificate II in Hospitality (Operations)</td>
</tr>
<tr>
<td>THH22002</td>
<td>Certificate II in Hospitality (Kitchen Operations)</td>
</tr>
<tr>
<td>THH31502</td>
<td>Certificate III in Hospitality (Commercial Cookery)</td>
</tr>
<tr>
<td>THH32902</td>
<td>Certificate III in Hospitality (Catering Operations)</td>
</tr>
<tr>
<td>THH33002</td>
<td>Certificate III in Hospitality (Operations)</td>
</tr>
<tr>
<td>THH33102</td>
<td>Certificate III in Hospitality (Supervision)</td>
</tr>
<tr>
<td>THH33202</td>
<td>Certificate IV in Hospitality (Supervision)</td>
</tr>
<tr>
<td>THH33302</td>
<td>Certificate IV in Hospitality (Management)</td>
</tr>
<tr>
<td>THT10002</td>
<td>Certificate I in Tourism (Operations)</td>
</tr>
<tr>
<td>THT10102</td>
<td>Certificate I in Tourism (Travel Sales)</td>
</tr>
<tr>
<td>THT10202</td>
<td>Certificate I in Tourism (Retail Sales)</td>
</tr>
<tr>
<td>THT10302</td>
<td>Certificate I in Tourism (Marketing)</td>
</tr>
<tr>
<td>THT10402</td>
<td>Certificate I in Tourism (Sales and Marketing)</td>
</tr>
<tr>
<td>THT10502</td>
<td>Diploma of Event Management</td>
</tr>
<tr>
<td>THT10602</td>
<td>Certificate IV in Tourism (Operations)</td>
</tr>
<tr>
<td>THT20002</td>
<td>Diploma of Tourism (Operations Management)</td>
</tr>
<tr>
<td>THT20102</td>
<td>Advanced Diploma of Tourism Management</td>
</tr>
</tbody>
</table>

In addition to these courses, the Department of Hospitality and Tourism – TAFE conducts traineeships, training courses and a consultancy service for industry.

Mike Hester
Head, Department of Hospitality and Tourism – TAFE

Certificate II in Hospitality (Operations)

Course Code: THH21802

Campus
Footscray Nicholson, Sunbury.

Career Opportunities
Hospitality management and supervision.

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 5 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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

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

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/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 course intake that you are applying for. Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

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

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCO01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCO02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHCO03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHGH01B</td>
<td>Follow workplace hygiene procedures</td>
<td>15</td>
</tr>
<tr>
<td>THHHCO01B</td>
<td>Develop and update hospitality industry knowledge</td>
<td>25</td>
</tr>
</tbody>
</table>

Units of Study

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

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

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBF09B Provide responsible service of alcohol must be selected.

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

Certificate II in Hospitality (Kitchen Operations)
Course Code: THH22002

Campus
Footscray Nicholson.

Career Opportunities
Hospitality management and supervision.

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 5 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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

Entry Requirements
To be eligible for 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>Unit of Study Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCO01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCO02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHCO03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHCO09B</td>
<td>Develop and update hospitality industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHGH01B</td>
<td>Follow workplace hygiene procedures</td>
<td>15</td>
</tr>
<tr>
<td>THHBC01B</td>
<td>Organise and prepare food</td>
<td>20</td>
</tr>
<tr>
<td>THHBC02B</td>
<td>Present food</td>
<td>6</td>
</tr>
<tr>
<td>THHBC03B</td>
<td>Receive and store kitchen supplies</td>
<td>10</td>
</tr>
<tr>
<td>THHBC04B</td>
<td>Clean and maintain kitchen premises</td>
<td>10</td>
</tr>
<tr>
<td>THHBC05B</td>
<td>Use basic methods of cookery</td>
<td>45</td>
</tr>
<tr>
<td>THHBC06B</td>
<td>Prepare, cook and serve food (holistic unit)</td>
<td>50</td>
</tr>
</tbody>
</table>

Units of Study

Five units are required of which a minimum of three units must be selected from one or more of the cookery related areas within the following functional areas in the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002:
- Commercial Cookery (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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate III in Hospitality (Commercial Cookery)

Course Code: THH31502

Campus
Footech Nicholson.

Career Opportunities
Assistant cook.

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

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

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

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

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

Selection Procedures/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>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCC05B</td>
<td>25</td>
</tr>
<tr>
<td>THHCC04B</td>
<td>45</td>
</tr>
<tr>
<td>THHCC03B</td>
<td>35</td>
</tr>
<tr>
<td>THHCC02B</td>
<td>25</td>
</tr>
<tr>
<td>THHCC01B</td>
<td>45</td>
</tr>
<tr>
<td>THHCC00B</td>
<td>80</td>
</tr>
</tbody>
</table>

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

Certificate III in Hospitality (Catering Operations)

Course Code: THH32002

Campus
Sunbury.

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

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

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

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

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

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/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>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<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>THHICO01B</td>
<td>Develop and update hospitality industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHGHS01B</td>
<td>Follow workplace hygiene procedures</td>
<td>15</td>
</tr>
<tr>
<td>THHBA01B</td>
<td>Organise and prepare food</td>
<td>20</td>
</tr>
<tr>
<td>THHBA02B</td>
<td>Present food</td>
<td>6</td>
</tr>
<tr>
<td>THHBA03B</td>
<td>Receive and store kitchen supplies</td>
<td>10</td>
</tr>
<tr>
<td>THHBC01B</td>
<td>Use basic methods of cookery</td>
<td>45</td>
</tr>
<tr>
<td>THHCC01A</td>
<td>Prepare, cook and serve food (holistic unit)</td>
<td>50</td>
</tr>
<tr>
<td>THHBC011B</td>
<td>Implement food safety procedures</td>
<td>25</td>
</tr>
<tr>
<td>THHBC02B</td>
<td>Transport food and store food in a safe and hygienic manner</td>
<td>12</td>
</tr>
<tr>
<td>THHBC06B</td>
<td>Apply catering control principles</td>
<td>30</td>
</tr>
<tr>
<td>THHCC13B</td>
<td>Plan and control menu-based catering</td>
<td>30</td>
</tr>
<tr>
<td>THHGA01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGS01B</td>
<td>Promote products and services to customers</td>
<td>45</td>
</tr>
<tr>
<td>THHGS02B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>THHGTR01B</td>
<td>Coach others in job skills</td>
<td>20</td>
</tr>
</tbody>
</table>

Units of Study

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

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHFB09B Provide responsible service of alcohol must be selected.

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

Certificate III in Hospitality (Operations)

Course Code: THH33002

Campus

Footscray Nicholson, Sunbury.

Career Opportunities

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

Scope of Delivery

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 27 weeks over 9 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objectives

The course aims to provide training and knowledge required hospitality employees who perform a range of skilled operations with the need to apply discretion and judgement. The course allows for the multi skill 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 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 of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHICO01B Develop and update hospitality industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHGHS01B Follow workplace hygiene procedures</td>
<td>15</td>
</tr>
<tr>
<td>THHBA01B Organise and prepare food</td>
<td>20</td>
</tr>
<tr>
<td>THHBA02B Present food</td>
<td>6</td>
</tr>
<tr>
<td>THHBA03B Receive and store kitchen supplies</td>
<td>10</td>
</tr>
<tr>
<td>THHBC01B Clean and maintain kitchen premises</td>
<td>10</td>
</tr>
<tr>
<td>THHBC02B Use basic methods of cookery</td>
<td>45</td>
</tr>
<tr>
<td>THHCC01A Prepare, cook and serve food (holistic unit)</td>
<td>50</td>
</tr>
<tr>
<td>THHBC011B Implement food safety procedures</td>
<td>25</td>
</tr>
<tr>
<td>THHBC02B Transport food and store food in a safe and hygienic manner</td>
<td>12</td>
</tr>
<tr>
<td>THHBC06B Apply catering control principles</td>
<td>30</td>
</tr>
<tr>
<td>THHCC13B Plan and control menu-based catering</td>
<td>30</td>
</tr>
<tr>
<td>THHGA01B Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGS01B Promote products and services to customers</td>
<td>45</td>
</tr>
<tr>
<td>THHGS02B Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>THHGTR01B Coach others in job skills</td>
<td>20</td>
</tr>
</tbody>
</table>

Units of Study

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

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

The remaining units are to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.
Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBFB09B Provide responsible service of alcohol must be selected.

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

Certificate IV in Hospitality (Supervision)
Course Code: THH42602

Campus
Footscray Nicholson, Sunbury.

Career Opportunities
Supervisor in restaurant or food and beverage operation.

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

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

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

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

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

Selection Procedures/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 of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHBCOR01B Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHBCOR02B Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHBCOR03B Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHBCOR01B Develop and update hospitality industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHBCOR01B Follow workplace hygiene procedures</td>
<td>15</td>
</tr>
<tr>
<td>THHGC01B Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGS02B Promote products and services to customers</td>
<td>45</td>
</tr>
<tr>
<td>THHGS03B Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>THHGTR01B Coach others in job skills</td>
<td>20</td>
</tr>
<tr>
<td>THHGGA06B Receive and store stock</td>
<td>10</td>
</tr>
</tbody>
</table>

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

Diploma of Hospitality Management
Course Code: THHS1202

Campus
Sunbury.

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 they have applied, contact the Department to find the date relevant for the intake that you are applying for.

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

Course Duration

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

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THH02R01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THH02R02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THH02R03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THH02R04B</td>
<td>Develop and update hospitality industry Knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THH02R05B</td>
<td>Implement workplace hygiene procedures</td>
<td>15</td>
</tr>
<tr>
<td>THH02R06B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THH02R07B</td>
<td>Promote products and services to customers</td>
<td>45</td>
</tr>
<tr>
<td>THH02R08B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>THH02R09B</td>
<td>Coach others in job skills</td>
<td>20</td>
</tr>
<tr>
<td>THH02R10B</td>
<td>Receive and store stock</td>
<td>10</td>
</tr>
<tr>
<td>THH02R11B</td>
<td>Control and order stock</td>
<td>25</td>
</tr>
<tr>
<td>THH02R12B</td>
<td>Monitor work operations</td>
<td>30</td>
</tr>
<tr>
<td>THH02R13B</td>
<td>Implement workplace health, safety and security</td>
<td>30</td>
</tr>
<tr>
<td>THH02R14B</td>
<td>Lead and manage people</td>
<td>60</td>
</tr>
<tr>
<td>THH02R15B</td>
<td>Interpret financial information</td>
<td>60</td>
</tr>
<tr>
<td>THH02R16B</td>
<td>Develop and implement operational plans</td>
<td>50</td>
</tr>
<tr>
<td>THH02R17B</td>
<td>Establish and maintain a safe and secure Workplace</td>
<td>30</td>
</tr>
<tr>
<td>THH02R18B</td>
<td>Roster staff</td>
<td>30</td>
</tr>
<tr>
<td>THH02R19B</td>
<td>Manage quality customer service</td>
<td>30</td>
</tr>
<tr>
<td>THH02R20B</td>
<td>Manage finances within a budget</td>
<td>30</td>
</tr>
<tr>
<td>THH02R21B</td>
<td>Prepare and monitor budgets</td>
<td>30</td>
</tr>
<tr>
<td>THH02R22B</td>
<td>Develop and update the legal knowledge required for business compliance</td>
<td>80</td>
</tr>
<tr>
<td>THH02R23B</td>
<td>Establish and conduct business relationships</td>
<td>60</td>
</tr>
<tr>
<td>THH02R24B</td>
<td>Manage workplace diversity</td>
<td>60</td>
</tr>
</tbody>
</table>

Units of Study

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

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

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

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

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

Advanced Diploma of Hospitality Management

Course Code: THH60202

Campus

Footscray Nicholson, Sunbury.

Career Opportunities

Hospitality management.

Scope of Delivery

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

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

Course Objectives

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

Entry Requirements

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

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

Selection Procedures/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 of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THH02R01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THH02R02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THH02R03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THH02R04B</td>
<td>Develop and update hospitality industry Knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THH02R05B</td>
<td>Follow workplace hygiene procedures</td>
<td>15</td>
</tr>
<tr>
<td>THH02R06B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THH02R07B</td>
<td>Promote products and services to customers</td>
<td>45</td>
</tr>
<tr>
<td>THH02R08B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>THH02R09B</td>
<td>Coach others in job skills</td>
<td>20</td>
</tr>
<tr>
<td>THH02R10B</td>
<td>Receive and store stock</td>
<td>10</td>
</tr>
<tr>
<td>THH02R11B</td>
<td>Control and order stock</td>
<td>25</td>
</tr>
<tr>
<td>THH02R12B</td>
<td>Monitor work operations</td>
<td>30</td>
</tr>
<tr>
<td>THH02R13B</td>
<td>Implement workplace health, safety and security</td>
<td>30</td>
</tr>
<tr>
<td>THH02R14B</td>
<td>Lead and manage people</td>
<td>60</td>
</tr>
<tr>
<td>THH02R15B</td>
<td>Interpret financial information</td>
<td>60</td>
</tr>
<tr>
<td>THH02R16B</td>
<td>Develop and implement operational plans</td>
<td>50</td>
</tr>
<tr>
<td>THH02R17B</td>
<td>Establish and maintain a safe and secure Workplace</td>
<td>30</td>
</tr>
<tr>
<td>THH02R18B</td>
<td>Roster staff</td>
<td>30</td>
</tr>
<tr>
<td>THH02R19B</td>
<td>Manage quality customer service</td>
<td>30</td>
</tr>
<tr>
<td>THH02R20B</td>
<td>Manage finances within a budget</td>
<td>30</td>
</tr>
<tr>
<td>THH02R21B</td>
<td>Prepare and monitor budgets</td>
<td>30</td>
</tr>
<tr>
<td>THH02R22B</td>
<td>Develop and update the legal knowledge required for business compliance</td>
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<tr>
<td>THH02R23B</td>
<td>Establish and conduct business relationships</td>
<td>60</td>
</tr>
<tr>
<td>THH02R24B</td>
<td>Manage workplace diversity</td>
<td>60</td>
</tr>
</tbody>
</table>
Certificate III in Meeting and Events

Course Code: THT30102

Campus
Werribee.

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.

Entry Requirements
To qualify for 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
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).

Course Duration
The course may be offered on a full-time basis of 539 nominal hours or part-time equivalent.

Core Structure

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN205AU</td>
<td>Use business technology</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM121A</td>
<td>Produce simple wordprocessed documents</td>
<td>60</td>
</tr>
<tr>
<td>THHCO01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCO02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHCO03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHCO03B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>THHGFA01B</td>
<td>Process financial transactions</td>
<td>25</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGGA02B</td>
<td>Perform office procedures</td>
<td>20</td>
</tr>
<tr>
<td>THHTME01B</td>
<td>Co-ordinate guest/delegate registrations at venue</td>
<td>40</td>
</tr>
<tr>
<td>THHTME01A</td>
<td>Develop and update event industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHTSOP03B</td>
<td>Access and interpret product information</td>
<td>65</td>
</tr>
<tr>
<td>THHTSOP05B</td>
<td>Prepare quotations</td>
<td>30</td>
</tr>
<tr>
<td>THHTSOP07B</td>
<td>Book and co-ordinate supplier services</td>
<td>20</td>
</tr>
<tr>
<td>THHTSOP15B</td>
<td>Process and monitor event registration</td>
<td>60</td>
</tr>
<tr>
<td>THHTSOP15B</td>
<td>Promote products and services to customers</td>
<td>45</td>
</tr>
<tr>
<td>THHGCO01B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHGCO02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHGCO03B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
</tbody>
</table>

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
### Certificate III in Tourism (International Retail Travel Sales)

**Course Code:** THT30302  
**Campus**  
Werritee.

**Career Opportunities**  
International Travel Consultant.

**Scope of Delivery**  
The normal delivery mode for this program is on a full-time basis only. Subject to availability of places, applicants may discuss the study of modules on a part-time basis with the course selection officer. Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 27 weeks over 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 Objective**  
The course aims to provide training and knowledge for an International Travel Consultant.

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

**Selection Procedures/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.
- 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 of Study Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM205A</td>
<td>Use business technology</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM213A</td>
<td>Produce simple wordprocessed documents</td>
<td>60</td>
</tr>
<tr>
<td>THTHCO201B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THTHCO202B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THTHCO203B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THTHGC603B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>THTHGE101B</td>
<td>Process financial transactions</td>
<td>25</td>
</tr>
<tr>
<td>THTHGGA01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THTHGGA02B</td>
<td>Perform office procedures</td>
<td>20</td>
</tr>
</tbody>
</table>

### Certificate III in Tourism (Guiding)

**Course Code:** THT30902  
**Campus**  
Werritee.

**Career Opportunities**  
Local guide, driver guide, coach captain.

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

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

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

**Selection Procedures/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 of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THH10201</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THH10202</td>
<td>Work in a socially divergent environment</td>
<td>20</td>
</tr>
<tr>
<td>THH10203</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THH10204</td>
<td>Provide first aid</td>
<td>24</td>
</tr>
<tr>
<td>THH10205</td>
<td>Work as a guide</td>
<td>90</td>
</tr>
<tr>
<td>THH10206</td>
<td>Develop and maintain the general knowledge</td>
<td>100</td>
</tr>
<tr>
<td>THH10207</td>
<td>Lead tour groups</td>
<td>30</td>
</tr>
<tr>
<td>THH10208</td>
<td>Prepare and present tour commentaries or activities</td>
<td>70</td>
</tr>
<tr>
<td>THH10209</td>
<td>Develop and update tourism industry knowledge</td>
<td>25</td>
</tr>
</tbody>
</table>

Units of Study
Four units are required, of which a minimum of two units must be selected from one or more of the following areas in the Tourism Training Package (THH02/THH03), Australian National Training Authority, 2002:

- Guiding;
  - Tour Operations.

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

Certificate III in Tourism (Operations)

Course Code: THT31002

Campus
Werribee.

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.

Certificate III in Tourism (Retail Travel Sales)

Course Code: THT30002

Campus
Werribee.

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.

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 27 weeks over 9 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course 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.

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 of Study

<table>
<thead>
<tr>
<th>Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTTCO01B</td>
<td>Develop and update tourism industry knowledge 25</td>
</tr>
<tr>
<td>THTSOP02B</td>
<td>Source and provide destination information and advice 85</td>
</tr>
<tr>
<td>THTSOP03B</td>
<td>Acces and interpret product information 65</td>
</tr>
<tr>
<td>THTSOP04B</td>
<td>Sell tourism products and services 35</td>
</tr>
<tr>
<td>THTSOP05B</td>
<td>Prepare quotations 30</td>
</tr>
<tr>
<td>THTSOP06B</td>
<td>Book and co-ordinate supplier services 20</td>
</tr>
<tr>
<td>THTSOP07B</td>
<td>Operate a computerised reservations system 120</td>
</tr>
<tr>
<td>THTSOP08B</td>
<td>Process non air documentation 25</td>
</tr>
<tr>
<td>THTSOP09B</td>
<td>Process air documentation 40</td>
</tr>
<tr>
<td>THTSOP10A</td>
<td>Construct domestic airfares 35</td>
</tr>
<tr>
<td>THTTCO01B</td>
<td>Develop and update tourism industry knowledge 25</td>
</tr>
</tbody>
</table>

Two units selected from the Tourism and Hospitality Training Package (THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

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 of Study

<table>
<thead>
<tr>
<th>Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTHGCS01B</td>
<td>Communicate on the telephone 10</td>
</tr>
<tr>
<td>TTHGGA02B</td>
<td>Perform office procedures 20</td>
</tr>
<tr>
<td>TTHGFA06A</td>
<td>Interpret financial information 60</td>
</tr>
<tr>
<td>TTHGGA05B</td>
<td>Plan and manage meetings 20</td>
</tr>
<tr>
<td>TTHGCS07B</td>
<td>Co-ordinate marketing activities 30</td>
</tr>
<tr>
<td>TTHGCS08B</td>
<td>Establish and conduct business relationships 60</td>
</tr>
<tr>
<td>THTSOP03B</td>
<td>Work with colleagues and customers 20</td>
</tr>
<tr>
<td>TTHGGA01B</td>
<td>Communicate on the telephone 10</td>
</tr>
<tr>
<td>TTHHGE13B</td>
<td>Manage finances within a budget 30</td>
</tr>
<tr>
<td>TTHGCS06B</td>
<td>Plan &amp; implement sales activities 20</td>
</tr>
<tr>
<td>TTHHGE06A</td>
<td>Interpret financial information 60</td>
</tr>
<tr>
<td>TTHGCS04B</td>
<td>Make presentations 30</td>
</tr>
<tr>
<td>TTHGCS05B</td>
<td>Develop and update tourism industry knowledge 25</td>
</tr>
<tr>
<td>TTHHGE01B</td>
<td>Develop a promotional display/stand 10</td>
</tr>
<tr>
<td>TTHHGE04B</td>
<td>Prepare business documents 25</td>
</tr>
<tr>
<td>TTHHGE02B</td>
<td>Plan and manage meetings 20</td>
</tr>
<tr>
<td>TTHGCS02B</td>
<td>Source and provide destination information and advice 85</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

Selection Procedures/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 of Study

<table>
<thead>
<tr>
<th>Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTSOP03B</td>
<td>Work with colleagues and customers 20</td>
</tr>
<tr>
<td>THTSOP02B</td>
<td>Work in a socially diverse environment 20</td>
</tr>
<tr>
<td>THTHCO12B</td>
<td>Follow health, safety and security procedures 25</td>
</tr>
<tr>
<td>THTSOP01B</td>
<td>Communicate on the telephone 10</td>
</tr>
<tr>
<td>THTSOP00B</td>
<td>Operate a computerised reservations system 120</td>
</tr>
<tr>
<td>THTSOP09B</td>
<td>Process air documentation 40</td>
</tr>
<tr>
<td>THTSOP10A</td>
<td>Construct domestic airfares 35</td>
</tr>
<tr>
<td>THTTCO01B</td>
<td>Develop and update tourism industry knowledge 25</td>
</tr>
</tbody>
</table>

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.

Certificate IV in Tourism (Sales and Marketing)

Course Code: THT40102

Course Code: THT40102

Course: THT40102

To be advised.

Career Opportunities
Supervisor role with sales and marketing function.
Diploma of Event Management
Course Code: THT50202
Campus
Sunbury.

Career Opportunities
Conference, Events or Meetings Manager.

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

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

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

Course Duration
The course may be offered on a full-time basis over a minimum of 1293 nominal hours or part-time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN205A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN213A</td>
<td>60</td>
</tr>
<tr>
<td>THHCOF01B</td>
<td>20</td>
</tr>
<tr>
<td>THHCOF02B</td>
<td>20</td>
</tr>
<tr>
<td>THHCOF03B</td>
<td>5</td>
</tr>
<tr>
<td>THHGC003B</td>
<td>20</td>
</tr>
<tr>
<td>THHGC008B</td>
<td>60</td>
</tr>
<tr>
<td>THHGC006A</td>
<td>60</td>
</tr>
<tr>
<td>THHGA010A</td>
<td>10</td>
</tr>
<tr>
<td>THHGA005B</td>
<td>20</td>
</tr>
<tr>
<td>THHGA009B</td>
<td>60</td>
</tr>
<tr>
<td>THHGL001B</td>
<td>30</td>
</tr>
<tr>
<td>THHGL002B</td>
<td></td>
</tr>
</tbody>
</table>

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

Certificate II in Tourism (Operations)
Course Code: THT20502
Campus
Werribee.

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.

Entry Requirements
To qualify for 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 Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THT40202</td>
<td>THTHOR01B Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>THTHOR02B Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>THTHOR03B Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>THHGCG01B Develop and update local knowledge</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>THTTCO01B Develop and update tourism industry knowledge</td>
<td>25</td>
</tr>
</tbody>
</table>

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

The remaining units are selected from any training packaged endorsed by the Australian National Training Authority.
All units are selected by the student with the approval of the Head of Department. Only one language unit may be counted as an elective within this qualification. Selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.

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

Certificate IV in Tourism (Operations)
Course Code: THT40202

Campus
Sunbury, Werribee.

Career Opportunities
Supervisor in tourism operations role.

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

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

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

Selection Procedures/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 Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BSBCM205A Use business technology</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>BSBCM213A Produce simple word processed documents</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>THTHOR01B Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>THTHOR02B Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>THTHOR03B Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>THTTCO01B Develop and update tourism industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>THHGGA01B Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>THTHGC02B Follow workplace health, safety and security procedures</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>THTTIC01B Develop and update local knowledge</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>THTHOR03B Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>THTHOR02B Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>THTHOR01B Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>THTTCO01B Develop and update tourism industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>THHGGA01B Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>THTHGC02B Follow workplace health, safety and security procedures</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>THTTIC01B Develop and update local knowledge</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>THTHOR03B Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>THTHOR02B Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>THTHOR01B Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>THTTCO01B Develop and update tourism industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>THHGGA01B Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>THTHGC02B Follow workplace health, safety and security procedures</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>THTTIC01B Develop and update local knowledge</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>THTHOR03B Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>THTHOR02B Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>THTHOR01B Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>THTTCO01B Develop and update tourism industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>THHGGA01B Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>THTHGC02B Follow workplace health, safety and security procedures</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>THTTIC01B Develop and update local knowledge</td>
<td>5</td>
</tr>
</tbody>
</table>

Units of Study
Sixteen units are required of which a minimum of five units must be selected from one or more of the following areas of the Tourism and Hospitality Training Package (THT02/THH02), Australian National Training Authority, 2002:
- Sales/Office Operations;
- Guiding;
- Planning and Product Development;
- Sales and Marketing;
- Tour Operations;
- Meetings and Events;
- Attractions and Theme Parks;
- Wine Tourism;

The remaining units are to be selected from any training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.
Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Diploma of Tourism
(Operations Management)

Course Code: THT50302

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 the Department to find the date relevant for the intake that you are applying for.

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

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

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>5</td>
</tr>
<tr>
<td>THTTCO00B</td>
<td>25</td>
</tr>
<tr>
<td>THHGGAG01B</td>
<td>10</td>
</tr>
<tr>
<td>THHGGAG02B</td>
<td>20</td>
</tr>
<tr>
<td>THHGC03B</td>
<td>20</td>
</tr>
<tr>
<td>BBBCM205A</td>
<td>30</td>
</tr>
<tr>
<td>BBBCM213A</td>
<td>60</td>
</tr>
<tr>
<td>THHGTR01B</td>
<td>20</td>
</tr>
<tr>
<td>THHGLE01B</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE02B</td>
<td>60</td>
</tr>
<tr>
<td>THHGLE03B</td>
<td>50</td>
</tr>
<tr>
<td>THHGLE04A</td>
<td>10</td>
</tr>
</tbody>
</table>

Units of Study
Eighteen units are required of which a minimum of eight units must be selected from one or more of the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002:

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

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

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

Advanced Diploma of Tourism Management

Course Code: THT60102

Campus
Sunbury, Werribee.

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

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

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

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHGLE01B</td>
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<tr>
<td>THHGLE04B</td>
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Special Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>THHGLE01B</td>
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<tr>
<td>THHGLE02B</td>
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<td>THHGLE03B</td>
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<td>THHGLE04B</td>
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<td>THHGLE05B</td>
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<tr>
<td>THHGLE06B</td>
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<td>THHGLE07B</td>
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<td>THHGLE08B</td>
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<td>THHGLE09B</td>
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<td>THHGLE12B</td>
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<td>THHGLE22B</td>
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<td>THHGLE23B</td>
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<td>THHGLE36B</td>
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<td>THHGLE42B</td>
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</table>

Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

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

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHGOR01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHGOR02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHGOR03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THTCO01B</td>
<td>Develop and update tourism industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHGG01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGG02B</td>
<td>Perform office procedures</td>
<td>20</td>
</tr>
<tr>
<td>THHGC03B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>BSBM205A</td>
<td>Use business technology</td>
<td>30</td>
</tr>
<tr>
<td>BSBM213A</td>
<td>Produce simple word processed documents</td>
<td>60</td>
</tr>
<tr>
<td>THHGT01B</td>
<td>Coach others in job skills</td>
<td>20</td>
</tr>
<tr>
<td>THHGL01B</td>
<td>Monitor work operations</td>
<td>30</td>
</tr>
<tr>
<td>THHGL02B</td>
<td>Implement workplace health, safety and security Procedures</td>
<td>30</td>
</tr>
<tr>
<td>THHGL08B</td>
<td>Lead and manage people</td>
<td>60</td>
</tr>
<tr>
<td>THHGL03B</td>
<td>Develop and implement operational plans</td>
<td>50</td>
</tr>
<tr>
<td>THHGL04B</td>
<td>Establish and maintain a safe and secure Workplace</td>
<td>30</td>
</tr>
<tr>
<td>THHGF06A</td>
<td>Interpret financial information</td>
<td>60</td>
</tr>
<tr>
<td>THHGL13B</td>
<td>Manage finances within a budget</td>
<td>30</td>
</tr>
<tr>
<td>THHGL14B</td>
<td>Prepare and monitor budgets</td>
<td>30</td>
</tr>
<tr>
<td>THHGL20B</td>
<td>Develop and update the legal knowledge required for business compliance</td>
<td>80</td>
</tr>
<tr>
<td>THHGC08B</td>
<td>Establish and conduct business relationships</td>
<td>60</td>
</tr>
<tr>
<td>THHGL11B</td>
<td>Manage quality customer service</td>
<td>30</td>
</tr>
<tr>
<td>THHGA09B</td>
<td>Manage projects</td>
<td>60</td>
</tr>
<tr>
<td>THHGL15B</td>
<td>Manage financial operations</td>
<td>75</td>
</tr>
<tr>
<td>THHGL16B</td>
<td>Manage physical assets</td>
<td>40</td>
</tr>
<tr>
<td>THHGL12B</td>
<td>Develop and manage marketing strategies</td>
<td>80</td>
</tr>
<tr>
<td>THHGL19B</td>
<td>Develop and implement a business plan</td>
<td>40</td>
</tr>
<tr>
<td>THHGL09B</td>
<td>Manage workplace diversity</td>
<td>60</td>
</tr>
<tr>
<td>THHGL07B</td>
<td>Recruit and select staff</td>
<td>60</td>
</tr>
<tr>
<td>THHGL06B</td>
<td>Monitor staff performance</td>
<td>50</td>
</tr>
</tbody>
</table>

Units of Study

Twenty units comprising a minimum of eight units selected from the Tourism Training Package (THT02), Australian National Training Authority, 2002 with the remaining maximum of twelve units selected from any training packaged endorsed by the Australian National Training Authority.

All units are selected by the student with the approval of the Head of Department. Only one language unit may be counted as an elective within this qualification. Selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.

Some Unit of Study descriptors are listed under the Unit of Study 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 Name</th>
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</thead>
<tbody>
<tr>
<td>BSB41004</td>
<td>Certificate IV in Business (Frontline Management)</td>
</tr>
<tr>
<td>BSB51003</td>
<td>Diploma of Business (Frontline Management)</td>
</tr>
<tr>
<td>BSB30501</td>
<td>Certificate III in Business (Frontline Management)</td>
</tr>
<tr>
<td>BSB41001</td>
<td>Certificate IV in Business (Frontline Management)</td>
</tr>
<tr>
<td>BSB51001</td>
<td>Diploma of Business (Frontline Management)</td>
</tr>
<tr>
<td>BSB40801</td>
<td>Certificate IV in Business (Human Resources)</td>
</tr>
<tr>
<td>BSB50801</td>
<td>Diploma of Business (Human Resources)</td>
</tr>
<tr>
<td>BSB60301</td>
<td>Advanced Diploma of Business (Human Resources)</td>
</tr>
<tr>
<td>BSB41101</td>
<td>Certificate IV in Business Management</td>
</tr>
<tr>
<td>21365VIC</td>
<td>Graduate Certificate in Management</td>
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<tr>
<td>BSB50401</td>
<td>Diploma of Business Management</td>
</tr>
<tr>
<td>BSB60201</td>
<td>Advanced Diploma of Business Management</td>
</tr>
<tr>
<td>20055VIC</td>
<td>Advanced Diploma of Business (Operations Management)</td>
</tr>
<tr>
<td>20051VIC</td>
<td>Certificate IV in Business (Operations Management)</td>
</tr>
<tr>
<td>BSB40601</td>
<td>Certificate IV in Business (Advertising)</td>
</tr>
<tr>
<td>BSB50601</td>
<td>Diploma of Business (Advertising)</td>
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<tr>
<td>BSB60501</td>
<td>Advanced Diploma of Business (Advertising)</td>
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<tr>
<td>BSB30301</td>
<td>Certificate III in Business (Sales)</td>
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<tr>
<td>BSB40701</td>
<td>Certificate IV in Business (Marketing)</td>
</tr>
<tr>
<td>BSB50701</td>
<td>Diploma of Business (Marketing)</td>
</tr>
<tr>
<td>BSB40601</td>
<td>Advanced Diploma of Business (Marketing)</td>
</tr>
<tr>
<td>20055VIC</td>
<td>Advanced Diploma of Business (International Business)</td>
</tr>
<tr>
<td>20051VIC</td>
<td>Diploma of Business (International Trade)</td>
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<tr>
<td>20051VIC</td>
<td>Certificate IV in Business (International Trade)</td>
</tr>
<tr>
<td>20051VIC</td>
<td>Advanced Diploma of Business (Public Relations)</td>
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<tr>
<td>BSB40101</td>
<td>Certificate IV in Business</td>
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<tr>
<td>BSB50101</td>
<td>Diploma of Business</td>
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<tr>
<td>BSB40501</td>
<td>Certificate IV in Business Development</td>
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<tr>
<td>BSB50401</td>
<td>Diploma of Business Development</td>
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<tr>
<td>BSB40401</td>
<td>Advanced Diploma of Business Development</td>
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<tr>
<td>2904ABB</td>
<td>Graduate Certificate in Management Development (Education and Training)</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.

Acting Head, Department of Management and Marketing – TAFE

Dale Williams

Certificate III in Business (Frontline Management)

Course Code: BSB30503

Campus

City King

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.

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

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

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

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

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBCM311A</td>
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Specialist Units
A minimum of three units selected by the student with the approval of the Head of Department.

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<thead>
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<th>Unit of Study Code</th>
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<tr>
<td>BSBFML312A</td>
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<td>BSBFML308B</td>
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<tr>
<td>BSBFML311B</td>
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</table>

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

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<tr>
<td>BSBFML320B</td>
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</tbody>
</table>

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

Certification IV in Business
(Frontline Management)

Course Code: BSB41004

Campus
City King

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

Scope of Delivery
Industry based; Flexible delivery.

Course Objective
This course aims to develop the management competencies required of a person working as a team leader or supervisor responsible for a large workgroup.

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

Certificate III in Business
(Frontline Management)

Course Code: BSB30501

Campus
City King

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

Scope of Delivery
Continuing students only. Industry based; Flexible delivery.

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

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

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

Course Duration
Nominal course hours are between 235–240 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year.

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

The following pairs of units should not be undertaken within a single qualification:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
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<th>Unit of Study Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM305A</td>
<td>BSBFLM306A</td>
<td>BSBFLM307A</td>
</tr>
<tr>
<td>Support workplace information</td>
<td>Provide workplace information and resourcing plans</td>
<td>Implement workplace information system to manage quality customer Service strategies</td>
</tr>
</tbody>
</table>

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

- BSBFLM301A Exercise initiative in a business environment
- BSBFLM302A Support leadership in the workplace
- BSBFLM303A Contribute to effective workplace relationships
- BSBFLM304A Participate in work teams
- BSBFLM305A Support operational plan
- BSBFLM306A Provide workplace information and resourcing plans
- BSBFLM307A Support continuous improvements systems and processes
- BSBFLM308A Support a workplace learning environment

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

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

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

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

Course Duration
Nominal course hours are between 350–380 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year.

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

The following pair of units should not be undertaken within a single qualification:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM403A</td>
<td>BSBFLM404A</td>
</tr>
<tr>
<td>Establish business networks</td>
<td>Develop teams and individuals</td>
</tr>
</tbody>
</table>

Five units (together totaling a minimum of 230 nominal hours) to be undertaken from the following units:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM401A</td>
<td>BSBFLM402A</td>
</tr>
<tr>
<td>Implement operational plan</td>
<td>Develop work priorities</td>
</tr>
<tr>
<td>BSBFLM403A</td>
<td>BSBFLM404A</td>
</tr>
<tr>
<td>Manage effective workplace relationships</td>
<td>Manage workplace information system</td>
</tr>
<tr>
<td>BSBFLM405A</td>
<td>BSBFLM406A</td>
</tr>
<tr>
<td>Implement continuous improvement</td>
<td>Implement continuous improvement</td>
</tr>
</tbody>
</table>

Plus three units (together totaling a minimum of 120 nominal hours) to be undertaken from the following units:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM407A</td>
<td>BSBFLM408A</td>
</tr>
<tr>
<td>Organise personal work priorities and development</td>
<td>Establish business networks</td>
</tr>
<tr>
<td>BSBFLM409A</td>
<td>BSBFLM410A</td>
</tr>
<tr>
<td>Implement continuous improvement</td>
<td>Develop teams and individuals</td>
</tr>
</tbody>
</table>

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

Certificate IV in Business (Frontline Management)

Entry Requirements
To qualify for 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 750 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 aims to provide the knowledge and skills required for a person working as a middle level manager in a medium to large organisation.

Certificate IV in Business (Frontline Management)

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

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

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

Course Duration
Nominal course hours are between 350–380 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year.

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

The following pair of units should not be undertaken within a single qualification:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM403A</td>
<td>BSBFLM404A</td>
</tr>
<tr>
<td>Establish business networks</td>
<td>Develop teams and individuals</td>
</tr>
</tbody>
</table>

Five units (together totaling a minimum of 230 nominal hours) to be undertaken from the following units:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM401A</td>
<td>BSBFLM402A</td>
</tr>
<tr>
<td>Implement operational plan</td>
<td>Develop work priorities</td>
</tr>
<tr>
<td>BSBFLM403A</td>
<td>BSBFLM404A</td>
</tr>
<tr>
<td>Manage effective workplace relationships</td>
<td>Manage workplace information system</td>
</tr>
<tr>
<td>BSBFLM405A</td>
<td>BSBFLM406A</td>
</tr>
<tr>
<td>Implement continuous improvement</td>
<td>Implement continuous improvement</td>
</tr>
</tbody>
</table>

Plus three units (together totaling a minimum of 120 nominal hours) to be undertaken from the following units:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM407A</td>
<td>BSBFLM408A</td>
</tr>
<tr>
<td>Organise personal work priorities and development</td>
<td>Establish business networks</td>
</tr>
<tr>
<td>BSBFLM409A</td>
<td>BSBFLM410A</td>
</tr>
<tr>
<td>Implement continuous improvement</td>
<td>Develop teams and individuals</td>
</tr>
</tbody>
</table>

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

Diploma of Business (Frontline Management)

Course Code: BSB51001

Campus
City King.

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

Scope of Delivery
Industry based; Flexible delivery, continuing students only.

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

Certificate IV in Business (Frontline Management)

Entry Requirements
To qualify for 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 235–240 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year.

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

The following pairs of units should not be undertaken within a single qualification:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM403A</td>
<td>BSBFLM404A</td>
<td>BSBFLM405A</td>
</tr>
<tr>
<td>Establish business networks</td>
<td>Develop teams and individuals</td>
<td>Coordinate implementation of quality customer Service strategies</td>
</tr>
</tbody>
</table>

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

- BSBFLM401A Exercise initiative in a business environment
- BSBFLM402A Support leadership in the workplace
- BSBFLM403A Contribute to effective workplace relationships
- BSBFLM404A Participate in work teams
- BSBFLM405A Support operational plan
- BSBFLM406A Provide workplace information and resourcing plans
- BSBFLM407A Support continuous improvements systems and processes
- BSBFLM408A Support a workplace learning environment

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

Diploma of Business (Frontline Management)

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

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

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

Course Duration
Nominal course hours are between 350–380 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year.

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

The following pair of units should not be undertaken within a single qualification:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM403A</td>
<td>BSBFLM404A</td>
</tr>
<tr>
<td>Establish business networks</td>
<td>Develop teams and individuals</td>
</tr>
</tbody>
</table>

Five units (together totaling a minimum of 230 nominal hours) to be undertaken from the following units:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM401A</td>
<td>BSBFLM402A</td>
</tr>
<tr>
<td>Develop work priorities</td>
<td>Show leadership in the workplace</td>
</tr>
<tr>
<td>BSBFLM403A</td>
<td>BSBFLM404A</td>
</tr>
<tr>
<td>Manage effective workplace relationships</td>
<td>Manage workplace information system</td>
</tr>
<tr>
<td>BSBFLM405A</td>
<td>BSBFLM406A</td>
</tr>
<tr>
<td>Implement operational plan</td>
<td>Implement continuous improvement</td>
</tr>
</tbody>
</table>

Plus three units (together totaling a minimum of 120 nominal hours) to be undertaken from the following units:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM407A</td>
<td>BSBFLM408A</td>
</tr>
<tr>
<td>Organise personal work priorities and development</td>
<td>Establish business networks</td>
</tr>
<tr>
<td>BSBFLM409A</td>
<td>BSBFLM410A</td>
</tr>
<tr>
<td>Implement continuous improvement</td>
<td>Develop teams and individuals</td>
</tr>
</tbody>
</table>

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

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

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

Course Structure

Core Units of Study
<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
</table>

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

Certificate IV in Business (Human Resources)

Course Code: BSB40801

Campus
Footscray Nicholson.

Career Opportunities
Human Resource Administrator.

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

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

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

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

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

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

Course Structure

Core Units of Study
<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
</table>

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

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

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
A maximum of four units may be included from the Assessment and Workplace Training domain.

**Units from Human Resources domain**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHR401A</td>
<td>100</td>
<td>Administer human resource systems</td>
</tr>
<tr>
<td>BSBHR402A</td>
<td>40</td>
<td>Recruit and select personnel</td>
</tr>
<tr>
<td>BSBHR403A</td>
<td>20</td>
<td>Process human resource documents &amp; inquiries</td>
</tr>
<tr>
<td>BSBHR404A</td>
<td>30</td>
<td>Co-ordinate human resource services</td>
</tr>
</tbody>
</table>

Plus 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>Unit of Study Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSFLM404A</td>
<td>50</td>
<td>Lead work teams</td>
</tr>
<tr>
<td>BSBCM402A</td>
<td>30</td>
<td>Develop work priorities</td>
</tr>
<tr>
<td>BSBCM404A</td>
<td>50</td>
<td>Establish business networks</td>
</tr>
<tr>
<td>BSBCM405A</td>
<td>30</td>
<td>Analyse and present research information</td>
</tr>
<tr>
<td>BSBCM406A</td>
<td>40</td>
<td>Maintain business technology</td>
</tr>
<tr>
<td>BSBCM407A</td>
<td>30</td>
<td>Coordinate business resources</td>
</tr>
<tr>
<td>BSBCM408A</td>
<td>30</td>
<td>Report on financial activity</td>
</tr>
<tr>
<td>BSBCM409A</td>
<td>20</td>
<td>Promote products and services</td>
</tr>
<tr>
<td>BSBCM410A</td>
<td>40</td>
<td>Co-ordinate implementation of customer service strategies</td>
</tr>
<tr>
<td>BSBCM411A</td>
<td>50</td>
<td>Monitor a safe workplace</td>
</tr>
<tr>
<td>BSBCM412A</td>
<td>50</td>
<td>Promote innovation and change</td>
</tr>
<tr>
<td>BSBCM413A</td>
<td>40</td>
<td>Implement and monitor environmental policies</td>
</tr>
</tbody>
</table>

Three units (together totaling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

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

Should any of the following units be selected, then all three units must be undertaken:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ401A</td>
<td>40</td>
<td>Plan assessment</td>
</tr>
<tr>
<td>BSZ402A</td>
<td>40</td>
<td>Conduct assessment</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>20</td>
<td>Review assessment</td>
</tr>
</tbody>
</table>

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

**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>Unit of Study Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBRH301A</td>
<td>80</td>
<td>Manage human resource consultancy services</td>
</tr>
<tr>
<td>BSBRH302A</td>
<td>60</td>
<td>Manage human resource management information systems</td>
</tr>
<tr>
<td>BSBRH303A</td>
<td>60</td>
<td>Manage performance management systems</td>
</tr>
<tr>
<td>BSBRH304A</td>
<td>80</td>
<td>Manage industrial relations policies and processes</td>
</tr>
<tr>
<td>BSBRH305A</td>
<td>40</td>
<td>Manage remuneration and employee benefits</td>
</tr>
<tr>
<td>BSBRH306A</td>
<td>60</td>
<td>Manage recruitment, selection and induction processes</td>
</tr>
<tr>
<td>BSBRH307A</td>
<td>40</td>
<td>Manage separation/termination</td>
</tr>
<tr>
<td>BSBRH308A</td>
<td>60</td>
<td>Manage work/life skills</td>
</tr>
<tr>
<td>BSBRH309A</td>
<td>40</td>
<td>Manage rehabilitation/return to work programs</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 V and the remaining unit may be from a lower or higher level qualification.

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

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**Diploma of Business (Human Resources)**

Course Code: BSB600801

**Campus**

Footscray Nicholson.

**Career Opportunities**

Human Resource Officer.

**Scope of Delivery**

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

**Course Objective**

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

**Entry Requirements**

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

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

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**Advanced Diploma of Business (Human Resources)**

Course Code: BSB600301

**Campus**

Footscray Nicholson.

**Career Opportunities**

Human Resource Manager.

**Scope of Delivery**

This course is offered on a part-time basis.

**Course Objective**

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

**Entry Requirements**

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

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

Course Duration
Nominal course hours are between 420–490 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. Note: Students are encouraged to progress from Certificate IV in Business (Human Resources), and Diploma in Business (Human Resources) levels prior to commencing this Advanced Diploma program. Please contact the Department for advice. Recognition of Prior Learning may apply.

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

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

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

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHR601A</td>
<td>Manage change (6)</td>
</tr>
<tr>
<td>BSBHR602A</td>
<td>Manage human resource strategic planning (6)</td>
</tr>
<tr>
<td>BSBHR603A</td>
<td>Contribute to organisation development (6)</td>
</tr>
<tr>
<td>BSBHR604A</td>
<td>Manage employee relations (6)</td>
</tr>
<tr>
<td>BSBHR605A</td>
<td>Contribute to organisation design (4)</td>
</tr>
</tbody>
</table>

Plus three units (together totaling a minimum of 140 nominal hours) to be undertaken having regard to the units listed in the BSB01 Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

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

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

Certificate IV in Business Management
Course Code: BSB41101

Campus
Footscray Nicholson.

Career Opportunities
Supervisor, team leader.

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

Course Objective
The aim of this course is to train students in the practice of management skills appropriate to the position of a Team Leader or Supervisor, performing the functions of management in a public or private organisation. The aim is to facilitate widespread best practice management skills formation for individuals and groups at the lower to middle levels of organisations. The course aims to develop management skills in four key areas: managing operations, managing people, managing financial resources and managing information.

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

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

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

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

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

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

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

The following pair of units should not be undertaken within a single qualification:

BSBHR603A Contribute to organisation development (6)
BSBHR604A Manage employee relations (6)

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

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBICMN403A</td>
<td>Establish business networks 50</td>
</tr>
<tr>
<td>BSBICMN404A</td>
<td>Develop teams and individuals 30</td>
</tr>
<tr>
<td>BSBICMN407A</td>
<td>Coordinate business resources 30</td>
</tr>
<tr>
<td>BSBICMN410A</td>
<td>Coordinate implementation of customer service strategies 40</td>
</tr>
<tr>
<td>BSBICMN412A</td>
<td>Promote innovation and change 50</td>
</tr>
<tr>
<td>BSBICMN413A</td>
<td>Implement &amp; monitor environmental policies 40</td>
</tr>
<tr>
<td>BSBICMN409A</td>
<td>Lead work teams 50</td>
</tr>
</tbody>
</table>

A minimum of three units (together totaling a minimum of 92 nominal hours) to be undertaken from any field or domain included in the BSB01 Business Services Training Package, Australian National Training Authority, 2001.

Three units (together totaling a minimum of 93 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

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

Should any of the following units be selected, then all three units must be undertaken:

BSZ401A Plan assessment
BSZ402A Conduct assessment
BSZ403A Review assessment

Some unit descriptors are listed under the Unit of Study Details section of this Handbook.
Graduate Certificate in Management
Course Code: 21365VIC
Campus
Footscray Nicholson.

Career Opportunities
Middle to senior-level managers.

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

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

Entry Requirements
To qualify for admission to the course, applicants must have:
• Obtained an Advanced Diploma, bachelor or higher education qualification
or
• Five years relevant work experience in a related industry area
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

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

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

Core Units
Unit of Study Code Hours
VBN091 Management Industry Project 100

Stream Units
A minimum of 2 units from the following
Unit of Study Code Hours
VBN092 Leadership and Organisation 60
VBN093 Strategic Business Planning 60
VBN094 Business Ethics and Corporate Governance 50
VBN095 People Management 60

A minimum of 100 nominal hours of Unit of Study selected by the student, with the approval of the Head of Department not previously undertaken from the stream units or from the following
Unit of Study Code Hours
PSPPM601A Direct Project Activities 50
VBN669 Marketing – A Strategic Approach 51
VBN096 Human Resource Management 50
VBN532 E-Business 50
VBN533 Managing in an International Environment 50

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

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

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

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

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

Core Structure
The course consists of eight units. A minimum of five units to be undertaken from the following Strategic Management domain:

Unit of Study Code Hours
BSBMGT501A Market services & concepts to internal customers 60
BSBMGT502A Manage people performance 60
BSBMGT503A Prepare budgets and financial plans 60
BSBMGT504A Manage budgets and financial plans 60
BSBMGT505A Ensure a safe workplace 60
BSBMGT506A Recruit, select and induct staff 60
BSBMGT507A Manage environmental performance 40

Plus three units from the SB01 Business Services Training Package, Australian National Training Authority (ANTA) 2001, of which a minimum of 2 units must be from a qualification at Diploma level; 1 unit may be included from a lower or higher level in this qualification, providing it has not previously been included in a qualification at a lower level. All units selected must contribute to and combine to form a work outcome. Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

Advanced Diploma of Business Management
Course Code: BSB60201
Campus
Footscray Nicholson.

Career Opportunities
Senior-level manager.

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

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

Diploma of Business Management
Course Code: BSB60401
Campus
Footscray Nicholson.

Career Opportunities
Middle level Manager.

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

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

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

Course Structure
All units selected are subject to the approval of the Head of Department.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.
A minimum of five units (together totaling a minimum of 280 nominal hours) to be undertaken from the following Strategic Management units:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMGT601A</td>
<td>Contribute to strategic direction</td>
</tr>
<tr>
<td>BSBMGT602A</td>
<td>Contribute to the development and implementation of strategic plans</td>
</tr>
<tr>
<td>BSBMGT603A</td>
<td>Review and develop business plans</td>
</tr>
<tr>
<td>BSBMGT604A</td>
<td>Manage business operations</td>
</tr>
<tr>
<td>BSBMGT605A</td>
<td>Provide leadership across the organisation</td>
</tr>
<tr>
<td>BSBMGT606A</td>
<td>Manage customer focus</td>
</tr>
<tr>
<td>BSBMGT607A</td>
<td>Manage knowledge and information</td>
</tr>
<tr>
<td>BSBMGT608A</td>
<td>Manage innovation &amp; continuous improvement</td>
</tr>
<tr>
<td>BSBMGT609A</td>
<td>Manage risk</td>
</tr>
<tr>
<td>BSBMGT610A</td>
<td>Manage environmental management systems</td>
</tr>
</tbody>
</table>

Plus three units (together totaling a minimum of 140 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level VI and the remaining unit may be from a lower level qualification.
Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

Advanced Diploma of Business (Operations Management)

Diploma of Business (Operations Management)

Certificate IV in Business (Operations Management)

Campus
Footscray Nicholson.

Career Opportunities
Operations Manager.

Course Objectives
These courses aim to provide participants with an understanding of the operations management functions within an organisation and the techniques, skills and knowledge which are required to manage and/or perform duties and tasks in the following areas; Planning; Materials Management; Purchasing; Workstudy/Individual Engineering; Occupational Health and Safety.
The operations function is performed by a group of people in a business who are responsible for producing goods and providing services which the business offers to the public. The operations function, also called the production function, is one of the three primary functions within a business, the other two being finance and marketing. In a typical business it is the operations function that employs the greatest number of people and is responsible for the greatest portion of the organisation’s controllable assets.
In the current climate where manufacturers from foreign countries are seriously threatening the future of our industries, the top management of our leading corporations are urging their operations managers to get back to the basics of operations management so that production costs, productivity and product quality can compete with those of manufacturers from overseas. The future of our nation is dependent upon the competitiveness of our industries.

Entry Requirements
To qualify for admission to this course applicants must generally have acquired the following competencies:
• Read, comprehend and discuss complex information in English;
• Write complex sentences; and
• Use and analyse complex data, relation and pattern, number measurement and shape.
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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate IV in Business (Operations Management)

Course Code: 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) to Diploma in Business (Operations Management) 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 Unit of Study, plus 90 hours of Certificate IV level Elective Unit of Study.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ369</td>
<td>Competency Analysis</td>
<td>10</td>
</tr>
<tr>
<td>VBJ370</td>
<td>Career Planning and Skills Assessment</td>
<td>20</td>
</tr>
<tr>
<td>MP3021</td>
<td>Purchasing and Inventory Fundamentals</td>
<td>50</td>
</tr>
<tr>
<td>NGMS106</td>
<td>Managing Effective Working Relationships</td>
<td>40</td>
</tr>
<tr>
<td>TDTF397A</td>
<td>Implement and Monitor OH&amp;S Procedures</td>
<td>30</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>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 Warehouse Systems</td>
<td>60</td>
</tr>
</tbody>
</table>

Select two of the following computer-based modules:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP720</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>NAP721</td>
<td>Business Statistics</td>
</tr>
<tr>
<td>NOS216</td>
<td>Keyboarding – Techniques and Operations</td>
</tr>
<tr>
<td>NOS215</td>
<td>Database Fundamentals</td>
</tr>
<tr>
<td>NOS216</td>
<td>Spreadsheet Fundamentals</td>
</tr>
<tr>
<td>NOS222</td>
<td>Word Processing Introduction</td>
</tr>
<tr>
<td>VBJ391</td>
<td>Industry Project/Practicum</td>
</tr>
</tbody>
</table>

Elective Unit of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ404A</td>
<td>Train Small Groups</td>
</tr>
<tr>
<td>NCS009</td>
<td>Negotiation Skills</td>
</tr>
<tr>
<td>NCS015</td>
<td>Presenting Reports</td>
</tr>
<tr>
<td>TDTF797A</td>
<td>Implement Accident/Emergency Procedures</td>
</tr>
<tr>
<td>TDTJ191A</td>
<td>Apply Quality Procedures</td>
</tr>
<tr>
<td>VBJ382</td>
<td>Predetermined Motion Time Standard Systems</td>
</tr>
</tbody>
</table>

Diploma of Business (Operations Management)

Course Code: 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 can progress through Certificate IV in Business (Operations Management) levels 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 Unit of Study; 90 hours of Elective Unit of Study selected from Certificate IV level electives, and 60 hours of Elective Unit of Study selected from Diploma level electives.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ370</td>
<td>Career Planning and Skills Assessment</td>
</tr>
<tr>
<td>VBJ369</td>
<td>Competency Analysis</td>
</tr>
<tr>
<td>MPM021</td>
<td>Purchasing and Inventory Fundamentals</td>
</tr>
<tr>
<td>NGMS106</td>
<td>Managing Effective Working Relationships</td>
</tr>
<tr>
<td>TDTF397A</td>
<td>Implement and Monitor OH&amp;S Procedures</td>
</tr>
<tr>
<td>VBJ373</td>
<td>Productivity and Work Methods Improvement</td>
</tr>
<tr>
<td>VBJ374</td>
<td>Resource Requirement Planning</td>
</tr>
<tr>
<td>VBJ375</td>
<td>Production Planning Scheduling and Control</td>
</tr>
<tr>
<td>VBJ376</td>
<td>Supply Chain Management Principles</td>
</tr>
<tr>
<td>VBJ377</td>
<td>Management of Warehouse Systems</td>
</tr>
</tbody>
</table>

Select two of the following computer-based modules:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSXFMI508A</td>
<td>Develop and Maintain a Safe Workplace and Environment</td>
</tr>
<tr>
<td>BSXFMI509A</td>
<td>Implement and Monitor Continuous Improvement Systems and Processes</td>
</tr>
<tr>
<td>MPM022</td>
<td>Purchasing Policy</td>
</tr>
<tr>
<td>NAP719</td>
<td>Accounting for Non-Accountants</td>
</tr>
<tr>
<td>NAP720</td>
<td>Business Maths</td>
</tr>
<tr>
<td>NAP721</td>
<td>Business Statistics</td>
</tr>
<tr>
<td>NOS216</td>
<td>Keyboarding – Techniques and Operations</td>
</tr>
<tr>
<td>NOS215</td>
<td>Database Fundamentals</td>
</tr>
<tr>
<td>NOS216</td>
<td>Spreadsheet Fundamentals</td>
</tr>
<tr>
<td>NOS222</td>
<td>Word Processing Introduction</td>
</tr>
<tr>
<td>VBJ362</td>
<td>Industrial Relations/Employment Relations</td>
</tr>
<tr>
<td>VBJ383</td>
<td>Facility Layout and Workplace Design</td>
</tr>
<tr>
<td>VBJ384</td>
<td>Project Management</td>
</tr>
<tr>
<td>VBJ386</td>
<td>Computer Applications for Operations Management</td>
</tr>
<tr>
<td>VBJ387</td>
<td>Maintenance Management</td>
</tr>
<tr>
<td>VBJ391</td>
<td>Industry Project/Practicum</td>
</tr>
</tbody>
</table>

Elective Unit of Study

Certificate IV

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ404A</td>
<td>Train Small Groups</td>
</tr>
<tr>
<td>NCS009</td>
<td>Negotiation Skills</td>
</tr>
<tr>
<td>NCS015</td>
<td>Presenting Reports</td>
</tr>
<tr>
<td>TDTF797A</td>
<td>Implement Accident/Emergency Procedures</td>
</tr>
<tr>
<td>TDTJ191A</td>
<td>Apply Quality Procedures</td>
</tr>
<tr>
<td>VBJ382</td>
<td>Predetermined Motion Time Standard Systems</td>
</tr>
</tbody>
</table>

Diploma

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITF305</td>
<td>Advanced Operations – Spreadsheets</td>
</tr>
<tr>
<td>NAP750</td>
<td>Commercial Law Principles</td>
</tr>
<tr>
<td>NAP752</td>
<td>Contract Law</td>
</tr>
<tr>
<td>NGMS112</td>
<td>Managing People – Recruitment, Selection &amp; Induction</td>
</tr>
<tr>
<td>TDTTL1998A</td>
<td>Implement and Monitor Transport Logistics</td>
</tr>
<tr>
<td>VAD950</td>
<td>The Marketing Concept</td>
</tr>
<tr>
<td>VBJ389</td>
<td>Statistical and Estimating Techniques</td>
</tr>
</tbody>
</table>

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Advanced Diploma of Business (Operations Management)

Course Code: 20055VC

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 Unit of Study; 90 hours of Elective Unit of Study selected from Certificate IV level electives; 60 hours of Elective Unit of Study selected from Diploma level electives; and 40 hours of Elective Unit of Study selected from Advanced Diploma level electives.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ370</td>
<td>20</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>VBJ369</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>PMP021</td>
<td>50</td>
</tr>
<tr>
<td>NGMS106</td>
<td>40</td>
</tr>
<tr>
<td>TDF397A</td>
<td>30</td>
</tr>
<tr>
<td>VBJ373</td>
<td>40</td>
</tr>
<tr>
<td>VBJ374</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>
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</table>

Select two of the following computer-based modules:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSXFM598A</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>BSXFM599A</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>PMP022</td>
<td>50</td>
</tr>
<tr>
<td>NAP719</td>
<td>60</td>
</tr>
<tr>
<td>NAP720</td>
<td>30</td>
</tr>
<tr>
<td>NAP721</td>
<td>30</td>
</tr>
<tr>
<td>NGMS116</td>
<td>40</td>
</tr>
<tr>
<td>NGMS205</td>
<td>40</td>
</tr>
<tr>
<td>NGMS211</td>
<td>40</td>
</tr>
<tr>
<td>NGMS212</td>
<td>40</td>
</tr>
<tr>
<td>NOS816</td>
<td>20</td>
</tr>
<tr>
<td>NOS825</td>
<td>20</td>
</tr>
<tr>
<td>NOS826</td>
<td>20</td>
</tr>
<tr>
<td>NOS822</td>
<td>20</td>
</tr>
<tr>
<td>VBJ649</td>
<td>60</td>
</tr>
<tr>
<td>VBJ362</td>
<td>40</td>
</tr>
<tr>
<td>VBJ383</td>
<td>40</td>
</tr>
<tr>
<td>VBJ384</td>
<td>40</td>
</tr>
<tr>
<td>VBJ386</td>
<td>40</td>
</tr>
<tr>
<td>VBJ387</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Certificate IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Study Code</td>
</tr>
<tr>
<td>BIZ304A</td>
</tr>
<tr>
<td>NCS009</td>
</tr>
<tr>
<td>NCS015</td>
</tr>
<tr>
<td>TDF397A</td>
</tr>
<tr>
<td>TDF397A</td>
</tr>
<tr>
<td>VBJ382</td>
</tr>
</tbody>
</table>

Diploma level

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITF305</td>
<td>20</td>
</tr>
<tr>
<td>NAP750</td>
<td>40</td>
</tr>
<tr>
<td>NAP752</td>
<td>40</td>
</tr>
<tr>
<td>NGMS112</td>
<td>40</td>
</tr>
<tr>
<td>TDF397A</td>
<td>40</td>
</tr>
<tr>
<td>VAD390</td>
<td>60</td>
</tr>
<tr>
<td>VBJ389</td>
<td>40</td>
</tr>
</tbody>
</table>

Certificate IV in Business (Advertising)

Course Code: BSB40601

Campus
Footscray Nicholson.

Career Opportunities
Advertising administration and media and production support officer.

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

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

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

Selection Procedures/Selection Criteria
Course applicants are required to attend an interview.

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

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

**Units from the Advertising domain**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV401A</td>
<td>50</td>
</tr>
<tr>
<td>BSBADV402A</td>
<td>80</td>
</tr>
<tr>
<td>BSBADV403A</td>
<td>80</td>
</tr>
<tr>
<td>BSBADV404A</td>
<td>40</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN402A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN403A</td>
<td>50</td>
</tr>
<tr>
<td>BSBCMN404A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN405A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN406A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN407A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN408A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN409A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN410A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN411A</td>
<td>50</td>
</tr>
<tr>
<td>BSBCMN412A</td>
<td>50</td>
</tr>
<tr>
<td>BSBCMN413A</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM404A</td>
<td>50</td>
</tr>
</tbody>
</table>

Three units (together totalling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001; or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification. Should any of the following units be selected, then all three units must be undertaken:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

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

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**Advanced Diploma of Business (Advertising)**

Course Code: BSB60501

**Campus**

Footscray Nicholson.

**Career Opportunities**

Management, consultant.

**Scope of Delivery**

This course is offered on a full-time basis.

**Course Objective**

The course aims to provide the knowledge and skills required for a person working as an account executive in a medium to large advertising agency or a media/promotions manager in a medium to large organisation.

**Entry Requirements**

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

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

**Selection Procedures/Selection Criteria**

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

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**Course Duration**

Nominal course hours are between 410–530 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide, full-time students complete approximately 750 hours of study per year.

**Course Structure**

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

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

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

A minimum of five units (together totalling a minimum of 280 nominal hours) to be undertaken from the following Advertising units:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV501A</td>
<td>Develop a creative concept</td>
</tr>
<tr>
<td>BSBADV502A</td>
<td>Write persuasive copy</td>
</tr>
<tr>
<td>BSBADV503A</td>
<td>Coordinate advertising research</td>
</tr>
<tr>
<td>BSBADV504A</td>
<td>Create advertisements</td>
</tr>
<tr>
<td>BSBADV505A</td>
<td>Evaluate and recommend ‘above the line’ media options</td>
</tr>
<tr>
<td>BSBADV506A</td>
<td>Evaluate and recommend ‘below the line’ media options</td>
</tr>
<tr>
<td>BSBADV507A</td>
<td>Develop a media plan</td>
</tr>
<tr>
<td>BSBADV508A</td>
<td>Present an advertising campaign</td>
</tr>
</tbody>
</table>

Plus three units (together totalling a minimum of 130 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level 5 and the remaining unit may be from a lower or higher level qualification.

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate III in Business (Sales)

Course Code: BSB30301

Campus
Footscray Nicholson.

Career Opportunities
To work as a sales representative

Scope of Delivery
The course is available on a full time and part time modes.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the administrative and sales function in a variety of workplace environments.

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

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

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

Course Duration
Nominal course hours are between 550–620 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. Full-time students complete approximately 750 hours of study per year.

Course Structure

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBLS501A Secure prospect commitment</td>
<td>20</td>
</tr>
<tr>
<td>BSBLS505A Support post-sale activities</td>
<td>15</td>
</tr>
<tr>
<td>BSBLS506A Self-manage sales performance</td>
<td>40</td>
</tr>
<tr>
<td>A minimum of 2 units selected by the student, with the approval of the Head of Department, from the following:</td>
<td></td>
</tr>
<tr>
<td>BSBLS501A Secure prospect commitment</td>
<td>20</td>
</tr>
<tr>
<td>BSBLS505A Support post-sale activities</td>
<td>15</td>
</tr>
<tr>
<td>BSBLS506A Self-manage sales performance</td>
<td>40</td>
</tr>
</tbody>
</table>

Certificate IV in Business (Marketing)

Course Code: BSB40701

Campus
Footscray Nicholson, St Albans.

Career Opportunities
Marketing officer, market research, product/sales manager.

Scope of Delivery
The course is available on a full time and part time basis.

Course Objective
The course aims to provide the knowledge and skills required for a person working as a marketing assistant under the direction of a marketing or promotions manager in a medium sized firm.

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

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

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

Course Duration
Nominal course hours are between 345–580 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete approximately 750 hours of study per year. NB: students progress through Certificate III in Business (Sales) prior to commencing the Certificate IV in Business (Marketing) program.
**Course Structure**

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

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

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

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

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG401A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG402A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG403A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG404A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG405A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG406A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG407A</td>
<td>50</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>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM404A</td>
<td>50</td>
</tr>
<tr>
<td>BSBCMN402A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN403A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN404A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN405A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN406A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN407A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN408A</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN409A</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN410A</td>
<td>30</td>
</tr>
</tbody>
</table>

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

Units from the Marketing domain:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG501A</td>
<td>80</td>
</tr>
<tr>
<td>BSBMKG502A</td>
<td>80</td>
</tr>
<tr>
<td>BSBMKG503A</td>
<td>80</td>
</tr>
<tr>
<td>BSBMKG504A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG505A</td>
<td>40</td>
</tr>
</tbody>
</table>

Three units (together totalling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001; or any other relevant training package accredited by the Australian National Training Authority.

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

Should any of the following units be selected, then all three units must be undertaken:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ401A</td>
<td>50</td>
</tr>
<tr>
<td>BSZ402A</td>
<td>50</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>30</td>
</tr>
</tbody>
</table>

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

**Course Objective**

The course aims to provide the knowledge and skills required for a person working as a marketing officer with a supervisory role and significant responsibility in business functions which may include—product management, research and sales.

**Entry Requirements**

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

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

**Selection Procedures/Selection Criteria**

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

**Course Duration**

Nominal course hours are between 440–520 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete approximately 750 hours of study per year. Note: Students progress through Certificate III in Business (Sales) and Certificate IV in Business (Marketing) levels prior to commencing this Diploma program.

**Course Structure**

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

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

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

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG301A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG302A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG303A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG401A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG402A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG403A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG404A</td>
<td>60</td>
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<tr>
<td>BSBMKG405A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG406A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG407A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG408A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG409A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG410A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG411A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG412A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG413A</td>
<td>50</td>
</tr>
</tbody>
</table>

Three units (together totalling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001; or any other relevant training package accredited by the Australian National Training Authority.

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

Selection Procedures/Selection Criteria available from the Department.

**Course Duration**

Nominal course hours are between 440–520 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete approximately 750 hours of study per year. Note: Students progress through Certificate III in Business (Sales) and Certificate IV in Business (Marketing) levels prior to commencing this Diploma program.

**Course Structure**

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

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

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

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG501A</td>
<td>80</td>
</tr>
<tr>
<td>BSBMKG502A</td>
<td>80</td>
</tr>
<tr>
<td>BSBMKG503A</td>
<td>80</td>
</tr>
<tr>
<td>BSBMKG504A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG505A</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus three units (together totalling a minimum of 130 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

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

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

**Advanced Diploma of Business (Marketing)**

**Course Code:** BSB60601

**Campus**

Footscray Nicholson, St Albans.

**Career Opportunities**

Marketing officer, market research, product/sales manager.

**Scope of Delivery**

The course is available on a full time and part time basis.

**Course Objective**

The course aims to provide the knowledge and skills required for a person with a planning and management role in business functions which include—product management, research and sales.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

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

Course Duration
Nominal course hours are between 420–500 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete approximately 750 hours of study per year. NB- students progress through Certificate III in Business (Sales[BSB30301], Certificate IV and Diploma in Business (Marketing)[BSB40701] levels prior to commencing this Advanced Diploma program.

Course Structure
All units selected are subject to the approval of the Head of Department.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.
A minimum of 5 units (together totalling a minimum of 280 nominal hours) to be undertaken from the following Marketing units:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG601A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG602A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG603A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG604A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG605A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG606A</td>
<td>60</td>
</tr>
</tbody>
</table>

Unit of Study Code Hours
BSBMKG601A Develop marketing strategies 60
BSBMKG602A Develop a marketing plan 60
BSBMKG603A Manage the marketing process 50
BSBMKG604A Develop & manage direct marketing campaigns 50
BSBMKG605A Evaluate international marketing opportunities 60
BSBMKG606A Manage international marketing programs 60

Unit of Study Code Hours
NAP719 Accounting for Non-Accountants 51–68
NAP722 Economics for Business 51–68
NOS110.v2 Occupational Health & Safety 15
VAD349 International Economic Geography 51
VAD363 International Business 51
VAD950 The Marketing Concept 51–68
VBF302 Introduction to Business Maths 30
VBG847 Cross-Cultural Familiarisation 10
VBG848 Business Organisations and Contract Law 40–60
VBG849 Import and Export Business Procedures 60
VBJ685 Permits and Controls in International Trade 40

Advanced Diploma of Business (International Business)

Certificate IV in Business (International Trade)
Course Code: 2005VVC Advanced Diploma
Course Code: 2005VVC Diploma
Course Code: 2005VVC Certificate IV
It is anticipated that the current courses will change to a National Training Package to be delivered Australia wide, in 2005. Details of the changes are yet to be confirmed. Victoria University intends to deliver the new courses in 2005.

Diploma of Business (International Trade)

Campus
Footscray Nicholson.

Career Opportunities
International trade and marketing, customs.

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

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

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

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

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

Course Structure
The Advanced Diploma of Business (International Business) consists of 3 stages:

Stage 1 Certificate IV in Business (International Trade)
Students must complete 663 hours of training and if exiting at the end of Stage 1 students must also complete VBS382 Career Planning and Skills Assessment plus an Industry Project.

Stage 2 Diploma of Business (International Trade)
Students must complete 1295 hours of training (including the 664 hours already undertaken in Stage 1). Students exiting at the end of Stage 2 must also complete VBJ370 Career Planning and Skills Assessment and an Industry Project if it has not already been completed in Stage 1.
Liaise with the media and organise publicity campaigns;

The course aims to provide public relations practitioners with the necessary skills and knowledge to undertake employment as a senior public relations officer in a corporation or government department.

Senior public relations officer.

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

Course Structure

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOS149</td>
<td>30</td>
</tr>
<tr>
<td>NOS230</td>
<td>50</td>
</tr>
<tr>
<td>VBJ306</td>
<td>68</td>
</tr>
<tr>
<td>VBE307</td>
<td>68</td>
</tr>
<tr>
<td>VBG850</td>
<td>50</td>
</tr>
<tr>
<td>VBG851</td>
<td>20</td>
</tr>
<tr>
<td>VBG852</td>
<td>40</td>
</tr>
<tr>
<td>VBG853</td>
<td>60</td>
</tr>
<tr>
<td>VBG854</td>
<td>40</td>
</tr>
<tr>
<td>VBG855</td>
<td>30</td>
</tr>
<tr>
<td>VBG856</td>
<td>15</td>
</tr>
</tbody>
</table>

and

Language for a Selected Country/Region* 140

* Indonesian is generally offered for this component.

or

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

If exiting at Diploma of Business (International Trade) (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.

Stage 3 Advanced Diploma of Business (International Business)

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.

Unit of Study Code

| NGMS201 | Entreprenuring and Innovating 40 |
| NGMS202 | Forecasting Futures 40 |
| NGMS204 | Manage Strategically 40 |
| NGMS211 | Managing Risk 40 |
| VBG858 | Transport and Logistics–Systems Development 40 |
| VBG859 | Research and Report on an Import or Export Venture 120 |
|          | Industry Project Module 40 |

If exiting at Advanced Diploma of Business (International Business) (20053VIC):

VBJ370: Career Planning & Skills Assessment Industry Project 20

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

Advanced Diploma of Business (Public Relations)

Course Code: 20055VIC

Campus

Footscray Nicholson.

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.

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

The course aims to provide public relations practitioners with knowledge and skills to:

- Prepare publications;
- Organise special promotional events;
- Communicate to the market to promote sales of products or services;
- Lobby.

Entry Requirements

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

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

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

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.

Course Structure

Unit of Study Code

| VBJ370 | Career Planning and Skills Assessment 20 |
| VBJ369 | Competency Analysis 10 |
| NOS139 v2 | Meetings – Organisation 20 |
| NCS014 | Speaking in Public 20 |

Students are required to complete 80 hours of national information technology and/or national office skills computing modules which may include:

- Word Processing
- Spreadsheets
- Databases
- Email
- Internet
- Presentations

Unit of Study Code

| ITF306 | Business and Presentation Graphics 20 |
| ITF310 | Multimedia Tools and Techniques 20 |
| NGMS204 | Managing Strategically 40 |
| NGMS205 | Managing in Ambiguity and Change 40 |
| NGMS207 | Leading and Visioning 40 |
| NGMS209 | Managing Self 20 |
| NGMS215 | Advocacy and Influence 20 |
| NMRK402 | Marketing Law 51 |
| NOS110 v2 | Occupational Health and Safety 15 |
| NOS140 v2 | Vocational Placement 40 |
| VA002 | Advanced Public Relations 1 51 |
| VA002 | Advanced Public Relations 2 51 |
| VA048 | Applied Writing for Public Relations 1 51 |
| VA049 | Applied Writing for Public Relations 2 51 |
| VA044 | Applied Writing for Public Relations 3 51 |
| VA041 | Applied Writing for Public Relations 4 51 |
| VAB548 | Consumer Behaviour Concepts 51 |
| VA057 | Editing for Public Relations 51 |
| VAC724 | Fund-raising 51 |
| VAC845 | Government Structures and Influences 51 |
| VAD950 | The Marketing Concept 51 |
| VBG138 | Exhibition Management 30 |
| VBJ098 | Public Relations Industry and the Australian Media 40 |
| VBJ099 | Business and Finance for Public Relations 40 |
| VBJ427 | Multimedia in Advertising 51 |
| VBJ577 | Introduction to Public Relations 1 51 |
Certificate IV in Business
Course Code: BSB40101

Campus
To be advised.

Career Opportunities
Administrative.

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.

Recognition of prior learning may be available based on 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 315–520 nominal hours or part-time equivalent.

Course Structure
A minimum of 4 units selected by the student, with the approval of the Head of Department, from the following:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM404A</td>
<td>Lead work teams</td>
<td>50</td>
</tr>
<tr>
<td>BSBCM402A</td>
<td>Develop work priorities</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM403A</td>
<td>Establish business networks</td>
<td>50</td>
</tr>
<tr>
<td>BSBCM404A</td>
<td>Develop teams and individuals</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM405A</td>
<td>Analyse and present workplace information</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM406A</td>
<td>Maintain business technology</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM407A</td>
<td>Coordinate business resources</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM408A</td>
<td>Report on financial activity</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM409A</td>
<td>Promote products and services</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM410A</td>
<td>Coordinate implementation of customer service strategies</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM411A</td>
<td>Monitor a safe workplace</td>
<td>50</td>
</tr>
<tr>
<td>BSBCM412A</td>
<td>Promote innovation and change</td>
<td>50</td>
</tr>
<tr>
<td>BSBCM413A</td>
<td>Implement and monitor environmental policies</td>
<td>40</td>
</tr>
</tbody>
</table>

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

(i) a minimum of two units must be undertaken from a qualification at Australian Qualifications Framework Level 4; and

(ii) one unit (not previously undertaken by the student for an award at a lower level than this award) may be undertaken from a lower or higher Level than the aforesaid Level;

Units are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in the relevant training package.

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

Diploma of Business
Course Code: BSB50101

Campus
To be advised.

Career Opportunities
Management.

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

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

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

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

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

Course Duration
The course may be offered on a full-time basis over 280–610 nominal hours or part-time equivalent.

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

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

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

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

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

Three units (together totalling a minimum of 155 nominal hours) to be undertaken having regard to the units listed in:

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

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

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate IV in Business Development  
Course Code: BSB40501

Campus
Footscray Nicholson.

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.

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

Course Duration
The course may be offered on a full-time basis over 345–620 nominal hours or part-time equivalent.

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

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

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

A minimum of four units (together totaling a minimum of 160 nominal hours) to be undertaken from the following Business Development units:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV401A</td>
<td>50</td>
</tr>
<tr>
<td>BSBADV402A</td>
<td>80</td>
</tr>
<tr>
<td>BSBADV403A</td>
<td>80</td>
</tr>
<tr>
<td>BSBADV404A</td>
<td>40</td>
</tr>
<tr>
<td>BSBMKG401A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG402A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG403A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG404A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG405A</td>
<td>40</td>
</tr>
<tr>
<td>BSBMKG406A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG407A</td>
<td>30</td>
</tr>
<tr>
<td>BSBSLS401A</td>
<td>60</td>
</tr>
</tbody>
</table>

A minimum of three units (together totaling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

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

BSBCMN412A Promote innovation and change 50
BSBCMN413A Implement and monitor environmental policies 40
BSBFILM404A Lead work teams 50

Three units (together totaling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

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

BSBSLS401A Lead a sales team 60
BSBMKG407A Make a presentation 30
BSBMKG406A Build client relationships 50
BSBMKG405A Implement and monitor marketing activities 40
BSBMKG403A Analyse market data 60
BSBMKG402A Analyse consumer behavior for specific markets 60
BSBMKG401A Profile the market 60
BSBADV404A Schedule advertisements 40
BSBADV403A Monitor advertising production 80
BSBADV402A Conduct pre-campaign testing 80
BSBADV401A Profile a target audience 50

Diploma of Business Development  
Course Code: BSB50501

Campus
Footscray Nicholson.

Career Opportunities
Communications officer, promotions manager.

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as a communications officer/promotions manager in a small to medium sized business.

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

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

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

Course Duration
The course may be offered on a full-time basis over 380–570 nominal hours or part-time equivalent.

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

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

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

A minimum of five units (together totaling a minimum of 250 nominal hours) to be undertaken from the following Business Development units:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV501A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV502A</td>
<td>40</td>
</tr>
<tr>
<td>BSBADV503A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV504A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV505A</td>
<td>60</td>
</tr>
</tbody>
</table>

BSBCMN412A Promote innovation and change 50
BSBCMN413A Implement and monitor environmental policies 40
BSBFILM404A Lead work teams 50
Advanced Diploma of Business Development

Course Code: BSB60401

Campus
Footscray Nicholson.

Career Opportunities
Communications officer, promotions manager.

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as a senior marketing, communications or sales manager.

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

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 450–570 nominal hours or part-time equivalent.

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

A minimum of five units (together totaling a minimum of 280 nominal hours) to be undertaken from the following Business Development units:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV601A</td>
<td>120</td>
</tr>
<tr>
<td>BSBADV602A</td>
<td>120</td>
</tr>
<tr>
<td>BSBADV603A</td>
<td>80</td>
</tr>
<tr>
<td>BSBADV604A</td>
<td>80</td>
</tr>
<tr>
<td>BSBADV605A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG606A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG605A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG604A</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG603A</td>
<td>40</td>
</tr>
<tr>
<td>BSBMKG602A</td>
<td>40</td>
</tr>
</tbody>
</table>

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 course structure of the course is as follows:

- Behavioural Styles;
- Critical Incidents;
- Financial Management;
- Managing Conflict Productively;
- Managing Diversity;
- Managing Your Role;

Graduate Certificate in Management Development (Education and Training)

Course Code: 2804ABB

Campus
On-site.

Career Opportunities
Leadership.

Scope of Delivery
This course is generally offered as workplace-based delivery to industry/corporations. This course is offered on a Fee-for-Service basis.

Course Objectives
This course aims to develop the knowledge and skills of participants wishing to develop and enhance their professional practice in leadership skills.

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

- a degree or diploma in a related discipline; these disciplines include, but are not limited to, business, education, teaching, or human resources;
- 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 recognising competencies, through previous informal and formal learning, or through work and life experiences.

Course Duration
This course may be offered over 1 year by means of two 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;
Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

Department of Personal Services

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

Details of the TAFE Certificates I to IV and Diploma courses offered by the department are set out below.

<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>CUE50798</td>
<td>Diploma of Entertainment Make-Up</td>
</tr>
<tr>
<td>CUE40898</td>
<td>Certificate IV in Entertainment Make-Up</td>
</tr>
<tr>
<td>HLT50302</td>
<td>Diploma of Remedial Massage</td>
</tr>
<tr>
<td>HLT60502</td>
<td>Advanced Diploma of Naturopathy</td>
</tr>
<tr>
<td>WRH20100</td>
<td>Certificate II in Hairdressing [Pre-Apprenticeship]</td>
</tr>
<tr>
<td>WRH30100</td>
<td>Certificate III in Hairdressing</td>
</tr>
<tr>
<td>WRH40100</td>
<td>Certificate IV in Hairdressing</td>
</tr>
<tr>
<td>WRH50100</td>
<td>Diploma of Hairdressing Salon Management</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

Course Code: 21456VIC

Campus
City King.

Career Opportunities
Modelling.

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

Course Objective
The Certificate II in Modelling course is the only Government accredited modelling course in Australia. It provides initial vocational training in the three main branches of modelling. These are:

- fashion parades;
- photographic work; and
- media productions.

This course is intended for those persons, both male and female, who wish to obtain modelling work and to develop the technical skills likely to enhance their employment potential. In addition, successful students will recognise that the development of a professional and business-like approach will greatly enhance their careers.

Entry Requirements
To qualify for admission to this course applicants generally must have basic English language, literacy and numeracy skills and be assessed by the School as being capable of successfully completing the course.

Selection Procedures/Selection Criteria
Applicants will be required to attend a selection interview.

Course Duration
The course is offered on a full-time basis over 12 weeks.

Course Structure
The course consists of 11 Core Unit of Study totalling 278 nominal hours:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit 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>Communicate 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

Course Code: WRB20199

Campus
City King.

Career Opportunities
Nail technician manicurist.

Scope of Delivery
Continuing students only. 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 needs; laws, regulations, Acts, professional associations and unions governing the profession; provide a recognised credential and, where appropriate, credits in further education and training.

Entry Requirements
No specific pre-requisites as the industry regards this as entry-level training, however mature age entry is desirable and trainees should be able to cope with the physical and emotional demands of the work. This includes good eyesight, good hand/eye co-ordination and good communication skills. Participants will need to have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults. Applicants may be selected from interview.

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 Unit of Study and all the units from the Nail Technology Stream Options.

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

Nail Technology Stream
Unit of Study Code Hours
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 areas of underpinning science knowledge essential to the satisfactory completion of these Units.

WRBX1 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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

Certificate III in Beauty

Course Code: WRB30199

Campus
City King.

Career Opportunities
Beautician.

Scope of Delivery
This course is delivered on a full-time basis, it is also available as a traineeship.

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, make-up, ear piercing, eye-lash and brow tinting, prevention of disease transmission in a salon environment; 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 cosmetology. This course provides a recognised credential and, where appropriate, credits in further education and training.

Entry Requirements
No specific pre-requisites as the industry regards this as entry-level training, however, mature age entry is desirable and trainees should be able to cope with the physical and emotional demands of the work. This includes good eyesight, good hand/eye co-ordination and good communication skills. Participants will need to have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults. Selection is via aptitude test, followed by 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 6 months. The course is delivered via a mixture of flexible learning, traditional class teaching and work integrated learning. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure
Students must complete all of the 13 Core Unit of Study and the 5 units from the Beauty Options.

Unit of Study Code Hours
WRB01A Communicate with Clients 36
WRB02A Work Effectively in a Salon/Store Environment 18
WRB03A Apply Safe Working Practices 40

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

Course Code: WRB50199

Campus
City King.

Career Opportunities
Graduates from this course can gain employment in:
• Beauty Therapy Salons;
• Work from home or mobile services;
• Services for the elderly;
• Cosmetic/skincare company representative;
• Health Resorts;
• Spas;
• Cruise Ships.

Scope of Delivery
Continuing students only. 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 two competency as defined in the Certificate of General Education for Adults. Mature age applicants who have not completed year 12 will also be considered for admission. Selection is via aptitude and literacy tests, followed by an interview.

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 Structure
Students must complete all units.

<table>
<thead>
<tr>
<th>Unit of Study 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>40</td>
</tr>
<tr>
<td>WRB05A</td>
<td>36</td>
</tr>
<tr>
<td>WRB06A</td>
<td>18</td>
</tr>
<tr>
<td>WRB07A</td>
<td>36</td>
</tr>
<tr>
<td>WRB08A</td>
<td>36</td>
</tr>
<tr>
<td>WRB13A</td>
<td>30</td>
</tr>
<tr>
<td>WRB14A</td>
<td>20</td>
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<tr>
<td>WRB15A</td>
<td>20</td>
</tr>
<tr>
<td>WRB16A</td>
<td>100</td>
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<tr>
<td>WRB17A</td>
<td>40</td>
</tr>
<tr>
<td>WRB18A</td>
<td>45</td>
</tr>
<tr>
<td>WRB19A</td>
<td>40</td>
</tr>
<tr>
<td>WRB20A</td>
<td>15</td>
</tr>
<tr>
<td>WRB21A</td>
<td>40</td>
</tr>
<tr>
<td>WRB22A</td>
<td>40</td>
</tr>
<tr>
<td>WRB23A</td>
<td>30</td>
</tr>
<tr>
<td>WRB24A</td>
<td>153</td>
</tr>
<tr>
<td>WRB25A</td>
<td>152</td>
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<tr>
<td>WRB26A</td>
<td>145</td>
</tr>
<tr>
<td>WRB27A</td>
<td>116</td>
</tr>
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<td>WRB28A</td>
<td>60</td>
</tr>
<tr>
<td>WRB29A</td>
<td>160</td>
</tr>
<tr>
<td>WRB30A</td>
<td>60</td>
</tr>
<tr>
<td>WRB31A</td>
<td>36</td>
</tr>
<tr>
<td>WRB32A</td>
<td>30</td>
</tr>
<tr>
<td>BSX001/A</td>
<td>20</td>
</tr>
<tr>
<td>BSX002/A</td>
<td>30</td>
</tr>
<tr>
<td>BSNFM1507/A</td>
<td>60</td>
</tr>
</tbody>
</table>

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Diploma of Entertainment (Make-Up)

Certificate IV in Entertainment Make-Up
Course Code:CUE50798 Diploma
Course Code:CUE40898 Certificate IV

Campus
City King.

Career Opportunities
Employment in the film, video, television, theatre, photographic and fashion industries.

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

Course Objectives
This course aims to provide training in all aspects of make-up techniques and underpinning knowledge including occupational health and safety procedures. Study begins with morphology, the study of facial structure, which leads into colour, design and lighting effects. Fashion, catwalk and photographic make-up techniques, also airbrushing and creative design applications on the face and body. Period and retro make-up by way of research, theory and practice. Stage and screen make-up principles by way of script analysis, continuity and character breakdowns including the design and application of special effects and prosthetics. Complementing the make-up techniques the course also offers fashion hair styling, wig making and maintenance and the manufacture of hairpieces.

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</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUEMUP2A</td>
<td>Design, apply and remove period make-up</td>
<td>160</td>
</tr>
<tr>
<td>CUEOH51A</td>
<td>Implement workplace health, safety and security procedures</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUEMUP5A</td>
<td>Dress (style) wigs</td>
</tr>
<tr>
<td>CUEWHR19A</td>
<td>Maintain wigs and hairpieces</td>
</tr>
<tr>
<td>CUEWHR20A</td>
<td>Make wigs</td>
</tr>
<tr>
<td>WRB01A</td>
<td>Communicate with clients</td>
</tr>
<tr>
<td>WRB05A</td>
<td>Sell beauty products</td>
</tr>
<tr>
<td>WRB15A</td>
<td>Provide lash and brow treatment</td>
</tr>
<tr>
<td>WRB21A</td>
<td>Design and apply make-up</td>
</tr>
<tr>
<td>WRB22A</td>
<td>Design and apply make-up for photography</td>
</tr>
<tr>
<td>WRB23A</td>
<td>Design and apply remedial camouflage</td>
</tr>
<tr>
<td>Total Hours</td>
<td>614</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diploma Core Units</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>023/01</td>
<td>Evaluate a business opportunity</td>
<td>20</td>
</tr>
<tr>
<td>023/02</td>
<td>Complete a business plan</td>
<td>30</td>
</tr>
<tr>
<td>023/03</td>
<td>Address legal and administrative requirements</td>
<td>20</td>
</tr>
<tr>
<td>023/04</td>
<td>Address customer requirements</td>
<td>30</td>
</tr>
<tr>
<td>023/05</td>
<td>Manage business operations</td>
<td>30</td>
</tr>
<tr>
<td>023/07</td>
<td>Manage finances</td>
<td>40</td>
</tr>
<tr>
<td>023/08</td>
<td>Review business</td>
<td>20</td>
</tr>
<tr>
<td>CUEMUP3A</td>
<td>Design, apply and remove specialised make-up</td>
<td>160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUEDES1A</td>
<td>Develop the design</td>
</tr>
<tr>
<td>CUEDES2A</td>
<td>Present and negotiate design</td>
</tr>
<tr>
<td>CUEMUP4A</td>
<td>Design, apply and remove special effects make-up</td>
</tr>
<tr>
<td>CUESMT2A</td>
<td>Prepare for rehearsal</td>
</tr>
<tr>
<td>Total Hours</td>
<td>770</td>
</tr>
</tbody>
</table>

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

Diploma of Remedial Massage
Course Code: HLT50302

Campus
City King.

Career Opportunities
Join an association and work within a multidisciplinary setting work with Work Cover Clients and obtain Health Fund Rebate Status.

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

Course Objectives
The course aims to provide the knowledge and skills required of massage therapist working in a multi disciplinary clinic, and give them the knowledge to assess injuries and their mechanisms.

Prerequisites
You must have completed VCE or be of mature age. Completion or be enrolled in an introductory course in massage at Victoria University, Short Course Center, telephone: (03) 9919 7920 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 Procedure/Selection Criteria
Applicants are required to attend an interview.

Course Duration
The course may be offered on a full-time basis over 18 months.

Course Structure

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN204A</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>HLTCOM2A</td>
<td>Develop professional expertise</td>
</tr>
<tr>
<td>HLTCOM4A</td>
<td>Communicate effectively with clients/patients</td>
</tr>
<tr>
<td>HLTCOM5A</td>
<td>Administer a practice</td>
</tr>
<tr>
<td>HLTCOM6A</td>
<td>Make referrals to other health care professionals when appropriate</td>
</tr>
<tr>
<td>HLTFA2A</td>
<td>Apply advanced first aid</td>
</tr>
<tr>
<td>HLTHIR1A</td>
<td>Work effectively in the health industry</td>
</tr>
<tr>
<td>HLTHSE1A</td>
<td>Follow the organisation's occupational health and safety policies</td>
</tr>
<tr>
<td>HLTN1A</td>
<td>Comply with infection control policies and procedures</td>
</tr>
<tr>
<td>HLTERM1A</td>
<td>Work within a massage framework</td>
</tr>
</tbody>
</table>
Advanced Diploma of Naturopathy

Course Code: HLT60502

Campus
St Albans.

Career Opportunities
Naturopath, Natural Medicine

Scope of Delivery
Full-time. This is a fee-for-service course.

Course Objectives
To complete two years of Naturopathy in TAFE, will then gain entry into the Bachelor of Health Science Naturopathy & Homeopathy a dual sector course:
• Two years in TAFE
• Combined Summer Semester
• Two years in Higher Education

Entry Requirements
To qualify for admission to this participants will need to have achieved year 12 or equivalent and have literacy and numeracy skills at the level two competencies, as defined in the Certificate of General Education for Adults, mature age applicants who have not completed year 12 will also be considered for admission.

Selection Procedures
Selection is via aptitude and by interview.

Course Duration
The course may be offered on a two year full-time basis over a minimum of 1240 nominal hours or part-time equivalent.

Course Structure
The course requires the completion of 21 units (comprising 9 core, 8 specialisation and 4 electives).

Core Units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM303A</td>
<td>40</td>
</tr>
<tr>
<td>HLTCOM2A</td>
<td>40</td>
</tr>
<tr>
<td>HLTCOM3A</td>
<td>50</td>
</tr>
<tr>
<td>HLTCOM4A</td>
<td>30</td>
</tr>
<tr>
<td>HLTCOM6A</td>
<td>40</td>
</tr>
<tr>
<td>HLTFIA2A</td>
<td>30</td>
</tr>
<tr>
<td>HLTHIR2A</td>
<td>30</td>
</tr>
<tr>
<td>HLTHN4A</td>
<td>50</td>
</tr>
<tr>
<td>HLTHSFE2A</td>
<td>40</td>
</tr>
</tbody>
</table>

Specialisation Units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTNAT1A</td>
<td>120</td>
</tr>
<tr>
<td>HLTNAT2A</td>
<td>60</td>
</tr>
<tr>
<td>HLTNAT3A</td>
<td>80</td>
</tr>
<tr>
<td>HLTNAT5A</td>
<td>40</td>
</tr>
<tr>
<td>HLTNAT6A</td>
<td>200</td>
</tr>
<tr>
<td>HLTNAT7A</td>
<td>40</td>
</tr>
<tr>
<td>HLTNAT8A</td>
<td>40</td>
</tr>
<tr>
<td>HLTNAT9A</td>
<td>20</td>
</tr>
</tbody>
</table>

Nutrition stream

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTNUT1A</td>
<td>40</td>
</tr>
<tr>
<td>HLTNUT2A</td>
<td>60</td>
</tr>
</tbody>
</table>

Homeopathy stream

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHOM12A</td>
<td>120</td>
</tr>
<tr>
<td>HLTHOM12A</td>
<td>60</td>
</tr>
</tbody>
</table>

Certificate II in Hairdressing [Pre-Apprenticeship]

Course Code: WRH20100

Campus
City King, Melton.

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. Call 9919 7892 for commencement dates.

Course Structure

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRHF01A</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>WRRS1A</td>
<td>18</td>
</tr>
</tbody>
</table>

Certificate III in Hairdressing

Course Code: WRH30100

Campus
City King.

Career Opportunities
Hairdresser.

Offers training as:
• Apprenticeship;
• Full-time Training – Full fee paying;
• Reskilling;
• Australian Qualification/Trade Recognition Australian Skills Test.

Hairdressers with overseas qualifications who wish to gain Australian Qualification Certificate III in Hairdressing.
### 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.

Applicants enrolling on a full-time basis must be over 17 years of age to ensure a standard entry age for qualified hairdressers to the industry.

### Selection Procedures/Selection Criteria
Apprenticeship student selection 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

#### Core Units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRH01A</td>
<td>Maintain a safe, clean and efficient work environment</td>
<td>30</td>
</tr>
<tr>
<td>WRH02A</td>
<td>Communicate in the workplace</td>
<td>30</td>
</tr>
<tr>
<td>WRH03A</td>
<td>Receive and direct clients</td>
<td>20</td>
</tr>
<tr>
<td>WRH04A</td>
<td>Prepare clients for salon services</td>
<td>10</td>
</tr>
<tr>
<td>WRH05A</td>
<td>Co-ordinate salon tasks</td>
<td>10</td>
</tr>
<tr>
<td>WRH06A</td>
<td>Remove chemicals from hair</td>
<td>20</td>
</tr>
<tr>
<td>WRH07A</td>
<td>Schedule and check-out clients</td>
<td>36</td>
</tr>
<tr>
<td>WRH09A</td>
<td>Consult with clients and diagnose scalp and hair conditions</td>
<td>10</td>
</tr>
<tr>
<td>WRH10A</td>
<td>Treat hair and scalp</td>
<td>10</td>
</tr>
<tr>
<td>WRH11A</td>
<td>Cut hair</td>
<td>170</td>
</tr>
<tr>
<td>WRH12A</td>
<td>Dress (style) hair</td>
<td>135</td>
</tr>
<tr>
<td>WRH13A</td>
<td>Perform permanent wave and chemical relaxation services</td>
<td>90</td>
</tr>
<tr>
<td>WRH14A</td>
<td>Colour hair</td>
<td>115</td>
</tr>
<tr>
<td>WRH15A</td>
<td>Co-ordinate salon team</td>
<td>36</td>
</tr>
<tr>
<td>WRSSA91</td>
<td>Sell products and services</td>
<td>18</td>
</tr>
</tbody>
</table>

#### Optional Unit

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRH22A</td>
<td>Perform a face shave</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 of Study descriptors are listed under the Unit of Study Details section of this Handbook.

### Certificate IV in Hairdressing

#### Course Code: WRH40100

#### Campus
City King

#### Career Opportunities
Trainer, supervisor, specialist hairdresser, manager and/or owner.

### Scope of Delivery
Full-time or part-time basis.

### Course Objectives
The course aims to provide training to hairdressers requiring a post-trade qualification.

### Entry Requirements
To qualify for admission to the course, applicants must generally have acquired the Certificate III in Hairdressing or equivalent, plus literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults curriculum.

### Selection Procedures/Selection Criteria

- Application Form and Interview Process

### Course Duration
The course may be offered on a part-time basis over 140–390 hours. Call 9919 7877 for commencement dates.

### Course Structure

#### Core Units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</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>

#### Units of Study

Four units from any of the following elective streams:

#### Beauty Stream

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRBS1A</td>
<td>Sell products and services</td>
<td>18</td>
</tr>
</tbody>
</table>

#### Hairdressing Stream

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRH16A</td>
<td>Provide specialist hair design services</td>
<td>60</td>
</tr>
<tr>
<td>WRRH17A</td>
<td>Provide specialist hair colour services</td>
<td>40</td>
</tr>
<tr>
<td>WRRH18A</td>
<td>Provide specialist hair styling services</td>
<td>40</td>
</tr>
<tr>
<td>WRRH22A</td>
<td>Perform a face shave</td>
<td>20</td>
</tr>
</tbody>
</table>

#### Small Business Stream

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRP52A</td>
<td>Recruit and select staff</td>
<td>36</td>
</tr>
<tr>
<td>WRRP53A</td>
<td>Lead and manage people</td>
<td>30</td>
</tr>
</tbody>
</table>

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Diploma of Hairdressing Salon Management

Course Code: WHH50100

Campus
City King.

Career Opportunities
Hairdressing Salon Manager.

Scope of Delivery
Fee-for-service.

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 of Study (totaling 192 nominal hours)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRH34A</td>
<td>Supervise staff and the salon</td>
</tr>
<tr>
<td>WRH35A</td>
<td>Maintain customer relations</td>
</tr>
<tr>
<td>WRRPM2A</td>
<td>Recruit and select staff</td>
</tr>
<tr>
<td>WRRP3M3A</td>
<td>Lead and manage people</td>
</tr>
<tr>
<td>BSX02302</td>
<td>Complete a business plan</td>
</tr>
<tr>
<td>BSX02305</td>
<td>Manage business operations</td>
</tr>
</tbody>
</table>

Units of Study
Six units (totaling 205–345 nominal hours) selected by the student, with the approval of the Head of Department, from the following:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSX02301</td>
<td>Evaluate a business opportunity</td>
</tr>
<tr>
<td>BSX02303</td>
<td>Address legal and administrative requirements</td>
</tr>
<tr>
<td>BSX02307</td>
<td>Manage finances</td>
</tr>
<tr>
<td>BSZ503A</td>
<td>Design and establish the assessment system</td>
</tr>
<tr>
<td>BSZ504A</td>
<td>Manage the training and assessment system</td>
</tr>
<tr>
<td>BSXFM503A</td>
<td>Establish and manage effective workplace relationships</td>
</tr>
<tr>
<td>BSXFM504A</td>
<td>Participate in, lead and facilitate work teams</td>
</tr>
<tr>
<td>BSXFM505A</td>
<td>Manage operations to achieve planned outcomes</td>
</tr>
<tr>
<td>BSXFM507A</td>
<td>Manage quality customer service</td>
</tr>
<tr>
<td>BSXFM511A</td>
<td>Contribute to the development of a workplace learning environment</td>
</tr>
</tbody>
</table>

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

Western Business Enterprise Centre

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

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

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

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.

Elaine Egan
Manager, Western Business Enterprise Centre

Victoria University (Security Training Division) takes pride in providing current security training competencies, to an excellent standard, in an array of fields, which could be the commencement of an enriched career, no matter which path you decide to take.

Our trainers have a multitude of skills between them and are keen to get the very best potential from their students by utilizing all relevant teaching/assessment tools/methods available.

Some of the pathways your security training can lead to are:

- Security technician;
- Alarm installer;
- Asset Management;
- Aviation Security;
- Airport Security;
- Escort and Carry Protection Services;
- Entry for consideration into the Close Personal Protection field;
- Entry for consideration into the Private Investigations field;
• Occupational First Aid/Security Guard positions;
• Security Supervisors and Trainers;
• Commencement of Fire Detection Training;
• Security Consultancy in the Domestic, Commercial/Industrial or Corporate sectors;
• Commercial/Industrial/Corporate Risk Assessment field;
• Occupational Health and Safety stream;
• Conflict Resolution field;
• Security Guard;
• Patrol Officer;
• Crowd Controller;
• Loss Prevention Officer;
• Control Room Operator.

Qualified Security operators can find work in a variety of setting including sporting, entertainment, retail and service venues, hospitality and recreational, industrial, residential and special events. The industry is predicted to grow as increased law enforcement services are outsourced to reputable Security companies.

Certificate III in Security (Guarding)
Course Code: PRS30198

It is anticipated that the current courses will change to a National Training Package to be delivered Australia wide. Details of the changes are yet to be confirmed. Victoria University intends to deliver the new courses as soon as they are implemented.

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. 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
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;
• 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) (PRS20198) may be offered on a part-time basis over 124–230 nominal hours.

The Certificate III in Security (Guarding) (PRS30198) may be offered on a part-time basis over 174–354 nominal hours.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRSSG01A</td>
<td>Maintain the security of premises and property</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG02A</td>
<td>Control Access to and Exit of Premises*</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG03A</td>
<td>Maintain Safety of Premises and Personnel*</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG07A</td>
<td>Maintain Occupational Health and Safety*</td>
<td>8</td>
</tr>
<tr>
<td>PRSSG08A</td>
<td>Operate Basic Security Equipment*</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG17A</td>
<td>Maintain effective relationship with clients/customers*</td>
<td>8</td>
</tr>
<tr>
<td>PRSSG18A</td>
<td>Work as part of team*</td>
<td>12</td>
</tr>
<tr>
<td>PRSSG28A</td>
<td>Interpret &amp; Comply with Legal &amp; Procedural Requirements*</td>
<td>20</td>
</tr>
</tbody>
</table>

Total hours 96

Elective Unit of Study
The following Elective Unit of Study are being offered by Victoria University. Students are expected to complete a minimum of ten Elective Unit of Study in order to complete the course.

*These Elective Unit of Study are required by the Victorian Private Agents Registry for the granting of a Crowd Control and Combined Licence.

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRSSG01A</td>
<td>Maintain the security of premises and property</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG02A</td>
<td>Control Access to and Exit of Premises*</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG03A</td>
<td>Maintain Safety of Premises and Personnel*</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG09A</td>
<td>Apprehend Offenders*</td>
<td>16</td>
</tr>
<tr>
<td>PRSSG11A</td>
<td>Escort &amp; Carry Valuables</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG13A</td>
<td>Control Crowds*</td>
<td>16</td>
</tr>
<tr>
<td>PRSSG19A</td>
<td>Lead Small Teams</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG20A</td>
<td>Interpret information from advanced security equipment</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG22A</td>
<td>Monitor field staff activity from control room</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG23A</td>
<td>Operate Security Vehicle</td>
<td>8</td>
</tr>
<tr>
<td>PRSSG24A</td>
<td>Provide for the Safety of Persons</td>
<td>16</td>
</tr>
<tr>
<td>PRSSG25A</td>
<td>Provide emergency first aid*</td>
<td>24</td>
</tr>
<tr>
<td>THHBTSH04A</td>
<td>Manage intoxicated persons*</td>
<td>10</td>
</tr>
</tbody>
</table>

Total hours 160

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

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

Campus
To be advised.

Details on this course, contact the Department on 9919 8910

Certificate IV in Business
(Small Business Management)
Course Code: BSB40401

Campus
Footscray Nicholson, Melton, Werribee.

Career Opportunities
Participants undertaking this course are currently operating a business or are planning to operate their own business. This course also prepares participants for independent business units within a larger organization.
Scope of Delivery
Full-time; part-time; flexible delivery.

Course Objective
The course aims to provide participants with the practical and theoretical knowledge required to operate and manage a small business.

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

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 the Small Business Domain

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBSBM401A</td>
<td>Research business opportunities</td>
<td>30</td>
</tr>
<tr>
<td>BSBSBM402A</td>
<td>Establish business &amp; legal requirements</td>
<td>30</td>
</tr>
<tr>
<td>BSBSBM403A</td>
<td>Undertake financial planning</td>
<td>40</td>
</tr>
<tr>
<td>BSBSBM404A</td>
<td>Promote the business</td>
<td>40</td>
</tr>
<tr>
<td>BSBSBM405A</td>
<td>Underake business planning</td>
<td>60</td>
</tr>
<tr>
<td>BSBSBM406A</td>
<td>Manage finances</td>
<td>50</td>
</tr>
<tr>
<td>BSBSBM407A</td>
<td>Manage a small team</td>
<td>40</td>
</tr>
</tbody>
</table>

A minimum of 3 units (80–150 nominal hours) from the common core:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBSBM301A</td>
<td>Lead work teams</td>
<td>50</td>
</tr>
<tr>
<td>BSBSBM402A</td>
<td>Develop work priorities</td>
<td>30</td>
</tr>
<tr>
<td>BSBSBM303A</td>
<td>Establish Business networks</td>
<td>50</td>
</tr>
<tr>
<td>BSBSBM404A</td>
<td>Develop teams and individuals</td>
<td>30</td>
</tr>
<tr>
<td>BSBSBM405A</td>
<td>Analyses &amp; present research information</td>
<td>40</td>
</tr>
<tr>
<td>BSBSBM406A</td>
<td>Maintain business technology</td>
<td>40</td>
</tr>
<tr>
<td>BSBSBM407A</td>
<td>Coordinate business resources</td>
<td>30</td>
</tr>
<tr>
<td>BSBSBM408A</td>
<td>Report on financial activity</td>
<td>30</td>
</tr>
<tr>
<td>BSBSBM409A</td>
<td>Promote products and services</td>
<td>20</td>
</tr>
<tr>
<td>BSBSBM410A</td>
<td>Coordinate implementation of customer services strategies</td>
<td>40</td>
</tr>
<tr>
<td>BSBSBM411A</td>
<td>Monitor a safe workplace</td>
<td>50</td>
</tr>
<tr>
<td>BSBSBM412A</td>
<td>Promote innovation and change</td>
<td>50</td>
</tr>
<tr>
<td>BSBSBM413A</td>
<td>Implement and monitor environmental policies</td>
<td>40</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 Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

Diploma of Business Facilitation
Course Code: 21542VIC

Campus
To be advised.

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

Scope of Delivery
Full-time; part-time; flexible delivery.

Course Objective
The course aims to provide participants with the practical and theoretical knowledge required to operate and manage a small business.

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

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 a minimum of 785 nominal hours or part-time equivalent.

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

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate II in Funeral Services (Funeral Operations)
Course Code: WFS20202
Campus
To be advised.
Career Opportunities
Funeral services.
Scope of Delivery
To be advised.
Course Objective
This qualification facilitates the development of a range of knowledge and skills in the Funeral Services industry.
Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework (AQF) Level Two. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
To be advised.
Course Duration
The course may be offered on a full-time basis over a minimum of 225 nominal hours or part-time equivalent.
Course Structure
Core Units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFSCCR101A</td>
<td>40</td>
</tr>
<tr>
<td>WFSCCR102A</td>
<td>20</td>
</tr>
<tr>
<td>WFSCCR201A</td>
<td>20</td>
</tr>
<tr>
<td>WFSABO101A</td>
<td>20</td>
</tr>
<tr>
<td>WFSABO101A</td>
<td>20</td>
</tr>
<tr>
<td>WFSPCSG101A</td>
<td>20</td>
</tr>
<tr>
<td>WFSPCSG102A</td>
<td>30</td>
</tr>
</tbody>
</table>

Specialist Unit of Study

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

- Funeral
- Mortuary Administration

Units of Study

Four units not already undertaken, with a minimum of three selected from the Funeral Services Training Package WFS02 (V1.01), Australian National Training Authority, 2000 and a maximum one unit from any other Training package at AQF level 2 or higher selected by the student with the approval of the Head of Department.

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

Certificate III in Funeral Services (Funeral Operations)
Course Code: WFS30202
Campus
To be advised.
Career Opportunities
Funeral operations.
Scope of Delivery
To be advised.
Course Objective
This course aims to develop the knowledge and skills of the student to undertake work in the Funeral Services industry. The qualification provides the opportunity to specialise in a specific area of Funeral operations.
Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework (AQF) Level Three. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
To be advised.
Course Duration
The course may be offered on a full-time basis over a minimum of 388 nominal hours or part-time equivalent.
Course Structure
Core Units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFSCCR101A</td>
<td>40</td>
</tr>
<tr>
<td>WFSCCR102A</td>
<td>20</td>
</tr>
<tr>
<td>WFSCCR201A</td>
<td>20</td>
</tr>
<tr>
<td>WFSABO101A</td>
<td>20</td>
</tr>
<tr>
<td>WFSABO101A</td>
<td>20</td>
</tr>
<tr>
<td>WFSPCSG101A</td>
<td>20</td>
</tr>
<tr>
<td>WFSPCSG102A</td>
<td>30</td>
</tr>
</tbody>
</table>

Specialist Units

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

- Funeral
- Mortuary Administration

Units of Study

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

Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate IV in Funeral Services
Course Code: WFS40102

Campus
To be advised.

Career Opportunities
Funeral operational.

Scope of Delivery
To be advised.

Course Objective
This course aims to develop the knowledge and skills of the student to undertake a leadership role in the Funeral Services industry.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework (AQF) Level Four. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
To be advised.

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

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSXFMI411A</td>
<td>30</td>
</tr>
<tr>
<td>WSFCCR101A</td>
<td>40</td>
</tr>
<tr>
<td>WSFCCR102A</td>
<td>20</td>
</tr>
<tr>
<td>WSFSPC101A</td>
<td>60</td>
</tr>
<tr>
<td>WSFSPMG301A</td>
<td>30</td>
</tr>
<tr>
<td>WSFSPMG401A</td>
<td>35</td>
</tr>
<tr>
<td>WRRO.3A</td>
<td>36</td>
</tr>
</tbody>
</table>

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

- Funeral
- Burials and Cremations
- Building and Maintenance

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

Course Objective
These courses aim to provide participants with the knowledge and skills required to work predominantly in the Wholesale industry but with links also to Retailing, Call Centres, Transport and Distribution and Business Administration.

Entry Requirements
Generally, entry into Certificates II, III or IV will be via the New Apprenticeship scheme. Those currently working in industry are also encouraged to apply although conditions apply in this instance. To qualify for the Certificate II course, applicants generally must have basic English language, literacy and numeracy skills and be assessed by the Department as being capable of successfully completing the course. For other certificate levels, successful completion at the previous certificate level or equivalent industry/work experience 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) 9264 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 traineeship can then be extended by 12 months or less for continuing with Certificate III and by another 12 months or less for Certificate IV. A course may also be undertaken part-time over 3 years duration (maximum for Certificate II and III).
Certificate II in Wholesale Operations

Course Code: WRW20101
This certificate is considered by the industry to be the pre-vocational level qualification required by employees to function effectively in a wholesaling business.

To successfully complete this qualification, students need to complete the 9 Core Unit of Study and 2 Unit of Study.

Core Units
Unit of Study Code | Hours
--- | ---
WRWPL201A | 30
WRWSL201A | 20
WRWSL203A | 36
WRWWS201A | 21
WRWWS302A | 36

Units of Study

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 and Unit of Study Code | Hours
--- | ---
WRWPS201A | 30
WRWMK201A | 30
WRWMK202A | 36
WRWFN201A | 40
WRRCS.3B | 36
WRRLP.2B | 21
WRRL.1B | 36
WRRL.1B | 36
ICTTC202A | 40
ICTTC210A | 30

Some Unit of Study descriptors are listed under the Unit of Study Certificate III.

Certificate III in Wholesale Operations

Course Code: WRW30101
This certificate allows learners to develop a broader knowledge for application to the Wholesale industry.

To successfully complete this qualification, students need to complete 11 Core Unit of Study and 7 Unit of Study.

Note: Students who have completed the Certificate II in Wholesale Operations(WRW20101), students are eligible to apply for entry into Certificate III.

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

Core Units
Unit of Study Code | Hours
--- | ---
WRWPL201A | 30
WRWSL201A | 20
WRWSL203A | 30
WRWWS201A | 21
WRWWS302A | 36

Certificate IV in Wholesale Management

Course Code: 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 Unit of Study and 11 Unit of Study.

Note: Students who have completed the Certificate III in Wholesale Operations(WRW30101), students are eligible to apply for entry into Certificate IV.

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

Course Code: WRW50101

The Diploma is aimed at Managers and leaders within the Wholesale industry.

To successfully complete this qualification, students need to complete 17 Core Unit of Study and 16 Unit of Study.

Note: Students who have completed the Certificate IV in Wholesale Operations (WRW40101) are eligible to receive credit for 15 of these 17 core units. (*)

Units of Study

Students must select 11 Unit of Study. At least six units must be chosen from the electives at this level, however three units may be chosen from the Certificate III level and two units can be chosen from any other Training package at Certificate IV level.

Note: Students who have completed Certificate III are eligible to receive credit for five Unit of Study but the remaining 6 units must be chosen from this level.

Unit of Study Code Hours

WRWOP201A Comply with legislative requirements impacting Business activities* 30
WRWOP402A Maintain operational quality and productivity 42
WRWOP403A Monitor compliance with legal and legislative Requirements impacting business operations 50
WRWOP407A Maintain workplace safety 40
WRWFN403A Manage operations to budget 60
WRRCS.1B Communicate in the workplace* 63
WRRM.2B Perform routine housekeeping duties* 18
Total number of hours for Core Unit of Study only 476

Units of Study

Students must select 16 Unit of Study. At least 8 units must be chosen from the electives at this level, 4 units may be chosen from the Certificate IV level and 2 units may be chosen from the Certificate III level. Two (2) units can be chosen from any other Training package at a Diploma level.

NB: Students who have completed Certificate IV are eligible to receive credit for 8 Unit of Study but the remaining 8 units must be chosen from this level.

Unit of Study Code Hours

WRWFN504A Manage prices 50
WRWMK506A Manage promotional activities 50
WRWMK507A Develop a sales strategy 60
WRWMK508A Devise a strategic marketing plan 80
WRWOP508A Implement e-commerce business solutions 50
WRWPL504A Review product/service performance 50
WRWPL505A Maximize product sales and market share 50
WRWPL506A Manage distribution processes 50
WRWPL507A Forecast product performance 30
WRWPL508A Develop purchasing strategies 40
WRWSL509A Manage sales teams 33
WRWWS504A Manage business customers 40
WRPRL.2B Set Strategic plans 80
WRPRL.3B Initiate and implement change 150
TDTJ798A Conduct internal quality audits 20
TDTB1098A Plan and implement maintenance schedules 30
TDTK698A Evaluate software requirements and hardware enhancements 40
TDTO398A Plan and manage security procedures for the enterprise 50
TDTTR398A Contract transport distribution services 40
TDTQ898A Negotiate a contract 40
Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Diploma of Retail Management

Certificate IV in Retail Management

Certificate III in Retail Supervision

Certificate III in Retail Operations

Certificate II in Retail Operations

Certificate II in Retail Operations

Certificate II in Retail Operations

Certificate II in Retail Cosmetics Assistant

Course Code: WRR50102 Diploma
Course Code: WRR40102 Certificate IV
Course Code: WRR30102 Certificate III Supervision
Course Code: WRR30202 Certificate II
Course Code: WRR20102 Certificate II
Course Code: WRR20399 Certificate II Cosmetic Assistant

Campus
City King, Melton (Cosmetic Assistant).

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 provision of guidance to others in the application and planning of skills.

At the completion of the Certificate III in Retail Operations (WRR20102) participants will have the skills to develop extensive product knowledge and manage responsibility for coordinating/supervising the work of others.

Participants completing the Certificate II in Retail Operations (WRR20102) will be prepared to apply for entry level employment or, gain a basic understanding of how to operate within the Retail sector. Certificate II in Retail Operations (WRR20102) is considered by the industry to be the standard entry level qualification required by employees to function effectively in the Retail Industry.

Entry Requirements
To qualify for admission to the Certificate II in Retail Operations, applicants generally must have basic English language, literacy and numeracy skills and be assessed by the School as being capable of completing the course.

The Certificate II in Retail Operations (WRR20102) is also available to existing employees or as a traineeship, the Certificate II in Retail Operations (WRR20102) is the first step in a career in Retailing and leads directly to Certificates III and IV in Retail Operations.

Entrants may include: unemployed youth; school leavers (pre-year 12); long term unemployed; secondary school students and/or career/experience in other industries.

To qualify for admission into the Certificate III in Retail Operations (WRR30202) participants must be assessed by the School as having demonstrated competence at AQF Level 2 as outlined in the National Retail Competency Standards.

To qualify for admission into the Certificate IV in Retail Management (WRR40102) participants must be assessed by the School as having demonstrated competence at AQF Level 3 as outlined in the National Retail Competency Standards.

To qualify for admission into the Diplomas in Retail Management (WRR50102) participants must have successfully completed the Certificate IV in Retail Management (WRR40102).

Experience within the Retail Industry in a supervisory/coordination role 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 9919 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

Course Code: WRR20102

This course 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 of Study and four Unit of Study from one of the three elective streams (ie: General Selling, General Food Selling or Clerical/Administration Stream).

Note: Students who have completed Certificate I in Retail Operations are eligible to receive credit for 5 of these 10 core units. (*)

Core Units of Study

Unit of Study Code Hours
WRRCS1B* Communicate in the workplace 50
WRRCS2B Apply point of sale handling procedures 21
WRRCS3B Interact with customers 36
WRRER1B* Work effectively in a retail environment 40
WRRCA1B* Operate retail equipment 21
WRRM2B* Perform routine housekeeping duties 18
WRILP1B* Apply safe working practices 18
WRILP2B Minimise theft 21
WRR1I1B Perform stock control procedures 36
WRRF1B Balance register/terminal 18

Total number of hours for Core Unit of Study only: 279
General Selling Stream
Unit of Study Code Hours
WRRS1B Sell products and services 18
WRRS2B Advise on products and services 27
WRRM1B Merchandise product 36
Plus, one other unit must be selected from the elective only units from Certificate III in Retail Supervision or Certificate III in Retail Operations or a product specific unit from Certificate II or III in another Training Package.

or

General Food Selling Stream
Unit of Study Code Hours
WRRS1B Sell products and services # 18
WRRLP6C Apply retail food safety practices # 36
WRRFS1B Advise on food products and services 24
WRRFM1B Merchandise food products 24
WRRFS2B Advise on meat products 21
WRRFM2B Pack and display meat products 24
WRRFS3B Advise on fast food products 21
WRRFM3B Prepare and display fast food items 24
WRRFM5B Prepare and display bakery product 24
WRRFS6B Advise on seafood products 21
WRRFM6B Prepare and display fresh, frozen and live Seafood products 24

(##) These 2 units are compulsory. Note that units from the same food areas must be taken together eg: both bakery units.

or

Clerical/Admin Stream
Unit of Study Code Hours
WRRLA2B Apply retail office procedures 18
WRRLA3B Apply retail office keyboard skills 36
WRRLF2B Perform retail finance duties 27
Plus, another Clerical/Admin unit from Certificate II or III in another Training Package.

Upon successful completion of Certificate II in Retail Operations, students are eligible to apply for entry into Certificate III.

Some Unit of Study descriptors are listed towards the back of this brochure.

Certificate III in Retail Supervision
Course Code: 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 Unit of Study from Certificate II, plus WRRS1B 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 Unit of Study and 4 Unit of Study must be successfully completed.

Core Units of Study
Unit of Study Code Hours
WRRCS4B Coordinate interaction with customers 36
WRRER2B Coordinate work teams 36
WRRER3B Maintain employee relations 36
WRRLP3B Maintain store security 36
WRRP4B Total number of hours for Core Unit of Study only 162

A total of 4 Unit of Study 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 of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS1B</td>
<td>36</td>
</tr>
<tr>
<td>WRRCA4B</td>
<td>36</td>
</tr>
<tr>
<td>WRRCS5B</td>
<td>36</td>
</tr>
<tr>
<td>WRRM15A</td>
<td>36</td>
</tr>
<tr>
<td>WRRF3B</td>
<td>36</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>BSZ404A</td>
<td>30</td>
</tr>
</tbody>
</table>

*These units must be taken together and equate to one retail unit.

Course Code: 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 Unit of Study from Certificate II, plus WRRS1B 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.

Core Units of Study
Unit of Study Code Hours
WRRS4B Build relationships with customers 36
WRRO7A Profile a retail market 36
WRRP5B Apply store security systems and procedures 36
WRRM15A Maintain and order stock 36
Plus either one of the following:

WRRM5A Monitor in-store visual merchandising display 36
WRRM6A Create a display for a small business 36

Total number of hours for Core Unit of Study only 210

**Units of Study**

A total of 4 Unit of Study 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 service or product related unit from another Training Package at Cert III or IV level.

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRCA4B</td>
<td>Co-ordinate retail office</td>
<td>36</td>
</tr>
<tr>
<td>WRRCA5B</td>
<td>Operate retail information technology systems</td>
<td>36</td>
</tr>
<tr>
<td>WRRF3B</td>
<td>Produce financial reports</td>
<td>36</td>
</tr>
<tr>
<td>BSZ401A</td>
<td>Plan assessment*</td>
<td>15</td>
</tr>
<tr>
<td>BSZ402A</td>
<td>Conduct assessment*</td>
<td>15</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>Review assessment*</td>
<td>5</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>Train small groups</td>
<td>30</td>
</tr>
</tbody>
</table>

*These units must be taken together and equate to one retail unit.

One of the following units not already completed as a core unit may be selected:

WRRM5A Monitor in-store visual merchandising display 36
WRRM6A Create a display for a small business 36
WRRLP3B Maintain store safety 36
WRRLP4B Maintain store security 18
WRR06A Develop innovative ideas at work | 36 |
WRRF54B Recommend liquor products | 36 |
WRRSS16B Recommend health and nutritional product | 36 |
WRRLP7C Monitor food safety plan/program and services | 36 |
WRRSS1B Recommend and fit clothing and accessories | 36 |
WRRSS2B Recommend and fit footwear products and services | 36 |
WRRSS3B Recommend jewellery products and services | 36 |
WRRSS15B Recommend hair/beauty/cosmetics products | 36 |
WRRSS8B Recommend cameras, photographic equipment and services | 36 |
WRRSS9B Recommend computer products and services | 36 |
WRRSS10B Recommend sporting products and services | 36 |
WRRSS11B Recommend toy products | 36 |
WRRSS12B Recommend and sell books and advise on reader services | 36 |
WRRSS13B Recommend newsgallery products and services | 36 |
WRRSS14B Hire and sell video products and services | 36 |
WRRSS19B Recommend music/audio products and services | 36 |
WRRSS4B Recommend electrical products and services | 36 |
WRRSS5B Recommend furniture products | 36 |
WRRSS6B Recommend floor covering products and services | 36 |
WRRSS7B Recommend hardware products and services | 36 |
WRRSS17B Recommend toddler/baby products | 36 |
WRRSS18B Recommend Soft furnishings/manchester/haberdashery products and services | 36 |

Upon successful completion of Certificate III in Retail Operations, students are eligible to apply for entry into Certificate IV.

Some Unit of Study descriptors are listed towards the back of this brochure.

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**Certificate IV in Retail Management**

Course Code: 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 Unit of Study from either Certificate III in Retail Supervision or Certificate III in Retail Operations.

or

Have sufficient retail employment experiences that would equate to the application of Certificate III competencies over an extended period (approx. 2 years) or which would indicate likely success at this certificate level.

<table>
<thead>
<tr>
<th>Core Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Study Code</td>
</tr>
<tr>
<td>WRR02B</td>
</tr>
<tr>
<td>WRRPM1B</td>
</tr>
<tr>
<td>WRRPL1B</td>
</tr>
<tr>
<td>WRRPM3B</td>
</tr>
<tr>
<td>WRRO1B</td>
</tr>
<tr>
<td>WRRO3B</td>
</tr>
</tbody>
</table>

Total number of hours for Core Unit of Study only 210

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**Units of Study**

A total of 6 Unit of Study must be chosen, however they must be selected from those not already completed at Certificate III level.

A maximum of 2 service or product related units can be chosen from another Training Package at Certificate IV level or higher.

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRR14B</td>
<td>Buy merchandise</td>
<td>50</td>
</tr>
<tr>
<td>WRRCA4B</td>
<td>Co-ordinate retail office</td>
<td>36</td>
</tr>
<tr>
<td>WRRCS4B</td>
<td>Co-ordinate interaction with customers</td>
<td>36</td>
</tr>
<tr>
<td>WRRF4B</td>
<td>Prepare Payroll</td>
<td>36</td>
</tr>
<tr>
<td>BSZ401A</td>
<td>Plan assessment*</td>
<td>15</td>
</tr>
<tr>
<td>BSZ402A</td>
<td>Conduct assessment*</td>
<td>15</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>Review assessment</td>
<td>5</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>Train small groups</td>
<td>30</td>
</tr>
</tbody>
</table>

*These units must be taken together and equate to one retail unit.

WRR04B Control store security/loss | 36 |
WRR05B Control inventory | 36 |
WRRO6B Manage store facilities | 27 |
WRRO9A Lead a team to foster innovation | 36 |
WRRO10A Create an innovative work environment | 36 |
WRRO11A Set up systems to support innovation | 36 |
WRRP2B Recruit and select personnel | 36 |
BSBCM405A Analyse and present research information | 40 |
BSBCM406A Maintain business technology | 40 |
BSBCM407A Co-ordinate business resources | 30 |
BSBSBM401A Establish business and legal requirements | 50 |
BSBSBM404A Undertake business planning | 60 |
BSBFML405A Implement operational plan | 50 |
BSBFML406A Implement workplace information system | 50 |
BSBFML409A Implement continuous improvement | 50 |
BSZ405A Plan and promote a training program | 30 |
BSZ406A Plan a series of training sessions | 30 |
BSZ407A Deliver training sessions | 50 |
BSZ408A Review training | 15 |
BSBMKG402A Analyse consumer behaviour for specific markets | 60 |
BSBMKG403A Analyse market data | 60 |
BSBMKG404A Forecast market and business needs | 60 |

Upon successful completion of Certificate IV in Retail Management, students are eligible to apply for entry into the Diploma.

Some Unit of Study descriptors are listed towards the back of this brochure.
Diploma of Retail Management
Course Code: 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.

Note: Students who have completed Certificate IV in Retail Management are eligible to receive credit for 5 of these 10 core units. (*)

Core Units of Study
A total of 6 Unit of Study must be chosen, however they must be selected from those not already completed at Certificate IV level.

A maximum of 3 units can be chosen from another Training Package (but these must be units which first appear at a Diploma level qualification) and must be related to a service or product area related to the workplace context.

Units of Study
All units must be chosen from the Retail Cosmetic Assistant Stream.

Students must complete all of the 8 Core Unit of Study and all the units from the Retail Cosmetic Assistant Stream.

Upon successful completion, students will be awarded the Diploma of Retail Management.

Some Unit of Study descriptors are listed towards the back of this brochure.

Certificate II in Retail Cosmetic Assistant
Course Code: WRB20399

Career Opportunities
Retail Cosmetic Assistant.

Course Objectives
This course aims to provide students with the skills required to merchandise and sell beauty products in a retail environment; with the knowledge, practical skills and techniques to advise clients on skin care products, with client communication skills; knowledge of laws, regulations, Acts, professional associations and unions governing the profession; provide a recognized credential and where appropriate, credits in further education and training.

Entry Requirements
To qualify for admission to this course applicants must have basic English language, numeracy and literacy skills and be assessed by the School as being capable of successfully completing the course. Applicants may be required to attend a selection interview.

Course Duration
This course is offered on a full-time basis over 12 weeks.

Course Structure
Students must complete all of the 8 Core Unit of Study and all the units from the Retail Cosmetic Assistant Stream.

Upon successful completion, students will be awarded the Diploma of Retail Management.

Some Unit of Study descriptors are listed towards the back of this brochure.
The School of Engineering, Construction and Industrial Skills consists of the following six Departments/Units:

- Automotive Technology
- Building and Construction
- Building Services and Special Trades
- 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 building, computer systems and networking, electrical, electronics, engineering (mechanical, manufacturing and civil), sign, transport, distribution and warehousing industries. Pre-apprenticeship courses (Certificate I or II) are offered for boatbuilding, bricklaying, carpentry and joinery, electrical, furniture manufacturing/cabinet making, painting and decorating, plumbing and gasfitting and sign industry. Employers and students appreciate the value of Pre-apprenticeship courses, and there is a high success rate in students obtaining apprenticeships after completing a pre-apprenticeship course because of the strong links with industry that have been developed.

Apprenticeship courses (generally Certificate III level) are also offered in these fields as well as in electronics, with credit given for pre-apprenticeship studies. In many courses, students can start their training at any time during the year and work to an individual program through flexible delivery arrangements.

In the building trade areas, students learn extensively while working on real, full-size jobs. For example, the construction of transportable buildings at the Newport Campus, construction and maintenance of boats, and production of signs. Apprentices and employers can contact us about arrangements for training in the workplace as well as about the benefits of doing so. For those aiming at employment or wishing to improve their skills as a builder, building supervisor, estimator, draftsperson/designer or building surveyor, Certificate IV and Diploma courses provide recognised qualifications.

Engineering Technology offers qualifications for careers in fabrication, robotics, fitting and turning and maintenance. Apprenticeship training as well as post trade training is a strong core business of the Department.

The majority of Electronics and Computer Systems students undertake Certificate IV or Diploma courses. Successful students may be employed as technicians in areas such as consumer electronics, audio, communications or computers. The University is a Regional Academy with the Cisco Systems Networking Academy program. There is also a Certificate IV course in Electrical control and contracting. In 2005, the department will be offering the newly accredited Certificate II in Electrotechnology Servicing (Security Systems) UTE20504A.

The University’s Industrial Skills Training Centre (ISTC) offers a range of short courses including dogging, rigging, scaffolding, earthmoving and driver training as well as traineeships and apprenticeships in civil construction and transport and distribution. The Centre boasts a fleet of modern, well-maintained light and heavy vehicles and earthmoving equipment which are used daily for training purposes.

The Specialist Centre for Transport, Distribution and Logistics, established in 2003, works closely with industry and other training providers of TDL. The Centre received a State Government Equipment Grant for warehousing equipment which has been installed at ISTC and will be used to conduct warehouse training in a simulated environment. The Centre provides a focal point for the identification and uptake of industry relevant programs, capturing new training opportunities and allowing the TDL industry to tap into the University’s strong capacity in applied research.

The School of Engineering, Construction and Industrial Skills courses are offered at the Werribee, Melton, Sunshine, Newport and Footscray Nicholson campuses. Excellent training facilities are a feature of the School’s Quality Training which include:

- planning for the extension of the Whitten Building which will see all of TAFE Engineering consolidated at Sunshine Campus
- the continuing upgrade of the hydraulics/pneumatics and mechatronics equipment at Sunshine Campus
- the three-year cyclical timeframe of replacing the plant and equipment within the Industrial Skills Training Centre which commenced in 2003
- the fifty-five hectare Industrial Skills Training Centre complex incorporating the new Specialist Centre for Transport, Distribution and Logistics.

The School maintains its strong links with industry to ensure training remains relevant. A considerable number of its staff work in company operations both full-time and part-time. A major focus of the School’s business is to provide support for individuals and companies in the workplace using flexible training materials to deliver training which will complement individual enterprise training schedules and work patterns. Training is provided in flexible delivery arrangements. Traineeships can now be delivered and assessed totally in the workplace.

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

Dianne Williams
Associate Director
School of Engineering, Construction and Industrial Skills
Automotive Technology Unit

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR37927A</td>
<td>Identify automotive parts/components/accessories</td>
<td>40</td>
</tr>
<tr>
<td>AUR51356A</td>
<td>Read in the workplace</td>
<td>10</td>
</tr>
<tr>
<td>AUR51677A</td>
<td>Use numbers in the workplace</td>
<td>10</td>
</tr>
<tr>
<td>AUR70125A</td>
<td>Follow workplace occupational health and safety procedures</td>
<td>20</td>
</tr>
<tr>
<td>AUR70278A</td>
<td>Use and maintain workplace tools and equipment</td>
<td>20</td>
</tr>
<tr>
<td>AUR70314A</td>
<td>Contribute to workplace communication</td>
<td>20</td>
</tr>
<tr>
<td>AUR70421A</td>
<td>Establish relations with customers</td>
<td>20</td>
</tr>
<tr>
<td>BSATEC102A Access and retrieve computer data</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of 155 nominal hours of elective Units of Study selected from across the following four specialisations:
• General;
• Automotive Mechanical;
• Automotive Vehicle Body;
• Outdoor Power Equipment.

E elective Units of Study are selected with the approval of the Head of Department, having regard to the specialisation Units of Study listed in the Certificate II in Automotive Technology (21110VIC), Accreditation Submission, Automotive Training Victoria, October 2000.

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Certificate II in Automotive Technology
Course Code: 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 workplace 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 compliment workplace assessment in accordance with competency evidence requirements.

Automotive Training Package Qualification
Certificates I – III

Career Opportunities
These qualifications require the participant to be employed as either an apprentice or trainee under the Australian Quality Training Framework.

Course Objectives
The courses leading to qualifications described below are based upon the Automotive Industry Retail, Service and Repair (RS&R) Training Package which has been developed to meet the training and skills recognition needs of the automotive industry in Australia. All qualifications in the Training Package are based on the Automotive Industry Retail, Service and Repair (RS&R) Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.

Summary of Training Package Qualifications

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR18676A</td>
<td>Test service and replace battery</td>
<td>15</td>
</tr>
<tr>
<td>AUR18708A</td>
<td>Carry out minor repairs to electrical circuits/systems</td>
<td>40</td>
</tr>
<tr>
<td>AUR25678B</td>
<td>Use and maintain measuring equipment</td>
<td>15</td>
</tr>
<tr>
<td>AUR37927A</td>
<td>Identify automotive parts/components/accessories</td>
<td>40</td>
</tr>
<tr>
<td>AUR41778A</td>
<td>Use and maintain workplace tools and equipment</td>
<td>20</td>
</tr>
<tr>
<td>AUR70314A</td>
<td>Contribute to workplace communication</td>
<td>20</td>
</tr>
<tr>
<td>AUR70421A</td>
<td>Establish relations with customers</td>
<td>20</td>
</tr>
<tr>
<td>BSATEC102A Access and retrieve computer data</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>
Certificate I in Automotive
Course Code: AUR10199
Campus
Newport.
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 of Study
AUR70125A Follow Workplace Occupational Health and Safety procedures 20
AUR70278A Use and maintain workplace tools and equipment 20
AUR70314A Contribute to workplace communication 20
AUR70421A Establish relations with customers 20

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.
Elective Units of Study
Three Units of Study selected the student in consultation with his/her employer, with approval of the Head of Department.

Certificate II in Automotive (Mechanical)
Course Code: AUR21599, AUR21799
Campus
Newport.
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 sectors of the automotive industry.

Course Streams
The following streams are available in the Certificate II in Automotive (Mechanical):
• Tyre Fitting & Repair Light
• Vehicle Servicing

Course Structure
Core Units of Study – as listed above.
Compulsory Stream Units of Study – Students must complete all compulsory stream Units of Study from their chosen stream, with approval by the Head of Department.
Elective Units of Study – Students are to complete three elective Units of Study in consultation with his/her employer, with approval of the Head of Department from the relevant RS&R competency standards.
Certificate III in Automotive Vehicle Body
Course Code: AUR31699, AUR31899
Campus
Newport.
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:
• Panel Beating
• Vehicle Painting.

Course Structure
Core Units of Study – as listed above.
Compulsory Stream Units of Study – Students must complete all compulsory stream Units of Study from their chosen stream, with approval by the Head of Department.
Elective Units of Study – Students are to complete three elective Units of Study in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate III in Automotive Mechanical
Course Code: AUR31099
Campus
Newport.
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:
• Light Vehicle;

Course Structure
Core Units of Study – as listed above.
Compulsory Stream Units of Study – Students must complete all compulsory stream Units of Study from their chosen stream, with approval by the Head of Department.
Elective Units of Study – Students are to complete three elective Units of Study in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate IV in Automotive
Course Code: AUR40199
Campus
Newport.
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 or in the business/management area of the automotive industry.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate, to the satisfaction of the Head of Department, that they can:
• read, comprehend, discuss and write complex information in English; and
• use and analyse complex data.
Applicants who have obtained the award of Certificate III in Automotive(AUR30299-AUR31899) or equivalent may be granted entry to the course with advanced standing. Applicants who want to specialise in automotive technical streams in the course must have previously achieved automotive technical or equivalent competency at AQF III level.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis over 432–1135 nominal hours or part-time equivalent.

Course Structure
Core Units of Study
Eight Units of Study 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 of Study in the relevant National Training Package AUR99 (published September 1999) from any of the following streams:
• Customer Service;
• Staff Development;
• Technical Application;
• Quality Control;
• Work Organisation;
• Business Operations.

Elective Units of Study
Eight Units of Study 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 of Study in the relevant National Training Package AUR99 (published September 1999).
Certificate II in Automotive Technology Studies

Course Code: 21560VIC

Career Opportunities
Automotive industry.

Scope of Delivery
Full-time, 20 weeks per semester.

Course Objectives
This course aims to provide training for persons seeking work in the automotive industry. It may be customised to meet student career path aspirations through the selection of elective competencies and the application of learning resources specific to local business/employer work placement requirements.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can:
• read, comprehend, discuss and write complex information in English; and
• use and analyse complex data.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Interview plus entrance examination.

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

Student Work Placement or Simulated Workplace
Student work placement is recommended to complement workplace assessment in accordance with competency evidence requirements.

Course Structure
The structure of the course is as follows:
Core Units
Unit of Study Code Hours
VBN644 Carry out industry Resurch 40

Elective Units
A minimum of 360 nominal hours of elective units selected from across the following specialisations:
• General
• Automotive Mechanical
• Automotive Vehicle Body
• Maintenance
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 Studies (21560VIC), Accreditation Submission, Automotive Training Victoria, July 2004.

Department of Building and Construction

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

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

Course Codes
15562VIC Certificate I in Boatbuilding [Pre-Apprenticeship]
15563VIC Certificate II in Boatbuilding [Traineeship]
15564VIC Certificate III in Boatbuilding [Apprenticeship]
MEM20198 Certificate II in Engineering – Production [Boatbuilding Pre-Apprenticeship]
MEM30603 Certificate III in Marine Craft Construction
MEM20298 Certificate II in Engineering – Production Technology [Traineeship]
BCF30200 Certificate III in Off-Site Construction (Joinery-Timber/Aluminium/Glass)
21533VIC Certificate II in Joinery/Shopfitting/Stairbuilding – Pre-Apprenticeship
21393VIC Certificate II in Building and Construction [Bricklaying – Pre-Apprenticeship]
BCG30698 Certificate III in General Construction (Bricklaying/Blocklaying) [Apprenticeship]
21393VIC Certificate II in Building and Construction [Carpentry – Pre-Apprenticeship]
20083VIC Certificate III in Carpentry and Joinery (Joinery/Stairbuilding/Shopfitting)
BCG30798 Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing) [Apprenticeship]
LMF20302 Certificate II in Furniture Making
LMF30302 Certificate III in Furniture Making
LMF30402 Certificate III in Furniture Making (Cabinet Making)
LMF30502 Certificate III in Furniture Making (Wood Machining)
21528VIC Certificate IV in Applied Design (Furniture)
SA3475 Diploma of Building
SA3477 Certificate IV in Building
40356S Diploma of Building Design and Technology
40357S Certificate IV in Residential Drafting
SA3472 Diploma of the Built Environment
BCG60103 Advanced Diploma of Building Surveying
BCG50103 Diploma of Building Surveying
SA3473 Diploma of Building Surveying
SA3474 Diploma of Building Design and Drafting
40355SA Advanced Diploma of Building Design and Project Administration

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

Alan Hill
Head, Department of Building and Construction–TAFE
Certificate I in Boatbuilding
[Pre-Apprenticeship]
Course Code: 15562VIC

Campus
Newport.

Career Opportunities
Construction and repair of vessels.

Scope of Delivery
Full-time/Part-time.

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

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

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.

Certificate II in Boatbuilding [Traineeship]
Course Code: 15563VIC

Campus
Newport.

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 ships. These vessels may be constructed from wood, fibreglass, aluminium or steel. The course also allows employers to tailor a course which suits their particular enterprise.

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

Selection Procedures/Selection Criteria
Selection to this course is via an interview process.

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

Certificate III in Boatbuilding [Apprenticeship]
Course Code: 15564VIC

Campus
Newport.

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 allows 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.

Certificate III in Boatbuilding [Traineeship]
Course Code: 15564VIC

Campus
Newport.

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 allows 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.

Core Units of Study
Unit of Study Code | Hours
--- | ---
NC001 | Workplace Communication | 40
NOS119 | Work Environment | 30
VBG951 | Workplace Occupational Health & Safety | 40
VBG952 | Boatbuilding Terminology | 20
VBG953 | Boatbuilding Calculations | 20
VBG954 | Hand & Power Tools | 40
VBG955 | Boatbuilding Drafting | 20
VBG956 | Craft Development | 80
VBG957 | Boating Materials | 40
VBG958 | Introduction to Static Machines | 20
VBH966 | Workplace Training | 0

Note: Electives will be selected by the Department in consultation with the trainee and will be dependent on suitable teaching resources. Electives are selected from the Boatbuilding Module Bank, listed at the end of Certificate III in Boatbuilding (Apprenticeship).

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Boatbuilding [Traineeship]
Course Code: 15564VIC

Campus
Newport.

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 allows 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.

Core Units of Study
Unit of Study Code | Hours
--- | ---
NC001 | Workplace Communication | 40
NOS119 | Work Environment | 30
VBG951 | Workplace Occupational Health & Safety | 40
VBG952 | Boatbuilding Terminology | 20
VBG953 | Boatbuilding Calculations | 20
VBG954 | Hand & Power Tools | 40
VBG955 | Boatbuilding Drafting | 20
VBG956 | Craft Development | 80
VBG957 | Boating Materials | 40
VBG958 | Introduction to Static Machines | 20
VBH966 | Workplace Training | 0

Note: Electives will be selected by the Department in consultation with the trainee and will be dependent on suitable teaching resources. Electives are selected from the Boatbuilding Module Bank, listed at the end of Certificate III in Boatbuilding (Traineeship).

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.
Certificate II in Engineering - Production Technology [Boatbuilding Pre-Apprenticeship]

Course Code: MEM20198
Contact the department on 9919 8422 or 9919 8403 for further details on this course

Certificate III in Marine Craft Construction [Apprenticeship]

Course Code: MEM30603
Campus
Newport.

Career Opportunities
Construction, repair and maintenance of vessels.

Scope of Delivery
To be advised.

Course Objective
The course is appropriate for a person working as a tradesperson in boat and small marine craft construction, repair and maintenance.

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

Selection Procedures/Selection Criteria
Selection is conducted by employer.

Course Duration
The course may be offered on a full-time basis over a minimum of 960 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1FA</td>
<td>Undertake interactive workplace communication</td>
</tr>
<tr>
<td>MEM1.2FA</td>
<td>Apply principles of occupational health and safety in a work environment</td>
</tr>
<tr>
<td>MEM2.1C12A</td>
<td>Apply quality systems</td>
</tr>
<tr>
<td>MEM2.2C11A</td>
<td>Organise and analyse information</td>
</tr>
<tr>
<td>MEM2.3C11A</td>
<td>Operate in a work based team environment</td>
</tr>
<tr>
<td>MEM2.4C11A</td>
<td>Assist in the provision of on the job training</td>
</tr>
<tr>
<td>MEM2.5C11A</td>
<td>Measure with graduated devices</td>
</tr>
<tr>
<td>MEM2.6C11A</td>
<td>Plan a complete activity</td>
</tr>
<tr>
<td>MEM2.7C10A</td>
<td>Perform computations - basic</td>
</tr>
<tr>
<td>MEM2.8C10A</td>
<td>Perform computer operations</td>
</tr>
<tr>
<td>MEM2.9C10A</td>
<td>Perform fitout procedures</td>
</tr>
<tr>
<td>MEM2.10A</td>
<td>Perform computer operations</td>
</tr>
</tbody>
</table>

Elective Units of Study

Units of Study totaling 760 hours from the following:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM4.18AB</td>
<td>General woodworking machine operations</td>
</tr>
<tr>
<td>MEM8.14AA</td>
<td>Apply protective coatings (basic)</td>
</tr>
<tr>
<td>MEM9.21AA</td>
<td>Interpret and produce curved 3-dimensional shapes</td>
</tr>
<tr>
<td>MEM12.7AA</td>
<td>Mark off/ out structural fabrications and shapes</td>
</tr>
<tr>
<td>MEM25.2AA</td>
<td>Form and integrate fibre-reinforced structures</td>
</tr>
<tr>
<td>MEM25.3AA</td>
<td>Set up marine structures</td>
</tr>
<tr>
<td>MEM25.4AA</td>
<td>Fair and shape surfaces</td>
</tr>
<tr>
<td>MEM25.5AA</td>
<td>Construct and assemble marine vessel timber components</td>
</tr>
<tr>
<td>MEM25.7AA</td>
<td>Maintain marine surfaces</td>
</tr>
<tr>
<td>MEM25.8AA</td>
<td>Repair marine surfaces and structures</td>
</tr>
<tr>
<td>MEM25.9AA</td>
<td>Form timber using hot processes</td>
</tr>
<tr>
<td>MEM25.10AA</td>
<td>Perform fitout procedures</td>
</tr>
<tr>
<td>MEM25.13AA</td>
<td>Produce 3-dimensional plugs/ moulds</td>
</tr>
</tbody>
</table>
Certificate II in Joinery/Shopfitting/Stairbuilding – Pre-Apprenticeship

Course Code: 21533VIC

Campus
To be advised.

Career Opportunities
Joinery.

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

Course Objective
The course aims to provide students with the underpinning knowledge and skills in the following areas:

• industry terminology
• the characteristics of construction materials and processes
• construction techniques to achieve certain outcomes
• application of a range of construction techniques

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

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

Selection Procedures/Selection Criteria
To be advised.

Course Duration
The course may be offered on a full-time basis over 642 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN235</td>
<td>20</td>
</tr>
<tr>
<td>VBN236</td>
<td>8</td>
</tr>
<tr>
<td>VBN297</td>
<td>16</td>
</tr>
<tr>
<td>VBN111</td>
<td>8</td>
</tr>
<tr>
<td>VBN095</td>
<td>16</td>
</tr>
<tr>
<td>VBN086</td>
<td>20</td>
</tr>
<tr>
<td>VBN088</td>
<td>40</td>
</tr>
<tr>
<td>VBN090</td>
<td>8</td>
</tr>
<tr>
<td>VBN095</td>
<td>12</td>
</tr>
<tr>
<td>VBN096</td>
<td>48</td>
</tr>
<tr>
<td>VBN097</td>
<td>32</td>
</tr>
<tr>
<td>VBN698</td>
<td>90</td>
</tr>
<tr>
<td>VBN699</td>
<td>40</td>
</tr>
<tr>
<td>VBN700</td>
<td>120</td>
</tr>
<tr>
<td>VBN701</td>
<td>40</td>
</tr>
<tr>
<td>VBN702</td>
<td>24</td>
</tr>
<tr>
<td>VBN703</td>
<td>32</td>
</tr>
<tr>
<td>VBN704</td>
<td>48</td>
</tr>
</tbody>
</table>

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

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

Course Code: BCF30200

Campus
To be advised.

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>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCF2001A</td>
<td>32</td>
</tr>
<tr>
<td>BCF2010A</td>
<td>8</td>
</tr>
<tr>
<td>BCF2011A</td>
<td>24</td>
</tr>
<tr>
<td>BCF2012A</td>
<td>10</td>
</tr>
<tr>
<td>BCF2013A</td>
<td>32</td>
</tr>
<tr>
<td>BCF2014A</td>
<td>4</td>
</tr>
<tr>
<td>BCF2016A</td>
<td>32</td>
</tr>
<tr>
<td>BCF2018A</td>
<td>16</td>
</tr>
<tr>
<td>BCF3000A</td>
<td>12</td>
</tr>
<tr>
<td>BCF3001A</td>
<td>12</td>
</tr>
<tr>
<td>BCF3008A</td>
<td>8</td>
</tr>
<tr>
<td>BCF3009A</td>
<td>8</td>
</tr>
<tr>
<td>BCF3010A</td>
<td>40</td>
</tr>
<tr>
<td>BCF3011A</td>
<td>40</td>
</tr>
<tr>
<td>BCF3036A</td>
<td>12</td>
</tr>
<tr>
<td>BCF3037A</td>
<td>8</td>
</tr>
<tr>
<td>BCF3038A</td>
<td>40</td>
</tr>
<tr>
<td>BCF3041A</td>
<td>16</td>
</tr>
<tr>
<td>BCF3042A</td>
<td>20</td>
</tr>
<tr>
<td>BCF3045A</td>
<td>40</td>
</tr>
<tr>
<td>BCF1000A</td>
<td>20</td>
</tr>
<tr>
<td>BCF1001A</td>
<td>40</td>
</tr>
<tr>
<td>BCF1002A</td>
<td>20</td>
</tr>
</tbody>
</table>

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.
## Certificate II in Building and Construction [Bricklaying – Pre-Apprenticeship]

Course Code: 21393VIC

### Campus
Newport.

### Career Opportunities
Building construction worker, bricklayer.

### Scope of Delivery
Full time.

### Course Objective
The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Bricklaying sector of the Building and Construction industry.

### Entry Requirements
To qualify for admission to the course, applicants must 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>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC504</td>
<td>Calculations</td>
<td>20</td>
</tr>
<tr>
<td>ABC505</td>
<td>Communications</td>
<td>20</td>
</tr>
<tr>
<td>ABC548</td>
<td>Quality principles</td>
<td>8</td>
</tr>
<tr>
<td>VBHT22</td>
<td>Career studies</td>
<td>16</td>
</tr>
<tr>
<td>VBJ037</td>
<td>Basic First Aid</td>
<td>8</td>
</tr>
<tr>
<td>VBM0985</td>
<td>Building and construction industry induction</td>
<td>16</td>
</tr>
<tr>
<td>VBM0986</td>
<td>Workplace documents and plans</td>
<td>20</td>
</tr>
<tr>
<td>VBM0988</td>
<td>Workplace safety</td>
<td>40</td>
</tr>
<tr>
<td>VBM0989</td>
<td>Building structures</td>
<td>8</td>
</tr>
<tr>
<td>VBM0990</td>
<td>Levelling</td>
<td>8</td>
</tr>
</tbody>
</table>

Students must complete 4–8 elective Units of Study selected with the approval of the Head of Department, having regard to the Units of Study listed in the relevant Australian National Training Authority Training Package.

### Elective Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1003A</td>
<td>Read and interpret plans</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>Carry out measurements and calculations</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>Use hand and power tools</td>
<td>80</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>Use small plant and equipment</td>
<td>16</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>Use simple levelling devices</td>
<td>8</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>Handle construction materials and safely dispose of waste</td>
<td>16</td>
</tr>
<tr>
<td>BCG2000A</td>
<td>Assemble simple partition frames</td>
<td>32</td>
</tr>
<tr>
<td>BCG2001A</td>
<td>Prepare surfaces</td>
<td>32</td>
</tr>
<tr>
<td>BCG2004A</td>
<td>Carry out levelling</td>
<td>16</td>
</tr>
<tr>
<td>BCG2010A</td>
<td>Carry out concreting to simple forms</td>
<td>4</td>
</tr>
<tr>
<td>BCG2012A</td>
<td>Make set-outs</td>
<td>8</td>
</tr>
<tr>
<td>MEM25C11A</td>
<td>Measure with graduated devices</td>
<td>20</td>
</tr>
</tbody>
</table>

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

Course Code: BCG30698

### 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 workplace 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.

### Elective Stream Modules

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>Carry out Interactive Workplace Communication</td>
<td>20</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>Plan and Organise Work</td>
<td>20</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>Read and Interpret Plans</td>
<td>36</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>Carry our Measurements and Calculations</td>
<td>20</td>
</tr>
<tr>
<td>BCG1009A</td>
<td>Use Hand and Power Tools</td>
<td>80</td>
</tr>
<tr>
<td>BCG1010A</td>
<td>Use Small Plant and Equipment</td>
<td>16</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>Erect and Dismantle Restricted Height Scaffolding</td>
<td>40</td>
</tr>
<tr>
<td>BCG1020A</td>
<td>Use Simple Levelling Devices</td>
<td>8</td>
</tr>
<tr>
<td>BCG1021A</td>
<td>Carry out Concreting to Simple Forms</td>
<td>40</td>
</tr>
<tr>
<td>BCG1022A</td>
<td>Handle Construction Materials and safely Dispose of Waste</td>
<td>16</td>
</tr>
</tbody>
</table>
### Certificate II in Building and Construction  
**[Carpentry – Pre-Apprenticeship]**

Course Code: 21393VIC

**Campus**
Newport.

**Career Opportunities**
Carpenter.

**Scope of Delivery**
Full time.

**Course Objective**
The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Carpentry sector of the Building and Construction industry.

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

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

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

**Selection Procedures/Selection Criteria**
Applicants will be required to undertake an interview process in relation to selection.

**Course Duration**
The course may be offered on a full-time basis over 640–642 nominal hours or part-time equivalent.

### Course Structure

<table>
<thead>
<tr>
<th>Core Units of Study/Modules (204 nominal hours)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC504 Calculations</td>
<td>20</td>
</tr>
<tr>
<td>ABC505 Communications</td>
<td>20</td>
</tr>
<tr>
<td>ABC548 Quality principles</td>
<td>8</td>
</tr>
<tr>
<td>VBH722 Career studies</td>
<td>16</td>
</tr>
<tr>
<td>VB037 Basic First Aid</td>
<td>8</td>
</tr>
<tr>
<td>VBM9845 Building and construction industry induction</td>
<td>16</td>
</tr>
<tr>
<td>VBM986 Workplace documents and plans</td>
<td>20</td>
</tr>
<tr>
<td>VBM988 Workplace safety</td>
<td>40</td>
</tr>
<tr>
<td>VBM989 Building structures</td>
<td>8</td>
</tr>
<tr>
<td>VBM990 Levelling</td>
<td>8</td>
</tr>
<tr>
<td>VBM991 Safe handling of power tools</td>
<td>16</td>
</tr>
<tr>
<td>VBM992 Introduction to scaffolding</td>
<td>24</td>
</tr>
</tbody>
</table>

**Specialist Stream Modules**

Students must complete the following 12 Units of Study (438 nominal hours)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM999 Carpentry hand tools</td>
<td>80</td>
</tr>
<tr>
<td>VBN001 Carpentry power tools</td>
<td>64</td>
</tr>
<tr>
<td>VBN002 Excavation and installing supports less than 1.5m depth</td>
<td>12</td>
</tr>
<tr>
<td>VBN003 Floor and wall framing</td>
<td>74</td>
</tr>
<tr>
<td>VBN004 Roof framing</td>
<td>40</td>
</tr>
<tr>
<td>VBN005 Installation of windows and door frames</td>
<td>24</td>
</tr>
<tr>
<td>VBN006 Interior fixing</td>
<td>40</td>
</tr>
<tr>
<td>VBN007 Basic setting out</td>
<td>16</td>
</tr>
<tr>
<td>VBN008 Form work for concreting</td>
<td>40</td>
</tr>
<tr>
<td>VBN009 External cladding</td>
<td>24</td>
</tr>
<tr>
<td>VBN010 Introduction of explosive power tools</td>
<td>8</td>
</tr>
<tr>
<td>VBN034 OH&amp;S aspects of demolition</td>
<td>16</td>
</tr>
</tbody>
</table>

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

### Certificate III in Carpentry and Joinery  
**(Joinery/Stairbuilding/Shopfitting)**

Course Code: 20083VIC

**Campus**
Newport.

**Career Opportunities**
Carpenter.

**Scope of Delivery**
Full time.

**Course Objective**
The course provides students with basic hand tool and site skills and a useable building vocabulary necessary in the industry in which he/she works. It also provides students with knowledge and skills in the safe usage and maintenance of static woodworking machines and portable power tools.

**Entry Requirements**
To qualify for 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 960 nominal hours or part-time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>VAG349</td>
<td>4</td>
<td>Trade orientation</td>
</tr>
<tr>
<td>VAE309</td>
<td>12</td>
<td>Measuring &amp; marking</td>
</tr>
<tr>
<td>VAF534</td>
<td>12</td>
<td>Sawing</td>
</tr>
<tr>
<td>VAB082</td>
<td>10</td>
<td>Chiselling</td>
</tr>
<tr>
<td>VAE749</td>
<td>10</td>
<td>Planing</td>
</tr>
<tr>
<td>VAA757</td>
<td>12</td>
<td>Boring &amp; drilling</td>
</tr>
<tr>
<td>VAC415</td>
<td>12</td>
<td>Fastening &amp; joining</td>
</tr>
<tr>
<td>VAB945</td>
<td>4</td>
<td>Drafting 1</td>
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<tr>
<td>VAE380</td>
<td>4</td>
<td>Occupational health &amp; safety 1</td>
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<tr>
<td>VAA467</td>
<td>40</td>
<td>Assessment unit/tool box</td>
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<tr>
<td>VAD605</td>
<td>18</td>
<td>Joinery frames</td>
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<tr>
<td>VAB930</td>
<td>6</td>
<td>Door frames 1</td>
</tr>
<tr>
<td>VAB970</td>
<td>7</td>
<td>Drawers</td>
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<tr>
<td>VAE167</td>
<td>6</td>
<td>Mitre &amp; scribe mouldings</td>
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<tr>
<td>VAF877</td>
<td>6</td>
<td>Stair construction</td>
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<tr>
<td>VAD737</td>
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<td>Site setting out</td>
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<tr>
<td>VAE358</td>
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<td>VAA461</td>
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<tr>
<td>VAG618</td>
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<td>Wall frame set out</td>
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<tr>
<td>VAG619</td>
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<td>Wall framing</td>
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<tr>
<td>VAC304</td>
<td>16</td>
<td>Erect wall frames</td>
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<td>VAB931</td>
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<td>VAF633</td>
<td>6</td>
<td>Servery window</td>
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<td>VAE283</td>
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<td>Aluminium window frame</td>
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<tr>
<td>VAB018</td>
<td>4</td>
<td>Ceiling/bench frame</td>
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<tr>
<td>VAD762</td>
<td>12</td>
<td>Linings &amp; top deck</td>
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<tr>
<td>VAC286</td>
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<td>Entrance door</td>
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<tr>
<td>VAF632</td>
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<td>Servery shelf</td>
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<tr>
<td>VAC505</td>
<td>16</td>
<td>Finishing</td>
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<tr>
<td>VAA046</td>
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<td>VAG622</td>
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<td>Wardrobe/wardrobe</td>
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<td>VAA570</td>
<td>20</td>
<td>Base cupboard</td>
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<tr>
<td>VAE280</td>
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<tr>
<td>VAE466</td>
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<td>Assessment unit/stepladder</td>
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<td>VAF884</td>
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<td>Static woodworking machines</td>
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<td>VAE872</td>
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<td>Portable power tools – pneumatic</td>
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<td>VAE370</td>
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<td>Occupational health &amp; safety 4</td>
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<td>VAD798</td>
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<td>Louvre window</td>
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<td>VAA016</td>
<td>30</td>
<td>3 draw unit</td>
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<td>VAC616</td>
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<td>Flywire door</td>
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<td>VAB004</td>
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<td>VAA662</td>
<td>40</td>
<td>Basic stair</td>
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<tr>
<td>VAA279</td>
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<td>Aluminium fabrication</td>
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<td>VAA017</td>
<td>12</td>
<td>3 light door</td>
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<tr>
<td>VAA462</td>
<td>7</td>
<td>Assessment unit/aluminium fabrication</td>
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Elective Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
<th>Description</th>
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<tbody>
<tr>
<td>VAE717</td>
<td>8</td>
<td>Picket gate</td>
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<tr>
<td>VAB939</td>
<td>28</td>
<td>Double hung window</td>
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<tr>
<td>VAE673</td>
<td>32</td>
<td>Bay window</td>
</tr>
<tr>
<td>VAE761</td>
<td>32</td>
<td>Box frame window</td>
</tr>
<tr>
<td>VAB665</td>
<td>32</td>
<td>Curved window</td>
</tr>
<tr>
<td>VAE696</td>
<td>40</td>
<td>Window stair</td>
</tr>
<tr>
<td>VAC829</td>
<td>40</td>
<td>Geometric stair</td>
</tr>
<tr>
<td>VAB904</td>
<td>40</td>
<td>Display case timber</td>
</tr>
<tr>
<td>VAF704</td>
<td>40</td>
<td>Showcases</td>
</tr>
<tr>
<td>VAA281</td>
<td>32</td>
<td>Aluminium shop front – straight</td>
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<tr>
<td>VAA107</td>
<td>40</td>
<td>Advanced aluminium shop front</td>
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<tr>
<td>VAC714</td>
<td>4</td>
<td>Full height demountable partition</td>
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<tr>
<td>VAC987</td>
<td>4</td>
<td>Half glass demountable partition</td>
</tr>
<tr>
<td>VAC715</td>
<td>12</td>
<td>Full height single panel partition</td>
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<tr>
<td>VAC988</td>
<td>20</td>
<td>Half glass partitioning</td>
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<tr>
<td>VAA278</td>
<td>32</td>
<td>Aluminium door &amp; frame</td>
</tr>
<tr>
<td>VAG265</td>
<td>40</td>
<td>Timer door &amp; frame</td>
</tr>
<tr>
<td>VAB932</td>
<td>8</td>
<td>Door hanging methods</td>
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<tr>
<td>VAC680</td>
<td>40</td>
<td>Free standing unit</td>
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<tr>
<td>VAG621</td>
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<td>Wall unit</td>
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<tr>
<td>VAG660</td>
<td>8</td>
<td>Welding</td>
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<tr>
<td>VAC832</td>
<td>8</td>
<td>Glass handling/measuring &amp; cutting</td>
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<tr>
<td>VAA781</td>
<td>3</td>
<td>Bricklaying</td>
</tr>
<tr>
<td>VAH253</td>
<td>24</td>
<td>Portable power tools – explosive</td>
</tr>
</tbody>
</table>

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

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

Course Code: BCG007098

Campus
Newport.

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, nailing guns, compressors, generators, etc.

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

Selection Procedures/Selection Criteria
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.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td></td>
<td>Carry out Interactive Workplace Communication</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>20</td>
<td>Carry out OH&amp;S Requirements</td>
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<tr>
<td>BCG1002A</td>
<td>20</td>
<td>Plan and Organise Work</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>36</td>
<td>Read and Interpret Plans</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>20</td>
<td>Carry out Measurements and Calculations</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>80</td>
<td>Use Hand and Power Tools</td>
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</tbody>
</table>
Certificate II in Furniture Making

Course Code: LMF03002

Campus
Newport.

Career Opportunities
Furniture making.

Scope of Delivery
Full-time or part-time delivery.

Course Objectives
The course aims to provide the primary skills and knowledge required of those seeking employment in furniture making.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department their ability to complete the course.

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

Course Duration
The course may be offered on a full-time basis over a minimum of 291 nominal hours or part-time equivalent.

Selection Procedures/Selection Criteria
Direct entrants will be required to undertake an interview process in relation to selection.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1006A</td>
<td>Use Small Plant and Equipment 16</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>Erect &amp; Dismantle Restricted Height Scaffolding 40</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>Use Simple Levelling Devices 8</td>
</tr>
<tr>
<td>BCG1009A</td>
<td>Carry out Excavation and Install Support 16</td>
</tr>
<tr>
<td>BCG1010A</td>
<td>Carry out Concreting to Simple Forms 40</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>Handle Construction Materials and Safely Dispose of Waste 16</td>
</tr>
<tr>
<td>BCG1016A</td>
<td>Prepare for Construction Process (Carpentry) 40</td>
</tr>
<tr>
<td>BCG2001A</td>
<td>Prepare Surfaces 32</td>
</tr>
<tr>
<td>BCG2003A</td>
<td>Carry out General Demolition 32</td>
</tr>
<tr>
<td>BCG2004A</td>
<td>Carry out Levelling 16</td>
</tr>
<tr>
<td>BCG2005A</td>
<td>Erect and Strip Formwork for Concrete Work 24</td>
</tr>
<tr>
<td>BCG2007A</td>
<td>Operate Elevated Work Platforms (EWP) 20</td>
</tr>
<tr>
<td>BCG2008A</td>
<td>Use Explosive Power Tools (EPT) 16</td>
</tr>
<tr>
<td>BCG2010A</td>
<td>Remove/Replace Door and Window Furniture 4</td>
</tr>
<tr>
<td>BCG3009A</td>
<td>Construct and Install Non-load Bearing Internal Partition Wall 16</td>
</tr>
<tr>
<td>BCG3010A</td>
<td>Install Windows to Wall Framing 12</td>
</tr>
<tr>
<td>BCG3011A</td>
<td>Carry Out Basic Setting Out 12</td>
</tr>
<tr>
<td>BCG3012A</td>
<td>Construct and Erect Timber Wall Framing 60</td>
</tr>
<tr>
<td>BCG3014A</td>
<td>Erect Timber Pitched Roof Framing 24</td>
</tr>
<tr>
<td>BCG3016A</td>
<td>Install Sub Floor Framing 8</td>
</tr>
<tr>
<td>BCG3017A</td>
<td>Install Timber and Sheet Flooring 8</td>
</tr>
<tr>
<td>BCG3021A</td>
<td>Install Door Frames 8</td>
</tr>
<tr>
<td>BCG3022A</td>
<td>Finish Eaves 12</td>
</tr>
<tr>
<td>BCG3023A</td>
<td>Install Exterior Cladding 36</td>
</tr>
<tr>
<td>BCG3024A</td>
<td>Construct Timber External Stairs 36</td>
</tr>
<tr>
<td>BCG3025A</td>
<td>Install External or Internal Doors 40</td>
</tr>
<tr>
<td>BCG3027A</td>
<td>Construct Wet Area Construction/Installation 24</td>
</tr>
<tr>
<td>BCG3029A</td>
<td>Fix Timber Mouldings 16</td>
</tr>
<tr>
<td>BCG3031A</td>
<td>Erect Door Jamb/Frame (Built-in-unit) 6</td>
</tr>
<tr>
<td>BCG3120A</td>
<td>Fix Linings and Panelling 24</td>
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</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1016A</td>
<td>Erect Timber Roof Trusses 32</td>
</tr>
<tr>
<td>BCG1018A</td>
<td>Erect Steel Roof Trusses 24</td>
</tr>
<tr>
<td>BCG3019A</td>
<td>Construct and Erect Steel Wall Framing 40</td>
</tr>
<tr>
<td>BCG3020A</td>
<td>Construct Timber Roof Structure—Irregular Roofs 40</td>
</tr>
<tr>
<td>BCG3026A</td>
<td>Install Fitments 16</td>
</tr>
<tr>
<td>BCG3032A</td>
<td>Fix Timber Raking Moulds 20</td>
</tr>
<tr>
<td>BCG3033A</td>
<td>Restore/Renovate Windows and Frames 60</td>
</tr>
<tr>
<td>BCG3034A</td>
<td>Erect/Dismantle Formwork 50</td>
</tr>
<tr>
<td>BCG3035A</td>
<td>Erect Dismantle Jump Form Formwork 80</td>
</tr>
<tr>
<td>BCG3047A</td>
<td>Erect Ceiling Framing (Pitched Roof) 32</td>
</tr>
<tr>
<td>BCG3122A</td>
<td>Erect/Dismantle Slip Form Formwork 80</td>
</tr>
</tbody>
</table>

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

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

Certificate III in Furniture Making

Course Code: LMF30302

Campus
Newport.

Career Opportunities
Furniture Making.

Scope of Delivery
Full-time or part-time delivery.

Course Objective
The course aims to provide the knowledge and skills required for those wishing to specialise in furniture making.

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

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

Selection Procedures
Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Course Duration
The course may be offered on a full-time basis over 530 nominal hours or part-time equivalent.
### Certificate III in Furniture Making (Cabinet Making)

**Course Code:** LMF30402  
**Campus:** Newport  
**Career Opportunities:** Cabinet Making  
**Scope of Delivery:** Full-time or part-time delivery.  
**Course Objective:** The course aims to provide the knowledge and skills for those wishing to specialise in furniture making with a particular emphasis on cabinet making.  
**Entry Requirements:** To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.  
**Selection Procedures:** Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.  
**Course Duration:** The course may be offered on a full-time basis over 711 nominal hours or part-time equivalent.  

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMFCCR0001A</td>
<td>Follow safe working policies and practices</td>
<td>40</td>
</tr>
<tr>
<td>LMFCCR0002A</td>
<td>Communicate in the workplace</td>
<td>20</td>
</tr>
<tr>
<td>LMFCCR0003A</td>
<td>Carry out measurements and calculations</td>
<td>20</td>
</tr>
<tr>
<td>LMFCCR0004A</td>
<td>Work effectively with others</td>
<td>15</td>
</tr>
<tr>
<td>LMFFF0004A</td>
<td>Prepare surfaces for finishing</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2001A</td>
<td>Use furniture making sector hand and power tools</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM2002A</td>
<td>Assemble furnishing components</td>
<td>20</td>
</tr>
<tr>
<td>LMFFM2003A</td>
<td>Join solid timber</td>
<td>8</td>
</tr>
<tr>
<td>LMFFM2004A</td>
<td>Hand make timber joints</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM2005A</td>
<td>Set up, operate and maintain basic static machines</td>
<td>56</td>
</tr>
<tr>
<td>LMFFM2006A</td>
<td>Apply sheet laminates by hand</td>
<td>24</td>
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<tr>
<td>LMFFM2010A</td>
<td>Apply manufactured board conversion techniques</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM2011A</td>
<td>Prepare surfaces for finishing</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2012A</td>
<td>Construct furniture using leg and rail method</td>
<td>64</td>
</tr>
<tr>
<td>LMFFM2013A</td>
<td>Produce angled and curved furniture using manufactured board</td>
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</tr>
<tr>
<td>LMFFM2020A</td>
<td>Estimate and cost job</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM2021A</td>
<td>Handle dangerous and hazardous goods</td>
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### Course Structure

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<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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<td>LMFCCR0004A</td>
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<td>LMFFF0004A</td>
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<tr>
<td>LMFFM2001A</td>
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<tr>
<td>LMFFM2002A</td>
<td>20</td>
</tr>
<tr>
<td>LMFFM2003A</td>
<td>8</td>
</tr>
<tr>
<td>LMFFM2004A</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM2005A</td>
<td>56</td>
</tr>
<tr>
<td>LMFFM2006A</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2010A</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM2011A</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2012A</td>
<td>64</td>
</tr>
<tr>
<td>LMFFM2013A</td>
<td>64</td>
</tr>
<tr>
<td>LMFFM2020A</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2021A</td>
<td>40</td>
</tr>
</tbody>
</table>

### Elective Units of Study

A minimum of thirteen elective Units of Study, selected by the student with the approval of the Head of Department, from the list of relevant Units of Study as detailed in the Furnishing Training Package LMF02 v1 Australian National Training Authority 2002.

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

### Certificate III in Furniture Making (Wood Machining)

**Course Code:** LMF30502  
**Campus:** Newport  
**Career Opportunities:** Wood Machinists  
**Scope of Delivery:** Full-time or part-time delivery.  
**Course Objective:** The course aims to provide the knowledge and skills for those wishing to specialise in furniture making with a particular emphasis on wood machining.  
**Entry Requirements:** To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.  
**Selection Procedures:** Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.  
**Course Duration:** The course may be offered on a full-time basis over 727 nominal hours or part-time equivalent.  

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMFCCR0001A</td>
<td>Follow safe working policies and practices</td>
<td>40</td>
</tr>
<tr>
<td>LMFCCR0002A</td>
<td>Communicate in the workplace</td>
<td>20</td>
</tr>
<tr>
<td>LMFCCR0003A</td>
<td>Carry out measurements and calculations</td>
<td>20</td>
</tr>
<tr>
<td>LMFCCR0004A</td>
<td>Work effectively with others</td>
<td>15</td>
</tr>
<tr>
<td>LMFFF2004A</td>
<td>Prepare surfaces for finishing</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2001A</td>
<td>Use furniture making sector hand and power tools</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM2002A</td>
<td>Produce manual and computer-aided production drawings</td>
<td>60</td>
</tr>
<tr>
<td>LMFFM2003A</td>
<td>Read and interpret work documents</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2004A</td>
<td>Set up, operate and maintain basic static machines</td>
<td>56</td>
</tr>
<tr>
<td>LMFFM2005A</td>
<td>Apply sheet laminates by hand</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2006A</td>
<td>Apply manufactured board conversion techniques</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM2010A</td>
<td>Prepare surfaces for finishing</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2011A</td>
<td>Construct furniture using leg and rail method</td>
<td>64</td>
</tr>
<tr>
<td>LMFFM3003A</td>
<td>Produce angled and curved furniture using manufactured board</td>
<td>64</td>
</tr>
<tr>
<td>LMFFM3005A</td>
<td>Fabricate custom furniture</td>
<td>64</td>
</tr>
<tr>
<td>LMFFM3006A</td>
<td>Install furnishing products</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM3011A</td>
<td>Produce manual and computer-aided production drawings</td>
<td>60</td>
</tr>
<tr>
<td>LMFFM3012A</td>
<td>Prepare cutting list from plans and job specification</td>
<td>16</td>
</tr>
<tr>
<td>LMFFG3001A</td>
<td>Read and interpret work documents</td>
<td>24</td>
</tr>
<tr>
<td>LMFFG3002A</td>
<td>Estimate and cost job</td>
<td>16</td>
</tr>
<tr>
<td>TDTD397B</td>
<td>Handle dangerous and hazardous goods</td>
<td>40</td>
</tr>
</tbody>
</table>

### Elective Units of Study

A minimum of seven elective Units of Study, selected by the student with the approval of the Head of Department, from the list of relevant Units of Study as detailed in the Furnishing Training Package LMF02 v1 Australian National Training Authority 2002.

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.
Certificate IV in Applied Design (Furniture)

Course Code: 21528VIC

Campus

Newport.

Career Opportunities

Furniture Design

Scope of Delivery

Full-time or part-time delivery.

Course Objective

The course aims to provide employees in the metal fabrication and furniture industry with complementary trades skills and knowledge which will enable them to pursue design interests as an integral part of their current employment.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they hold the competencies contained in a trade qualification relevant to the metal fabrication and furniture industry areas.

Selection Procedures/Selection Criteria

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Course Duration

The course may be offered on a full-time basis over 358 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code Hours
VBN517 Generate design solution 60
VBN518 Implement design solutions 60

Elective Units of Study

Seven elective Units of Study, selected by the student with the approval of the Head of Department, comprising:

(i) Two Units of Study selected from the following –

Unit of Study Code Hours
LMFDN4001A Produce drawings from design concepts 36
LMFDN4022A Produce line and component production drawings 64
LMFDN5001A Generate and transfer complex computer-aided drawings and specifications 72
MEM9.1AA Draw and interpret sketch 20
MEM9.2AA Interpret technical drawing 40
MEM9.11AA Apply basic engineering design concepts 60

(ii) Three Units of Study selected from the following list of Units of Study, of which one unit may be selected from any other relevant endorsed training package or accredited course at Australian Qualifications Framework level III, IV or V.

Unit of Study Code Hours
LMFDN4003A Produce patterns and/or templates 36
LMFDN4004** Design, construct and test jigs 80
LMFFM2001A Use furniture making sector hand and power tools 40
LMFFM2006A Hand make timber joints 40
MEM5.1AA* Carry out mechanical cutting 20
MEM5.50AA* Perform routine gas metal arc welding 20
MEM5.12AB* Perform routine metal arc welding 20
MEM18.1AB* Use hand tools 20
MEM18.2A* Use power tools/handled operations 20

*These Units of Study are to be counted as equivalent to half a unit
**This unit to be counted as equivalent to two Units of Study

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Diploma of Building

involving

Certificate IV in Building

Course Code: SA3475 Diploma

Course Code: SA3477 Certificate IV

Campus

Newport.

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

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

Elective Modules
Students must complete one of the following modules:

|        | ABC086 Structure 1 | 36    |
|        | ABC120 Applied Mathematics for Building | 40    |

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

|        | ABC003 Construction 3 | 36    |
|        | ABC004 Construction 4 | 36    |
|        | ABC006 Materials 2 | 36    |
|        | ABC007 Services 1 | 36    |
|        | ABC059 Building Quality Concepts 1 | 36    |
|        | ABC063 Builders' Working Drawings 2 | 36    |
|        | ABC067 Building Contract Law 1 | 36    |
|        | ABC070 Cost Control and Planning 2 | 36    |
|        | ABC074 Building Drafting Experience 2 | 75 Days |
|        | ABC078 Building Quantities and Estimating 3 | 36    |
|        | ABC079 Building Quantities and Estimating 4 | 36    |
|        | ABC084 Building Site Surveying and Set Out 2 | 36    |
|        | ABC085 Building Staff Management | 36    |
|        | ABC087 Structures 2 | 36    |
|        | ABC089 Building Technology 2 | 36    |
|        | ABC095 Construction Planning 1 | 36    |
|        | ABC096 Construction Safety | 36    |

ABC107 Building Computing Applications 2 | 36 |
ABC117 Building Studio 3 | 50 |
ABC128 Building Studio 4 | 50 |
ABC129 Building Studio 5 | 50 |

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Diploma of Building Design and Technology

Certificate IV in Residential Drafting

Course Code: 40356SA
Course Code: 40357SA

Campus
Newport.

Career Opportunities
Architectural technician, Building designer.

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.

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

<table>
<thead>
<tr>
<th>Core Units of Study (1470 nominal hours)</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCTA Apply drafting office administration processes</td>
<td>50</td>
</tr>
<tr>
<td>LCTB Apply principles of construction technology to private residential dwellings</td>
<td>120</td>
</tr>
<tr>
<td>LCTC Carry out a site survey of an existing building</td>
<td>40</td>
</tr>
<tr>
<td>LCTD Create technically projected presentation views of architectural design concepts</td>
<td>40</td>
</tr>
<tr>
<td>LCTE Evaluate materials for construction of residential dwellings</td>
<td>40</td>
</tr>
<tr>
<td>LCTF Produce 2D architectural drawings using CAD software</td>
<td>100</td>
</tr>
<tr>
<td>LCTG Produce drawing documentation for private residential buildings</td>
<td>40</td>
</tr>
<tr>
<td>LCTH Produce working drawings for a single storey private Residence</td>
<td>90</td>
</tr>
<tr>
<td>LCTK Produce working drawings for a single storey Private residence</td>
<td>90</td>
</tr>
<tr>
<td>LCTL Provide design solutions for private residential dwellings</td>
<td>40</td>
</tr>
<tr>
<td>LCTM Provide design solutions for small residential living Units of Study</td>
<td>40</td>
</tr>
<tr>
<td>LCTN Using sketching presentation techniques to</td>
<td></td>
</tr>
</tbody>
</table>
**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

**LCWN** Apply principles of timber framing design to one or two storey buildings 50

*This module is required by the Building Practitioners Board for registration as a Draftsperson.

**Elective Units of Study**

Units of Study together totalling three, selected by the student with the approval of the Head of Department, having regard to the relevant Units of Study detailed in the Residential Drafting Curriculum, Department of Education, Training and Employment (SA), 2002.

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

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**Diploma of the Built Environment**

**Course Code:** SA3472

**Campus**

Newport.

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

**Entry Requirements**

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

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

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**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 course is designed to be completed in two (2) years of full-time or five years (10 semesters) of part-time study. Total course hours is 1413.

**Course Structure**

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

**Full Time Students**

**Year 1**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC001 Construction 1</td>
<td>54</td>
</tr>
<tr>
<td>ABC002 Construction 2</td>
<td>54</td>
</tr>
<tr>
<td>ABC005 Materials 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC009 Computer Aided Drafting 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC041 Presentation Drawings 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC042 Presentation Drawings 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC047 Surveying and Measured Drawings 1</td>
<td>18</td>
</tr>
<tr>
<td>ABC049 Drafting Technology 1</td>
<td>18</td>
</tr>
<tr>
<td>ABC050 Drafting Technology 2</td>
<td>18</td>
</tr>
<tr>
<td>ABC055 Working Drawings 1</td>
<td>72</td>
</tr>
<tr>
<td>ABC056 Working Drawings 2</td>
<td>72</td>
</tr>
<tr>
<td>ABC064 Building Computing Applications 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC076 Building Quantities and Estimating 1</td>
<td>54</td>
</tr>
<tr>
<td>ABC086 Structures 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC105 Timber Framing Design</td>
<td>36</td>
</tr>
<tr>
<td>ABC112 Drafting Studio 1</td>
<td>50</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ABC115 Building Studio 1</td>
<td>50</td>
</tr>
<tr>
<td>ABC113 Drafting Studios 2</td>
<td>50</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ABC116 Building Studios 2</td>
<td>50</td>
</tr>
</tbody>
</table>

**Year 2 – Semester 1**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC003 Construction 3</td>
<td>54</td>
</tr>
<tr>
<td>ABC004 Construction 4</td>
<td>54</td>
</tr>
<tr>
<td>ABC006 Materials 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC007 Services 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC10 Computer Aided Drafting 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC011 Computer Aided Drafting 3</td>
<td>36</td>
</tr>
<tr>
<td>ABC012 Computer Aided Drafting 4</td>
<td>36</td>
</tr>
<tr>
<td>ABC020 Design 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC021 Design 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC051 Drafting Technology 3</td>
<td>18</td>
</tr>
<tr>
<td>ABC052 Drafting Technology 4</td>
<td>18</td>
</tr>
<tr>
<td>ABC059 Building Quality Concepts 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC062 Building Working Drawings 1B</td>
<td>36</td>
</tr>
<tr>
<td>ABC077 Building Quantities and Estimating 2</td>
<td>54</td>
</tr>
<tr>
<td>ABC082 Building Site Supervision</td>
<td>36</td>
</tr>
<tr>
<td>ABC087 Structures 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC091 Business Management for Building Industry 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC092 Business Management for Building Industry 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC095 Construction Planning 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC114 Drafting Studios 3</td>
<td>50</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ABC117 Building Studios 3</td>
<td>50</td>
</tr>
<tr>
<td>ABC125 Drafting Studio 4</td>
<td>50</td>
</tr>
</tbody>
</table>

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.
Advanced Diploma of Building Surveying

Course Code: BCG60103

Campus
Newport.

Career Opportunities
Building surveying assistant.

Scope of Delivery
This course is offered on a full-time or part-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, OHS, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.

Entry Requirements
To qualify for admission to the course, applicants must have completed BCG50103 the Diploma of Building Surveying. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct entrants will be required to undertake an interview process in relation to selection.

Course Duration
The course is offered on a full-time basis over 1104 nominal hours or part-time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCGSV6001A</td>
<td>Assess the construction of buildings up to 3 storeys</td>
<td>72</td>
</tr>
<tr>
<td>BCGSV6002A</td>
<td>Produce working drawings for buildings up to 3 storeys</td>
<td>40</td>
</tr>
<tr>
<td>BCGSV6003A</td>
<td>Assess construction faults in buildings up to 3 storeys</td>
<td>40</td>
</tr>
<tr>
<td>BCGSV6004A</td>
<td>Apply footing and geomechanical design principles to buildings up to 3 storeys</td>
<td>40</td>
</tr>
<tr>
<td>BCGSV6005A</td>
<td>Evaluate services layout and connection methods for residential and commercial buildings up to 3 storeys</td>
<td>40</td>
</tr>
<tr>
<td>BCGSV6006A</td>
<td>Evaluate the use of concrete for residential and commercial buildings up to 3 storeys</td>
<td>40</td>
</tr>
<tr>
<td>BCGSV6007A</td>
<td>Assess structural requirements for buildings up to 3 storeys</td>
<td>40</td>
</tr>
<tr>
<td>BCGSV6008A</td>
<td>Apply building codes and standards to buildings up to 3 storeys</td>
<td>40</td>
</tr>
<tr>
<td>BCGSV6009A</td>
<td>Implement performance based codes and risk management principles for buildings up to 3 storeys</td>
<td>72</td>
</tr>
<tr>
<td>BCGSV6010A</td>
<td>Apply fire technology to buildings up to 3 storeys</td>
<td>40</td>
</tr>
<tr>
<td>BCGSV6011A</td>
<td>Apply legal procedures to building surveying</td>
<td>40</td>
</tr>
<tr>
<td>BCGSV6012A</td>
<td>Facilitate community development consultation</td>
<td>40</td>
</tr>
<tr>
<td>BCGSV6013A</td>
<td>Co-ordinate asset refurbishment</td>
<td>72</td>
</tr>
<tr>
<td>BCGSV6014A</td>
<td>Manage and plan land use</td>
<td>40</td>
</tr>
<tr>
<td>BCGSV6015A</td>
<td>Analyse and present building surveying research information</td>
<td>90</td>
</tr>
<tr>
<td>BCGSV6016A</td>
<td>Apply building surveying procedures to buildings up to 3 storeys</td>
<td>90</td>
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</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCGSV5001A</td>
<td>Assess the construction of domestic scale buildings</td>
<td>100</td>
</tr>
<tr>
<td>BCGSV5002A</td>
<td>Evaluate materials for construction of domestic scale buildings</td>
<td>72</td>
</tr>
<tr>
<td>BCGSV5003A</td>
<td>Produce working drawings for residential buildings</td>
<td>90</td>
</tr>
<tr>
<td>BCGSV5004A</td>
<td>Apply legislation to urban development and building controls</td>
<td>36</td>
</tr>
<tr>
<td>BCGSV5005A</td>
<td>Apply footing and geomechanical design principles for domestic scale buildings</td>
<td>36</td>
</tr>
<tr>
<td>BCGSV5006A</td>
<td>Assess construction faults in residential buildings</td>
<td>36</td>
</tr>
<tr>
<td>BCGSV5007A</td>
<td>Undertake site surveys and set out procedures to building projects</td>
<td>72</td>
</tr>
<tr>
<td>BCGSV5008A</td>
<td>Apply building control legislation to building surveying</td>
<td>36</td>
</tr>
<tr>
<td>BCGSV5009A</td>
<td>Assess the impact of fire on building materials</td>
<td>36</td>
</tr>
<tr>
<td>BCGSV5010A</td>
<td>Interact with clients in a regulated environment</td>
<td>36</td>
</tr>
<tr>
<td>BCGSV5011A</td>
<td>Apply building codes and standards to residential buildings</td>
<td>36</td>
</tr>
<tr>
<td>BCGSV5012A</td>
<td>Assess timber framed designs for one and two storey buildings</td>
<td>36</td>
</tr>
<tr>
<td>BCGSV5013A</td>
<td>Apply principles of energy efficient design to buildings</td>
<td>36</td>
</tr>
</tbody>
</table>

Scope of Delivery
This course is offered on a full-time or part-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, OHS, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.

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
The course is offered on a full-time basis. The Diploma is designed to be completed in two (2) years of full-time or part-time equivalent study. Total course hours are 1136.
Diploma of Building Surveying

Course Code: SA3473
Campus
Newport.
Career Opportunities
Building surveying assistant.
Scope of Delivery
Continuing students only. 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; 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
The course is offered on a full time basis. The Certificate IV is designed to the completed in 1 year of full-time study or part-time equivalent. The Diploma is designed to be completed in two (2) years of full-time or part-time equivalent study. Total course hours are 1530.

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

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

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

Diploma of Building Design and Drafting

Course Code: SA3474
Campus
Newport.
Career Opportunities
Architectural technician and building designer.
Scope of Delivery
Continuing students only. Full-time/part-time.
Career Opportunities
Architectural technician and building designer.
Course Objectives
This course provides students with building theory and drafting related to residential, industrial and commercial buildings. Graduates will have acquired specialist skills and knowledge in design, problem solving, construction technology, full project documentation, CAD, project administration and office practice - including quality assurance. Relevant occupations include Architectural Technician and Building Designer.
Entry Requirements
To qualify for admission to this course applicants are required to have successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course, or
Possess relevant experience and maturity necessary to succeed in the course.
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 1377.

Course Structure
This course comprises core compulsory modules and elective modules.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester 1</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
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<td>ABC002 Construction 2</td>
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<td></td>
<td>ABC005 Materials 1</td>
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<td></td>
<td></td>
<td>ABC009 Computer Aided Drafting 1</td>
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<td>ABC010 Computer Aided Drafting 2</td>
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<td></td>
<td></td>
<td>ABC020 Design 1</td>
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<td></td>
<td>ABC021 Design 2</td>
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</tr>
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<td></td>
<td></td>
<td>ABC036 Drawing Office Practice 1</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>ABC041 Presentation Drawings 1</td>
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<tr>
<td></td>
<td></td>
<td>ABC042 Presentation Drawing 2</td>
<td>36</td>
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<td>ABC047 Surveying and Measured Drawing 1</td>
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<td>ABC049 Drafting Technology 1</td>
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<td>ABC050 Drafting Technology 2</td>
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<td>ABC055 Working Drawings 1</td>
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<td></td>
<td>ABC056 Working Drawings 2</td>
<td>72</td>
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<td>ABC086 Structures 1</td>
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<td>ABC112 Drafting Studio 1</td>
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<td>ABC113 Drafting Studio 2</td>
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<table>
<thead>
<tr>
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<th>Semester 1</th>
<th>Unit of Study Code</th>
<th>Hours</th>
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<td>ABC006 Materials 2</td>
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<td>ABC007 Services 1</td>
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<td>ABC011 Computer Aided Drafting 3</td>
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<td>ABC014 Computer Aided Drafting 6*</td>
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<td>ABC028 Architectural History 2</td>
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<td>ABC038 Drawing Office Practice 2</td>
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<td>ABC043 Presentation Drawings 3*</td>
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<td>ABC044 Presentation Drawings 4</td>
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<td></td>
<td></td>
<td>ABC048 Surveyed &amp; Measured Drawings 2</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ABC051 Drafting Technology 3</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ABC052 Drafting Technology 4</td>
<td>18</td>
</tr>
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<td>ABC057 Working Drawings 3</td>
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<td>ABC058 Working Drawings 4</td>
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<tr>
<td></td>
<td></td>
<td>ABC087 Structures 2*</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ABC114 Drafting studio 3</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>ABC125 Drafting Studio 4</td>
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<td></td>
<td></td>
<td>ABC126 Drafting Studio 5</td>
<td>50</td>
</tr>
</tbody>
</table>

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.
Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Advanced Diploma of Building Design and Project Administration
Course Code: 40355SA
Campus
Newport.
Career Opportunities
Architectural technician, Building designer, Project team leader.
Scope of Delivery
Part-time, block release.
Course Objective
This course aims to assist graduates in assuming the role of Project Administrator of large jobs or in the running of their own drafting office as a Building Designer after gaining appropriate levels of work.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Selection Procedures/Selection Criteria
VTAC/Direct applicants are selected via an interview process.
Course Duration
The course may be offered on a full-time basis over 1670 nominal hours or part-time equivalent.
Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCTA</td>
<td>Apply drafting office administration processes</td>
</tr>
<tr>
<td>LCTB</td>
<td>Apply principles of construction technology to private residential dwellings</td>
</tr>
<tr>
<td>LCTC</td>
<td>Carry out a site survey of an existing building</td>
</tr>
<tr>
<td>LCTD</td>
<td>Create technically projected presentation views of Architectural Design Concepts</td>
</tr>
<tr>
<td>LCTE</td>
<td>Evaluate materials for construction of residential dwellings</td>
</tr>
<tr>
<td>LCTF</td>
<td>Produce 2D architectural drawings using CAD software</td>
</tr>
<tr>
<td>LCTG</td>
<td>Produce drawing documentation for private residential buildings</td>
</tr>
<tr>
<td>LCTH</td>
<td>Produce working drawings for a single storey private residence</td>
</tr>
<tr>
<td>LCTK</td>
<td>Produce working drawings for a single storey private residence</td>
</tr>
<tr>
<td>LCTL</td>
<td>Provide design solutions for private residential dwellings</td>
</tr>
<tr>
<td>LCTM</td>
<td>Provide design solutions for small residential living Units of Study</td>
</tr>
<tr>
<td>LCTN</td>
<td>Using sketching presentation techniques to communicate design concepts</td>
</tr>
<tr>
<td>LCTP</td>
<td>Apply drafting office project administration processes</td>
</tr>
<tr>
<td>LCTR</td>
<td>Apply principles of construction technology to type 'B' and 'C' commercial buildings</td>
</tr>
<tr>
<td>LCTS</td>
<td>Apply principles of environmental sustainability to building design</td>
</tr>
<tr>
<td>LCTT</td>
<td>Determine required services, layout and connection methods to commercial buildings</td>
</tr>
<tr>
<td>LCTW</td>
<td>Evaluate materials for construction of commercial buildings</td>
</tr>
<tr>
<td>LCTX</td>
<td>Produce 3D architectural drawings using CAD software</td>
</tr>
<tr>
<td>LCTY</td>
<td>Produce commercial working drawings for type 'B' building projects</td>
</tr>
<tr>
<td>LCTZ</td>
<td>Produce commercial working drawings for type 'C' building projects</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21393VIC</td>
<td>Certificate II in Building and Construction [Painting &amp; Decorating Pre-Apprenticeship]</td>
</tr>
<tr>
<td>BCG30498</td>
<td>Certificate III in General Construction (Painting &amp; Decorating)</td>
</tr>
<tr>
<td>2102ABC</td>
<td>Certificate I in Building &amp; Construction (Plumbing)</td>
</tr>
<tr>
<td>20085VIC</td>
<td>Certificate III in Plumbing and Gasfitting</td>
</tr>
<tr>
<td>21398VIC</td>
<td>Certificate II in Sign Industry</td>
</tr>
<tr>
<td>BCF30700</td>
<td>Certificate III in Off-Site Construction (Sign Writing/Computer Operations)</td>
</tr>
<tr>
<td>21399VIC</td>
<td>Certificate IV in Sign Technology</td>
</tr>
<tr>
<td>UTE10102</td>
<td>Certificate I in Electrotechnology [Engineering] [Pre-Apprenticeship]</td>
</tr>
<tr>
<td>UTE31199</td>
<td>Certificate III in Electrotechnology Systems Electrician</td>
</tr>
<tr>
<td>2406ANC</td>
<td>Certificate IV in Electrical [Motor Control]</td>
</tr>
</tbody>
</table>

In addition to these courses, the Department of Building Services and Special Trades--TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Neville Penny
Head, Department of Building Services and Special Trades – TAFE

Certificate II in Building and Construction
[Painting & Decorating Pre-Apprenticeship]

Course Code: 21393VIC

Campus
Sunshine.

Career Opportunities
Painter and Decorator

Scope of Delivery
Full time, Part time

Course Objective
The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Painting and Decorating sector of the Building and Construction Industry.

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

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

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

Selection Procedures/Selection Criteria
Applicants will be required to undertake an interview process in relation to selection.

Course Duration
The course may be offered on a full time basis over 640–642 nominal hours or part time equivalent.
## Course Structure

### Core Units of Study/Modules (204 nominal hours)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH722</td>
<td>16</td>
</tr>
<tr>
<td>VBH985</td>
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</tr>
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<td>ABC504</td>
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<td>ABC505</td>
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<td>ABC548</td>
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<tr>
<td>VBM986</td>
<td>20</td>
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<tr>
<td>VBM988</td>
<td>40</td>
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<tr>
<td>VBJ037</td>
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</tr>
<tr>
<td>VBM989</td>
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<tr>
<td>VBM990</td>
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<tr>
<td>VBM991</td>
<td>16</td>
</tr>
<tr>
<td>VBM992</td>
<td>24</td>
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</tbody>
</table>

### Stream specific modules:

- VBM985: Workplace documents and plans
- VBM986: Workplace safety
- VBM990: Levelling
- VBM991: Safe handling of power tools
- VBM992: Introduction to scaffolding
- VBN035: Painting and decorating hand tools
- VBN036: Surface preparation
- VBN037: Pain principles
- VBN038: Paint application - Brush and roller skills
- VBN098: Application of water based paints
- VBN099: Application of oil based paints
- VBN039: Colour mixing principles
- VBN040: Timber finishing, staining and preservation principles
- VBN041: Paper hanging principles
- VBN042: Spray painting
- VBN043: Protective metal coatings

### Total stream specific module hours: 436

### Total hours (common & stream specific): 640

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

---

### Certificate III in General Construction (Painting & Decorating)(Apprenticeship)

**Course Code:** BCG30498

**Campus:** Sunshine.

**Career Opportunities:** Painter and decorator.

**Scope of Delivery:** Block release.

**Course Objective:**

The course provides off-job training for apprentices in the Painting Industry. The Painting & Decorating Industry comprises:

- small Painting and Decorating businesses;
- small to very large painting contractors;
- group apprenticeship schemes;
- public institutions e.g. hospitals, schools;
- corporations and factories with maintenance departments.

The work undertaken by a Painter includes new and maintenance painting and decorating for:

- interior and exterior of residential, commercial, industrial and institutional buildings;
- structures, plant, machinery, equipment, external fittings associated with the above buildings.

The Painter may do the full range of work, or concentrate on one type of work for example

- renovation and restoration of historic buildings;
- application of specialised architectural finishes in commercial and industrial buildings;
- new high rise commercial constructions;
- high quality interior decoration including luxury wallcoverings for homes, offices or restaurants;
- maintenance of industrial buildings, plant and machinery including spray application of high technology coatings.

On most jobs there is a mixture of outdoor and indoor work.

**Entry Requirements**

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

**Selection Procedures/Selection Criteria**

Selection conducted by employer.

**Course Duration**

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

**Course Structure**

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

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

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCG1000A</td>
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<td>BCG3092A</td>
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<td>BCG3103A</td>
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</tbody>
</table>

Note: Electives offered will be selected by the School and dependant upon the availability of Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.
Certificate I in Building & Construction (Plumbing)

Course Code: 2102ABC
Campus
Sunshine.

Career Opportunities
If you are looking for a career in the Plumbing Industry, this is the course for you. This course gives you an introduction to the field of Plumbing and could lead to your employment as an apprentice within the Plumbing Industry.

Scope of Delivery
Full time.

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

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

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>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAA546 Building Construction/Drawing</td>
<td>10</td>
</tr>
<tr>
<td>VAA547 Building Construction/Penetrations</td>
<td>10</td>
</tr>
<tr>
<td>VAA828 Fixing Devices</td>
<td>6</td>
</tr>
<tr>
<td>VAA914 Fixtures/Apparatus &amp; Appropriate Valves</td>
<td>6</td>
</tr>
<tr>
<td>VAA923 Database/Plumbing Goods Catalogue</td>
<td>2</td>
</tr>
<tr>
<td>VAA964 Calculations</td>
<td>6</td>
</tr>
<tr>
<td>VAA987 Disposal System Joints</td>
<td>10</td>
</tr>
<tr>
<td>VAB313 Fixtures &amp; Apparatus</td>
<td>4</td>
</tr>
<tr>
<td>VAB330 Building Construction/Services</td>
<td>3</td>
</tr>
<tr>
<td>VAB935 Numeracy &amp; Problem Solving</td>
<td>32</td>
</tr>
<tr>
<td>VAC081 Electric Welding</td>
<td>16</td>
</tr>
<tr>
<td>VAC313 Occupational Health &amp; Safety</td>
<td>4</td>
</tr>
<tr>
<td>VAC386 Oxy Acetylene Welding &amp; Cutting</td>
<td>30</td>
</tr>
<tr>
<td>VAC607 Fixture Classification</td>
<td>1</td>
</tr>
<tr>
<td>VAC608 Building Construction/Studies</td>
<td>4</td>
</tr>
<tr>
<td>VAD337 Plumbing Industry Studies</td>
<td>68</td>
</tr>
<tr>
<td>VAD602 Job Seeking Skills</td>
<td>20</td>
</tr>
<tr>
<td>VAE805 Sheetmetal Practices</td>
<td>24</td>
</tr>
<tr>
<td>VAF119 Simple Waste Pipe</td>
<td>8</td>
</tr>
<tr>
<td>VAF979 Plumbing Industry</td>
<td>60</td>
</tr>
<tr>
<td>VAG781 Small Diameter Tubes &amp; Pipes</td>
<td>12</td>
</tr>
<tr>
<td>VAG796 Workplace Communication</td>
<td>40</td>
</tr>
<tr>
<td>VAG836 Wiring Skills for Work</td>
<td>20</td>
</tr>
<tr>
<td>VAI780 Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>VAI618 Role of Employers &amp; Employees</td>
<td>10</td>
</tr>
</tbody>
</table>

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Plumbing and Gasfitting

Course Code: 20085VIC
Campus
Sunshine.

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-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

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAA825 Building Construction</td>
<td>27</td>
</tr>
<tr>
<td>VAA828 Fixing Devices</td>
<td>6</td>
</tr>
<tr>
<td>VAB907 Disposal System Joints</td>
<td>10</td>
</tr>
<tr>
<td>VAC081 Electric Welding</td>
<td>16</td>
</tr>
<tr>
<td>VAC578 Fixtures/Apparatus &amp; Appropriate Valves</td>
<td>12</td>
</tr>
<tr>
<td>VAD202 Industry Induction</td>
<td>38</td>
</tr>
<tr>
<td>VAE302 Oxy Acetylene Welding &amp; Cutting</td>
<td>30</td>
</tr>
<tr>
<td>VAF673 Sheetmetal Practices</td>
<td>81</td>
</tr>
<tr>
<td>VAF725 Simple Waste Pipe</td>
<td>8</td>
</tr>
<tr>
<td>VAF762 Small Diameter Tubes &amp; Pipes</td>
<td>12</td>
</tr>
</tbody>
</table>

Stage 2

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAI516 Installing an above Ground UPVC Drain</td>
<td>16</td>
</tr>
<tr>
<td>VAI314 Cooker Installation</td>
<td>8</td>
</tr>
<tr>
<td>VAI334 Clothes Washing Machine</td>
<td>8</td>
</tr>
<tr>
<td>VAI335 Collection &amp; Storage of Water Supply for Isolated Country Dwellings</td>
<td>4</td>
</tr>
<tr>
<td>VAI339 Combustion of Gases &amp; Flame Adjustments</td>
<td>4</td>
</tr>
<tr>
<td>VAI353 Dishwashing Machine Installation</td>
<td>5</td>
</tr>
<tr>
<td>VAI355 Fixing Roof Cover ( Concealed Fixed Method )</td>
<td>8</td>
</tr>
<tr>
<td>VAI356 Fixing Roof Cover ( Pierced Fixed Method )</td>
<td>10</td>
</tr>
<tr>
<td>VAI357 Flushometer Installation</td>
<td>6</td>
</tr>
<tr>
<td>VAI358 Gas Controls</td>
<td>8</td>
</tr>
<tr>
<td>VAI360 Installing a Gas Fired Small Bore Heating System Measuring &amp; Levelling</td>
<td>8</td>
</tr>
<tr>
<td>VAI363 Flashing Large Penetration through Roof</td>
<td>26</td>
</tr>
<tr>
<td>VAI368 Identification &amp; Principle of Operations of Water Heating Systems</td>
<td>6</td>
</tr>
<tr>
<td>VAI369 Installing a Gas Fired Warm Air Furnace &amp; Ducted System</td>
<td>12</td>
</tr>
<tr>
<td>VAI370 Natural Gas Fitting Line Installation</td>
<td>12</td>
</tr>
<tr>
<td>VAI371 Oxy Acetylene Plate &amp; Pipe Welding &amp; Arc Welding of Mild Steel Plate</td>
<td>22</td>
</tr>
<tr>
<td>VAI372 Plan Reading &amp; ID of In-Line Equipment on Water Heating &amp; Ventilation</td>
<td>6</td>
</tr>
</tbody>
</table>
### Certificate II in Sign Writing

**Course Code:** 21398VIC  
**Campus:** Sunshine.

**Career Opportunities**  
Signwriter/Sign Industry Worker.

**Scope of Delivery**  
Full time or part time

**Course Objective**  
The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Sign Industry.

**Entry Requirements**  
There are no formal entry requirements for entry to the course but applicants may be required to demonstrate to the Program Manager that they have communication, literacy and numeracy skills sufficiently well developed for them to participate in the program.

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

**Selection Procedures/Selection Criteria**  
Interview or skills indicator.

**Course Duration**  
The course may be offered on a full-time basis over 588 nominal hours or part-time equivalent.

**Course Structure**  

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A Carry out interactive workplace communication</td>
<td>20</td>
</tr>
<tr>
<td>BCG1001A Carry out OHS requirements</td>
<td>40</td>
</tr>
<tr>
<td>BCG1002A Plan and organise work</td>
<td>20</td>
</tr>
<tr>
<td>BCG1003A Read and interpret plans</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A Carry out measurements and calculations</td>
<td>36</td>
</tr>
<tr>
<td>BCG1005A Use hand and power tools</td>
<td>80</td>
</tr>
<tr>
<td>BCG1006A Use small plant and equipment</td>
<td>16</td>
</tr>
<tr>
<td>BCG1007A Erect and dismantle restricted height scaffolding</td>
<td>40</td>
</tr>
<tr>
<td>BCG1008A Use simple levelling devices</td>
<td>8</td>
</tr>
<tr>
<td>BCG1011A Handle construction materials and safely dispose of waste</td>
<td>16</td>
</tr>
<tr>
<td>BCG2001A Prepare surfaces</td>
<td>32</td>
</tr>
<tr>
<td>BCF2004A Layout signs</td>
<td>40</td>
</tr>
<tr>
<td>BCF2005A Use colour matching for sign writing</td>
<td>24</td>
</tr>
<tr>
<td>VBM974 Develop basic illuinated signfaces</td>
<td>24</td>
</tr>
<tr>
<td>VBM975 Produce basic computer aided manufactured Signs</td>
<td>40</td>
</tr>
<tr>
<td>VBM976 Produce a basic sign</td>
<td>76</td>
</tr>
</tbody>
</table>

Some unit of study descriptors are listed towards the end of this brochure.
Course Objective
The course aims to provide apprentices with work-related practical skills and knowledge in the sign writing/computer operations industries and give them the skills necessary for the safe use and maintenance of a wide range of relevant tools and equipment generally used on-the-job.

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

Selection Procedures/Selection Criteria
Selection conducted by the employer.

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

Course Structure

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCF2001A</td>
<td>Use Static Machines</td>
<td>32</td>
</tr>
<tr>
<td>BCF2004A</td>
<td>Layout Signs</td>
<td>40</td>
</tr>
<tr>
<td>BCF2005A</td>
<td>Use Colour Matching for Sign Writing</td>
<td>24</td>
</tr>
<tr>
<td>BCF3052A</td>
<td>Signwrite to Simple Forms</td>
<td>56</td>
</tr>
<tr>
<td>BCF3053A</td>
<td>Signwrite to Decorative Forms</td>
<td>72</td>
</tr>
<tr>
<td>BCF3054A</td>
<td>Apply Graphics Using Pressure Sensitive Films</td>
<td>24</td>
</tr>
<tr>
<td>BCF3055A</td>
<td>Apply Graphics to Illuminated Signfaces</td>
<td>24</td>
</tr>
<tr>
<td>BCF3056A</td>
<td>Produce Computer Aided Manufactured (C.A.M.) Signs – Vinyl</td>
<td>36</td>
</tr>
<tr>
<td>BCF3057A</td>
<td>Produce Computer Aided Manufactured (C.A.M.) Signs – Digital</td>
<td>36</td>
</tr>
<tr>
<td>BCG1000A</td>
<td>Carry Out Interactive Workplace Communication</td>
<td>20</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>Carry Out OH&amp;S Requirements</td>
<td>40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>Plan and Organise Work</td>
<td>20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>Read and Interpret Plans</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>Carry Out Measurements and Calculations</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>Use Hand and Power Tools</td>
<td>80</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>Use Small Plant and Equipment</td>
<td>36</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>Erect and Dismantle Restricted Height Scaffolding</td>
<td>40</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>Use Simple Levelling Devices</td>
<td>8</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>Handle Materials and Safely Dispose of Waste</td>
<td>16</td>
</tr>
<tr>
<td>BCG2001A</td>
<td>Prepare Surfaces</td>
<td>32</td>
</tr>
<tr>
<td>BCG2012A</td>
<td>Make Set-Outs</td>
<td>8</td>
</tr>
<tr>
<td>MEM2.5C11A</td>
<td>Measure with Graduated Devices</td>
<td>20</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCF3022A</td>
<td>Apply Gilding to Signs</td>
</tr>
<tr>
<td>BCF3026A</td>
<td>Write Tickets and Showcards</td>
</tr>
<tr>
<td>BCF3029A</td>
<td>Apply Water Gilding Glass</td>
</tr>
<tr>
<td>BCF3030A</td>
<td>Screen Print</td>
</tr>
<tr>
<td>BCF3062A</td>
<td>Hand Render Pictorials</td>
</tr>
</tbody>
</table>

Fifteen Units of Study (totaling 232 nominal hours) selected by the student, subject to the approval of the Head of Department, having regard to the list of relevant Units of Study in:

- Off-site Construction Training Package BCF00, Australian National Training Authority, 2000;
- Metal & Engineering Training Package MEM98, Australian National Training Authority, November 1998;
- Transport and Distribution training package TDT97, Australian National Training Authority, 1999;

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Certificate IV in Sign Technology

Course Code: 21399/VIC

Campus
Sunshine.

Career Opportunities
Leads to employment in the Sign Industries.

Scope of Delivery
Full time, part time.

Course Objective
The course aims to provide participants with advanced sign writing skills as well as business management skills to assist in their current employment, or to set up their own business.

Entry Requirements
To qualify for admission to the course, applicants must have completed the Certificate III in Off-site Construction (Sign Writing/Computer Operations) (BCF30700), or possess equivalent competencies and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria
Interview, Skills Indicator.

Course Duration
The course may be offered on a full-time basis over 482 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Units of Study</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBSBM402A</td>
<td>Undertake financial planning</td>
<td>50</td>
</tr>
<tr>
<td>BSBSBM404A</td>
<td>Undertake business planning</td>
<td>60</td>
</tr>
<tr>
<td>BSBM410A</td>
<td>Coordinate implementation of customer service strategies</td>
<td>40</td>
</tr>
<tr>
<td>BSBM411A</td>
<td>Monitor a safe workplace</td>
<td>50</td>
</tr>
<tr>
<td>BSBR402A</td>
<td>Recruit and select personnel</td>
<td>40</td>
</tr>
<tr>
<td>VBM981</td>
<td>Manage signage contracts</td>
<td>50</td>
</tr>
<tr>
<td>VBM982</td>
<td>Create decorative backgrounds</td>
<td>40</td>
</tr>
<tr>
<td>VBM983</td>
<td>Use an airbrush to create special effects on signage</td>
<td>76</td>
</tr>
<tr>
<td>VBM984</td>
<td>Use advanced features of CAM applications to produce signs</td>
<td>76</td>
</tr>
</tbody>
</table>

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Certificate I in Electrotechnology [Engineering][Pre Apprenticeship]

Course Code: UTE10102

Campus
Sunshine.

Career Opportunities
Careers Options within Electrotechnology vocations generally cover such work as design, research, assemble, install, construct, diagnose, maintain, commission, program, test or repair of: networks, systems, circuits, equipment, components, appliances, facilities and the like. These include a range of renewable Energy and Engineering techniques and applications within the Electrotechnology Industry that use the medium of electronics, electrical, communications including data, voice and information technology, computer systems, instrumentation, photonics, refrigeration, and air conditioning as well as sustainable energy principals and practices.
**Scope of Delivery**

This course is offered on a full time and part time basis with flexible delivery options.

**Course Objective**

The course is appropriate for the recipient that can work to a standard required in the workplace. They can identify and use a range of components, accessories, materials tools, equipment, and technologies in the carrying out of work. They will be equipped with the ability to transfer and apply skills and knowledge to new situations and environments.

Those gaining this qualification will have been deemed competent with the requisite knowledge and skills that will lead to full employment or into exciting careers paths in Electrotechnology vocations. Careers opportunities and paths span from Technical Support; Assembly and Basic Servicing; to Trades; Technicians; or Technologists and Associates in Engineering (electrical, electronics, Instrumentation, Computer Systems, etc.). The Certificate I also confers credit towards a range of Certificate II and Certificate III vocations in the Electrotechnology Industry.

**Entry Requirements**

To qualify for admission to the course, students must have completed minimum Year 10 Mathematics and English and demonstrate to the satisfaction of the Head of Department that they are capable of completing the course.

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

**Selection Procedures/Selection Criteria**

Interview, school reports, selection test.

**Course Duration**

The course may be offered on a full-time basis over a minimum of 360 nominal hours or part time equivalent.

**Course Structure**

### Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES050A</td>
<td>Identify &amp; select components/ accessories/materials for Electrotech work activities</td>
<td>80</td>
</tr>
<tr>
<td>UTENES051A</td>
<td>Use of routine equipment/ plant/ technologies in an Electrotech environment</td>
<td>80</td>
</tr>
<tr>
<td>UTENES060A</td>
<td>Carry out routine work activities in an Electrotech environment</td>
<td>80</td>
</tr>
</tbody>
</table>

### Elective Units of Study

At least two elective Units of Study, selected by the student with the approval of the Head of Department, must be selected from the list of Group A and B Units of Study, of which at least one must be chosen from Group A

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES052A</td>
<td>Interact with customers/ clients for quality service</td>
<td>60</td>
</tr>
<tr>
<td>UTENES053A</td>
<td>Participate in job data records collection of the business</td>
<td>60</td>
</tr>
</tbody>
</table>

### Group B Technical Elective Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES054A</td>
<td>Produce routine products for carrying out Electrotech work activities</td>
<td>200</td>
</tr>
<tr>
<td>UTENES055A</td>
<td>Produce routine tools/ devices for carrying out Electrotech work activities</td>
<td>160</td>
</tr>
<tr>
<td>UTENES056A</td>
<td>Apply technologies and concepts to Electrotech work activities</td>
<td>100</td>
</tr>
<tr>
<td>UTENES057A</td>
<td>Apply computation when using equipment/ materials/concepts in an Electrotech environment</td>
<td>180</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES058A</td>
<td>Identify effects of energy on machines/ materials in an Electrotech environment</td>
<td>180</td>
</tr>
<tr>
<td>UTENES059A</td>
<td>Identify building techniques, methods and materials used in Electrotech work activities</td>
<td>100</td>
</tr>
<tr>
<td>UTENES063A</td>
<td>Contribute to the operation of support plant &amp; equipment used in Electricity Supply</td>
<td>80</td>
</tr>
</tbody>
</table>

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

**Certificate III in Electrotechnology Systems Electrician**

**Course Code:** UTE31199

**Campus**

Sunshine.

**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, lock/step flexible delivery options, one day per week.

**Course Objectives**

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

**Entry Requirements**

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

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

**Selection Procedures/Selection Criteria**

Selection is conducted by the employer.

**Course Duration**

The course may be offered on a part-time basis over 1060 nominal hours.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Course Structure</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES009A</td>
<td>Participate in the training of others</td>
<td>20</td>
</tr>
<tr>
<td>UTENES0105GA</td>
<td>Install and terminate wiring systems (cabling/wiring support and protection)</td>
<td>20</td>
</tr>
<tr>
<td>UTENES0105JA</td>
<td>Install and terminate wiring systems (power and control – low voltage)</td>
<td>20</td>
</tr>
<tr>
<td>UTENES0126BA</td>
<td>Install electrical/electronic apparatu (electrical)</td>
<td>180</td>
</tr>
<tr>
<td>UTENES0206BA</td>
<td>Maintain &amp; repair apparatus &amp;circuits (electrical)</td>
<td>180</td>
</tr>
<tr>
<td>UTENES0301BA</td>
<td>Undertake commissioning procedures of apparatus and circuits (electrical)</td>
<td>180</td>
</tr>
<tr>
<td>UTENES0402BA</td>
<td>Test apparatus and circuits (electrical)</td>
<td>200</td>
</tr>
<tr>
<td>UTENES0501BA</td>
<td>Diagnose and rectify faults in apparatus and circuits (electrical)</td>
<td>180</td>
</tr>
</tbody>
</table>
Specialisation Units of Study
A minimum of one unit selected by the student, with the approval of the Head of Department, from one of the following specialisations:
(i) Control;
(ii) Installation and Servicing;
(iii) Process;
having regard to the Units of Study listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.

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

Certificate IV in Electrical [Motor Control]
Course Code: 2406ANC

Campus
Sunshine.

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
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
<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA034</td>
<td>40</td>
</tr>
<tr>
<td>EA045</td>
<td>20</td>
</tr>
<tr>
<td>EA050</td>
<td>40</td>
</tr>
<tr>
<td>EA090</td>
<td>20</td>
</tr>
</tbody>
</table>

Common Modules
<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA100</td>
<td>40</td>
</tr>
<tr>
<td>EA102</td>
<td>40</td>
</tr>
<tr>
<td>EA160</td>
<td>40</td>
</tr>
<tr>
<td>EA927</td>
<td>40</td>
</tr>
<tr>
<td>EA929</td>
<td>40</td>
</tr>
<tr>
<td>EB160</td>
<td>80</td>
</tr>
<tr>
<td>NE05</td>
<td>40</td>
</tr>
<tr>
<td>NE07</td>
<td>40</td>
</tr>
<tr>
<td>NE177</td>
<td>40</td>
</tr>
<tr>
<td>NE30</td>
<td>40</td>
</tr>
<tr>
<td>NE41</td>
<td>40</td>
</tr>
<tr>
<td>NE75</td>
<td>40</td>
</tr>
<tr>
<td>EBH393</td>
<td>40</td>
</tr>
<tr>
<td>EBH394</td>
<td>60</td>
</tr>
<tr>
<td>EBH395</td>
<td>60</td>
</tr>
</tbody>
</table>

Some unit of study descriptors are listed under the Units of Study 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, electronics and computer technology in areas such as consumer electronics, communications, microprocessor and digital applications, computer networking and data communications and computer equipment repairs. The 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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Entry Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTE20504</td>
<td>To qualify for admission, students must:</td>
</tr>
<tr>
<td></td>
<td>• have successfully completed any year 11 Mathematics and English;</td>
</tr>
<tr>
<td></td>
<td>• be of mature age and demonstrate to the Head of Department that they are capable of successfully completing the course; or</td>
</tr>
<tr>
<td></td>
<td>• have successfully completed a suitably related Certificate I level.</td>
</tr>
</tbody>
</table>

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

Selection Procedures/Selection Criteria
Applicants may be selected through a direct application and interview.

Course Duration
The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES201AB</td>
<td>60</td>
<td>Perform basic repair to electrical/electronic apparatus (Computer Systems)</td>
</tr>
<tr>
<td>UTENES202AB</td>
<td>100</td>
<td>Assemble/disassemble electrical/electronic components (Computer Systems)</td>
</tr>
<tr>
<td>UTENES401AA</td>
<td>180</td>
<td>Perform functional apparatus checks (Computer Systems)</td>
</tr>
<tr>
<td>UTENES002A</td>
<td>20</td>
<td>Attend to breakdown</td>
</tr>
</tbody>
</table>

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate II in Electrotechnology Servicing [Security Systems]

Course Code: UTE20504

Campus
Sunshine, Werribee.

Career Opportunities
Graduates find employment in small and large businesses, including industry, commerce and government. Graduates engage in security systems servicing supporting these businesses.

Scope of Delivery
This course is offered full-time or part-time, with some flexible delivery options.

Course Objective
The course aims to provide students with the skills and knowledge to install and carry out basic routine maintenance on personal computers and peripherals. The course also provides students with the skills and knowledge to obtain industry recognised CompTIA A+ certification and/or Cisco IT Essentials certification.

Entry Requirements
To qualify for admission, students must:
• have successfully completed any year 11 Mathematics and English;
• be of mature age and demonstrate to the Head of Department that they are capable of successfully completing the course; or
• have successfully completed a suitably related 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
Applicants may be selected through a direct application and interview.

Course Duration
The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.
Course Structure
Core Units of Study
Unit of Study Code | Hours
--- | ---
UTENES201AB Perform basic repair to electrical/electronic apparatus (Computer Systems) | 60
UTENES202AB Assemble/disassemble electrical/electronic components (Computer Systems) | 100
UTENES401AA Perform functional apparatus checks (Computer Systems) | 180
UTENES002A Attend to breakdown | 20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Electrotechnology Communications
Course Code: UTE30402

Career Opportunities
The Certificate III in Electrotechnology Communications (UTE30402) 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
Core Units of Study
Unit of Study Code | Hours
--- | ---
UTENES009A Participate in the training of others | 20
UTENES105GA Install and terminate wiring systems (cabling/wiring support and protection) | 20
UTENES105IA Install and terminate wiring systems (power and control - extra low voltage) | 20
UTENES106CA Install electrical/electronic apparatus (electronics) | 180
UTENES206CA Maintain and repair apparatus and associated circuits (electronics) | 180
UTENES301CA Undertake commissioning procedures of apparatus and associated circuits (electronics) | 180
UTENES402CA Test apparatus and circuits (electronics) | 200
UTENES501CA Diagnose and rectify faults in apparatus and associated circuits –(electronics) | 180

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Electrotechnology Entertainment and Servicing
Course Code: UTE30702

Career Opportunities
The Certificate III in Electrotechnology Entertainment and Servicing (UTE30702) provides training for students employed as apprentices in the field of consumer electronics in industry and government, including small and large business.

Scope of Delivery
This course is offered part-time, flexible delivery options, one day per week, or block release.

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

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

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

Selection Procedures/Selection Criteria
Selection is conducted by the employer.

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

Course Structure
Unit of Study Code | Hours
--- | ---
UTENES009A Participate in the training of others | 20
UTENES105GA Install and terminate wiring systems (cabling/wiring support and protection) | 20
UTENES105IA Install and terminate wiring systems (power and control - extra low voltage) | 20
UTENES106CA Install electrical/electronic apparatus (electronics) | 180
UTENES206CA Maintain and repair apparatus and circuits (electronics) | 180
The Certificate III in Electrotechnology Computer Systems

Course Code: UTE30599

Campus
Sunshine.

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:

• have successfully completed year 11 or equivalent, including Mathematics (Units of Study 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
Selection is conducted by the employer.

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

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES304AA</td>
<td>220</td>
</tr>
<tr>
<td>UTENES406AA</td>
<td>480</td>
</tr>
<tr>
<td>UTENES504AA</td>
<td>480</td>
</tr>
<tr>
<td>UTENES008AA</td>
<td>280</td>
</tr>
<tr>
<td>UTENES712AA</td>
<td>680</td>
</tr>
</tbody>
</table>

Specialisation Unit (20 nominal hours)

A minimum of one unit selected by the student, with the approval of the Head of Department, from the following specialisation streams:

- Analogue and Digital
- Communications
- Medical Equipment

Elective Units of Study (20 nominal hours)

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

Selection Procedures/Selection Criteria

February intake applicants are selected through VTAC. Applicants wishing to start a course at other times through the year apply via direct entry. Selection may be based on an interview.

Course Duration

The course may be offered on a full-time basis over 2140 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES304CA</td>
<td>220</td>
</tr>
<tr>
<td>UTENES406CA</td>
<td>480</td>
</tr>
<tr>
<td>UTENES504CA</td>
<td>480</td>
</tr>
<tr>
<td>UTENES702CA</td>
<td>680</td>
</tr>
</tbody>
</table>

Specialisation Unit (20 nominal hours)

A minimum of one unit selected by the student, with the approval of the Head of Department, from the following specialisation streams:

- Analogue and Digital
- Communications
- Medical Equipment

Elective Units of Study (20 nominal hours)

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

Selection Procedures/Selection Criteria

February intake applicants are selected through VTAC. Applicants wishing to start a course at other times through the year apply via direct entry. Selection may be based on an interview.

Course Duration

The course may be offered on a full-time basis over 2140 nominal hours or part-time equivalent.
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.

**Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) – Civil Stream**

The Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) – Civil Stream, is acceptable as a suitable academic qualification for Technical Officer, Engineering Assistant, Design Draftperson and similar classifications in Government departments, semi-Government instrumentalities and private industry. People employed in the positions are required to have a high degree of skill and specialist knowledge in order to provide support to professional engineers in a wide variety of tasks.

**Entry Requirements**

To qualify for admission to the course, applicants must have Year 11 or industrial training/experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

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

**Course Structure**

The Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) consists of fifteen modules of nominally 40 hours duration each, additional to modules completed in the Advanced Diploma and Diploma, comprising:

- Advanced Diploma Level (Principal Technical Officer) Modules (either technical or non-technical): 6 modules (240 hrs) minimum
- Research Project: 1–3 modules
- Advanced Diploma of Engineering Technology Modules: six maximum (240 hours)

**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.
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:
Six maximum (240 hours)

Advanced Diploma Of Engineering Technology (Principal Technical Officer)(14309VIC) Level Modules (either technical or non technical): 6 modules (240 hrs) minimum.

Mechanical/Manufacturing Stream
Module Unit of Study Code Hours
ED046 Research Project A 40
ED047 Research Project B 40
ED048 Research Project C 40
ED062 Research Project D 20

Advanced Diploma (Principal Technical Officer) Level Technical and Non Technical modules
(minimum of 240 hours in this group)

Mechanical/Manufacturing Stream
Module Unit of Study Code Hours
EB079 Introduction to Marketing 60
ED001 Computer Aided Process Planning (CAPP) 80
ED003 Design 3A–Prod & Mech Plant 60
ED006 Design 3B – Prod & Mech Plant 60
ED008 Fluid Power Design 2 80
ED009 Installation and Commissioning 40
ED010 Product Liability & Product Recall Management 40
ED011 Reliability and Prototype Testing 40
ED012 Applied Mechanics 3A 60
ED013 Applied Mechanics 3B 60
ED014 CADD Systems Engineering 60
ED015 Flexible Manufacturing Systems (FMS) Design 60
ED016 Interchangeable Manufacture 80
ED043 Total Quality Management (TQM) 60
ED049 Advanced Engineering Maths A 60
ED050 Advanced Engineering Maths B 60
ED051 Physics A 60
ED052 Physics B 60
ED053 Introduction to Environment Management 60
ED054 Computer Applications 40
ED055 Project Management 80
ED056 Customer Client Relations 60
ED058 Introduction to Financial Management 60
ED060 Improving Workplace performance 60
ED061 Managing Occupational Health & Safety in the Workplace 40

Mechatronics Stream
Module Unit of Study Code Hours
EA002 Engineering Mathematics A 40
EA010 Materials Science 40
EA032 Writing Technical Documents 20
Advanced Diploma of Engineering
Technology [Civil]

Course Code: 20020VIC Advanced Diploma
Course Code: 20019VIC Diploma

Campus
Sunshine.

Career Opportunities
Technical Officer, Engineering Assistant, Design Draftperson.

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

Course Objectives
This course is designed to be job orientated while still providing soundly based theoretical knowledge to equip students to work in an area of rapidly changing technology. Flexible structuring of this course caters for the needs and the interests of students and employers. Entrance requirements are also flexible and qualifications and experience gained in industry are taken into consideration.

The Advanced Diploma of Engineering (20020VIC) [Civil] is acceptable as a suitable academic qualification for Technical Officer, Engineering Assistant, Design Draftperson and similar classifications in Government departments, semi government 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 completion of the Certificate III in Engineering – Production Systems (MEM30198) or Certificate III in Engineering – Technician (MEM30598) or industrial training/experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

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).

Advanced Diploma Level Modules
(maximum of 240 hours in this group)

Module Unit of Study Code Hours
ED025 Instrumentation and Controls 1B 40
ED028 Total Quality Control 80
ED032 Industrial Maintenance 2A 40
ED033 Fluid Power Installation and Maintenance 80
ED039 Fluid Power Design 1 80
ED040 Computer Aided Drafting 1 80
ED041 Computer Aided Drafting 2 80
ED042 Statistics 40
ED053 Introduction to Environmental Management 60
ED058 Introduction to Financial Management 60
EA717 Human Factors 40
EB030 Advanced Quality Concepts 40

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Accrediting body: TAFE Victoria

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Certificate I in Engineering Technology

Course Code: 11409/VC

Campus
Footscray Nicholson, Newport.

Career Opportunities
Prepare students for Traineeships, Apprenticeships or Production Training Programs.

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

Course Objectives
The main aim of the Certificate I in Engineering Technology is designed to assist a person to develop competencies in Australian Qualifications Framework Level 1. The Learning outcomes provide a broad range of foundation studies preparing the student for employment and or leading to further pathways, for example a Traineeship, Apprentice or production training program.

Entry Requirements
The Certificate I in Engineering Technology is designed for participants with a minimum educational background of Year 9 and targeted for Year 10 to Year 12 male and female students. There are no barriers to entry in relation to age, gender, physical ability, social or educational background.

Selection Procedures/Selection Criteria
Applicants for this course are selected via an interview process.

Course Duration
400 nominal hours. Intakes in February, May and September.

Full-time – thirteen weeks.
This course may be offered on a fee for service basis and as a VET in Schools program.

Course Structure
The Certificate I in Engineering Technology is a one year, full-time course that involves 400 hours of provider-based training, consisting of 10 equivalent modules of 40 Hours. The course is designed as a broad based skilling program with the emphasis in preparing the student for a career in engineering, further study and the work environment. The Certificate I in Engineering Technology comprises 280 nominal hours of course modules plus 120 hours of elective modules and 10 days in work placement.

Compulsory Core Modules (equivalent to 7 full modules)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EB862</td>
<td>Minor Civil Engineering Projects B</td>
<td>20</td>
</tr>
<tr>
<td>EB863</td>
<td>Minor Civil Engineering Projects C</td>
<td>20</td>
</tr>
<tr>
<td>EB864</td>
<td>Minor Civil Engineering Projects D</td>
<td>20</td>
</tr>
<tr>
<td>EB071</td>
<td>Project Management</td>
<td>40</td>
</tr>
<tr>
<td>EB874</td>
<td>Structural Steel Design 2</td>
<td>40</td>
</tr>
<tr>
<td>EB878</td>
<td>Civil Engineering Computer Applications</td>
<td>40</td>
</tr>
</tbody>
</table>

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.
Elective Modules (equivalent to 3 full 40 hrs modules)
Select a minimum of 3 equivalent full 40 hrs modules from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Elective Module</th>
<th>Required Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM01</td>
<td>Milling 1</td>
<td>40</td>
</tr>
<tr>
<td>NM16</td>
<td>Drills and Drilling Machines</td>
<td>40</td>
</tr>
<tr>
<td>NM25</td>
<td>Turning 1 - Parallel Turning</td>
<td>40</td>
</tr>
</tbody>
</table>

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

**Requirements for the Credential**

The Certificate I in Engineering will be awarded on satisfactory completion of the course outcomes (400 hours), plus a submission of a portfolio of evidence showing a minimum of ten (10) days of workplace activities/projects be submitted.

**Recognition of Credential**

The course has the endorsement of the Engineering Industry Training Board (E.I.T.B).

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

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**Engineering (Certificate I–III) [New Apprenticeships]**

It is anticipated that two new courses will be introduced within the Metal and Engineering Training Package to be delivered Australia wide in 2005. Details of the courses, Certificate II in Engineering Studies and Certificate III in Engineering Studies are yet to be confirmed. Victoria University intends to deliver the new courses in 2005.

**Campus**

Footscray Nicholson, Newport, Melton.

**Career Opportunities**

Prepare students for Traineeships, Apprenticeships or Production Training Programs.

**Scope of Delivery**

Day release.

**Course Objectives**

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

All qualifications in the Training Package are based on the National Competency Standards. The standards reflect realistic workplace practices necessary across a range of classifications and positions in the Metal and Engineering Industry.

**Foundation and Core Competencies**

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

- **Core Units of Study** – define competencies which are common and necessary across a range of classifications and positions in the Metal and Engineering Industry.

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

**Selection Procedures/Selection Criteria**

Selection is conducted by Employer.

**Course Structure**

The Metal and Engineering Training Package includes Units of Study 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**

- **Core Units of Study**

- **Specialisation Units of Study**

**Entry Requirements**

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 (Mechanical Trade) (MEM30298) (Mechanical Trade) (MEM30298)

*This course is offered to industry-based clients only.

**Foundation Units of Study**

Foundation Units of Study are regarded both band A and band B Units of Study.

**Core Units of Study**

Core Units of Study – describe the diverse range of competencies needed across the industry. The three categories are:

- **Foundation**

- **Core**

- **Specialisation**

**Specialisation Units of Study**

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

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

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

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

**Foundation and Core Competencies**

Foundation and Core Competencies Units of Study

- **MEM1.1FA** Undertake interactive workplace communication
- **MEM1.2FA** Apply principles of occupational health and safety in a work environment
- **MEM1.3FA** Apply quality procedures
- **MEM1.4FA** Plan to undertake a routine task

Note: Foundation Units of Study do not carry unit weight points

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133
Core competency Units of Study – Band 1
At Certificate II in Engineering – Production (C12), the Foundation Units of Study and the C12 Core unit is needed.

The C12 Core unit is: Unit Weight Points
MEM2.1C12 Apply quality systems 2
Total Core points at C12 = 2
At Certificate II in Engineering – Production Technology (C11), the Foundation Units of Study, C12 Core unit and C11 Core Units of Study are required.

The C11 Core unit is: Unit Weight Points
MEM2.2C11 Organise and analyse information 2
MEM2.3C11 Operate in a work based team environment 2
MEM2.4C11 Assist in the provision of on the job training 2
MEM2.5C11 Measure with graduated devices 2
Add C12 Core points 2
Total Core points at C11 = 10
At Certificate III in Engineering – Trade/Production (C10), the Foundation Units of Study, C12 Core unit, C11 Core Units of Study and C10 Core Units of Study are required.

The C10 Core unit is: Unit Weight Points
MEM2.6C10 Plan a Complete Activity 4
MEM2.7C10 Perform Computations – Basic 2
MEM2.8C10 Perform Computations 2
MEM2.9C10 Perform Computer Operations 2
Add C12 and C11 Core points 10
Total Core points at C10 = 20

Core competency Units of Study – Band 2
Total of 16 points to be gained by C5
(see notes attached to qualifications above 96 points)
MEM2.10C5 Write Reports 2
MEM2.11C5 Research and Prepare Presentations and Reports 2
MEM2.12C5 Perform Mathematical Computations 4
MEM2.14C5A Use Graphical Techniques & Perform Simple Statistical Computations 2
MEM2.15C5A Operate in an Autonomous Team Environment 2
MEM2.16C5A Interpret Quality Specifications and Manuals 4
Total Core points in band 2 = 16

Note: C12, C11, C10 and C5 refer to industrial classifications.
• For a complete list of the available Competency Standards refer to the Metal and Engineering Industry National Competency Standards – available through the teaching department.
• Competency standards Units of Study for Certificate III ‘Production’ and ‘Trade’ qualifications listed by Stream
• Units of Study of at least 40 points value must be drawn from specified fields and/or Units of Study to obtain the particular stream outcome. Any combination may be selected from within a specified stream provided pre-requisite requirements are met.

Examples of Training Package Programs appropriate for a person working in Fitting and Machining

EXAMPLE ONE:
MEM30298 Certificate III in Engineering – Mechanical Trade (Maintenance & Fluid Power)
Foundation Units of Study
MEM1.1FA Undertake interactive workplace communication 0
MEM1.2FA Apply Principles OHS in work environment 0
MEM1.3FA Apply quality procedures 0
MEM1.4FA Plan to undertake a routine task 0
Core Units of Study
MEM2.1C12 Apply quality systems 2
MEM2.2C11 Organise and analyse information 2
MEM2.3C11 Operate in a work based team environment 2
MEM2.4C11 Assist in the provision of on the job training 2
MEM2.5C11 Measure with graduated devices 2
MEM2.6C10 Plan a complete activity 4
MEM2.7C10 Perform Computations – basic 2
MEM2.8C10 Perform Computations 2
MEM2.9C10 Perform computer operations 2
MEM2.13C5 Perform mathematical computations 4
Pre-requisites – 2.7C10, 2.8C10
Elective Units of Study
MEM2.1C12 Apply quality systems 2
MEM5.12A Apply principles OHS in work environment 0
MEM6.7AA Perform basic heat/quench,temp, and anneal. 2
MEM7.1AA Operational maintenance machines/equipment 2
MEM7.2AA Perform precision shaping/planning/slotting operation 4
Pre-requisites – 7.5A, 9.2A, 18.1A
MEM7.5AA Perform general machining 8
MEM7.6AA Perform lathe operations 4
MEM7.7AA Perform milling operations 4
Pre-requisites – 7.5A, 9.2A, 18.1A
MEM7.8AB Perform grinding operations 4
Pre-requisites – 7.5A, 9.2A, 18.1A
MEM7.9AA Perform precision jig boring operations 4
Pre-requisites – 9.2A, 12.3A, 7.5A, 7.7A, 18.1A
MEM7.11AA Complex milling operations 4
Pre-requisites – 2.13C5, 7.5A, 7.7A, 9.2A, 12.3A, 18.1A
MEM7.12AA Complex grinding operations 4
Pre-requisites – 7.5A, 9.2A, 18.1A, 12.3A, 7.8A
MEM7.21AA Perform Complex lathe operations 4
Pre-requisites – 2.13C5, 7.5A, 7.6A, 9.2A, 12.3A, 18.1A
MEM9.1AA Draw and interpret sketch 2
MEM9.2AA Draw and interpret sketch 2
MEM12.1AA Use comparison & basic measuring devices 2
MEM12.3AA Precision measurement 2
MEM12.6A Mark out/off (general engineering) 4
Pre-requisites – 9.2A
MEM16.1AA Give formal presentations & take part in meetings 2
MEM18.1AB Use hand tools 2
MEM18.2AA Use hand tools/hand held operations 2
MEM18.3AB Use tools for precision work 4
Pre-requisites – 18.2A
Total Points 96

EXAMPLE TWO:
MEM9.1A  Draw and interpret sketch 2
MEM9.2A  Interpret technical drawing 4
MEM12.1AA  Use comparison & basic measuring devices 2
MEM12.2AA  Precision mechanical measurement 2
MEM12.6AA  Mark out/off (general engineering) 4  Pre-requisites – 9.2A
MEM18.1AB  Use hand tools 2
MEM18.2AA  Use hand tools/hand held operations 2
MEM18.3AB  Use tools for precision work 4  Pre-requisites – 18.2A
MEM18.5AA  Bearings-fault Diagnose Installation & Removal 4  Pre-requisites – 2.5C11, 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.55A, 18.6A
MEM18.6AA  Dismantle/Repair/Replace/Assemble & Fit Engineering Components 6  Pre-requisites – 2.5C11, 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.55A
MEM18.18AB  Use hand tools 2
MEM18.19AA  Use hand tools/hand held operations 2
MEM18.20AB  Use tools for precision work 4  Pre-requisites – 18.2A
MEM18.21AA  Bearings-fault Diagnose Installation & Removal 4  Pre-requisites – 2.5C11, 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.55A, 18.6A
MEM18.19AA  Dismantle and Repair Pneumatic Systems 4  Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A, 18.55A, 18.18A
MEM18.20AB  Dismantle and Repair Pneumatic Systems 4  Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A
MEM18.21AA  Dismantle and Repair Pneumatic Systems 4  Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A, 18.55A, 18.18A
MEM18.21AA  Dismantle, Replace & Assemble Engineering Components 3  Pre-requisites – 2.5C11, 9.1A, 18.1A, 18.2A

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Certificate IV in Engineering Technology

Course Code: 20018VIC

Campus
Footscray Nicholson, Newport, Sunshine.

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

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Toolmaking Stream

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Numerical Control Stream

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*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 unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Certificate IV in Engineering
Course Code: MEM40103
Campus: Footscray Nicholson, Newport, Sunshine.

Career Opportunities
Supervisors, Technicians.

Scope of Delivery
Part-time, day release.

Course Objectives
The course has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. with the aim of meeting training and skills recognition needs of the manufacturing and engineering industry in Australia.

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

(i) demonstrate, to the satisfaction of the Head of Department, that they are capable of successfully completing the course; or

(ii) have successfully completed one of the following:
   (a) MEM30198 Certificate III in Engineering (Production Systems)
   (b) MEM30298 Certificate III in Engineering (Mechanical Trade)
   (c) MEM30398 Certificate III in Engineering (Fabrication Trade)
   (d) MEM30498 Certificate III in Engineering (Electrical/Electronic Trade)
   (e) MEM30603 Certificate III in Marine Craft Construction
   (f) AUR32199 Certificate III in Marine (Installation)
   (g) AUR32299 Certificate III in Marine (Mechanics)
   (h) MEM30803 Certificate III in Jewellery Manufacture

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

Selection Procedures / Selection Criteria
Applicants are selected via an interview process.

Course Duration
The course may be offered on a full-time basis over a period of 360 – 1320 nominal hours or part-time equivalent.

Course Structure
The course consists of a range of competencies selected by the student, with the approval of the Head of Department, having regard to the list of relevant competencies in the –

- Metal and Engineering Training Package Policy Document (Nov98) (V4 20/08/03).
- Metal and Engineering Industry National Competency Standard, Volume 1-3 (Nov98) (V4 20/08/03).

Students who enter the course pursuant to paragraph (i), and successfully complete the following –

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1FA Undertake interactive workplace communication</td>
<td>20</td>
</tr>
<tr>
<td>MEM1.2FA Apply principles of occupational health and safety in a work environment</td>
<td>20</td>
</tr>
<tr>
<td>MEM1.3FA Apply quality procedures</td>
<td>20</td>
</tr>
<tr>
<td>MEM1.4FA Plan to undertake a routine task</td>
<td>20</td>
</tr>
<tr>
<td>Plus 20 points of Band 1 Core Units of Study required for the C10 industrial classification;</td>
<td></td>
</tr>
</tbody>
</table>

Plus 112 points in Units of Study selected in accordance with paragraph 4 having regard to Specialisation band A and/or band B Units of Study (including dual band A/band B Units of Study) and/or band 2 Core Units of Study (maximum of 12 points from band B/band 2 Core);

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Advanced Diploma of Engineering Technology
incorporating

Diploma of Engineering Technology
[Streams in Mechanical, Manufacturing and Mechatronics]

Course Code: 20020/VIC Advanced Diploma
Course Code: 20019/VIC Diploma
Campus: Newport, Sunshine.

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 (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 – 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>
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<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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<tr>
<td>EA001</td>
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<tr>
<td>EA002</td>
<td>Engineering Maths A</td>
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<td>EA010</td>
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<tr>
<td>EA011</td>
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<tr>
<td>EA027</td>
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<tr>
<td>EA032</td>
<td>Wiring Technical Documents</td>
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<tr>
<td>EA040</td>
<td>OHS &amp; ES for Supervisors</td>
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<tr>
<td>EA050</td>
<td>Engineering Computing</td>
</tr>
<tr>
<td>EA060</td>
<td>Engineering Design Concepts</td>
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<tr>
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<td>Dimensional Metrology – Basic</td>
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<tr>
<td>EA074</td>
<td>Workshop Processes (Machine Shop)</td>
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<tr>
<td>EA075</td>
<td>Introduction to Metrology</td>
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<tr>
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<td>Manufacturing Processes</td>
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**MANUFACTURING MODULES**

**Computer Numerical Control (CNC)**

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**Computer-Aided Manufacturing (CAM)**

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**CAD/CAM Stage 1**

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**CAD/CAM Stage 2:**

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**Computer-Aided Drafting (CAD) Stage 1**

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**Computer-Aided Drafting (CAD) Stage 2:**

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**Robotics**

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**Dimensional Metrology**

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**MECHANICAL MODULES**

**Engineering Design, Applied Mechanics**

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<td>EB712</td>
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<td>EB720</td>
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<td>EB855</td>
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<td>EB874</td>
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**Fluid Power**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA160</td>
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<td>EA706</td>
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<td>EA708</td>
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<td>EA709</td>
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<td>EA904</td>
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<td>EB714</td>
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<td>EB723</td>
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<td>EB725</td>
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<td>NM62</td>
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</tr>
<tr>
<td>NM63</td>
<td>40</td>
</tr>
</tbody>
</table>

Contact Department for details on Mechatronics stream. Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.
Certificate II in Automotive Manufacturing
Course Code: AUM20100

Campus
On-site to Industry

Career Opportunities
Vehicle Manufacturing Industry.

Scope of Delivery
This course is delivered to Industry.

Course Objectives
The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

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

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

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

Selection Procedures/Selection Criteria
Applicants will be required to attend an interview.

Course Duration
The course may be offered on a full-time basis over 410 nominal hours or part-time equivalent.

Course Structure
AUM9001A Monitor and maintain workplace environment
AUM9002A Receive and dispatch materials, equipment and tools
AUM9003A Prepare and process materials and components
AUM9004A Prepare and use/operate equipment, tools and/or machinery
AUM9005A Monitor and maintain continuous improvement of systems and processes
AUM9006A Monitor and maintain equipment, tools and machinery
AUM9007A Manage personal work priorities
AUM9008A Manage effective workplace relationships
AUM9009A Work effectively with others in teams.

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Certificates in Engineering (Fabrication/Structural Steel/Sheetmetal Worker) Metal & Engineering Training Package [Fabrication Stream]

Course Code: AUM20100

Campus
Newport, Melton.

Career Opportunities
Fabrication, structural steel, sheetmetal worker.

Scope of Delivery
Part-time only.

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

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

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

Selection Procedures/Selection Criteria
Interview process.

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

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

Certificates in Engineering (Fabrication)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM10198 (F)</td>
<td>Certificate I in Engineering</td>
</tr>
<tr>
<td>MEM20198 (F)</td>
<td>Certificate II in Engineering Production (Level 1)</td>
</tr>
<tr>
<td>MEM20298 (F)</td>
<td>Certificate II in Engineering Production Technology (Level 2)</td>
</tr>
<tr>
<td>MEM30198 (F)</td>
<td>Certificate III in Engineering Production Systems (Level 3)</td>
</tr>
<tr>
<td>MEM30398 (F)</td>
<td>Certificate III in Engineering Fabrication (Trade) [Light and Heavy]</td>
</tr>
<tr>
<td>20018VICF</td>
<td>Certificate IV in Engineering Technology</td>
</tr>
<tr>
<td>20019VICF</td>
<td>Diploma of Engineering Technology [Fabrication]</td>
</tr>
<tr>
<td>20020VICF</td>
<td>Advanced Diploma of Engineering Technology</td>
</tr>
</tbody>
</table>

All of the above qualifications are derived from a bank of National Competency Standard Units of Study, 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 of Study 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 of Study – competencies that are a necessary part of the skill profile of every job in the industry. Foundation competencies do not carry a points weighting, however they are necessary pre-requisites to higher level Units of Study and will form part of the skills profile of all employees.
- Core Units of Study – define competencies, which are common and necessary across a range of classifications in the Metal and Engineering Industry.
- Specialisation Units of Study – describe the diverse range of competencies needed across the industry. The Specialisation Units of Study are also divided into ‘bands’, with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation Units of Study are regarded both band A and band B Units of Study. Band A represents a range of competencies which may be used for career progression up to classification C8.
Band B represents a range of competencies, which may be used for career progression between classifications C10 to C5, and must be used above C8.

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

Summary of Training Package Qualifications

<table>
<thead>
<tr>
<th>Minimum points required</th>
<th>Industrial C level outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate I in Engineering</td>
<td>16</td>
</tr>
<tr>
<td>Certificate II in Engineering – Production</td>
<td>32</td>
</tr>
<tr>
<td>Certificate II in Engineering – Production Technology</td>
<td>64</td>
</tr>
<tr>
<td>Certificate III in Engineering – Production Systems</td>
<td>96</td>
</tr>
<tr>
<td>Certificate III in Engineering – Mechanical Trade</td>
<td>96</td>
</tr>
<tr>
<td>Certificate III in Engineering – Fabrication Trade</td>
<td>96</td>
</tr>
<tr>
<td>Certificate III in Engineering – Technician</td>
<td>Year 12+40</td>
</tr>
<tr>
<td>Certificate IV in Engineering – Higher</td>
<td>or</td>
</tr>
<tr>
<td>Certificate IV in Engineering – Higher</td>
<td>or</td>
</tr>
<tr>
<td>Certificate IV in Engineering – Higher</td>
<td>132</td>
</tr>
</tbody>
</table>

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
MEM2.1C12A Apply Quality Systems 2
MEM2.1C21A Organise and Analyse Information 2
MEM2.3C11B Operate in a Work Based Team Environment 2
MEM2.4C11A Assist in the Provision of on-the-job training 2
MEM2.5C11A Measure with Graduated Devices 2
MEM2.6C10A Plan a Complete Activity 4
MEM2.7C10A Perform Communications Basic 2
MEM2.8C10A Perform Computation 2
MEM2.9C10A Perform Computer Operations 2
MEM2.10C5A Write Reports 2
MEM2.13C5A Perform Mathematical Computations 4
MEM3.1AA Measure with Graduated Devices 2
MEM3.1AA Precision Assembly 4
MEM5.1AA Manual Soldering/Desoldering – electrical/electronic components 4
MEM5.2AA Soft Soldering (Basic) 2
MEM5.3AA Perform Routine F&GW 2
MEM5.4AA Carry Out Mechanical Cutting 2
MEM5.5AA Perform Basic Production Scheduling 8
MEM5.6AA Perform Manual Heating and Thermal Cutting 2
MEM5.7AA Perform Basic Production Scheduling 8
MEM5.8AA Advanced Manual Thermal Cutting, Gouging, Shaping 2
MEM5.9AA Automated Thermal Cutting 2
MEM5.10AA Undertake Fabrication, Forming, Bending and Shaping 8
MEM5.11AA Assemble Fabricated Components 8
MEM5.11AB Assemble Fabricated Components 8
MEM5.12AB Perform Routine Manual Metal Arc Welding (MMAW) 4
MEM5.13AB Perform Manual Production Welding 2
MEM5.14AB Monitor Quality of Production Welding/Fabrication 2
MEM5.15AB Weld Using MMAW Process 6
MEM5.16AB Perform Advanced Welding Using MMAW Process 8
MEM5.17AB Weld Using GMAW Process 6
MEM5.18AB Perform Advanced Welding Using GMAW Process 8
MEM5.19AB Weld Using GTAW Process 6
MEM5.20AB Perform Advanced Welding Using GTAW Process 8
MEM5.21AB Weld Using FGW 6
MEM5.22AB Perform Advanced Welding Using OAW Process 8
MEM5.23AB Weld Using SAW Process 6
MEM5.24BA Perform Welding Supervision 8
MEM5.25BB Perform Welding/Fabrication Inspection 12
MEM5.26AA Apply Welding Principles 4
MEM5.36AB Repair/Replace/Modify Fabrications 4
MEM5.37AA Geometric Developments 6
MEM5.38AA Advanced Geometric Development Cylindrical/Rectangular 2
MEM5.38AA Advanced Geometric Development Conical 2
MEM5.38AA Advanced Geometric Development Transitions 4
MEM5.4AA Weld Using Powder Flame Spraying 4
MEM5.4AB Carry Out Heat Treatment 6
MEM5.4AA Select Heat Treatment Process and Test Finished Product 6
MEM5.4AA Perform Basic Incidental Heat/Quenching Tempering & Annealing 2
MEM5.4AA Draw and Interpret Sketch 2
MEM5.4AA Interpret Technical Drawing 4
MEM5.4AA Prepare Basic Engineering Drawing 8
MEM5.4AA Basic Engineering Detail Drafting 8
MEM5.4AA Advanced Engineering Detail Drafting 4
MEM5.4AA Advanced Mechanical Detail Drafting 4
MEM5.4AA Advanced Structural Detail Drafting 4
MEM5.4AA Apply Basic Engineering Design Concepts 6
MEM5.4AB Erect Structures 4
MEM5.4AB Install Machine/Plant 4
MEM5.4AB Install Pipe-Work and Pipe-Work Assembles 4
MEM5.4AA Undertake Dogging/Grane Chasing 4
MEM5.4AA Manual Handling 2
MEM5.4AA Use Comparison and Basic Measuring Devices 2
MEM5.4AA Mark/Out/Off General Engineering 4
MEM5.4AA Mark/Off/Out Structural Fabrication and Shapes 4
MEM5.4AA UndertakeOH&S Activities in the Workplace 2
MEM5.4AA Work Safely with Industrial Chemicals & Materials 3
MEM5.4AA Schedule Material Deliveries 8
MEM5.4AA Basic Process Planning 8
MEM5.4AA Basic Production Scheduling 8
MEM5.4AA Perform Inspection (Basic) 2
MEM5.4AA Perform Inspection (Advanced) 4
MEM5.4AA Perform Laboratory Procedures 8
MEM5.4AA Assist in Development and Deliver Training in the workplace 2
MEM5.4AA Conduct Workplace Assessments 2
MEM5.4AA Use Hand Tools 2
MEM5.4AA Use Power Tools/Hand Held Operations 2
MEM5.4AA Use Tools For Precision Work 4

Welding Certificates

NF65 Welding Certificate 1/1E 60
NF66 Welding Certificate 2 60
NF67 Welding Certificate 3/3E 60
NF68 Welding Certificate 4 60
NF69 Welding Certificate 5 60
NF70 Welding Certificate 6 60
NF71 Welding Certificate 7 60
NF72 Welding Certificate 8G 60
NF73 Welding Certificate 9 60
NF74 Welding Certificate 8 Flux Cored 60
SUPER Welding Supervision 240
SUPER Welding Inspection 240

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.
Metal and Engineering Training Package
[Fabrication Stream]

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

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

Summary of Training Package Qualifications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Qualification</th>
<th>Minimum points required</th>
<th>Industrial C level outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM10198F</td>
<td>Certificate I in Engineering</td>
<td>16</td>
<td>C13</td>
</tr>
<tr>
<td>MEM20198</td>
<td>Certificate II in Engineering–Production</td>
<td>32</td>
<td>C12</td>
</tr>
<tr>
<td>MEM20298</td>
<td>Certificate II in Engineering–Production Technology</td>
<td>64</td>
<td>C11</td>
</tr>
<tr>
<td>MEM30198</td>
<td>Certificate III in Engineering–Production Systems</td>
<td>96</td>
<td>C10</td>
</tr>
<tr>
<td>MEM30298</td>
<td>Certificate III in Engineering–Fabrication Trade</td>
<td>96</td>
<td>C10</td>
</tr>
</tbody>
</table>

or AQF III+12

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 of Study 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 of Study competencies that are a necessary part of the skill profile of every job in the industry. Foundation competencies do not carry a points weighting, however they are necessary prerequisites to higher level Units of Study and will form part of the skills profile of all employees.
- Core Units of Study define competencies, which are common and necessary across a range of classifications in the Metal and Engineering Industry.
- Specialisation Units of Study describe the diverse range of competencies needed across the industry. The Specialisation Units of Study are also divided into ‘bands’, with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation Units of Study are regarded as both Band A and Band B Units of Study.

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

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

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

Certificate I in Engineering
Course Code: MEM10198F

Campus
Newport.

Course Structure
Participants must complete all foundation Units of Study plus 16 points in Units of Study drawn from Specialisation band A as listed below.

Foundation Competency Units of Study

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

Note: Foundation Units of Study do not carry unit weight points

Elective Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5.4AB</td>
<td>Perform routine oxyacetylene welding (fuel gas welding)</td>
</tr>
<tr>
<td>MEM5.6AA</td>
<td>Perform brazing &amp;/or silver soldering</td>
</tr>
<tr>
<td>MEM5.7AB</td>
<td>Manual heating and thermal cutting &amp; gouging</td>
</tr>
<tr>
<td>MEM5.21A</td>
<td>Weld using oxyacetylene welding process (OAW) fuel gas welding</td>
</tr>
<tr>
<td>MEM13.3AA</td>
<td>Work safely with industrial chemicals &amp; materials</td>
</tr>
</tbody>
</table>

Some units of study descriptors are listed under the Units of Study Details section of this Handbook.

Certificate II in Engineering – Production
Course Code: MEM20198F

Campus
Melton, Newport.

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

Foundation Competency Units of Study

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

Note that Foundation Units of Study do not carry unit weight points

Core Units of Study Band 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM2.11A</td>
<td>Measure with graduated devices</td>
</tr>
<tr>
<td>MEM2.7C10A</td>
<td>Perform computations–basic</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5.4AB</td>
<td>Perform routine oxyacetylene welding (fuel gas welding)</td>
</tr>
<tr>
<td>MEM5.6AA</td>
<td>Perform brazing &amp;/or silver soldering</td>
</tr>
<tr>
<td>MEM5.7AB</td>
<td>Manual heating and thermal cutting</td>
</tr>
</tbody>
</table>
Certificate II in Engineering – Production Technology

Course Code: MEM20298F

Campus
Melton, Newport.

Course Structure
Participants must complete all Foundation Units of Study plus 10 points of required band 1 Core Units of Study for C11, plus 34 points in Units of Study drawn from Specialisation band A as listed below.

Foundation Competency Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1FA</td>
<td>Undertake interactive workplace communication 0</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 of Study do not carry unit weight points

Core Units of Study Band 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM2.1C12A</td>
<td>Apply Quality Systems 2</td>
</tr>
<tr>
<td>MEM2.3C11B</td>
<td>Operate in a Workbased Team Environment 2</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5.15AB</td>
<td>Weld using manual metal arc welding process (MMAW) 6</td>
</tr>
<tr>
<td>MEM5.16AB</td>
<td>Perform advanced welding using manual metal arc welding process (MMAW) 8</td>
</tr>
<tr>
<td>MEM5.19AB</td>
<td>Weld using gas tungsten arc welding process (GTAW) 6</td>
</tr>
<tr>
<td>MEM5.20AB</td>
<td>Perform advanced welding using gas tungsten arc welding process (GTAW) 8</td>
</tr>
<tr>
<td>MEM5.21A</td>
<td>Weld using oxyacetylene welding process (OAW) fuel gas welding 4</td>
</tr>
</tbody>
</table>

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Engineering – Production Systems

Course Code: MEM30198F

Campus
Newport.

Course Structure
Participants must complete all Foundation Units of Study plus 20 points of required band 1 Core Units of Study for C10, plus 40 points in Units of Study drawn from the ‘Production’ stream Specialisation band A Units of Study, plus 36 points in Units of Study drawn from Specialisation band A Units of Study (including dual band A/band B Units of Study)

Foundation Competency Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1FA</td>
<td>Undertake interactive workplace communication 0</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 of Study do not carry unit weight points

Core Units of Study Band 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM2.4C11A</td>
<td>Assist in the provision of on the job training 2</td>
</tr>
<tr>
<td>MEM2.6C10A</td>
<td>Plan a complete activity 4</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM2.8C10A</td>
<td>Perform computations 2</td>
</tr>
<tr>
<td>MEM2.9C10A</td>
<td>Perform computer operations 2</td>
</tr>
<tr>
<td>MEM5.18AB</td>
<td>Perform advanced welding using gas metal arc welding process (GMAW) 8</td>
</tr>
<tr>
<td>MEM5.22AB</td>
<td>Perform advanced welding using oxyacetylene welding process (OAW) 8</td>
</tr>
<tr>
<td>MEM5.23AB</td>
<td>Weld using submerged arc welding process 6</td>
</tr>
</tbody>
</table>

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Engineering – Fabrication Trade [Light & Heavy]

Course Code: MEM130398F

Campus
To be advised.

Course Structure
Participants must complete all Foundation Units of Study plus 20 of band 1 Core Units of Study required for C10, plus 40 points in Units of Study drawn from Specialisation band A Units of Study, plus 36 points in Units of Study drawn from Specialisation band A Units of Study (including dual band A/band B Units of Study)

Foundation Competency Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1FA</td>
<td>Undertake interactive workplace communication 0</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 of Study do not carry unit weight points

Core Units of Study Band 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM2.1C12A</td>
<td>Apply Quality Systems 2</td>
</tr>
<tr>
<td>MEM2.4C11A</td>
<td>Assist in the provision of on the job training 2</td>
</tr>
<tr>
<td>MEM2.5C11A</td>
<td>Measure with Graduated Devices 2</td>
</tr>
<tr>
<td>MEM2.6C10A</td>
<td>Plan a complete Activity 4</td>
</tr>
<tr>
<td>MEM2.7C10A</td>
<td>Perform Computations–Basic 2</td>
</tr>
<tr>
<td>MEM2.8C10A</td>
<td>Perform Computations 2</td>
</tr>
<tr>
<td>MEM2.9C10A</td>
<td>Perform Computer Operations 2</td>
</tr>
<tr>
<td>MEM2.13C3A</td>
<td>Perform Mathematical Computations 4</td>
</tr>
<tr>
<td>MEM3.3AA</td>
<td>Work safely with industrial chemicals &amp; materials 2</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5.4AB</td>
<td>Perform routine oxyacetylene welding (fuel gas welding) 2</td>
</tr>
<tr>
<td>MEM5.5AA</td>
<td>Carry out mechanical cutting 2</td>
</tr>
<tr>
<td>MEM5.7AB</td>
<td>Manual heating and thermal cutting 2</td>
</tr>
<tr>
<td>MEM5.10AA</td>
<td>Undertake fabrication, forming, bending &amp; shaping 8</td>
</tr>
<tr>
<td>MEM5.11AB</td>
<td>Assemble fabricated components 8</td>
</tr>
<tr>
<td>MEM5.15AB</td>
<td>Weld using manual metal arc welding process (MMAW) 6</td>
</tr>
<tr>
<td>MEM5.17AB</td>
<td>Weld using gas metal arc welding process (GMAW) 6</td>
</tr>
<tr>
<td>MEM5.19AB</td>
<td>Weld using gas tungsten arc welding process (GTAW) 6</td>
</tr>
<tr>
<td>MEM5.37AA</td>
<td>Geometric development 6</td>
</tr>
<tr>
<td>MEM5.38AA</td>
<td>Advanced geometric development –Cylindrical/Rectangular 2</td>
</tr>
<tr>
<td>MEM5.39AA</td>
<td>Advanced geometric development–Conical 2</td>
</tr>
<tr>
<td>MEM5.40AA</td>
<td>Advanced geometric development–Transition 4</td>
</tr>
<tr>
<td>MEM9.1AA</td>
<td>Draw &amp; interpret sketch 2</td>
</tr>
<tr>
<td>MEM9.2AA</td>
<td>Interpret technical drawing 4</td>
</tr>
</tbody>
</table>
Materials Handling
Elective Units of Study
MEM11.1AA Manual handling 2

Measurement
Elective Units of Study
MEM12.7AA Mark off/out structural fabrications & shapes 4

Mechanical
Elective Units of Study
MEM18.1AB Use hand tools 2
MEM18.2AA Use tools/hand held operations 2

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Certificate IV in Engineering Technology

Course Code: 20018VIC

Campus
Newport.

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 Metals 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 (MEM30298) or Certificate III in Engineering – Fabrication Trade (MEM30398).

Selection Procedures/Selection Criteria
Compliance with pre-requisites.

Course Duration
The course is offered over a period of 360 nominal hours.

Course Structure
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;
- Mechatronics;
- 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 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 of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1FA</td>
<td>Undertake interactive workplace communication 0</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 of Study do not carry unit weight points

Elective Units of Study

MEM5.24BA Perform welding supervision 12
MEM5.25BB Perform welding/fabrication inspection 12
MEM5.26AA Apply welding principles 4
MEM9.3AA Prepare basic engineering drawing 8

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Advanced Diploma of Engineering Technology [Fabrication/Welding Supervision, Inspection]

incorporating

Diploma of Engineering Technology [Fabrication/Welding]

Course Code: 20020VIC Advanced Diploma
Course Code: 20019VIC Diploma

Campus
Newport.

Career Opportunities
Engineering Industry.

Scope of Delivery
Part-time only.

Course Objective
The Advanced Diploma of Engineering Technology (20019VICF) [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 of Study 3 and 4), Mathematics (Units of Study 1 and 2 or 3 and 4), Physics (Units of Study 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 Duration
Full-time: Two years (or 1 year after completion of Diploma)
Part time: Dependent on the number of modules undertaken each year. Diploma 800 hours/Advanced Diploma (Stages 1and 2) 1200 hours.

Course Structure
Stage 1 of the Advanced Diploma is the Diploma of Engineering Technology (15 modules). Stage 2 consists of 15 Advanced Diploma modules selected for the chosen area of specialisation. The 15 modules must include at least 9 EB designated modules and may include up to six additional Advanced Certificate (EA) modules.
### Industrial Skills Training Centre

The Industrial Skills Training Centre is located at Gate 4, Hoppers Lane, Werribee (Melway Ref 206, J6) in a $20 million purpose-built complex with large indoor and outdoor work areas and modern classrooms.

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

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

The courses train personnel in all areas of operation, safety and efficiency and to accord with relevant Government legislation and regulations requiring Certificates of Competence or special licences.

The Centre’s Driver Education Unit's driver training courses range from pre-learners to heavy vehicle training and license assessment. The Unit also provides specialised courses to suit clients’ specific needs. The Unit has VicRoads’ quality assurance certification and is an accredited VicRoads’ service provider of heavy vehicle license training and testing.

The Centre is the largest provider of Victorian Workcover Authority (VWA) Certificate Assessments. Assessments are conducted to VWA guidelines using National Competency Standards and Instruments of Assessment and can be conducted on-site, or on-campus using the Centre’s equipment.

The Industrial Skills Training Centre provides Assessor Training consistent with the National Competency Standards for workplace competency training, and training for the Transport and Warehousing industries. Recognition of Prior Learning (RPL) Assessments are available and a consulting service for its wide range of courses.

The Industrial Skills Training Centre offers the following services:

#### Flexible Training
- Delivery tailored to industry needs;
- Delivered at the Centre or on-site using Industry or the Centre’s equipment;
- Self-paced delivery options;
- Basic, refresher or advanced training.

#### Modern Equipment
- Extensive range of training equipment;
- Industry relevant;
- Undercover training areas;
- Up-to-Date Courses;
- Training based on nationally endorsed competencies;
- Training and assessment combined.

#### Skilled trainers
- Accredited Skills Assessors;
- Qualified instructors in a broad range of industries;
- All instructors have extensive industry experience.

#### Up-to-date courses
- Training based on nationally endorsed competencies;
- Training and assessment combined.

#### Courses developed
- Courses designed and developed for Industry needs;
- Existing courses customized.

#### Assessment services
- Qualification cards for earthmoving operators;
- Workcover National Certificates of Competence;
- VicRoads Heavy Vehicle license Assessment;
- General assessment of operators in the workplace.

#### Consultancy services
- Training needs analysis;
- Addressing problems in the workplace;
- Equipment operation safety advice;
- Workcover licensing advice;

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<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA010</td>
<td>Material Science</td>
</tr>
<tr>
<td>EA031</td>
<td>Writing in plain English</td>
</tr>
<tr>
<td>EA040</td>
<td>Occupational Health &amp; Safety</td>
</tr>
<tr>
<td>EA042</td>
<td>Quality Functions-Receiving Inspection</td>
</tr>
<tr>
<td>EA045</td>
<td>Quality Concepts</td>
</tr>
<tr>
<td>EA047</td>
<td>Quality Improvement in the Workplace</td>
</tr>
<tr>
<td>EA050</td>
<td>Computing in Engineering Computing</td>
</tr>
<tr>
<td>EA061</td>
<td>Engineering Graphics</td>
</tr>
<tr>
<td>EA063</td>
<td>Technical Drawing Interpretation</td>
</tr>
<tr>
<td>EA069</td>
<td>Engineering Organisations</td>
</tr>
<tr>
<td>EA070</td>
<td>Planning Estimating &amp; Costing</td>
</tr>
<tr>
<td>EA071</td>
<td>Engineering Measurement</td>
</tr>
<tr>
<td>EA060</td>
<td>Maintenance Processes</td>
</tr>
<tr>
<td>EA062</td>
<td>Maintenance Systems</td>
</tr>
<tr>
<td>EA063</td>
<td>Preventative Maintenance</td>
</tr>
<tr>
<td>EA064</td>
<td>Supervision of Materials Handling System</td>
</tr>
<tr>
<td>EA066</td>
<td>Liquid Penetrant</td>
</tr>
<tr>
<td>EA067</td>
<td>Magnetic Particle</td>
</tr>
<tr>
<td>EA068</td>
<td>Non-Destructive Testing Methods</td>
</tr>
<tr>
<td>EA069</td>
<td>Penetrant Testing</td>
</tr>
<tr>
<td>EA060</td>
<td>Radiographic Testing</td>
</tr>
<tr>
<td>EA061</td>
<td>Radiographic Testing Methods</td>
</tr>
<tr>
<td>EA062</td>
<td>Radiography &amp; Radiation Safety</td>
</tr>
<tr>
<td>EA063</td>
<td>Ultrasonic Testing</td>
</tr>
<tr>
<td>EA064</td>
<td>Ultrasonic Testing Methods</td>
</tr>
<tr>
<td>EA068</td>
<td>Non-Destructive Testing</td>
</tr>
<tr>
<td>EA070</td>
<td>Engineering Drawing (Detail)</td>
</tr>
<tr>
<td>EA072</td>
<td>Engineering (Development &amp; Pipework)</td>
</tr>
<tr>
<td>EA073</td>
<td>Engineering Drawing (Structural and Mechanical)</td>
</tr>
<tr>
<td>EA074</td>
<td>Workshop Practice</td>
</tr>
<tr>
<td>EA084</td>
<td>Introduction to Strength of Materials</td>
</tr>
<tr>
<td>EA085</td>
<td>Drafting Steel Work</td>
</tr>
<tr>
<td>EA087</td>
<td>Radiographic Interpretation</td>
</tr>
<tr>
<td>EA088</td>
<td>Weld Inspection Practices</td>
</tr>
<tr>
<td>EA089</td>
<td>Weld Procedure Development</td>
</tr>
<tr>
<td>EA090</td>
<td>Weld Processes &amp; Economics</td>
</tr>
<tr>
<td>EA092</td>
<td>Boilers &amp; Pressure Vessel Codes</td>
</tr>
<tr>
<td>EA093</td>
<td>Welding Technology</td>
</tr>
<tr>
<td>EA095</td>
<td>Fabrication D– (Structural Steel)</td>
</tr>
<tr>
<td>EA096</td>
<td>Weld Testing &amp; Inspection</td>
</tr>
<tr>
<td>EB022</td>
<td>Developing Instructional Materials</td>
</tr>
<tr>
<td>EB030</td>
<td>Advanced Quality Concepts</td>
</tr>
<tr>
<td>EB041</td>
<td>Quality -Manual Development Writing</td>
</tr>
<tr>
<td>EB050</td>
<td>Engineering Projects</td>
</tr>
<tr>
<td>EB070</td>
<td>Engineering Management</td>
</tr>
<tr>
<td>EB071</td>
<td>Project Management</td>
</tr>
<tr>
<td>EB076</td>
<td>Introduction Environment Management</td>
</tr>
<tr>
<td>EB078</td>
<td>Improving Workplace Performance</td>
</tr>
<tr>
<td>EB084</td>
<td>Material Handling System Designs</td>
</tr>
<tr>
<td>EB085</td>
<td>Materials for Engineering</td>
</tr>
<tr>
<td>EB086</td>
<td>Metal Joining Processes</td>
</tr>
<tr>
<td>EB712</td>
<td>Plant Layout</td>
</tr>
<tr>
<td>EB833</td>
<td>Advanced Joining Techniques</td>
</tr>
<tr>
<td>EB834</td>
<td>Welded Joint Design</td>
</tr>
<tr>
<td>EB836</td>
<td>Welding Technology</td>
</tr>
<tr>
<td>ED015</td>
<td>Flexible Manufacturing Systems (FMS) Designs</td>
</tr>
<tr>
<td>ED016</td>
<td>Interchangeable Manufacturing Technology</td>
</tr>
<tr>
<td>ED023</td>
<td>History &amp; Impact of Technological Change</td>
</tr>
<tr>
<td>ED031</td>
<td>Quality Management</td>
</tr>
<tr>
<td>ED046</td>
<td>Research Project A</td>
</tr>
</tbody>
</table>

Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.
• On-site delivery;
• Training as part of a construction project;
• Combination of delivery by TAFE and workplace instructors;
• Recognition of workplace competencies achieved.

All courses in this section are subject to change. Applicants should contact the Industrial Skills Training Centre to verify course details.

Unit of Study Code

BCC30198 Certificate III in Civil Construction (Plant)
BCC31398 Certificate III in General Construction
BCC30498 Certificate III in Civil Construction (Bridge/ Marine Construction)
BCC30298 Certificate III in Civil Construction (Road Construction and Maintenance)

TD20102 Certificate II in Transport and Distribution (Warehousing and Storage)
TD30102 Certificate III in Transport and Distribution (Warehousing and Storage)
TD40102 Certificate IV in Transport and Distribution (Warehousing and Storage)
TD20202 Certificate II in Transport and Distribution (Road Transport)
TD30202 Certificate III in Transport and Distribution (Rail Operations)
TD40202 Certificate IV in Transport and Distribution (Road Transport)
TD51002 Diploma of Logistics Management
TD30902 Certificate III in Transport and Distribution (Mobile Cranes Operations)
21370VIC Certificate III Motor Vehicle Driver Trainer
21381VIC Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicles)
TD20402 Certificate II in Transport and Distribution (Rail Operations)
TD30402 Certificate III in Transport and Distribution (Rail Operations)
TD40402 Certificate IV in Transport and Distribution (Rail Operations)
TD20302 Certificate II in Transport and Distribution (Stevedoring)
TD30302 Certificate III in Transport and Distribution (Stevedoring)
TD40302 Certificate IV in Transport and Distribution (Stevedoring)
TD21102 Certificate II in Transport and Distribution (Administration)
TD31102 Certificate III in Transport and Distribution (Administration)
TD41102 Certificate IV in Transport and Distribution (Administration)

In addition to the courses outlined in this handbook the following courses are also available:

Building & Construction Industry Courses

• Course in Riggering—Basic;
• Course in Riggering—Intermediate;
• Course in Riggering—Advanced;
• Course in Scaffolding—Basic;
• Course in Scaffolding—Limited Height;
• Course in Scaffolding—Intermediate;
• Course in Scaffolding—Advanced;
• Course in Dogging;
• Course in Safe Lifting (load slinging);
• Course in Elevating Work Platform;
• Course in Mobil Cranes (Slewing & Non Slewing); Vehicle Loading;
• Course in Overhead Travelling Crane.

Civil Construction Industry Courses

• Course in Earthmoving – Earthmoving Equipment Operator; Front-End Loader; Front-End Loader/Backhoe; Excavator, Skid Steer Loader;
• Course in Basic Grading;
• Course in Trench Shoring and Safety.

Warehousing Industry

• Courses in Forklift Operating (Ride-On; Pedestrian; Reach Truck);
• Course in Order Picker.

Road Transport Industry

• Course in Heavy Vehicles
• Course in Light Rigid Truck;
• Course in Medium Rigid Truck;
• Course in Heavy Rigid Truck (Synchro and Non-Synchro);
• Course in Heavy Combination Truck;
• Course in B Double Truck (Multi Combination);

Driver Education Courses

• School Learners Driver Program;
• Dangerous Goods Licence Training;
• Defensive Driving (Car and Truck);
• Driver Instructor Training;

For details contact the Industrial Skills Training Centre by telephone on: (03) 9919 7600 or fax: (03) 9919 7606.

Graeme Barry
Head, Department of Industrial Skills Training Centre—TAFE

Certificate III in Civil Construction (Plant)

Course Code: BCC30198

Campus
Werribee.

Career Opportunities
Civil Construction Industry.

Scope of Delivery
Contact the department on 9919 7600.

Course Objective
The course aims to provide participants with the skills and knowledge to undertake work in the civil construction industry. Specific Units of Study provide participants with the skills and knowledge to undertake assessments for National Health and Safety Council (NOHSC) licensing.

Entry Requirements
To qualify for admission to the course applicants must be employed within the Civil Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English.

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

Selection Procedures/Selection Criteria
Contact the department on 9919 7600.

Course Duration
The course may be offered over 3 years part-time, 948 nominal hours. This course is available as an apprenticeship or traineeship.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC1003A</td>
<td>Drain/de-water site</td>
</tr>
<tr>
<td>BCC1009A</td>
<td>Carry out manual excavation</td>
</tr>
<tr>
<td>BCC1012A</td>
<td>Spread &amp; compact materials manually</td>
</tr>
</tbody>
</table>

Graeme Barry
Head, Department of Industrial Skills Training Centre—TAFE
BCC1013A Monitor machine operations 8
BCC1014A Control construction traffic 4
BCC2003A Assist with excavation & support installation 8
BCC2005A Repair pavement 36
BCC2009A Carry out concrete work 40
BCG1000A Carry out interactive workplace communication 20
BCG1001A Carry out OH&S requirements 40
BCG1002A Plan & organise work 20
BCG1003A Read & interpret plans 40
BCG1004A Carry out measurements & calculations 20
BCG1005A Use hand & power tools 80
BCG1006A Use small plant & equipment 16
BCG1008A Use simple levelling devices 8
BCG1010A Carry out concreting to simple forms 40
BCG1011A Handle construction materials & safely dispose of waste 16

Elective Units of Study
(i) 3 Units of Study from Series 1000 and/or Series 2000 Elective Units of Study;
(ii) 1 unit from Group A Elective Units of Study and 2 Units of Study from Group B Elective Units of Study; or
(iii) 2 Units of Study from Group A Elective Units of Study and 1 unit from Group B Elective Units of Study.

Elective Units of Study will be selected by the student in consultation with his/her employer, with approval of the Head of Department. Group A

BCG3002A Conduct Backhoe/Loader operations 200
BCG3003A Conduct Dozer operations 240
BCG3004A Conduct Excavator operations 200
BCG3005A Conduct Front End Loader operations 160
BCG3006A Conduct Grader operations 240
BCG3007A Conduct Scraper operations 160
BCG3008A Conduct Skid Steer Loader operations 80
BCG3014A Conduct Pipelay operatons 80
BCG3015A Conduct Recycler operations 80

Group B

BCG3001A Conduct Tip Truck operations 60
BCG3009A Conduct Roller operations 80
BCG3010A Conduct Water Cart operations 40
BCG3012A Conduct Dump Truck operations 60
BCG3013A Conduct Forklift operations 32
BCG3017A Conduct Telescopic Materials Handler Operations 80
BCG3018A Conduct Materials Spreader operations 80
BCG3019A Conduct Profile Planer operations 80

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

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

Selection Procedures/Selection Criteria
Contact the department on 9919 7600.

Course Duration
The course may be offered on a full-time basis over a minimum of 842 nominal hours or part-time equivalent.

Course Structure

Certificate III in Civil Construction (Road Construction and Maintenance)

Course Code: BCC30298

Campus
Werribee.

Career Opportunities
Civil Construction Industry.

Scope of Delivery
Contact the department on 9919 7600.

Course Objective
The course aims to provide participants with the skills suitable for someone working as a road maintenance worker.

Entry Requirements
To qualify for admission to the course applicants must be employed within the Civil Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English.
Certificate III in Civil Construction (Bridge/Marine Construction)

Course Code: BCC30408

Campus
Werribee.

Career Opportunities
Civil Construction Industry.

Scope of Delivery
Contact the department on 9917 7600.

Course Objective
The course aims to provide participants with the skills suitable for someone involved in the construction and maintenance of bridges.

Entry Requirements
To qualify for admission to the course applicants must be employed within the Civil Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English.

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

Selection Procedures/Selection Criteria
Contact the department on 9917 7600.

Course Duration
The course may be offered on a full-time basis over a minimum of 708 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Course Structure</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Study Code</td>
<td>BCC1003A</td>
<td>Drain/De-Water Site</td>
</tr>
<tr>
<td></td>
<td>BCC1005A</td>
<td>Use hand and power tools</td>
</tr>
<tr>
<td></td>
<td>BCC1006A</td>
<td>Use small plant and equipment</td>
</tr>
<tr>
<td></td>
<td>BCC1009A</td>
<td>Carry out manual excavation</td>
</tr>
<tr>
<td></td>
<td>BCC1012A</td>
<td>Spread and compact materials manually</td>
</tr>
<tr>
<td></td>
<td>BCC1013A</td>
<td>Monitor machine operations</td>
</tr>
<tr>
<td></td>
<td>BCC1014A</td>
<td>Control construction traffic</td>
</tr>
<tr>
<td></td>
<td>BCC2003A</td>
<td>Read and interpret plans</td>
</tr>
<tr>
<td></td>
<td>BCC2003A</td>
<td>Assist with excavation and support installation</td>
</tr>
<tr>
<td></td>
<td>BCC2005A</td>
<td>Repair pavements</td>
</tr>
<tr>
<td></td>
<td>BCC2009A</td>
<td>Carry out concrete work</td>
</tr>
<tr>
<td></td>
<td>BCC3028A</td>
<td>Control Traffic</td>
</tr>
<tr>
<td></td>
<td>BCC3050A</td>
<td>Construct sub-structures – bridges &amp; wharves</td>
</tr>
<tr>
<td></td>
<td>BCC3051A</td>
<td>Install deck</td>
</tr>
<tr>
<td></td>
<td>BCC3052A</td>
<td>Maintain structures – bridge &amp; marine works</td>
</tr>
<tr>
<td></td>
<td>BCG1000A</td>
<td>Carry out interactive workplace communication</td>
</tr>
<tr>
<td></td>
<td>BCG1001A</td>
<td>Carry out OH&amp;S requirements</td>
</tr>
<tr>
<td></td>
<td>BCG1002A</td>
<td>Plan &amp; organise work</td>
</tr>
<tr>
<td></td>
<td>BCG1003A</td>
<td>Read &amp; interpret plans</td>
</tr>
<tr>
<td></td>
<td>BCG1004A</td>
<td>Carry out measurements &amp; calculations</td>
</tr>
<tr>
<td></td>
<td>BCG1005A</td>
<td>Use hand &amp; power tools</td>
</tr>
<tr>
<td></td>
<td>BCG1006A</td>
<td>Use small plant &amp; equipment</td>
</tr>
<tr>
<td></td>
<td>BCG1007A</td>
<td>Erect &amp; dismantle restricted height scaffolding</td>
</tr>
<tr>
<td></td>
<td>BCG1008A</td>
<td>Use simple levelling devices</td>
</tr>
<tr>
<td></td>
<td>BCG1009A</td>
<td>Carry out excavation &amp; install support</td>
</tr>
<tr>
<td></td>
<td>BCG1010A</td>
<td>Carry out concreting to simple forms</td>
</tr>
<tr>
<td></td>
<td>BCG1011A</td>
<td>Handle construction materials &amp; safely dispose of waste</td>
</tr>
</tbody>
</table>

Elective Units of Study

A minimum of 3 Units of Study from the following:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCC2001A</td>
<td>Carry out basic site survey</td>
</tr>
<tr>
<td>BCC2004A</td>
<td>Lay pipes</td>
</tr>
<tr>
<td>BCC2006A</td>
<td>Erect/ dismantle fencing and gates</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>Erect and dismantle restricted height scaffolding</td>
</tr>
<tr>
<td>BCG2002A</td>
<td>Oxy/ LPG acetylene cutting</td>
</tr>
<tr>
<td>BCG2007A</td>
<td>Operate elevating work platforms</td>
</tr>
<tr>
<td>BCG2008A</td>
<td>Use explosive power tools (EPT)</td>
</tr>
</tbody>
</table>

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in General Construction

Course Code: BCC31398

Campus
Werribee.

Career Opportunities
General Construction Industry.

Scope of Delivery
Contact the department on 9917 7600.

Course Objective
The course aims to provide participants with the skills and knowledge to undertake work in the general construction industry. Specific Units of Study provide participants with the skills and knowledge to undertake assessments for National Health and Safety Council (NHSC) licensing.

Entry Requirements
Applicants for this course must be employed within the General Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English.

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

Selection Procedures/Selection Criteria
Contact the department on 9917 7600.

Course Duration
This 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 680–1054 nominal hours. This course is also available as an apprenticeship or traineeship.

Course Structure

<table>
<thead>
<tr>
<th>Course Structure</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Unit of Study Code</td>
<td>BCG1000A</td>
<td>Carry out interactive workplace communication</td>
</tr>
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<td>BCG1001A</td>
<td>Carry out OH&amp;S requirements</td>
</tr>
<tr>
<td></td>
<td>BCG1002A</td>
<td>Plan &amp; organise work</td>
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<td></td>
<td>BCG1003A</td>
<td>Read &amp; interpret plans</td>
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<td>BCG1004A</td>
<td>Carry out measurements &amp; calculations</td>
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<td></td>
<td>BCG1005A</td>
<td>Use hand &amp; power tools</td>
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<td></td>
<td>BCG1006A</td>
<td>Use small plant &amp; equipment</td>
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<tr>
<td></td>
<td>BCG1007A</td>
<td>Erect &amp; dismantle restricted height scaffolding</td>
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<tr>
<td></td>
<td>BCG1008A</td>
<td>Use simple levelling devices</td>
</tr>
<tr>
<td></td>
<td>BCG1009A</td>
<td>Carry out excavation &amp; install support</td>
</tr>
<tr>
<td></td>
<td>BCG1010A</td>
<td>Carry out concreting to simple forms</td>
</tr>
<tr>
<td></td>
<td>BCG1011A</td>
<td>Handle construction materials &amp; safely dispose of waste</td>
</tr>
<tr>
<td></td>
<td>BCG2001A</td>
<td>Prepare surfaces</td>
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<tr>
<td></td>
<td>BCG2003A</td>
<td>Carry out general demolition</td>
</tr>
<tr>
<td></td>
<td>BCG2004A</td>
<td>Carry out levelling</td>
</tr>
<tr>
<td></td>
<td>BCG2007A</td>
<td>Operate elevated work platforms (EWP)</td>
</tr>
<tr>
<td></td>
<td>BCG2008A</td>
<td>Use explosive power tools (EPT)</td>
</tr>
<tr>
<td></td>
<td>BCG2009A</td>
<td>Carry out concrete work</td>
</tr>
<tr>
<td></td>
<td>BCG3011A</td>
<td>Carry out basic setting out</td>
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<tr>
<td></td>
<td>BCG3013A</td>
<td>Conduct fork lift operations</td>
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<tr>
<td></td>
<td>BCG3041A</td>
<td>Undertake dogging</td>
</tr>
<tr>
<td></td>
<td>BCG3043A</td>
<td>Operate hoist</td>
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</tbody>
</table>

Elective Units of Study

Three Units of Study from Series 3000 elective Units of Study selected by the student in consultation with his/her employer, with approval of the Head of Department.
Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate II in Transport and Distribution (Warehousing & Storage)

Course Code: TDT20102

Campus
Werribee.

Career Opportunities
Warehousing Industry.

Scope of Delivery
Contact the department on 9919 7600

Course Objective
This course aims to develop the knowledge and skills of students wishing to advance in the Warehousing Industry.

Entry Requirements
To qualify for admission students must have successful completion of six (6) Units of Study aligned at AQF level 1, comprising:

(a) 6 Units of Study at AQF 1 made up of:
   - at least 5 Units of Study and up to 6 Units of Study from those listed below (aligned at AQF 1), and
   - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

(b) 7 Units of Study at AQF 1 made up of:
   - at least 5 Units of Study and up to 7 Units of Study from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
   - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Selection Procedures/Selection Criteria
Contact the department on 9919 7600

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
A successful assessment outcome for a total 14 Units of Study, comprising:

- 7 Units of Study at AQF 2 made up of:
  - at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 2), and
  - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

- 7 Units of Study at AQF 1 made up of:
  - at least 5 Units of Study and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
  - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Contact the department on 9919 7600

Scope of Delivery
This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
A successful assessment outcome for a total 14 Units of Study, comprising:

- 7 Units of Study at AQF 2 made up of:
  - at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 2), and
  - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

- 7 Units of Study at AQF 1 made up of:
  - at least 5 Units of Study and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
  - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Course Objective
This course aims to develop the knowledge and skills of students wishing to advance in the Warehousing Industry.

Entry Requirements
To qualify for admission students must have successful completion of six (6) Units of Study aligned at AQF level 1, comprising:

(a) 6 Units of Study at AQF 1 made up of:
   - at least 5 Units of Study and up to 6 Units of Study from those listed below (aligned at AQF 1), and
   - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

(b) 7 Units of Study at AQF 1 made up of:
   - at least 5 Units of Study and up to 7 Units of Study from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
   - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Scope of Delivery
This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
A successful assessment outcome for a total 14 Units of Study, comprising:

- 7 Units of Study at AQF 2 made up of:
  - at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 2), and
  - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

- 7 Units of Study at AQF 1 made up of:
  - at least 5 Units of Study and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
  - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Course Objective
This course aims to develop the knowledge and skills of students wishing to advance in the Warehousing Industry.

Entry Requirements
To qualify for admission students must have successful completion of six (6) Units of Study aligned at AQF level 1, comprising:

(a) 6 Units of Study at AQF 1 made up of:
   - at least 5 Units of Study and up to 6 Units of Study from those listed below (aligned at AQF 1), and
   - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

(b) 7 Units of Study at AQF 1 made up of:
   - at least 5 Units of Study and up to 7 Units of Study from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
   - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.
Certificate III in Transport and Distribution (Warehousing & Storage)
Course Code: TDT30102
Campus
Werribee.
Career Opportunities
Warehousing Industry.
Scope of Delivery
Contact the department on 9919 7600
Course Objective
This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the warehousing industry.
Entry Requirements
Successful completion of seven (7) Units of Study aligned at AQF level 1 and a minimum of seven and a maximum of nine (9) Units of Study aligned at AQF level 2, consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the Warehousing Industry.
Selection Procedures/Selection Criteria
Contact the department on 9919 7600
Course Duration
This 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.
Course Structure
A successful assessment outcome for a total of 21 Units of Study, comprising:
(a) at least 5 Units of Study and up to 7 Units of Study aligned at AQF 3 made up of:
- at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 3), and
- up to 2 suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
(b) and at least 7 Units of Study and up to 9 units at AQF 2 made up of:
- at least 5 Units of Study and up to 9 Units of Study from those listed fro the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
- up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
(c) and 7 Units of Study aligned at AQF 1 made up of:
- at least 5 units and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
- up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.
Unit Unit of Study Code Hours
TDTA1997B Organise Receival Operations 40
TDTA2497B Organise Warehouse Records Operations 30
TDTA2698B Monitor Storage Facilities 30
TDTA3801A Control and Order Stock 40
TDTA3901A Receive and Store Stock 40
TDTB297B Test Equipment and Isolate Faults 20
TDTD1197B Conduct Specialised Forklift Operations 40
TDTD1497B Load and Unload Vehicles Carrying Special Loads 20
TDTD1597B Identify and Label Explosives and Dangerous Goods 20
TDTD2398B Use Specialised Liquid Bulk Gas Transfer Equipment 40
TDTD2498B Use Specialised Liquid Bulk Transfer Equipment (Gravity/Pressurised) 40
TDTD2798B Prepare for Transport of Packaged Dangerous Goods 40
TDTD2898B Prepare for Transport of Packaged Dangerous Goods in Bulk 40
TDTD3198B Rig Load 40
TDTD3397B Operate a Vehicle-Mounted Loading Crane 40
TDTD3398B Operate a Boom Type Elevating Work Platform 30
TDTD3698B Lift and Move Load Using Mobile Crane Up to and Including 20 Tonnnes 40
TDTD4098B Control Lift and Movement of Crane 20
TDTD4301A Shift Loads Using Gantry Equipment 80
TDTD4401A Shift Loads Using Cranes 80
TDET297B Estimate/Calculate Mass, Area and Quantify Dimensions 30
TDET497B Prepare Workplace Documents 20
TDET1298B Consolidate Manifest Documentation 20
TDET1598B Undertake Rigger/Dogger and Driver Communication 20
TDET1698B Estimate/Calculate Load Shifting Requirements For a Mobile Crane 20
TDTF397B Implement and Monitor OHS Procedures 30
TDTG497B Organise Occupational Health and Safety Procedures in the Workplace 30
TDTF2201A Implement and Monitor Safe Procedures when Warehousing/Storage Dangerous Goods and/or Hazardous Substances 60
BSBCMN310A Deliver and Monitor a Service to Customers 35
TDTJ297B Apply Quality Systems 40
TDTJ598B Sample, Inspect & Test Products to Specifications 20
TDTJ698B Implement Grain Protection Procedures 40
TDTL297B Undertake Employee Payroll Activities 20
TDTL397B Conduct Induction Process 20
BSBCMN302A Organise Personal Work Priorities and Development 30
BSZ404A Train Small Groups 30
BSZ402A Conduct Assessment 15
TDTQ498B Conduct Control Procedures for Transferring Explosives and Dangerous/Specialised Goods 40
TDTM1601A Apply and Monitor Workplace Security Procedures 40
TDTQ397B Maintain Financial Records in a Small Business 40
TDTQ298B Document a Records System 30
TDTQ398B Identify and Classify Records to be Captured 40
TDTT698B Provide Records Retrieval Service 20
TDTT798B Sentence Records 60
TDTT898B Undertake Disposal Program 30
TDTT998B Undertake Movement of Records 20
TDTT1098B Destroy Records 30
TDTW601A Operate Computerised Mail and Parcels Sorting Equipment 40
TDTW701A Code and Coordinate Video-Coding Operations 40
TDTW801A Carry OutCuller Facer canceller (CFC) Operations 20
Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.
Certificate IV in Transport and Distribution (Warehousing & Storage)

Course Code: TDT40102

Campus
Werribee.

Career Opportunities
Warehousing Industry.

Scope of Delivery
Contact the department on 9919 7600

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
• 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 9919 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 of Study, comprising:
(a) 7 Units of Study aligned at AQF 4 made up of:
– at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 4), and
– up to 2 suitable Units of Study (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.
(b) and at least 5 Units of Study and up to 7 units at AQF 3 made up of:
– at least 5 Units of Study and up to 7 Units of Study from those listed from the Certificate III in Transport and Distribution (Warehousing and Storage) (aligned at AQF 3), and
– up to 2 suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.
(c) and 7 Units of Study and up to 9 Units of Study at AQF 2 made up of:
– at least 5 units and up to 9 Units of Study from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
– up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

(d) and 7 Units of Study aligned at AQF 1 made up of:
– at least 5 Units of Study 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 of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.
Certificate II in Transport and Distribution (Road Transport)

Course Code: TDT20202

Campus
Werribee.

Career Opportunities
Road Transport Industry.

Scope of Delivery
Contact the department on 9919 7600.

Course Objective
This course aims to develop the knowledge and skills of students wishing to enter into and gain work skills for the Road Transport Industry.

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

Selection Procedures/Selection Criteria
Contact the department on 9919 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 of Study comprising:

(a) 7 Units of Study aligned at AQF 3 made up of:
- at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 2), and
- up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages, and;

(b) 7 Units of Study aligned at AQF 1 made up of:
- at least 5 Units of Study and up to 7 Units of Study from those listed in the Certificate I in Transport and Distribution (Road Transport) (aligned at AQF 1) and
- up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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### Certificate III in Transport and Distribution (Road Transport)

**Course Code:** TDT30202  
**Campus:** Werribee.

**Career Opportunities**  
Road Transport Industry.

**Scope of Delivery**  
Contact the department on 9919 7600.

**Course Objective**  
The course aims to provide students with the knowledge and skills required to undertake work in road transport industry.

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

**Selection Procedures/Selection Criteria**  
Contact the department on 9919 7600.

**Course Duration**  
The course may be offered on a full-time basis over 325–970 nominal hours or part-time equivalent.

#### Course Structure

A successful assessment outcome for a total 21 Units of Study, comprising:

- **(a)** at least 5 Units of Study and up to 7 Units of Study aligned at AQF 3 made up of:
  - at least 3 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 3), and
  - up to 2 suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from other either Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.

- **(b)** and at least 7 Units of Study and up to 9 Units at AQF 2 made up of:
  - at least 5 Units of Study and up to 9 Units of Study from those listed from the Certificate II in Transport and Distribution (Road Transport) (aligned at AQF 2), and
  - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from other either Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

- **(c)** and 7 Units of Study aligned at AQF 1 made up of:
  - at least 5 units and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Road Transport) (aligned at AQF 1), and
  - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from other either Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

**Unit of Study Code**  
**Course Details**

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<tr>
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<th>Hours</th>
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<tr>
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<td>Maintain Container/Cargo Records 20</td>
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<td>TDTA397B</td>
<td>Process Receipt and Delivery of Containers and Cargo 40</td>
</tr>
<tr>
<td>TDTA907B</td>
<td>Transfer Cargo 40</td>
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<tr>
<td>TDTA1097B</td>
<td>Coordinate Goods to Bond Premises 20</td>
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<tr>
<td>TDTA1597B</td>
<td>Complete Receipt/Despatch Documentation 40</td>
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<tr>
<td>TDTA1797B</td>
<td>Apply Product Knowledge to Organise Work Operations 40</td>
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<tr>
<td>TDTA1897B</td>
<td>Organise Despatch Operations 40</td>
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<tr>
<td>TDTA1997B</td>
<td>Organise Receival Operations 40</td>
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<tr>
<td>TDTA2497B</td>
<td>Organise Warehouse Records Operations 30</td>
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<tr>
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<td>Control and Order Stock 40</td>
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<tr>
<td>TDTA3901A</td>
<td>Receive and Store Stock 40</td>
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<tr>
<td>TDTB297B</td>
<td>Test Equipment and Isolate Faults 20</td>
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<tr>
<td>TDTB397B</td>
<td>Carry Out Maintenance of Vehicles Designed to Carry Special Loads 30</td>
</tr>
<tr>
<td>TDTB697B</td>
<td>Carry Out Inspection of Vehicles Designed to Carry Special Loads 30</td>
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<tr>
<td>TDTB1198B</td>
<td>Set Up and Rig Crane for Lift 30</td>
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<tr>
<td>TDTB1298B</td>
<td>Plan Job and Set Up Work Areas 40</td>
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<tr>
<td>TDTB1398B</td>
<td>Maintain Mobile Cranes 40</td>
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<tr>
<td>TDTB1498B</td>
<td>Load and Unload Wheeled or Tracked Crane 20</td>
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<tr>
<td>TDTB1598B</td>
<td>Undertake Site Inspection 20</td>
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<tr>
<td>TDTB1698B</td>
<td>De-rig, Pack and Store Tools and Equipment 10</td>
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<tr>
<td>TDTB1798B</td>
<td>Assemble and Dismantle Boom or Jib 80</td>
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<tr>
<td>TDTC497C</td>
<td>Drive Heavy Rigid Vehicles 40</td>
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<td>TDTC597C</td>
<td>Drive Heavy Combination Vehicle 40</td>
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<tr>
<td>TDTC797B</td>
<td>Operate Vehicle Carrying Special Loads 40</td>
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<tr>
<td>TDTC897B</td>
<td>Drive Coach/Bus 40</td>
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<td>TDTC1097B</td>
<td>Pilot or Escort Oversized and/or Overmassed Loads 20</td>
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<tr>
<td>TDTC1197B</td>
<td>Transport Passengers with Disabilities 40</td>
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<tr>
<td>TDTD1197B</td>
<td>Conduct Specialised Forlift Operations 40</td>
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<tr>
<td>TDTD1497B</td>
<td>Load and Unload Vehicles Carrying Special Loads 20</td>
</tr>
<tr>
<td>TDTD1597B</td>
<td>Identify and Label Explosives and Dangerous Goods 20</td>
</tr>
<tr>
<td>TDTD2097B</td>
<td>Care for Livestock in Transit 30</td>
</tr>
<tr>
<td>TDTD2298B</td>
<td>Use Specialised Liquid Bulk Gas Transfer Equipment 40</td>
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<tr>
<td>TDTD2498B</td>
<td>Use Specialised Liquid Bulk Transfer Equipment (Gravity/Pressurised) 40</td>
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<tr>
<td>TDTD2798B</td>
<td>Prepare for Transport of Packaged Dangerous Goods 40</td>
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<td>TDTD2898B</td>
<td>Prepare for Transport of Packaged Dangerous Goods in Bulk 40</td>
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<tr>
<td>TDTD3198B</td>
<td>Rig Load 40</td>
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<tr>
<td>TDTD3397B</td>
<td>Operate a Vehicle-Mounted Loading Crane 40</td>
</tr>
<tr>
<td>TDTD3498B</td>
<td>Operate a Mobile Crane Up to and Including 20 Tonnes on a Demolition Site 60</td>
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<tr>
<td>TDTD3598B</td>
<td>Operate a Boom Type Elevating Work Platform 30</td>
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<tr>
<td>TDTD3698B</td>
<td>Lift and Move Load Using Mobile Crane Up to and Including 20 Tonnes 40</td>
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<tr>
<td>TDTD4098B</td>
<td>Control Lift and Movement of Crane 20</td>
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<td>TDTD4198B</td>
<td>Undertake Cash-in Transit Loading and Unloading In an Unsecure Environment 30</td>
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<td>TDTD4301A</td>
<td>Shift Loads using Gantry Equipment 80</td>
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<tr>
<td>TDTD4410A</td>
<td>Shift Loads using Cranes 80</td>
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<tr>
<td>TDTTE297B</td>
<td>Estimate/Calculate Mass, Area and Quantify Dimensions 30</td>
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<tr>
<td>TDTTE497B</td>
<td>Prepare Workplace Documents 20</td>
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<tr>
<td>TDTTE997B</td>
<td>Use Pilot and Escort Communication 20</td>
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<td>TDTTE1097B</td>
<td>Estimate Furniture Removals Jobs 30</td>
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<tr>
<td>TDTTE1298B</td>
<td>Consolidate Manifest Documentation 20</td>
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<tr>
<td>TDTTE1598B</td>
<td>Undertake Rigger/Dogger and Driver Communication 20</td>
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<tr>
<td>TDTTE1698B</td>
<td>Estimate/Calculate Load Shifting Requirements For a Mobile Crane 20</td>
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<tr>
<td>TDTTE1801A</td>
<td>Maintain Freight Records 20</td>
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<tr>
<td>TDTTF1397B</td>
<td>Coordinate Breakdowns and Emergencies 30</td>
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<td>HLTF2A</td>
<td>Provide Advanced First Aid 30</td>
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<tr>
<td>TDTC297B</td>
<td>Lead a Work Team or Group 40</td>
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<tr>
<td>TDTTH297C</td>
<td>Plan and Navigate Routes 20</td>
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<td>TDTTH401A</td>
<td>Identify Major Roads, Services and Attractions 40</td>
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<td>TDTTH1397B</td>
<td>Provide Customer Service in Passenger Vehicles/Vessels 20</td>
</tr>
<tr>
<td>TDTTH497B</td>
<td>Manage Camping Procedures for Coaches and Buses 40</td>
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<tr>
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<td>Provide Freight Forwarding Information to Customers 40</td>
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<tr>
<td>TDTT1998C</td>
<td>Provide On-Board Services to Customers 20</td>
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<td>TDTGCS503A</td>
<td>Process Customer Complaints 10</td>
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<td>Deliver and Monitor a Service to Customers 35</td>
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Certificate IV in Transport and Distribution (Road Transport)

Course Code:TDT40202

Campus
Werribee.

Career Opportunities
Transport Industry.

Scope of Delivery
Contact the department on 9919 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in 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 9919 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 of Study, comprising:

(a) 7 Units of Study aligned at AQF 4 made up of:
   – at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 4), and
   – up to 2 suitable Units of Study (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.

(b) and at least 5 Units of Study and up to 7 units at AQF 3 made up of:
   – at least 3 Units of Study and up to 7 Units of Study from those listed for the Certificate III in Transport and Distribution (Warehousing and Storage) (aligned at AQF 3), and
   – up to 2 suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.

(c) and 7 Units of Study and up to 9 Units of Study at AQF 2 made up of:
   – at least 5 units and up to 9 Units of Study from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
   – up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

(d) and 7 Units of Study aligned at AQF 1 made up of:
   – at least 5 Units of Study 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 of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit of Study Code Hours
TDTA597B Check and Evaluate Records and Documentation 20
TDTA5297C Regulate Temperature Controlled Stock 20
TDTA3098B Organise Cargo for Export 40
TDTA3198B Consolidate Freight 30
TDTA3298B Organise Transport of Freight or Goods 20
TDTA3398B Organise International Transport of Freight 40
TDTC697B Drive Multi-Combination Vehicle 40
TDTD897B Monitor Crane Operations 40
TDTD997B Direct Crane Operations 40
TDTD3098B Supervise Mobile Crane Operations 40
TDTD3298B Plan and Conduct Specialised Lift 40
TDTE697C Collect, Analyse and Present Workplace Data and Information 30
TDTE1398B Apply Workplace Statistics 20
TDTE197B Implement and Coordinate Emergency/Accident Procedures 40
TDTF1498B Develop and Maintain a Safe Workplace 50
TDTG598B Organise Transport Workload 10
TDTG698B Facilitate Work Teams 50
TDTH197C Coordinate Quality Customer Service 30
TDTI1601A Service Freight Customers 40
TDTI1701A Develop Freight Customers 40
TDTI598B Market Services and Products to Clients 40
TDTI989B Manage Personal Work Priorities and Professional Development 50
TDTI1098B Assess and Confirm Customer Transport Requirements 40
TDTI3098B Control a Furniture Warehouse 60
TDTI3201A Implement Equal Employment Equity Strategies 20
TDTI3301A Promote Effective Workplace Practice 20
TDTI3601A Develop Rosters 20
TDTI3701A Apply and Amend Rosters 20
BSZ406A Plan a Series of Training Sessions 30
BSZ407A Deliver Training Sessions 50
BSZ408A Review Training 15
BSZ409A Plan Assessment 15
BSZ403A Review Assessment 5
BSZ506A Develop Assessment Procedures 25
BSZ507A Develop Assessment Tools 25

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Diploma of Logistics Management

Course Code: TDT51002

Campus

Sunshine.

Career Opportunities

Management of a warehouse or distribution system.

Scope of Delivery

Contact the department on 9919 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 equivalent relevant industry experience.

Selection Procedures/Selection Criteria

Contact the department on 9919 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 of Study aligned at AQF 5 made up of:
   - at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 5), and
   - up to 2 suitable Units of Study (aligned at AQF 5) drawn with appropriate contextualisation from other relevant endorse training packages.

(b) plus, successful assessment against the underpinning knowledge component of 28 Units of Study (aligned at levels up to and including AQF 4), made up of:
   - at least 20 Units of Study and up to 28 Units of Study (aligned at levels up to AQF 4) from other Transport and Distribution qualifications, and
   - up to 8 suitable Units of Study (aligned at levels up to and including AQF 3) drawn with appropriate contextualisation from other endorsed Training Packages.

Certificate III in Transport and Distribution (Mobile Cranes Operations)

Course Code: TDT30902

Campus

Werribee.

Career Opportunities

Road Transport Industry, specialising in Mobile Cranes.

Scope of Delivery

Contact the department on 9919 7600.

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry specialising in mobile cranes.

Entry Requirements

To qualify for admission to this course students must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

Selection Procedures/Selection Criteria

Contact the department on 9919 7600.

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.
Course Structure
A successful assessment outcome for a total of 21 Units of Study, comprising:
(a) the 17 compulsory Units of Study * below; and
(b) 4 other Units of Study made up of:
   – at least 2 units and up to 4 units from the remaining Units of Study listed below and
   – up to 2 suitable Units of Study (aligned at AQF 3, 2 or 1)
   drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or
   other relevant endorsed Training Packages.

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</table>

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Motor Vehicle Driver Trainer (Car)
Course Code: 21370VIC
Campus
Werribee.
Career Opportunities
Motor vehicle driving instruction.
Scope of Delivery
This course is offered on a part-time basis
Course Objective
The course aims to:
• provide a program of structured competency based training for the motor vehicle driving instruction industry;
• prepare people entering or already employed in the industry to meet the requirements of the national competency standards for instructors;
• meet the requirements of the state and territory regulatory bodies for the motor vehicle driving instruction industry;
• provide a system for formally recognising the skills and knowledge of new entrants to the industry, and those already in the industry, through the recognition of prior learning;
• improve the quality of service provided by motor vehicle driving instructors to their clients;
• raise the level of professionalism of the motor vehicle driving instruction industry throughout Australia.
This State-accredited course provides appropriate training for persons to apply for a Driving Instructor licence, where they are issued by State and Territory regulatory bodies.

Entry Requirements
Applicants must hold a current full Victorian Drivers Licence.
Applicants with English as a second language will be expected to demonstrate an ability to speak, listen, write and read English to a specified level using the National Reporting System (NRS) level 3.
Selection Procedures/Selection Criteria
Contact the Department on 9919 7600.
Course Duration
175 hours part time.
Course Structure

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</tbody>
</table>

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.
Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicle)
Course Code: TDT20402
Campus
Werribee.

Career Opportunities
Heavy Vehicle Driver Trainers

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

Course Objective
The course aims to provide training for those seeking to become heavy vehicle drivers in Victoria.

Entry Requirements
To qualify for entry into this course applicants must:
- have completed the Certificate III in Motor Vehicle Driver Trainer (Car)
- hold a current full Australian drivers license endorsed for the appropriate vehicle classification in Victoria, with demonstrated industry experience or similar experience driving the vehicle under that category

Applicants with English as a second language will be expected to demonstrate an ability to speak, listen, write and read in English to a specified level using the National Reporting System (NRS) level 3.

Selection Procedures/Selection Criteria
Contact the Department on 9919 7600.

Course Duration
255 hours part-time.

Course Structure
Unit of Study Code Hours
BSBCM310A Deliver and Monitor Service to Customers 35
SRSCOP003A Demonstrate Personal Image and Presentation Skills 5
TDTA397B Connect and Disconnect Reefer Units of Study 40
TDTA1497B Use Product Knowledge to Complete Work Operations 20
TDTB197B Check and Assess Operational Capabilities of Equipment 40
TDTB2201A Diagnose and Rectify Minor Faults 30
TDTB3201A Provide Sanitation and Water Services Support To Passenger Transportation Units of Study 20
TDTB2901A Use and Maintain Minor Mechanical Equipment 20
TDTD397C Handle Dangerous Goods/Hazardous Substances 40
TDTA497B Load and Unload Goods/Cargo 30
TDTD797B Prepare Cargo for Transport with Slings 40
TDTD1097B Operate a Forklift 40
TDTD1297B Operate Specialised Load Shifting Equipment 40
TDTD1397B Move Materials Mechanically Using Automated Equipment 40
TDTD1697B Load and Unload Explosives and Dangerous Goods 30
TDTD2298B Conduct Weighbridge Operations 20
TDTD4501A Operate Specialised Light Load Shifting Equipment 40
TDTD197B Present Routine Workplace Information 40
TDTD701A Use Communication Systems 20
TDTD897B Process Workplace Documentation 20
TDTF697B Apply Accident-Emergency Procedures 20
TDTF1097B Apply Fatigue Management Strategies 30
TDTF1297B Apply Safe Procedures when Handling/Transporting Dangerous Goods or Explosives 30
TDTF1801A Operate and Maintain Fire-Fighting Equipment 20
TDTF1901A Ensure a Safe On-Board Passenger and Working Environment 30
TDTF5801A Apply Safeworking Rules and Regulations to Rail Operations 40
HLTA1A Apply Basic First Aid 10
TDTG701A Work in a Socially Diverse Environment 20
TDTGCS001A Create Customer relationship 40
TDTGCS002A Deal with Customer Feedback 10
TDTGCS004A Meet Customer Needs and Expectations 10
TDTGCS006A Address Customer Needs 10
TDTJ197B Apply Quality Procedures 20

Unit of Study Code Hours
TDTJ197B Apply Quality Procedures 20

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

Selection Procedures/Selection Criteria
Contact the department on 9919 7600.

Course Duration
The course may be offered on a full-time basis over 210–510 nominal hours or part-time equivalent.

Course Structure
A successful assessment outcome for a total 14 Units of Study, comprising:
(a) 7 Units of Study aligned at AQF 2 made up of:
- at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 2), and
- up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from other other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
(b) 7 Units of Study at AQF 1 made up of:
- at least 5 Units of Study and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Rail Operations) (aligned at AQF 1), and
- up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from other other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Certificate II in Transport and Distribution (Rail Operations)
Course Code: TDT20402
Campus
Werribee.

Career Opportunities
Operations sector of the rail industry.

Scope of Delivery
Contact the department on 9919 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail industry.
TDTK197B  Use Infotechology Devices and Computer Applications in the Workplace  40
TDTK397B  Apply Keyboard Skills  20
TDTK798B  Perform Electronic Data Interchange (EDI) to Transmit Shipping documentation  10
TDTL898B  Complete Routine Administrative Tasks  10
TDTL3101A  Monitor and Process Attendance Records  20
TDTL4101A  Monitor and Record Rolling Stock Locations  30
TDTL4601A  Handle Customer Luggage/Property  20
TDTL4801A  Prepare for Train Departure  20
TDTT01198B  Provide Revenue Protection Measures  20
TDTT01398B  Administer Security of Assets and Facilities  20
TDTQ1101A  Maintain Petty Cash Account  10
TDTQ1201A  Sell Products and Services  30
TDTU701A  Care for the Environment  20
Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

(c) and 7 Units of Study aligned at AQF 1 made up of:
– at least 5 units and up to 7 Units of Study from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
– up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

Unit of Study Code  Hours
TDTA297B  Maintain Container/Cargo Records  20
TDTA497B  Process Receipt and Delivery of Containers and Cargo  40
TDTA897B  Transfer Cargo  40
TDTA1797B  Apply Product Knowledge to Organise Work Operations  40
TDTA3801A  Control and Order Stock  40
TDTA3901A  Receive and Store Stock  40
TDTB297B  Test Equipment and Isolate Faults  20
TDTB1801A  Conduct Full Train Examination  40
TDTB1901A  Test Train Braking System  30
TDTB201A  Visually Inspect Stationary Train  80
TDTB201A  Conduct Train Roll By Inspection  20
TDTB2501A  Prepare, Start and Shut Down motive Power Unit 150
TDTB2601A  Prepare for Train Operation  40
TDTB2701A  Set Up and Shut Down On-Train Remote Control System  30
TDTB1197B  Transport Passengers with Disabilities  40
TDTB1701A  Shunt Rolling Stock  120
TDTB1801A  Operate On-Train Remote Control System  40
TDTB2101A  Drive Train  40
TDTD1197B  Conduct Specialised Forklift Operations  40
TDTD1597B  Identify and Classify Explosives and Dangerous Goods  20
TDTD2398B  Use Specialised Liquid Bulk Gas Transfer Equipment  40
TDTD2498B  Use Specialised Liquid Bulk Gas Transfer Equipment (Gravity/Pressurised)  40
TDTD3198B  Rig Load  40
TDTD3397B  Operate a Vehicle-Mounted Loading Crane  40
TDTD3598B  Operate a Boom Type Elevating Work Platform  30
TDTD4098B  Control Lift and Movement of Crane  20
TDTD4301A  Shift Loads Using Gantry Equipment  80
TDTD4401A  Shift Loads Using Cranes  80
TDTE297B  Estimate/Calculate Mass, Area and Quantity Dimensions  30
TDTE497B  Prepare Workplace Documents  20
TDTE1298B  Consolidate Manifest Documentation  20
TDTE1598B  Undertake Rigger/Dogger and Driver Communication  20
TDTE1901A  Work with Travel Agencies and Sales Outlets  40
TDTF5401A  Apply ‘Code of Practice for the Defined Interstate Rail Network’ To Shunting on the Network  20
TDTF1397B  Coordinate Breakdowns and Emergencies  30
TDTF397B  Implement and Monitor OHS Procedures  30
TDTF397B  Provide On-Board Services to Customers  20
TDTG297B  Lead a Work Team or Group  40
TDTG397B  Provide Freight Forwarding Information to Vehicles/Vessels  20
TDTG497B  Process Receipt and Delivery of Containers and Cargo  40
TDTG597B  Provide Customer Service in Passenger Vehicles/Vessels  20
TDTI397B  Provide Customer Service in Passenger Vehicles/Vessels  20
TDTI797C  Provide Freight Forwarding Information to Customers  40
TDTI998B  Provide On-Board Services to Customers  20
TDTJ5098A  Process Customer Complaints  10
TBSCMN310A Deliver and Monitor a Service to Customers  35
TDTL297B  Undertake Employee Payroll Activities  20
TDTL397B  Conduct Induction Process  20
TDTL3501A  Allocate Motive Power  20
TDTL3901A Assist with Train Operations 200
TDTL4501A Assist with Train Operations 20
TDTL5101A Plan Train Consists 20
BSBCM302A Organise Personal Work Priorities and Development 30
BSZ404A Train Small Groups 30
BSZ402A Conduct Assessment 15
TDTDI1298B Manage Disruptive and/or Unlawful Behaviour 20
TDTDI1501A Maintain Security of Railway Property and Revenue 30
TDTDI1601A Apply and Monitor Workplace Security Procedures 40
TDTQ498B Organise Freight Invoicing and Payment 30
TDTQ1301A Advise on and Construct Fares for Customers 30
Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate IV in Transport and Distribution (Rail Operations)

Course Code: TDT40402

Campus
Werribee.

Career Opportunities
Contact the department on 9919 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail industry.

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

Selection Procedures/Selection Criteria
Contact the department on 9919 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 of Study, comprising:
(a) 7 Units of Study aligned at AQF 4 made up of:
   – at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 4), and
   – up to 2 suitable Units of Study (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.
(b) and the 17 compulsory Units of Study listed for the Certificate III in Transport and Distribution (Mobile Cranes Operations);
(c) and 4 other Units of Study made up of:
   – at least 2 Units of Study and up to 4 Units of Study from the remaining Units of Study listed below for the Certificate III in Transport and Distribution (Mobile Cranes Operations) (aligned at AQF 3), and
   – up to 2 suitable Units of Study (aligned at AQF levels 3, 2 or 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate qualifications, or other relevant endorsed Training Packages.

Unit of Study Code  Hours
TDTA597B Check and Evaluate Records and Documentation 20
TDTA697B Organise and Monitor Terminal/Wharf Operations 40
TDTA2597C Regulate Temperature Controlled Stock 20
TDTA3198B Consolidate Freight 30
TDTA3298B Organise Transport of Freight or Goods 20
TDTC1401A Prepare, Operate, Monitor and Stable Steam Locomotive 80
TDTC1501A Prepare, Operate, Monitor and Stable Motive Power Unit 160
TDTC1601A Conduct Marshalling Operations 20
TDTC1901A Drive Train to Operational Requirements 200
TDTC2201A Operate Passenger Train 120
TDTC2301A Operate Train with Due Consideration of Route Conditions 200
TDTC2401A Operate Urban Passenger Train 200
TDTD897B Monitor Crane Operations 40
TDTD997B Direct Crane Operations 40
TDE697C Collect, Analyse and Present Workplace Date and Information 30
TDTL1398B Apply Workplace Statistics 20
TDTF797B Implement and Coordinate Accident-Emergency Procedures 40
TDTF1498B Develop and Maintain a Safe Workplace 50
TDTF2101A Respond to Train-Driving Emergencies and Abnormal Situations 40
TDTF5101A Apply 'Code of Practice for the Defined Interstate Rail Network' To Train Driving 20
TDTF5201A Apply 'Code of Practice for the Defined Interstate Rail Network' To Train Controlling 20
TDTC698B Facilitate Work Teams 50
TDTI197C Coordinate Quality Customer Service 30
TDTI598B Market Services and Products to Clients 40
TDTI898B Monitor Transport Activities at Interchanges 40
TDTI1601A Service Freight Customers 40
TDTI170A Develop Freight Customers 40
TDTL597C Apply Conflict/Grievance Resolution Strategies 40
TDTL998B Manage Personal Work Priorities and Professional Development 50
TDTL098B Assess and Confirm Customer Transport Requirements 40
TDTL3201A Implement Equal Employment Equity Strategies 20
TDTL3301A Promote Effective Workplace Practice 20
TDTL3401A Arrange Alternative Passenger Transport 20
TDTL3601A Develop Rosters 20
TDTL3701A Apply and Amend Rosters 20
TDTL3801A Organise Marshalling and Shunting Operations 40
TDTL4001A Plan and Control Daily Train Operations 30
TDTL4201A Control Rail Traffic Movement 30
TDTL4301A Allocate Freight 20
TDTL4401A Organise Freight Yard Movement 40
TDTL4701A Coordinate Train Movement Activities 30
TDTL4901A Develop Train Plans and Schedules 30
TDTL5001A Allocate Rolling Stock 20
BSZ407A Plan a Series of Training Sessions 30
BSZ408A Review Training 15
BSZ401A Plan Assessment 15
BSZ403A Review Assessment 5
BSZ406A Develop Assessment Procedures 25
BSZ507A Develop Assessment Tools 25
TDPF97B Develop Plans to Meet Customer and Organisation Needs 40
TDPF97B Facilitate and Capitalise on Change in the Workplace 50
TDPF598B Manage Workplace Information 60
TDTQ1001A Maintain Customer Credit Accounts and Services 20
TDTU101A Implement and Monitor Environment Protection Policies and Procedures 20
Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.
Certificate II in Transport and Distribution (Stevedoring)
Course Code: TDT20302
Campus
Werribee.
Career Opportunities
Contact the Department on 9919 7600.
Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the stevedoring industry.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Selection Procedures/Selection Criteria
Contact the Department on 9919 7600.
Course Duration
The course may be offered on a full time basis over 240–510 nominal hours or part time equivalent.
Course Structure
The structure of the course comprises a minimum of 14 Units of Study selected by the student, with the approval of the Head of Department of which -
(a) a minimum of 7 Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
   – a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
(b) 7 Units of Study at Australian Qualifications Framework level 1 of which:
   – a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
Certificate III in Transport and Distribution (Stevedoring)
Course Code: TDT30302
Campus
Werribee.
Career Opportunities
Contact the Department on 9919 7600.
Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the stevedoring industry.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Selection Procedures/Selection Criteria
Contact the Department on 9919 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 Study selected by the student, with the approval of the Head of Department of which:
(a) a minimum of 5 Units of Study and a maximum of 7 Units of Study at Australian Qualifications Framework level 3 of which:
   – a minimum of 3 Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
(b) a minimum of 7 Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
   – a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
(c) 7 Units of Study at Australian Qualifications Framework level 1 of which:
   – a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
Certificate IV in Transport and Distribution (Stevedoring)
Course Code: TDT40302
Campus
Werribee.
Career Opportunities
Contact the Department on 9919 7600.
Scope of Delivery
Contact the Department on 9919 7600.
Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in 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 9919 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 of Study selected by the student, with the approval of the Head of Department of which:

(a) 7 Units of Study at Australian Qualifications Framework level 4 of which:
   – a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 11 & 12 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(b) a minimum of 5 Units of Study and a maximum of 7 Units of Study at Australian Qualifications Framework level 3 of which:
   – a minimum of 3 Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(c) a minimum of 7 Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
   – a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

(d) 7 Units of Study at Australian Qualifications Framework level 1 of which:
   – a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Selection Procedures/Selection Criteria
Contact the department on 9919 7600.

Course Duration
The course may be offered on a full-time basis over 240-470 nominal hours or part-time equivalent.

Course Structure
The structure of the course comprises a minimum of 14 Units of Study selected by the student, with the approval of the Head of Department of which:

(a) 7 Units of Study at Australian Qualifications Framework level 2 of which:
   – a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any other Certificate II in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;

(b) 7 Units of Study at Australian Qualifications Framework level 1 of which:
   – a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

Certificate III in Transport and Distribution (Administration)
Course Code: TDT31102
Campus
Werribee.

Career Opportunities
Contact the department on 9919 7600.

Scope of Delivery
Contact the department on 9919 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied industries.

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

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

Certificate II in Transport and Distribution (Administration)
Course Code: TDT21102
Campus
Werribee.

Career Opportunities
Contact the department on 9919 7600.

Scope of Delivery
Contact the department on 9919 7600.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied industries.

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

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Course Structure
The structure of the course comprises a minimum of 21 Units of Study selected by the student, with the approval of the Head of Department of which:

(a) a minimum of 5 Units of Study at Australian Qualifications Framework level 4 of which:
   – a minimum of 3 Units of Study having regard to the list of relevant Units of Study on pages 11 & 12 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority; 2002;
   – a minimum of 2 Units of Study having regard to any other Certificate III in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;

(b) a minimum of 7 Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
   – a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any other Certificate II in Transport and distribution or relevant industry training package endorsed by the Australian National Training Authority;

(c) 7 Units of Study at Australian Qualifications Framework level 1 of which:
   – a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

Course Structure
The structure of the course comprises a minimum of 28 Units of Study selected by the student, with the approval of the Head of Department of which:

(a) 7 Units of Study at Australian Qualifications Framework level 4 of which:
   – a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 11 & 12 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority; 2002;
   – a maximum of 2 Units of Study having regard to any other Certificate IV in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;

(b) a minimum of 5 Units of Study and a maximum of 7 Units of Study at Australian Qualifications Framework level 3 of which:
   – a minimum of 3 Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any other Certificate III in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;

(c) a minimum of 7 Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
   – a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any other Certificate II in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;

(d) 7 Units of Study at Australian Qualifications Framework level 1 of which:
   – a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
   – a maximum of 2 Units of Study having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

Certificate IV in Transport and Distribution (Administration)
Course Code: TDT41102
Campus
Werribee.
Career Opportunities
Transport Industry.
Scope of Delivery
Contact the department on 9919 7600.
Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied industries.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Contact the department on 9919 7600.
Course Duration
The course may be offered on a full-time basis over 470–1000 nominal hours or part-time equivalent.
School of Further Education, Arts & Employment Services

The School of Further Education, Arts and Employment Services consists of six Departments offering the following programs:

**Department of Access Programs**
Includes Adult General Education Programs; English Language Programs; Women's Education Programs which offers a range of ESL, Literacy and Access courses, and Adult Migrant Education English Language Programs in a subcontracting arrangement with AMES.

**Department of Employment and Training Services**
Includes Work Education Programs for students with special needs and Pre-VCE/VET programs for 15-17 year olds, as well as the Victorian Certificates of Applied Learning (VCAL) and is responsible for the management of TAFE's Youth Pathways Program (YPP).

The department also 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 and responding to new employment initiatives as they are developed at local, state and federal levels.

**Department of Further Education Programs**
Includes Adult VCE offering Units 1 to 4; Liberal Arts and Further Education Programs, which include Certificate IV in Further Education and Preparation for Tertiary Studies, 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. The department is also responsible for the delivery of a University Preparation Program planned to be delivered at a range of offshore locations including China and Russia.

**Department of Music**
The only provider in Melbourne's Western region of courses in Contemporary Performance, Music Business and Technical Production. The Head of Department is also responsible for managing the Bachelor of Music Degree program in accord with the University's affiliation with the Melbourne Conservatorium of Music, in addition to ensuring the expansion of music programs through liaison with the Melbourne 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 Art, Design and Multimedia**
Includes courses in Applied Design, Graphic Arts, Multimedia and Visual Art.

**The Department of Vocational Education Programs**
Offers courses in Library and Information Services; Professional Writing and Editing; and Science for Nurses. The department also manages the Student Learning Support Centre which includes: the Language and Literacy Self Access Centres and a Multi-media Language Centre for students in English Language Programs; Maths Learning and Literacy Learning Centres which provide individual learning support to students enrolled in the School's Adult General Education and Further Education programs.

The Department has received national recognition for its student outcomes in the prestigious English for Health Professional course, funded by LLNP sources. The Department is also recognised for its expertise in the delivery of 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) is offered as short courses on a fee-paying basis.

The School of Further Education, Arts and Employment Services courses are delivered at City Flinders, City King, South Melbourne, Footscray Nicholson, Melton, St Albans, Sunbury, Sunshine and Werribee campuses.

A considerable proportion of students enrolled in the School's programs are adults returning to study and from a Non-English Speaking Background. These students are predominantly enrolled in the School's further education programs. The School has well-equipped Language and Literacy Self Access Centres and Literacy and Maths Learning Centres to provide specialist tuition to students enrolled in the School's English Language, Adult Literacy, VCE/VCAL programs.

Innovation in delivery and development of programs remains an important focus of the School of Further Education, Arts and Employment Services to ensure that it retains its status as a provider of quality education and training. The School's educational initiatives aim to provide a model of best practice in flexible delivery and use of new learning technologies demonstrated by the establishment of a language multi-media center, a multi-media Music Hub and a training program for the Computer Games industry through the Advanced Diploma of Art (Electronic Design and Interactive Media).

The School, as part of its commercial operations, has a history of tendering for a broad range of government funded projects and programs to complement and enrich its recurrently funded program profile. Successful tenders include: ANTA Innovative Adult Literacy Projects; OTTE development of on-line modules within the Diploma of Liberal Arts; DEWR for Job Network Services and Work for the Dole Programs; 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 conventional VETs.

Nel Cook
Associate Director
School of Further Education, Arts and Employment Services
Department of Access Programs

The Department of Access Programs – TAFE offers Adult General Education Programs; English Language Programs; Women’s Education Programs which offers a range of ESL, Literacy and Access courses, and Adult Migrant Education English Language Programs in a subcontracting arrangement with AMES.

Course Codes:

1. 21497VIC Certificate I in ESL (Access)
2. 21498VIC Certificate II in ESL (Access)
3. 21499VIC Certificate III in ESL (Access)
4. 21500VIC Certificate IV in ESL (Access)
5. 90998NSW Course in Preliminary Spoken and Written English
6. 90999NSW Certificate I in Spoken and Written English
7. 90900NSW Certificate II in Spoken and Written English
8. 90999NSW Certificate III in Spoken and Written English 90992NSW
9. 21249VIC Certificate I in General Education for Adults (Introductory)
10. 21250VIC Certificate I in General Education for Adults
11. 21251VIC Certificate II in General Education for Adults
12. 21252VIC Certificate III in General Education for Adults
13. CUF10101 Certificate I in Media
14. 21261VIC Certificate I in Vocational Studies (Hospitality)
15. 21048VIC Certificate II in English Language Literacies
16. 14795VIC Certificate IV in ESL (Access)
17. 21047VIC Certificate I in English Language Literacies
18. CUF10101 Certificate I in Media
19. VM10101 Certificate I in Media
20. MV10101 Certificate I in Media
21. NV10101 Certificate I in Media
22. SV10101 Certificate I in Media
23. 90998NSW Course in Preliminary Spoken and Written English
24. 90999NSW Certificate I in Spoken and Written English
25. 90900NSW Certificate II in Spoken and Written English
26. 90999NSW Certificate III in Spoken and Written English 90992NSW
27. 21249VIC Certificate I in General Education for Adults (Introductory)
28. 21250VIC Certificate I in General Education for Adults
29. 21251VIC Certificate II in General Education for Adults
30. 21252VIC Certificate III in General Education for Adults
31. CUF10101 Certificate I in Media
32. 21261VIC Certificate I in Vocational Studies (Hospitality)
33. 21048VIC Certificate II in English Language Literacies
34. 14795VIC Certificate IV in ESL (Access)

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration

This course may be offered on a full-time basis or part-time equivalent. Certificate I and IV in ESL courses under the Framework are 600 nominal hours. Certificate II and III courses are 450 nominal hours.

Course Structure

Certificate I - Access

Core Units of Study

Unit of Study Code | Hours
--- | ---
VBN498 | Language of computers 50
VBN499 | Online language learning 50
VBN500 | Practical placement 75
VBN501 | Local orientation 50
VBN502 | Australian environment 50
VBN503 | Australian government 50
VBN504 | Australian law 50
VBN505 | Driving in Australia 50
VBN506 | Education in Australia 50
VBN507 | Health and medicine 50
VBN508 | Australian art and culture 50
VBN509 | Indigenous Australia 50
VBN510 | Australian history 50
VBN511 | Current affairs 50
VBN512 | Vocational elective 75

Elective Units of Study

Unit of Study Code | Hours
--- | ---
VBN467 | Speaking (Access I) 100
VBN468 | Reading (Access I) 100
VBN469 | Writing (Access I) 100

Certificate II - Access

Core Units of Study

Unit of Study Code | Hours
--- | ---
VBN486 | Listening (Access II) 100
VBN487 | Speaking (Access II) 100
VBN488 | Reading (Access II) 100
VBN489 | Writing (Access II) 100

Elective Units of Study

Unit of Study Code | Hours
--- | ---
VBN498 | Language of computers 50
VBN499 | Online language learning 50
VBN500 | Practical placement 75
VBN501 | Local orientation 50
VBN502 | Australian environment 50
VBN503 | Australian government 50
VBN504 | Australian law 50
VBN505 | Driving in Australia 50
VBN506 | Education in Australia 50
VBN507 | Health and medicine 50
VBN508 | Australian art and culture 50
VBN509 | Indigenous Australia 50

English as a Second Language Access

Certificate I in ESL (Access)

Certificate II in ESL (Access)

Certificate III in ESL (Access)

Certificate IV in ESL (Access)

Course Code: 21497VIC Certificate I
Course Code: 21498VIC Certificate II
Course Code: 21499VIC Certificate III
Course Code: 21500VIC Certificate IV

Campus

Footscray Nicholson, St Albans, Werribee.

Career Opportunities

Various further study.

Scope of Delivery

This/these course/s may be offered on a full-time or part-time basis.

Course Objective

The ESL Access courses aim to provide participants from non English speaking backgrounds with:

• an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
• employment and living skills;
• a knowledge of Australian society;
• strategies for successful transition into work or further study in Australia.

Certificate III in ESL (Access)

Core Units of Study

Unit of Study Code | Hours
--- | ---
VBN467 | Speaking (Access III) 100
VBN468 | Reading (Access III) 100
VBN469 | Writing (Access III) 100

Elective Units of Study

Unit of Study Code | Hours
--- | ---
VBN498 | Language of computers 50
VBN499 | Online language learning 50
VBN500 | Practical placement 75
VBN501 | Local orientation 50
VBN502 | Australian environment 50
VBN503 | Australian government 50
VBN504 | Australian law 50
VBN505 | Driving in Australia 50
VBN506 | Education in Australia 50
VBN507 | Health and medicine 50
VBN508 | Australian art and culture 50
VBN509 | Indigenous Australia 50
VBN510 Australian history  50
VBN511 Current affairs  50
VBN512 Vocational elective  75

Certificate III - Access
Core Units of Study
Unit of Study Code  Hours
VBN470 Listening (Access III)  100
VBN471 Speaking (Access III)  100
VBN472 Reading (Access III)  100
VBN473 Writing (Access III)  100

Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code  Hours
VBN498 Language of computers  50
VBN499 Online language learning  50
VBN500 Practical placement  75
VBN501 Local orientation  50
VBN502 Australian environment  50
VBN503 Australian government  50
VBN504 Australian law  50
VBN505 Driving in Australia  50
VBN506 Education in Australia  50
VBN507 Health and medicine  50
VBN508 Australian art and culture  50
VBN509 Indigenous Australia  50
VBN510 Australian history  50
VBN511 Current affairs  50
VBN512 Vocational elective  75

Certificate IV - Access
Core Units of Study
Unit of Study Code  Hours
VBN482 Listening (Access IV)  100
VBN483 Speaking (Access IV)  100
VBN484 Reading (Access IV)  100
VBN485 Writing (Access IV)  100

Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit Code  Hours
VBN498 Language of computers  50
VBN499 Online language learning  50
VBN500 Practical placement  75
VBN501 Local orientation  50
VBN502 Australian environment  50
VBN503 Australian government  50
VBN504 Australian law  50
VBN505 Driving in Australia  50
VBN506 Education in Australia  50
VBN507 Health and medicine  50
VBN508 Australian art and culture  50
VBN509 Indigenous Australia  50
VBN510 Australian history  50
VBN511 Current affairs  50
VBN512 Vocational elective  75

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

Course in Preliminary Spoken and Written English

Certificate I in Spoken and Written English

Certificate II in Spoken and Written English

Certificate III in Spoken and Written English

Career Opportunities:
Further education and general employment.

Course Objective:
The courses aim to develop language level and literacy skills.

Entry Requirements:
To qualify for admission to the course, applicants must demonstrate at interview that they are capable of successfully completing the course.

Selection Procedure/Selection Criteria:
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration:
These courses may be offered on a full time or part-time basis.
Course in Preliminary Spoken and Written English is 200 nominal hours.
Certificate I in Spoken and Written English is 300 nominal hours.
Certificate II in Spoken and Written English is 300 nominal hours.
Certificate III in Spoken and Written English is 300 nominal hours.

Course Structure:
Course in Preliminary Spoken and Written English - Compulsory:

Unit of Study Code  Hours
90989NSWA Orientation to Literacy and Numeracy  100
90989NSWB Orientation to Communication Skills  100

Certificate I - Compulsory:

Unit of Study Code  Hours
0994NSWA Beginner Strategies for Learning  75
90994NSWB Beginner Communication Skills  75

Elective Units of Study

Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:

Unit of Study Code  Hours
90994NSWC Beginner spoken interaction skills  50
90994NSWD Beginner spoken discourse skills  50
90994NSWE Beginner speaking and reading skills  50
90994NSWF Beginner listening and reading skills  50
90994NSWG Beginner reading and writing skills  50
90994NSWH Beginner writing skills  50
90994NSWI Beginner mathematical skills  50
90994NSWJ Beginner measurement skills  50
90994NSWK Beginner visual numeracy skills  50

Career Opportunities:
Further education and general employment.

Scope of Delivery:
The course/s may be offered on a full time or part-time basis.

Course Objective:
The courses aim to develop language level and literacy skills.

Entry Requirements:
To qualify for admission to the course, applicants must demonstrate at interview that they are capable of successfully completing the course.

Selection Procedure/Selection Criteria:
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration:
These courses may be offered on a full time or part-time basis.
Course in Preliminary Spoken and Written English is 200 nominal hours.
Certificate I in Spoken and Written English is 300 nominal hours.
Certificate II in Spoken and Written English is 300 nominal hours.
Certificate III in Spoken and Written English is 300 nominal hours.

Course Structure:

Course Code: 90989NSW Course

Certificate I in Spoken and Written English

Course Code: 90994NSW Certificate I

Certificate II in Spoken and Written English

Course Code: 90990NSW Certificate II

Certificate III in Spoken and Written English

Course Code: 90992NSW Certificate III

Campus
Sunshine.

Career Opportunities:
Further education and general employment.

Scope of Delivery:
The course/s may be offered on a full time or part-time basis.

Course Objective:
The courses aim to develop language level and literacy skills.

Entry Requirements:
To qualify for admission to the course, applicants must demonstrate at interview that they are capable of successfully completing the course.

Selection Procedure/Selection Criteria:
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration:
These courses may be offered on a full time or part-time basis.
Course in Preliminary Spoken and Written English is 200 nominal hours.
Certificate I in Spoken and Written English is 300 nominal hours.
Certificate II in Spoken and Written English is 300 nominal hours.
Certificate III in Spoken and Written English is 300 nominal hours.
Certificate II Compulsory:
Unit of Study Code | Hours
--- | ---
90993NSWA Building Listening and Speaking Skills 75
90993NSWB Beginning Reading and Writing Skills 75

Elective Units of Study
Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:
Unit of Study Code | Hours
--- | ---
90993NSWC Post-beginner strategies for learning 50
90993NSWD Post-beginner listening and speaking skills 50
90993NSWE Post-beginner written interaction skills 50
90993NSWF Post-beginner spoken discourse skills 50
90993NSWG Post-beginner reading skills 50
90993NSWH Post-beginner reading and writing skills 50
90993NSWI Post-beginner writing skills 50
90993NSWJ Post-beginner mathematical skills 50
90993NSWK Post-beginner measurement skills 50
90993NSWL Post-beginner visual numeracy skills 50

Certificate III Compulsory:
Unit of Study Code | Hours
--- | ---
90992NSWA Developing Listening and Speaking Skills 75
90992NSWB Developing Reading and Writing Skills 75

Elective Units of Study
Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:
Unit of Study Code | Hours
--- | ---
90992NSWC Intermediate conversation skills 50
90992NSWD Intermediate spoken interaction skills 50
90992NSWE Intermediate negotiation skills 50
90992NSWF Intermediate spoken expression skills 50
90992NSWG Intermediate spoken discourse skills 50
90992NSWH Intermediate media skills 50
90992NSWI Intermediate data presentation skills 50
90992NSWJ Intermediate written communication skills 50
90992NSWK Intermediate written discourse skills 50
90992NSWL Intermediate written expression skills 50
90992NSWM Intermediate narrative writing skills 50
90992NSWN Intermediate mathematical skills 50
90992NSWO Intermediate measurement skills 50

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

Certificates in General Education for Adults

Certificate I in General Education for Adults (Introductory)
Course Code: 21249VIC

Campus
Footscray Nicholson, St Albans, Sunbury, Werribee.

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part-time and Flexible delivery

Course Objective
The course aims to provide learners with:
- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

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

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults (Introductory)(21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration
The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure
Core Units of Study
Unit of Study Code | Hours
--- | ---
The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Certificate I in General Education for Adults
Course Code: 21250VIC

Campus
Footscray Nicholson, St Albans, Sunbury, Werribee.

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part-time and Flexible delivery

Course Objective
The course aims to provide learners with:
- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

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

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults(21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration
The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure
Core Units of Study
Unit of Study Code | Hours
--- | ---
VBM685 Reading and Writing – Introductory 100
VBM686 Numeracy and Mathematics – Introductory 100

Certificate II in General Education for Adults
Course Code: 21250VIC

Campus
Footscray Nicholson, St Albans, Sunbury, Werribee.

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part-time and Flexible delivery

Course Objective
The course aims to provide learners with:
- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

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

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults(21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Certificate II in General Education for Adults
Course Code: 21250VIC

Campus
Footscray Nicholson, St Albans, Sunbury, Werribee.

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part-time and Flexible delivery

Course Objective
The course aims to provide learners with:
- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

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

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults(21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Certificate III in General Education for Adults
Course Code: 21250VIC

Campus
Footscray Nicholson, St Albans, Sunbury, Werribee.

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part-time and Flexible delivery

Course Objective
The course aims to provide learners with:
- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

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

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults(21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Certificate III in General Education for Adults
Course Code: 21250VIC

Campus
Footscray Nicholson, St Albans, Sunbury, Werribee.

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part-time and Flexible delivery

Course Objective
The course aims to provide learners with:
- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

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

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults(21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Certificate IV in General Education for Adults
Course Code: 21250VIC

Campus
Footscray Nicholson, St Albans, Sunbury, Werribee.

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part-time and Flexible delivery

Course Objective
The course aims to provide learners with:
- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

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

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults(21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Certificate IV in General Education for Adults
Course Code: 21250VIC

Campus
Footscray Nicholson, St Albans, Sunbury, Werribee.

Career Opportunities
Further education and training.

Scope of Delivery
Full time, Part-time and Flexible delivery

Course Objective
The course aims to provide learners with:
- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

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

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults(21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview.
Course Duration
The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure
Core Units of Study
Unit of Study Code | Hours
--- | ---
VBM688 | Reading & Writing I | 100
VBM689 | Numeracy & Mathematics I | 100

Elective Units of Study
VBM564 | Oral Communications I | 80
VBM690 | General Curriculum Options I | 80

160 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives are made up of:

Certificate II in General Education for Adults

Course Code: 21251VIC

Course Objectives
The course aims to provide learners with:
- 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.

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.

Certificate III in General Education for Adults

Course Code: 21252VIC

Campus
Footscray Nicholson, St Albans, Sunbury, Werribee.

Career Opportunities
Further education and training.

Scope of Delivery
Full-time, Part-time and Flexible delivery

Course Objectives
The course aims to provide learners with:
- an accredited general education course at AQF level III;
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
To qualify for admission to the course students must have successfully completed Certificate II Level or be assessed by the Program Manager as competent at Certificate II Level.

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 Structure
Core Units of Study
Unit of Study Code | Hours
--- | ---
VBM694 | Reading and Writing III | 100
VBM695 | Numeracy and Mathematics III | 100

80 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives are made up of:

Elective Units of Study
VBM565 | Oral Communications II | 80
VBM569 | General Curriculum Options II | 80

160 Hours of Elective Units of Study at the same AQF level may be drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Further education and training. Electives will be selected by the Program Area.

Some Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate I in Media
Course Code: CUF10101
Campus
Footscray Nicholson.
Career Opportunities
Further education and training, traineeships and apprenticeships
Scope of Delivery
This course is offered on a full-time basis.
Course Objective
The course develops basic skills in radio, video and multimedia, and prepares students for further study in these areas.
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.
Course Duration
The course may be offered on a full-time basis over a minimum of 180 nominal hours or part-time equivalent.
Course Structure
Core Units of Study
Unit of Study Code Hours
CUFGEN01A Develop and apply industry knowledge 15
media activity 30
CUFPO01A Prepare and participate in an electronic
CUFSAF01A Follow health, safety and security procedures 15
Elective Units of Study
At least three Elective Units of Study selected by the student with the approval of the Head of Department, with a maximum of two units selected from 4b (ii).
(i)
CUECOR1A Manage own work and learning 15
CUETGE7A Carry out manual soldering and desoldering 20
CUETGE8A Use hand tools 15
CUFCAM01A Set up and operate a basic video camera 50
CUASAM01A Purchase and hire equipment/supplies 35
CUSGEN01A Use and adapt to changes in technology 20
CUSSOU01A Move and set up instruments and equipment 35
CUSSOU02A Operate a portable audio recorder 35
CUSSOU03A Transfer sound 20
ICAITU005B Operate computer hardware 20
ICAITU006B Operate computing packages 60
ICPMM63BA Access the internet 20
THHGH50A Provide first aid 24
(ii)
Unit of Study Code Hours
CUCECLE1A Undertake general administrative procedures 20
CUCECOR2A Work with others 15
CULMS01A Use information technology 40
CUSGEN02A Work in culturally diverse environment 35
Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate I in Vocational Studies (Hospitality)
Course Code: 21261VIC
Campus
Footscray Nicholson, Sunbury.
Career Opportunities
Further education and training, traineeships and apprenticeships
Scope of Delivery
This course is offered on a full-time basis.
Course Objective
The course is designed for persons seeking entry-level vocational skills and qualifications and for whom direct entry into a specific vocational training program is not appropriate. Such persons may include: those with interrupted schooling, from non English speaking backgrounds, from disadvantaged backgrounds; early school leavers; long term unemployed; persons returning to study or changing career; and those who wish to investigate a vocation before committing to specific training.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate, to the satisfaction of the Head of Department, their ability to:
• Read, comprehend and discuss printed familiar information in English;
• Write simple sentences;
• Participate in small informal groups; and
• Use and analyse simple data, relation and pattern, number measurement and shape.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Selection is conducted via individual interviews.
Course Duration
The course may be offered on a full-time basis over 212 nominal hours or part-time equivalent.
Course Structure
Core Units of Study
Unit of Study Code Hours
VBH722 Career Studies 40
VBH723 Industry Familiarisation 40
VBH724 Workplace Skills 40
Elective Units
(i) Units together totalling a minimum of 40 nominal hours selected from:
Unit of Study Code Hours
FNBFS02A Communicate in the workplace 30
ICAITU128A Operate a personal computer 30
ICPMM63BA Access the internet 20
KBK425 Koorie cultural identity 30
KBK426 Koorie health 30
KBK431 Child care and adoption 30
NCS002 Writing skills for work 20
NCS003 Job seeking skills 20
NOS116 Keyboard techniques and operation 20
NOS118 Computer operations – data retrieval 10
VBC858 Numeracy and mathematics 1 80
VBC859 Numeracy and mathematics 2 80
VBC860 Numeracy and mathematics 3 80
VBH725 Working for yourself 30
VBH726 Workplace research project 40
VBH727 Apply quality procedures 10
Some Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

Certificate II in English Language Literacies
Course Code: 21048VIC

Campus
Footscray Nicholson.

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.

Selection Procedures/Selection Criteria
Applicants are required to attend an interview and are assessed to determine their language levels.

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

Course Structure

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<th>Unit of Study Code</th>
<th>Hours</th>
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<tr>
<td>VBJ716</td>
<td>80</td>
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</table>

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

Course in Women’s Access
Course Code: 14796VIC

Campus
Footscray Nicholson.

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 Units of Study, 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 Units of Study.

Course Structure
- **BSBCMN107A**  Operate a personal computer  20
- **BSBCMN108A**  Develop keyboard skills  40
- **BSBCMN213A**  Produce simple word processed documents  60
- **BSBCMN214A**  Create and use simple spreadsheets  20
- **BSBADM306A**  Create electronic presentations  20
- **BSBADM305A**  Create and use databases  20
- **WE226**  Desktop Publishing  20
- **WE189**  Introduction to Learning to Learn  2
- **WE212**  Stories Online  72
- **WE209**  Work Preparation  90

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

Department of Employment & Training Services
The Department of Employment and Training Services delivers and manages a range of services in response to community, business and government needs, including educational and training services, community and business support, and strategic partnerships and alliances. Current services and programs include:

**Jobs Plus New Apprenticeships Centre**
Provides New Apprenticeships Support Services in the Melbourne metropolitan area. As a New Apprenticeships Centre (NAC), Jobs Plus is contracted by the Commonwealth Government to provide support services, including advice, information and administration, to employers, apprentices, trainees, registered training organisations and others in the New Apprenticeships system. For more information contact: 03 9919 8533.

**Jobs Plus Employment Services**
Provides Job Placement services in the Melbourne Metropolitan area. Job Placement is an employer-focused recruitment service and assists eligible job seekers access many diverse jobs. For more information contact: 03 9248 1148.

**Community Initiatives Program**
A work-experience scheme funded under the Commonwealth Government’s Community Work Coordinator Services Contract, develops work skills and provides recent field experience for unemployed people. The Program works with organisations such as Rotary, councils, neighbourhood houses, researchers and other non-government organisations to develop and conduct projects of benefit to the local community. For more information contact: 03 9919 7311.

**Community Jobs Program**
The Community Jobs Program – Jobs and Training (CJP) is a component of the State Government’s employment and training initiative to enhance the employment prospects of long-term unemployed people, and those at risk of becoming long-term unemployed. Participants receive up to 15 weeks paid employment and nationally accredited training. CJP funds government and not-for-profit organisations in projects that provide local employment and skills development linked to ongoing employment opportunities. For more information contact: 03 9919 7002.

**Youth Pathways Program**
Provides transitional support and guidance to young people 15–19 years ‘at risk’ of leaving education and training. Program participants complete a customised pathways plan which maps out the steps to be undertaken by the young person to achieve their training and vocational goals. Participants are followed up six months after they have completed their initial training. The Program is an initiative funded by the Victorian Office of Training and Tertiary Education. For more information contact: 05 9919 8755.

**Training and Assessment Services**
The Department offers training and assessment services, including the New Apprenticeships Access Program (NAAP). NAAP is an introductory training program offered in various disciplines, combining accredited training with practical placement in industry. Training has been conducted in the areas of Building and Construction, Retail, Hospitality and Administration. The Program is designed as a pathway into traineeships and apprenticeships. A range of career selection programs is offered through Victoria University’s Short Course Centre:
- Victoria Police Education Entrance Exam
- Preparation for Police Entrance Exam Program
- Metropolitan Ambulance Services Standard Entry Aptitude Test, and
- Preparation for Career Selection Tests Program
For further enquiries, please call: 03 9919 1121.

Course Codes
- 21352VIC: Victorian Certificate of Applied Learning (Foundation)
- 21353VIC: Victorian Certificate of Applied Learning (Intermediate)
Victorian Certificate of Applied Learning (VCAL)

Foundation VCAL

Intermediate VCAL

Themed VCAL

Course Code: 21352VIC Foundation
Course Code: 21353VIC Intermediate
Course Code: 21353VICA Themed

The Victorian Certificate of Applied Learning (VCAL) is a senior school certificate for students 15–19 years. It is a one year, full-time course which has been designed to meet the needs of students in Year 11 and 12 who prefer a course based on practical experience.

The VCAL aims to develop skills by concentrating on literacy and numeracy; work related skills; industry specific skills; and personal and employability skills.

The VCAL has three levels—Foundation, Intermediate and Senior. Student entry point is dependant on a pre-course assessment and would start at the level which matches needs and abilities.

Certificate of Applied Learning is offered at Footscray Nicholson Campus. For further information contact (03) 9919 8926.

Certificate I in Vocational Studies (Media)

Course Code: 21263VIC
Campus
Footscray Nicholson.

Career Opportunities
Further education and training, traineeships and apprenticeships

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

Course Objective
The course is designed for persons seeking entry-level vocational skills and qualifications and for whom direct entry into a specific vocational training program is not appropriate. Such persons may include: those with interrupted schooling, from non English speaking backgrounds, from disadvantaged backgrounds; early school leavers; long term unemployed; persons returning to study or changing career; and those who wish to investigate a vocation before committing to specific training.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate, to the satisfaction of the Head of Department, their ability to:

• Read, comprehend and discuss printed familiar information in English;
• Write simple sentences;
• Participate in small informal groups; and
• Use and analyse simple data, relation and pattern, number measurement and shape.

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

Selection Procedures/Selection Criteria
Selection is conducted via individual interviews.

Course Duration
The course may be offered on a full-time basis over 270 nominal hours or part-time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH722</td>
<td>40</td>
</tr>
<tr>
<td>VBH723</td>
<td>40</td>
</tr>
<tr>
<td>VBH724</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

(i) Units together totalling a minimum of 40 nominal hours selected from the following units -

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNBPS02A</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU128A</td>
<td>30</td>
</tr>
<tr>
<td>ICPM63BA</td>
<td>20</td>
</tr>
<tr>
<td>KBK425</td>
<td>30</td>
</tr>
<tr>
<td>KBK426</td>
<td>30</td>
</tr>
<tr>
<td>KBK431</td>
<td>30</td>
</tr>
<tr>
<td>NCS002</td>
<td>20</td>
</tr>
<tr>
<td>NCS003</td>
<td>30</td>
</tr>
<tr>
<td>NOS116</td>
<td>20</td>
</tr>
<tr>
<td>NOS118</td>
<td>10</td>
</tr>
<tr>
<td>VBC858</td>
<td>80</td>
</tr>
<tr>
<td>VBC859</td>
<td>80</td>
</tr>
<tr>
<td>VBC860</td>
<td>80</td>
</tr>
<tr>
<td>VBD751</td>
<td>20</td>
</tr>
<tr>
<td>VBH725</td>
<td>30</td>
</tr>
<tr>
<td>VBH726</td>
<td>40</td>
</tr>
<tr>
<td>VBH727</td>
<td>10</td>
</tr>
</tbody>
</table>

(ii) Units together totalling a minimum of 110 nominal hours selected from the following units:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFGEN01A</td>
<td>15</td>
</tr>
<tr>
<td>CUFFO01A</td>
<td>35</td>
</tr>
<tr>
<td>CSUS02A</td>
<td>35</td>
</tr>
<tr>
<td>CUFCA01A</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU006B</td>
<td>60</td>
</tr>
</tbody>
</table>

Units are selected by the student with the approval of the Head of Department.

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

Certificate I in Work Education

Course Code: 21108VIC
Campus
Footscray Nicholson, Melton, St Albans, Sunbury.

Career Opportunities
Various or further study.

Scope of Delivery
This course is offered on a full-time basis over 2 years.
Course Objective
This is a post secondary course designed to prepare people with a range of special learning needs for competitive mainstream employment involving routine tasks under supervision, or further vocational training.
The course introduces students to full-time adult learning in a valued, mainstream setting.
Course aims are:
• To develop confidence in a university and industry based valued learning environment;
• To develop effective communication skills through a range of verbal and non-verbal strategies;
• To develop confidence, skills and strategies to competently manage pathways in future employment and/or education and training;
• To develop personal organisational skills related to employment and vocational education and training.
Entry Requirements
• Minimum age 16;
• Have special learning needs (associated with intellectual, learning, psychological disability);
• Have potential and motivation for employment;
• Have the support of his or her family or advocate.
Selection Procedures/Selection Criteria
Selection is conducted via individual interviews/group workshops.
Course Duration
This course is offered on a full-time basis over two years. Flexible learning arrangements may include off-campus study, workshops or workplace delivery.
Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBC858 Numeracy and Mathematics</td>
<td>80</td>
</tr>
<tr>
<td>VBC156 Induction</td>
<td>10</td>
</tr>
<tr>
<td>VBC157 Individual Vocational Plan</td>
<td>80</td>
</tr>
<tr>
<td>VBC158 Interpersonal Communication Skills</td>
<td>30</td>
</tr>
<tr>
<td>VBC159 Workplace Communication Skills</td>
<td>30</td>
</tr>
<tr>
<td>VBC160 Team Work</td>
<td>30</td>
</tr>
<tr>
<td>VBC161 Personal Management Skills</td>
<td>65</td>
</tr>
<tr>
<td>VBC162 Community Skills</td>
<td>95</td>
</tr>
<tr>
<td>VBC163 Career Planning</td>
<td>80</td>
</tr>
<tr>
<td>VBC164 Workplace Education</td>
<td>300</td>
</tr>
<tr>
<td>VBC165 Vocational Electives</td>
<td>400</td>
</tr>
</tbody>
</table>

An additional 400 hours of electives is offered over the two-year period.
Students select trade electives from a range of areas. Electives may be chosen from areas such as Horticulture, Carpentry and Joinery, Automotive, Commercial Cleaning, Retail Skills, Office Skills, Mailhousing and Kitchen Attending, but not inclusive.

Practical Placement
Practical Placement is a central part of the course. All students undertake a minimum of ten (10) weeks of Practical Placement during the course.
None: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.
Some Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

Certificate II in Workplace Practices
Course Code: 30064QLD

Campus
To be advised.

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

<table>
<thead>
<tr>
<th>Core Units of Study (at least 275 nominal hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBC858 Numeracy and Mathematics</td>
</tr>
<tr>
<td>VBC156 Induction</td>
</tr>
<tr>
<td>VBC157 Individual Vocational Plan</td>
</tr>
<tr>
<td>VBC158 Interpersonal Communication Skills</td>
</tr>
<tr>
<td>VBC159 Workplace Communication Skills</td>
</tr>
<tr>
<td>VBC160 Team Work</td>
</tr>
<tr>
<td>VBC161 Personal Management Skills</td>
</tr>
<tr>
<td>VBC162 Community Skills</td>
</tr>
<tr>
<td>VBC163 Career Planning</td>
</tr>
<tr>
<td>VBC164 Workplace Education</td>
</tr>
<tr>
<td>VBC165 Vocational Electives</td>
</tr>
</tbody>
</table>

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

Certificate I in Transition Education
Course Code: 15494VIC

Campus
Footscray Nicholson.

Career Opportunities
Further Education and Training

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

Course Objective
The course aims to provide students with the knowledge and skills to gain:
• 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 or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Core Units of Study (at least 275 nominal hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBC858 Numeracy and Mathematics</td>
</tr>
<tr>
<td>VBC156 Induction</td>
</tr>
<tr>
<td>VBC157 Individual Vocational Plan</td>
</tr>
<tr>
<td>VBC158 Interpersonal Communication Skills</td>
</tr>
<tr>
<td>VBC159 Workplace Communication Skills</td>
</tr>
<tr>
<td>VBC160 Team Work</td>
</tr>
<tr>
<td>VBC161 Personal Management Skills</td>
</tr>
<tr>
<td>VBC162 Community Skills</td>
</tr>
<tr>
<td>VBC163 Career Planning</td>
</tr>
<tr>
<td>VBC164 Workplace Education</td>
</tr>
<tr>
<td>VBC165 Vocational Electives</td>
</tr>
</tbody>
</table>

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 Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Entry Requirements
To qualify for admission to the course, applicants must 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 of Study (450 nominal hours)

<table>
<thead>
<tr>
<th>Unit of Study 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>
<tr>
<td>NOS250</td>
<td>25</td>
</tr>
<tr>
<td>VBG762</td>
<td>100</td>
</tr>
<tr>
<td>VBG763</td>
<td>50</td>
</tr>
<tr>
<td>VBG764</td>
<td>50</td>
</tr>
<tr>
<td>VBG766</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>

Electives units (450 Hours)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOS250</td>
<td>25</td>
</tr>
<tr>
<td>VBG762</td>
<td>100</td>
</tr>
<tr>
<td>VBG763</td>
<td>50</td>
</tr>
<tr>
<td>VBG764</td>
<td>50</td>
</tr>
<tr>
<td>VBG766</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 Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.

Department of Further Education Programs
The Department of Arts, VCE and Preparatory Programs–TAFE includes Adult VCE offering Units 1 to 4; Liberal Arts and Further Education Programs, which include Certificate IV in Further Education and Preparation for Tertiary Studies, 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. The department is also responsible for the delivery of a University Preparation Program planned to be delivered at a range of offshore locations including China and Russia.

Course Codes
- 21015VIC  Diploma of Further Education
- 21014VIC  Certificate IV in Further Education
- 21220VIC  Diploma of Liberal Arts
- 21219VIC  Certificate IV in Liberal Arts
- 2201LZV  Victorian Certificate of Education
- 21501VIC  Certificate III in ESL (Further Study)
- 21502VIC  Certificate IV in ESL (Further Study)

Diploma of Further Education
Course Code: 21015VIC Diploma
Campus
Footscray Nicholson, Werribee.

Career Opportunities
TAFE Entry.

Scope of Delivery
This course is offered full time at Footscray Nicholson Campus, and part-time at Werribee Campus.

Course Objectives
This course provides an alternative pathway into tertiary education programs for those whose personal, geographical, family, educational history and other circumstances mean that they are disadvantaged and/or unable to gain entry to courses via existing entry mechanisms. 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 Units of Study, it provides a mechanism for learners to explore their own learning needs and to map a learning program using Units of Study 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.

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.

Course Duration
This course is offered on a full-time basis over one year (total of 420 hours). To achieve the Diploma in Further Education(21015VIC) an additional 600 hours will need to be undertaken in a second year.
Course Structure
Certificate IV in Further Education
Core Units of Study
<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBJ506</td>
<td>Reflective Learning and Practice 1A</td>
<td>70</td>
</tr>
<tr>
<td>BBJ507</td>
<td>Reflective Learning and Practice 1B</td>
<td>70</td>
</tr>
</tbody>
</table>

Negotiated Units of Study (some stream examples may include)
(at least four Units of Study to be completed at AQF level 4 or higher)

| Oral Communication | 40 |
| Written Communication | 40 |
| Interpersonal Skills | 40 |
| Use of Internet | 40 |
| Computing Skills | 40 |
| Mathematical Skills | 40 |
| Specific Skills (needed for Adult Entry into targeted course) | 40 |
| Study Skills | 40 |

Elective Units of Study
(to be selected from currently accredited VET modules or endorsed units of competency)

| (to be selected from currently accredited VET modules or endorsed units of competency) | 120 |
| Total | 420 |

Diploma of Further Education
Core Units of Study
<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBJ508</td>
<td>Reflective Learning and Practice 2A</td>
<td>60</td>
</tr>
<tr>
<td>BBJ509</td>
<td>Reflective Learning and Practice 2B</td>
<td>60</td>
</tr>
</tbody>
</table>

Elective Units of Study

| (To be selected from currently accredited VET modules or endorsed units of competency) | 480 |
| Total | 600 |

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

Diploma of Liberal Arts

Certificate IV in Liberal Arts

Course Code: 21220VIC Diploma

Course Code: 21219VIC Certificate IV

Campus
Footscray Nicholson, St Albans, Sunbury.

Career Opportunities
Further studies.

Scope of Delivery
This course is offered on a full time and part-time basis. Some Units of Study 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 Units of Study
<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</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>
</tbody>
</table>

Stream Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUF11002A Design a Multimedia Project</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>VBM512</td>
<td>Public Life–Past and Present</td>
<td>90</td>
</tr>
<tr>
<td>VBM513</td>
<td>Stories Cultures Tell Themselves</td>
<td>90</td>
</tr>
<tr>
<td>VBM514</td>
<td>Nature and its Human Transformations</td>
<td>90</td>
</tr>
<tr>
<td>VBM515</td>
<td>Economy and Society</td>
<td>90</td>
</tr>
<tr>
<td>VBM516</td>
<td>Text and Culture I</td>
<td>72</td>
</tr>
<tr>
<td>Total</td>
<td>616</td>
<td></td>
</tr>
</tbody>
</table>

*Stream Units of Study may be substituted as per Curriculum Document, Diploma of Liberal Arts (21220VIC) accreditation January 1 to 31 December 2006.

Stage Two Diploma
Core Units of Study
<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM517</td>
<td>Tradition and Modernity</td>
<td>180</td>
</tr>
<tr>
<td>VBM518</td>
<td>Research Project</td>
<td>90</td>
</tr>
</tbody>
</table>

Stream Units of Study*

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM519</td>
<td>History and Sociology of Human Relationships</td>
<td>90</td>
</tr>
<tr>
<td>VBM520</td>
<td>Urban Studies</td>
<td>90</td>
</tr>
<tr>
<td>VBM521</td>
<td>Introduction to Theories of Human Personality</td>
<td>90</td>
</tr>
<tr>
<td>VBM522</td>
<td>Text and Culture II</td>
<td>72</td>
</tr>
<tr>
<td>Total</td>
<td>612</td>
<td></td>
</tr>
</tbody>
</table>

*Stream Units of Study may be substituted as per Curriculum Document, Diploma of Liberal Arts (21220VIC) accreditation January 1 to 31 December 2006.

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

Victorian Certificate of Education

Course Code: 2200LZV

Campus
Footscray Nicholson.

Career Opportunities
Various, Further Education.

What is VCE?
VCE stands for the Victorian Certificate of Education that is the Year 11 and 12 taught at most Victorian Secondary Institutes. The Victorian Curriculum and Assessment Authority issues the VCE. All students throughout the state do the same course. The VCE is the entrance requirement for most TAFE and tertiary (university) courses and is increasingly becoming a pre-requisite for employment in many areas.

How do I qualify for VCE?

Satisfactory Completion
The VCE will be awarded to adult students returning to study who have satisfactorily completed 6 units at 3 and 4 level plus 2 units of English. Each unit is a half year (semester) of study. Students may take as many years as they require satisfying this requirement. Units 3 and 4 in a subject must be completed in the same year. Students can combine subjects from full-time and part-time attempts. Subjects obtained prior to the introduction of VCE can also be counted. Subjects can be done at more than one institution in the same year.
Continuing students, i.e. students who have completed Units 1 and 2 in the previous year, require 16 units: details on request.

**Definition of ‘Adult’**

BOS considers an adult student to be one who is at least 18 years of age at 1st January and at least one year out of school.

**Scope of Delivery**

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

**Course Duration**

Adult VCE is offered on a full-time basis over one-year or equivalent part-time.

**Selection Procedures/Selection Criteria**

Students are expected to attend an interview prior to enrolment. At that interview literacy and numeracy may be assessed in response to student course selection. Students over 18 may enrol directly into Units 3 and 4. However if students wish to study Maths and Science subjects at Units 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 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**

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**VCE EVENING CLASS CODES**

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

**English as a Second Language (Further Study)**

**Certificate III in ESL (Further Study)**

**Certificate IV in ESL (Further Study)**

Course Code: 21501/VIC Certificate III
Course Code: 21502/VIC Certificate IV

**Campus**

Footscray Nicholson, St Albans, Werribee.

**Career Opportunities**

Further study.

**Scope of Delivery**

This/these course/s may be offered on a full-time or part-time basis.

**Course Objective**

The course aims to develop the student's general English language and literacy skills and knowledge to make the transition into mainstream study at an Australian educational institution.

The course is designed specifically for overseas-qualified professionals such as doctors, nurses and engineers, seeking entry into their professions in Australia.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.
If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
This course may be offered on a full-time basis or part-time equivalent.
Certificates III and IV are 500 nominal hours.

Course Structure
Certificate III
Core Units of Study

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Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

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Certificate IV
Core Units of Study

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Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

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<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
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
- CUS40201 Certificate IV in Music Industry (Technical Production)
- CUS40301 Certificate IV in Music Industry (Business)
- CUS50301 Diploma of Music Industry (Technical Production)
- CUS50010 Diploma of Music Industry (Business)
- CUSTGE01A Supervise technical operations 36

CUSGF02A Use MIDI devices and/or software to compose music 33
CUSGIE19A Maintain and expand music knowledge and critical listening skills 69
CUSGMF10A Evaluate and extend performance technique 33
CUSMPF09A Perform music as part of a group 60
CUSMPF11A Perform music as part of a group 60
CUSMPF12A Record music for performance and analysis 60
CUSMPF13A Create music using computer software 36
CUSMPF14A Develop and practice improvisation 36
CUSMPF15A Perform and reproduce music 33
CUSMPF16A Perform and reproduce music 33
CUSMPF17A Perform music as part of a group 60
CUSMPF18A Perform music as part of a group 60
CUSMPF19A Perform music as part of a group 60
CUSMPF20A Perform music as part of a group 60
CUSMPF21A Record music for performance and analysis 60
CUSMPF22A Record music for performance and analysis 60
CUSMPF23A Record music for performance and analysis 60
CUSMPF24A Record music for performance and analysis 60
CUSMPF25A Record music for performance and analysis 60
CUSMPF26A Record music for performance and analysis 60
CUSMPF27A Record music for performance and analysis 60
CUSMPF28A Record music for performance and analysis 60
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CUSMPF37A Record music for performance and analysis 60
CUSMPF38A Record music for performance and analysis 60
CUSMPF39A Record music for performance and analysis 60
CUSMPF40A Record music for performance and analysis 60

Certificate IV in Music
Course Code: CUS40101
Campus
Sunbury.
Career Opportunities
Contemporary performer, composer or arranger. Music technology, self management, promotion and marketing.
Scope of Delivery
This course is offered on a full-time basis.
Course Objectives
This course aims to meet the needs of the contemporary music industry for the preparation of musicians capable of being employed in a variety of workplace environments. Students are provided with a solid grounding in ensemble and solo performance craft, analysis, critical listening, composition and music technology including live sound and MIDI.
Entry Requirements
The entry requirements are consistent with the Australian Qualifications Framework. For Certificate IV courses this is generally the successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information form.
Selection Procedures/Selection Criteria
An interview and audition are also required for this course.
Course Duration
This course is offered on a full-time basis for 1 year, over a nominal duration of 561 hours.

Universal Music Industry Industry (Technical Production)
Course Code: CUS40201
Campus
Sunbury.
Career Opportunities
Sound engineer or producer in the studio, live or theatre settings.
Scope of Delivery
This course is offered on a full-time basis.
Course Objectives
The course aims to provide students with a wide range of knowledge and skills to be able to work in the music industry, either as small business (freelance) operators in a variety of music technology and related fields including the home studio, live sound, MIDI, digital audio editing, collaboration and management, or as practitioners in medium to large production facilities. This course provides training in both live and studio recording practices, and is suitable for students wanting to work with performers operating at the local/National level.
Entry Requirements
The entry requirements for this course are consistent with the Australian Qualifications Framework. For Certificate IV courses this is generally the successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information form.
Selection Procedures/Selection Criteria
Applicants are required to attend an interview.
Course Duration
This course is offered on a full-time basis for one year, over a nominal duration of 561 hours.
Course Structure
To attain the Certificate IV in Music Industry (Technical Production) (CUS40201) 14 units of competency must be achieved, as shown below:

Core Units of Study
- CUESOU1A Implement workplace health and safety and security procedures 9
- CUESOUMA Repair and maintain sound equipment 39
- CUETEM3A Establish and manage resources and technical requirements 30
- CUSADM03A Manage a project 48
- CUSGMGE03A Collaborate with colleagues in planning and producing a project 33
- CUSMGE03A Use MIDI devices and/or software to compose music 39
- CUSSOUMA Install and test sound equipment 36
- CUSSOUMA Mix sound sources 33
- CUSSOUMA Operate sound mixing console 69
- CUSSOUMA Edit sound using digital systems 84
- CUSSOUMA Set up, operate and de-rig portable sound recording equipment 33
- CUSSOUMA Supervise technical operations 36
- THHGLE16A Manage physical assets 39

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate IV in Music Industry (Business)
Course Code: CUS40301
Campus
Sunbury.

Career Opportunities
Event, artist or band manager.

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

Course Objectives
This course aims to provide students with a wide range of business skills necessary for successful participation in the music industry, including promotion, marketing, publishing, copyright, contracts, licensing, technology, self-promotion and health and safety.

Entry Requirements
The entry requirements are consistent with the Australian Qualifications Framework. For Certificate IV courses this is generally the successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information Form.

Selection Procedures/Selection Criteria
Applicants are required to attend an interview.

Course Duration
The course is offered on a full-time basis for one year, over nominal duration of 561 hours.

Course Structure
To attain the Certificate IV in Music Industry (Business)(CUS40301) 14 units of competency must be achieved, as shown below.

Core Units of Study

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

Diploma of Music Industry (Technical Production)
Course Code: CUS50201
Campus
Sunbury.

Career Opportunities
Engineer or producer in the large or small studio, live venue, theatre, post-production/multimedia facility or broadcast area.

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

Course Objectives
This course aims to provide students with a wide range of skills necessary for successful participation in the music industry, including live sound, studio engineering, audio post-production, multimedia, the internet, music analysis, small business management and working in teams.

Entry Requirements
Applicants 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, as shown below.

Core Units of Study

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<td>CUSSOU/17A</td>
<td>81</td>
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</table>

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
Entry Requirements
Applicants are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Apply through VTAC. Applicants without formal educational qualifications may apply and, in such cases, entry to the course may be granted after interview having regard to the applicant’s prior life and work experiences. All applicants must lodge a completed Victoria University Supplementary Information form.

Selection Procedures/Selection Criteria
An interview is required.

Course Duration
The course is offered on a full-time basis for 1 year, over a nominal duration of 855 hours.

Course Structure
To attain the Diploma of Music Industry (Technical Production) (CUS50201), 14 units of competency must be achieved, as shown below.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CUEOH51A Implement workplace health, and safety and security procedures</td>
<td>9</td>
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<tr>
<td>CUESO4A Mix sound</td>
<td>141</td>
</tr>
<tr>
<td>CUFEDT08A Edit dialogue and sound</td>
<td>51</td>
</tr>
<tr>
<td>CUFMEM02A Author a multimedia product</td>
<td>51</td>
</tr>
<tr>
<td>CUSADM02A Coordinate the purchase or hire of equipment/supplies</td>
<td>33</td>
</tr>
<tr>
<td>CUSBGE11A Plan a career in music</td>
<td>33</td>
</tr>
<tr>
<td>CUSBGE17A Maintain and apply music industry knowledge</td>
<td>84</td>
</tr>
<tr>
<td>CUSMGE10A Use MIDI devices and/or software to compose music</td>
<td>39</td>
</tr>
<tr>
<td>CUSMGE13A Apply music knowledge and artistic judgment</td>
<td>84</td>
</tr>
<tr>
<td>CUSOU15A Create a final sound balance</td>
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<td>CUSOU16A Develop sound design</td>
<td>51</td>
</tr>
<tr>
<td>CUSOU17A Develop and implement sound production for a recording</td>
<td>102</td>
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<tr>
<td>CUSOU22A Implement sound design</td>
<td>51</td>
</tr>
<tr>
<td>ICPMM44CA Incorporate audio into multimedia presentations</td>
<td>42</td>
</tr>
</tbody>
</table>

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

Diploma of Music Industry (Business)

Course Code: CUS50301

Campus
Sunbury.

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.
Department of Visual Art, Design and Multimedia

The Department of Visual Art, Design and Multimedia—TAFE conducts a wide range of courses which provide vocational education for a variety of Art and Multimedia occupations ranging from pre-employment through to para-professional level.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>12862VIC</td>
<td>Advanced Diploma of Arts (Graphic Design)</td>
</tr>
<tr>
<td>12861VIC</td>
<td>Diploma of Arts (Graphic Arts)</td>
</tr>
<tr>
<td>15727VIC</td>
<td>Certificate IV in Arts (Applied Design)</td>
</tr>
<tr>
<td>12857VIC</td>
<td>Diploma of Arts (Visual Art)</td>
</tr>
<tr>
<td>CUF60501</td>
<td>Advanced Diploma of Multimedia (Streams in Interactive Media and Games Development)</td>
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<tr>
<td>CUF50701</td>
<td>Diploma of Multimedia</td>
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<td>CUF40801</td>
<td>Certificate IV in Multimedia</td>
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<td>CUF30601</td>
<td>Certificate III in Multimedia</td>
</tr>
<tr>
<td>CUF20601</td>
<td>Certificate II in Multimedia</td>
</tr>
</tbody>
</table>

In addition to these courses, the Department of Visual Arts, Design and Multimedia—TAFE conducts training courses for Industry.

John Barmby
Head, Department of Visual Art, Design and Multimedia—TAFE

Advanced Diploma of Arts (Graphic Design)

Course Code: 12862VIC

Campus
St Albans, South Melbourne.

Career Opportunities
Graphic Design, Web Design and production, Graphic Art, Graphic Designer.

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

Course Objectives
Upon completion of the Diploma of Arts (Graphic Arts) 12861VIC, successful or equivalent graduates are eligible to enter into the Advanced Diploma of Arts (Graphic Design) 12862VIC.

A further year of study is undertaken in Design for Interactive Media with the emphasis on Web Production.

The course promotes development of skills in design for interactive and print based media with a focus on:
• visual design;
• interface design; and
• information design.

Whilst technical prepress expertise is consolidated, graduates are also equipped with an elite mix of creative and technical new media abilities, ensuring that they are truly “industry-ready”.

Entry Requirements
Extensive pre-press knowledge is required, therefore entry is limited to students who have successfully completed the Diploma of Arts (Graphic Art) or equivalent course.

Selection Procedures/Selection Criteria
Applicants need to apply through VTAC, contact the department to arrange an interview (see Application Procedure), attend an interview and present a folio representing these major components: typography, pre-press design, illustration, electronic media.

At interview preference will be given to students demonstrating a professional attitude to personal growth in the areas of design and new media.

Campus Location
City-South Melbourne.

Course Duration
The course is offered on a full-time basis over one year.

Diploma of Arts (Graphic Arts)

Course Code: 12861VIC

Campus
St Albans, South Melbourne.

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 Department as being capable of successfully completing the course.

Selection Procedures/Selection Criteria
Applicants will be required to attend an interview and submit a folio which includes a range of design and practical works, which may include technical and product drawings, illustrations, layouts and sketches. However, other material which indicates an ability to undertake the course can be included. At the interview students should demonstrate an understanding of the course and work in this field.

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 Units of Study are compulsory.

#### Generic Units of Study

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<thead>
<tr>
<th>Unit of Study Code</th>
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#### Compulsory Units of Study

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#### Electives

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<td>VB643</td>
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</table>

Total course hours: 1476

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

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### Certificate IV in Arts (Applied Design)

**Course Code:** 15727VIC

#### Campus

St Albans, South Melbourne.

#### 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 Units of Study.

#### 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

---

### Diploma of Arts (Visual Art)

**Course Code:** 12857VIC

#### Campus

South Melbourne.

#### Career Opportunities

Visual Artist. Further education opportunities

#### Scope of Delivery

This course is offered on a full-time or part-time basis. Part-time programs are normally conducted during the day.

#### Course Objectives

This course aims to prepare students for a career in the Visual Arts, particularly painting, by studying relevant practical and theoretical subjects.

The course has been developed in conjunction with industry with the intention of training personnel who will be able to operate as self-sufficient artists.

#### Entry Requirements

To qualify for entry to the course applicants must have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age.

#### Selection Procedures/Selection Criteria

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 Units of Study are compulsory.

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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Total course hours: 628

Some Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Advanced Diploma of Multimedia [Streams in Interactive Media and Games Development]

Diploma of Multimedia
Course Code: CUF60501 Advanced Diploma
Course Code: CUF50701 Diploma

Campus
St Albans, South Melbourne.

Career Opportunities
Studio based art practice, games development, web design and development, animation and special effects production.

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

Course Objectives
This qualification is designed to reflect the role of people working in the multimedia industry who perform technical, design, managerial or executive duties. At this level it is possible to specialise in instructional design, project management, production, games or web site design depending on the units selected. Common duties may include:

- Designing multimedia products;
- Managing major projects;
- Coordinating the production of multimedia products;
- Business management;
- Evaluating multimedia products;
- Managing the design process for multimedia;
- Producing animation;
- Testing games;
- Designing for multimedia;
- Managing multimedia projects;
- Designing web sites/pages.

Entry Requirements
Entry to these courses is via an interview and submission of a folio.

Selection Procedures/Selection Criteria
Applicants will be required to attend an interview and submit a folio which demonstrates strong creative, conceptual and technical abilities. At the interview applicants should demonstrate an understanding of the Multimedia Industry.

Previous work and life experience of mature age applicants may be considered. Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Course Duration
The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months. The courses are also offered part-time. (The Advanced Diploma of Arts Electronic Design and Interactive Media is no longer offered and is replaced by the Film, Television, Radio Multimedia Industry Training Package).

Campus Location
City-South Melbourne and St. Albans.

Course Structure

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
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Compulsory Units of Study

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Stream Options – Painting

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Electives

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</table>

Some units of Study descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate IV in Multimedia
Course Code: CUF40801
Campus
St Albans, South Melbourne.
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.
Course Structure
Core Units of Study
Unit of Study Code Hours
CUFGEN01A Develop and apply industry knowledge 15
CUFSAF01A Follow health, safety and security procedures 15
CUSGEN03A Collaborate with colleagues in planning and producing a project 35
Elective Units of Study
Twelve units, comprising -
Unit of Study Code Hours
CUFIMA01A Produce and manipulate digital images 20
CUFIMA03A Create 2D digital animation 35
CUFIMA04A Create 3D digital animation 75
CUFMEM05A Manage multimedia assets 40
CUFWRT05A Write content and/or copy 50
CUFWRT07A Write an interactive sequence for multimedia 50
CUSADM03A Manage a project 50
CUSGEN05A Make presentations 35
ICAITB060A Identify physical database requirements 40
ICAITB061A Monitor physical database implementation 20
ICPMM65DA Create web pages with multimedia 50
Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

Certificate III in Multimedia
Course Code: CUF30601
Campus
St Albans, South Melbourne.
Career Opportunities
Further Education opportunities — TAFE and Higher Education.
Scope of Delivery
This course is offered as a VET in Schools program auspiced by Victoria University.
Course Objectives
While Certificate IV is the main entry point to the multimedia industry, this qualification is designed to reflect the role of employees who perform such duties as:
• Assisting with graphics
• Producing and updating basic web pages
• Producing multimedia components
• Editing multimedia material
• Producing animation.
Entry Requirements
Current enrolment in VCE Year 12.
Course Duration
This course is offered on a part-time basis over two years.
Course Structure
To attain a Certificate III in Multimedia, 13 units must be achieved:
• 2 Core Units of Study from Group A, plus
• 6 specialist units from Group B, plus
• 3 Elective Units of Study from Group C, plus
• 2 Elective Units of Study from the Certificate III unit bank or from another industry training package at Certificate III level.
Group A Core Units of Study
Unit of Study Code Hours
CUFGEN01A Develop and apply industry knowledge 15
CUFSAF01A Follow Health, Safety and Security Procedures 15
Group B Specialist Units
Unit of Study Code Hours
CUFEDT05A Operate a non-linear editing system 50
CUFIMA03A Create 2D digital animation 35
CUFMEM07A Apply principles of visual design and communication to the development of a multimedia product 40
CUFWRT05A Write content and/or copy 50
CUSSOU12A Edit sound using digital systems 69-85
ICAITU126A Use advanced features of computer applications 40
ICAITU127A Operate system software 50
ICPMM15DA Develop a multimedia script 40
ICPMM65DA Create web pages with multimedia 50
Group C Elective Units of Study
Unit of Study Code Hours
CUFCAM01A Set up and operate a basic video camera 30-50
CUFIMA01A Produce and manipulate digital images 20
CUFMEM12A Update web pages
CUFMEM13A Incorporate, design and edit digital video
CUFMEM14A Create, manipulate and incorporate 2D graphics
CULMS413A Use information technology
CUSADM08A Address copyright requirements 18
CUSGEN01A Use and adapt to changes in technology 20-24
CUSRAD01A Collect and organise information
CUSSOU4A Record sound
ICPMM11BA Identify components of multimedia 20
ICPMM41CA Incorporate text into multimedia presentations 20
ICPMM44CA Incorporate audio into multimedia presentations 42
Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate II in Multimedia

Course Code: CUF20601

Campus
St Albans, South Melbourne.

Career Opportunities
Further Education opportunities — TAFE and Higher Education.

Scope of Delivery
This course is offered as a VET in Schools program auspiced by Victoria University.

Course Objectives
This qualification is designed to reflect the role of people working in the multimedia industry as assistants who perform basic duties such as:

• Assisting in updating a web page
• Assisting with a project
• Assisting with animation
• Capturing and manipulating images
• Assisting with production

Entry Requirements
Current enrolment in VCE Year 12.

Course Duration
This course is offered on a part-time basis over one year.

Course Structure
To attain a Certificate II in Multimedia, 9 units must be achieved:

• 2 Core Units of Study from Group A, plus
• 7 specialist units from Group B, plus

Group A Core Units of Study

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Group B Specialist Units

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

Department of Vocational Education Programs

The Department of Vocational Education Programs—TAFE conduct a wide range of courses. These include Library and Information Services; Professional Writing and Editing; and Science for Nurses. The department also manages the Student Learning Support Centre which includes: the Language and Literacy Self Access Centres and a Multi-media Language Centre for students in English Language Programs; Maths Learning and Literacy Learning Centres which provide individual learning support to students enrolled in the School's Adult General Education and Further Education programs.

Course Codes

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL30199</td>
<td>Diploma of Library and Information Services</td>
</tr>
<tr>
<td>21505VIC</td>
<td>Certificate IV in ESL (Further Study) [English for Health Service Professionals]</td>
</tr>
<tr>
<td>21503VIC</td>
<td>Certificate III in ESL (Employment) [Aged Care Work]</td>
</tr>
<tr>
<td>21503VIC</td>
<td>Certificate III in ESL (Employment) [Children's Services]</td>
</tr>
<tr>
<td>21504VIC</td>
<td>Certificate IV in ESL (Employment)</td>
</tr>
<tr>
<td>21124VIC</td>
<td>Diploma of Arts (Professional Writing and Editing)</td>
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<tr>
<td>21379VIC</td>
<td>Course in Gateway to Nursing and the Health Sciences</td>
</tr>
<tr>
<td>21380VIC</td>
<td>Course in Preparation for Tertiary Studies (Arts)</td>
</tr>
<tr>
<td>21204VIC</td>
<td>Course in Concurrent Study</td>
</tr>
</tbody>
</table>

Virginia Saint James

Diploma of Library and Information Services

incorporating

Certificate III in Library and Information Services

Course Code: CUL50199 Diploma

Course Code: CUL30199 Certificate III

Campus
Footscray Nicholson.

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>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULLB201A</td>
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</tr>
<tr>
<td>CULLB202A</td>
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<tr>
<td>CULLB203A</td>
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<tr>
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<td>CULLB301A</td>
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</tr>
<tr>
<td>CULLB302A</td>
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<tr>
<td>BSZ404A</td>
<td>30</td>
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</table>

Elective Units of Study
CULLB305A Process Orders 30
CULLB304A Contribute to Promotional Programs and Activities for Clients 30
CULLB303A Accession and Process Resources 20
CULLB302A Use Bibliographic Methods 40
CULLB301A Participate in a Work Team 40

Note: The Certificate II in Library and Information Services CUL20199 is nested within the Certificate III in Library and Information Services CUL30199.

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

Certificate IV in ESL (Professional) [English for Health Service Professionals]

Course Code: 21505VIC Certificate IV (Professional)

Campus
Footscray Nicholson, St Albans, Werribee.

Career Opportunities
Further study.

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

Course Objective
The course aims to develop the student's general English language and literacy skills and knowledge to make the transition into mainstream study at an Australian educational institution.

The course is designed specifically for overseas-qualified professionals such as doctors, nurses and engineers, seeking entry into their professions in Australia.

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 III and IV are 500 nominal hours.

Course Structure

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBN494</td>
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<tr>
<td>VBN495</td>
<td>100</td>
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<td>VBN496</td>
<td>100</td>
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<tr>
<td>VBN497</td>
<td>100</td>
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Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:
Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

English as a Second Language (Employment)

Certificate III in ESL (Employment) [Aged Care Work]

Certificate III in ESL (Employment) [Children's Services]

Certificate IV in ESL (Employment)

Course Code: 21503VIC Certificate III [Aged Care] / [Children's Services]

Course Code: 21504VIC Certificate IV

Campus

Footscray Nicholson, St Albans, Werribee.

Career Opportunities

Various.

Scope of Delivery

This/course/s may be offered on a full-time or part-time basis.

Course Objective

The ESL for Vocational Purpose courses aim to provide participants from non English speaking backgrounds with:

- the knowledge and English language skills needed to obtain employment within their occupational fields;
- the knowledge and skills to function effectively in a work environment in Australia;
- an understanding of the Australian workplace and culture;
- a pathway for students with low levels of English language skills to enter the workforce.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration

These courses may be offered on a full-time basis or part-time equivalent over 500 nominal hours each.

Course Structure

Certificate III

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBN100</td>
<td>80</td>
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<tr>
<td>VBN101</td>
<td>80</td>
</tr>
<tr>
<td>VBN102</td>
<td>80</td>
</tr>
<tr>
<td>VBN103</td>
<td>80</td>
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Elective Units of Study

Units, together totalling a minimum of 180 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

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<th>Unit of Study Code</th>
<th>Hours</th>
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<tbody>
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<td>80</td>
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<tr>
<td>VBN105</td>
<td>80</td>
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<td>VBN106</td>
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<td>VBN107</td>
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<td>VBN108</td>
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<td>VBN109</td>
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<tr>
<td>VBN111</td>
<td>80</td>
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<tr>
<td>VBN112</td>
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Certificate IV

Core Units of Study

<table>
<thead>
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<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN200</td>
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<tr>
<td>VBN201</td>
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<tr>
<td>VBN202</td>
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<tr>
<td>VBN203</td>
<td>80</td>
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</table>

Elective Units of Study

Units, together totalling a minimum of 180 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>VBN204</td>
<td>80</td>
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<tr>
<td>VBN205</td>
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</tr>
<tr>
<td>VBN206</td>
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<td>VBN207</td>
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<tr>
<td>VBN208</td>
<td>80</td>
</tr>
<tr>
<td>VBN209</td>
<td>80</td>
</tr>
</tbody>
</table>

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate IV in Professional Writing and Editing

Course Code: 21123VIC

Campus
St Albans.

Career Opportunities
Creative writing, journalism, editing and publishing.

Scope of Delivery
The course is offered either full-time or part-time, on campus. Most subjects are offered at St Albans only. There are currently no Units of Study available through flexible delivery.

Course Objectives
The course aims to:

• provide 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 need to attend an interview and complete a grammar test and a further piece of writing.

Course Duration
The course may be offered on a full-time basis over one year or part-time equivalent (680 nominal hours).

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VAC474</td>
<td>Industry Overview</td>
<td>68</td>
</tr>
<tr>
<td>VBK382</td>
<td>Computer Skills for Writers &amp; Editors</td>
<td>68</td>
</tr>
<tr>
<td>VBK383</td>
<td>Editing 1A</td>
<td>68</td>
</tr>
<tr>
<td>VBK384</td>
<td>Editing 1B</td>
<td>68</td>
</tr>
</tbody>
</table>

Elective Units of Study

Six electives to be undertaken, of which at least two must be selected from (i) and/or (ii):

(i)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAA408</td>
<td>68</td>
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<td>VAA409</td>
<td>68</td>
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<td>VAE272</td>
<td>68</td>
</tr>
<tr>
<td>VAE281</td>
<td>Novel 1A</td>
</tr>
<tr>
<td>VAE344</td>
<td>Corporate Writing 1A</td>
</tr>
<tr>
<td>VAE552</td>
<td>Screenwriting 1A</td>
</tr>
<tr>
<td>VAE831</td>
<td>Poetry 1A</td>
</tr>
<tr>
<td>VAE863</td>
<td>Popular Fiction 1A</td>
</tr>
<tr>
<td>VAE913</td>
<td>Short Story 1A</td>
</tr>
</tbody>
</table>

(ii)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC391</td>
<td>Internet Skills for Writers &amp; Editors</td>
</tr>
<tr>
<td>VAC412</td>
<td>Desktop Publishing 1</td>
</tr>
<tr>
<td>VAD964</td>
<td>Design and Layout</td>
</tr>
<tr>
<td>VAE919</td>
<td>Practical Placement</td>
</tr>
<tr>
<td>VAG831</td>
<td>Writer and Research</td>
</tr>
<tr>
<td>VBK392</td>
<td>Literature for Writers A</td>
</tr>
<tr>
<td>VBK393</td>
<td>Literature for Writers B</td>
</tr>
<tr>
<td>VBK394</td>
<td>Photography for Writers</td>
</tr>
<tr>
<td>VBK395</td>
<td>Role of the Editor</td>
</tr>
</tbody>
</table>

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

Certificate IV in Professional Writing and Editing

Course Code: 21124VIC

Diploma of Arts
(Professional Writing and Editing)

Course Code: 21124VIC

Campus
St Albans.

Career Opportunities
Creative writing, journalism, editing and publishing.

Scope of Delivery
The course is offered either full-time or part-time, on campus. Most subjects are offered at St Albans only. There are currently no Units of Study available through flexible delivery.

Course Objectives
The course aims to:

• provide students with an awareness of marketing in terms of their own work, and to develop knowledge of the markets available to the professional writer and editor.
• promote students’ analytical and problem solving skills in relation to both written work and communication aspects of the industry
• develop skills in the and application of research, design and implementation principles within both freelance and industry projects.
• provide a knowledge of the process of following through more detailed and lengthy projects to successful conclusion.

Entry Requirements
To qualify for admission to the course, applicants must have completed Year 12 or an equivalent or be of mature age. Applicants need to submit a folio of writing before being selected for an interview. Pre-requisite for the course is the Certificate IV in Professional Writing and Editing (21123VIC).

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

<table>
<thead>
<tr>
<th>Unit of Study code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VAC474 Industry Overview</td>
<td>68</td>
</tr>
<tr>
<td>VBK382 Computer Skills for Writers &amp; Editors</td>
<td>68</td>
</tr>
<tr>
<td>VBK383 Editing 1A</td>
<td>68</td>
</tr>
<tr>
<td>VBK384 Editing 1B</td>
<td>68</td>
</tr>
</tbody>
</table>

Elective Units of Study

Fourteen electives to be undertaken, comprising: six electives, of which at least two must be selected from (i) and/or (ii); and an additional eight electives of which a minimum of four must be selected from (iv) with the remaining electives selected from (ii) and/or (iii). Electives are selected by the student with the approval of the Head of Department.

(i)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VAA408 Applied Writing for Public Relations 1</td>
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<tr>
<td>VAA409 Applied Writing for Public Relations 2</td>
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<td>VAE272 Non Fiction 1A</td>
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<tr>
<td>VAE281 Novel 1A</td>
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</tr>
<tr>
<td>VAE344 Corporate Writing 1A</td>
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</tr>
<tr>
<td>VAE552 Screenwriting 1A</td>
<td>68</td>
</tr>
<tr>
<td>VAE831 Poetry 1A</td>
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<td>VAN041 Corporate Writing 1B</td>
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<td>VBP960 Writing Comedy for Performance 1A</td>
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<td>VBK385 Introduction to Fiction Writing 1</td>
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<tr>
<td>VBK386 Script Writing 1A</td>
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(ii)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
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<tbody>
<tr>
<td>VBK388 Writing for Children (Young Readers) A</td>
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<td>VBK389 Writing for Children (Young Readers) B</td>
<td>68</td>
</tr>
<tr>
<td>VBK390 Writing for Radio</td>
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(iii)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
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<tbody>
<tr>
<td>VAC391 Internet Skills for Writers &amp; Editors</td>
<td>68</td>
</tr>
<tr>
<td>VAC412 Desktop Publishing 1</td>
<td>68</td>
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<tr>
<td>VAD964 Design and Layout</td>
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</tr>
<tr>
<td>VAE919 Practical Placement</td>
<td>68</td>
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<tr>
<td>VAG831 Writer and Research</td>
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<tr>
<td>VBK392 Literature for Writers A</td>
<td>68</td>
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<tr>
<td>VBK394 Photography for Writers</td>
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(iv)

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<td>VAA410 Applied Writing for Public Relations 3</td>
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<td>VAA411 Applied Writing for Public Relations 4</td>
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<tr>
<td>VAA910 Corporate Writing 2A</td>
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<td>VAB980 Desktop Publishing 2A</td>
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<tr>
<td>VAB933 Myths &amp; Symbols A</td>
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<tr>
<td>VAC389 Performance Workshop 2</td>
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<td>VAD260 Playwriting 2A</td>
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<td>VAD728 Editing 2A</td>
<td>68</td>
</tr>
<tr>
<td>VAE273 Non Fiction Project 2A</td>
<td>68</td>
</tr>
<tr>
<td>VAE282 Novel 2A</td>
<td>68</td>
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<tr>
<td>VAE544 Scientific/Technical Writing 2</td>
<td>68</td>
</tr>
<tr>
<td>VAF066 Short Story 2A</td>
<td>68</td>
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<tr>
<td>VAF128 Small Press Publishing 2</td>
<td>68</td>
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<tr>
<td>VAM123 Writing Histories 2A</td>
<td>68</td>
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<tr>
<td>VAM131 Writing for Young Adults A</td>
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<tr>
<td>VAN028 Corporate Writing 2B</td>
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<td>VAN029 Desktop Publishing 2B</td>
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<tr>
<td>VAN031 Myths &amp; Symbols B</td>
<td>68</td>
</tr>
<tr>
<td>VAN034 Playwriting 2B</td>
<td>68</td>
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<tr>
<td>VAN035 Editing 2B</td>
<td>68</td>
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<tr>
<td>VAN038 Non Fiction Project 2B</td>
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<tr>
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<td>VAN050 Writing for Young Adults B</td>
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<td>VBP962 Writing Comedy for Performance 2A</td>
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<tr>
<td>VBP963 Writing Comedy for Performance 2B</td>
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<tr>
<td>VBK396 Advanced Screenwriting Project 2</td>
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<tr>
<td>VBK397 Authoring a Multimedia Product 2</td>
<td>68</td>
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<tr>
<td>VBK398 Industry Overview 2</td>
<td>68</td>
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<tr>
<td>VBK399 Literary Non Fiction Project 2</td>
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<tr>
<td>VBK401 Poetry 2B</td>
<td>68</td>
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<tr>
<td>VBK402 Screenwriting 2A</td>
<td>68</td>
</tr>
<tr>
<td>VBK403 Screenwriting 2B</td>
<td>68</td>
</tr>
<tr>
<td>VBK404 Writing for Children (Older Readers) A</td>
<td>68</td>
</tr>
<tr>
<td>VBK405 Writing for Children (Older Readers) B</td>
<td>68</td>
</tr>
<tr>
<td>VBK406 Writing an Interactive Multimedia Sequence 2</td>
<td>68</td>
</tr>
</tbody>
</table>

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

Course in Gateway to Nursing and Health Sciences

Course Code: 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, and may include online and flexible delivery.

Course Objectives

This course aims to provide students with the knowledge, skills and confidence required to successfully participate in nursing and other health sciences courses.

Entry Requirements

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

Selection Procedures/Selection Criteria

Applicants must submit a TAFE Direct Entry form, applicants will be contacted by mail to attend an interview at the St Albans campus. Interviews will be conducted in January for semester 1 and in June for semester 2.
All applicants will be interviewed and required to pass a literacy and numeracy test that indicates that they possess:

- competency in reading, and writing, equivalent to the National Reporting System Level 4, and
- numeracy skills equivalent to the National Reporting System Level 2.

The general English language proficiency of students entering the course will be a minimum of the Australian Second Language Proficiency Rating 2+.

Further information about interviews can be obtained on 9919 8641

**Course Duration**
The course may be offered on a full-time basis over at least 260 nominal hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study (190 nominal hours)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM510 Learning to Learn</td>
<td>90</td>
</tr>
<tr>
<td>VBM692 Numeracy &amp; Mathematics</td>
<td>54</td>
</tr>
<tr>
<td>VBN049 Human Biology for Health Sciences</td>
<td>70</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN050 Chemistry for the Life Science</td>
<td>50</td>
</tr>
</tbody>
</table>

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

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

**Course in Preparation for Tertiary Studies (Arts)**
Course Code: 21380VIC

**Campus**
St Albans.

**Career Opportunities**
This is a bridging course leading into Arts Degrees.

**Scope of Delivery**
This course is offered on a part-time basis over one year.

**Course Objective**
This course will provide a pathway for students wishing to study in the Humanities, Education and Community Development fields. It is designed to equip students with the language and literacy skills required to undertake both certificate and undergraduate courses. It also provides introductory content in a range of disciplines within the Humanities.

**Entry Requirements**
To qualify for admission to the course, applicants must demonstrate competency in speaking, reading and writing at a minimum of Level 3 of the Certificate of General Education for Adults or Level 3 Certificate in English as a Second Language (Academic Purposes)(14373VIC).

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>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM510 Learning to Learn</td>
<td>90</td>
</tr>
<tr>
<td>VBM511 Inquiry and Presentation</td>
<td>54</td>
</tr>
<tr>
<td>VBN048 Humanities Lecture Program Theory &amp; Practicum</td>
<td>36</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

<table>
<thead>
<tr>
<th>Elective Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN050 Chemistry for the Life Science</td>
<td>50</td>
</tr>
</tbody>
</table>

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

**Course in Concurrent Study**
Course Code: 21204VIC

**Campus**
Footscray Nicholson, Melton, St Albans, Sunbury, Sunshine, Werribee.

**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 of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ717 Concurrent Study 1</td>
<td>50</td>
</tr>
<tr>
<td>VBJ718 Concurrent Study 2</td>
<td>50</td>
</tr>
<tr>
<td>VBJ719 Concurrent Study 3</td>
<td>50</td>
</tr>
<tr>
<td>VBJ720 Concurrent Study 4</td>
<td>50</td>
</tr>
</tbody>
</table>

Upon successful completion of any unit students will be eligible to receive a statement of attainment.

Some Units of Study descriptors are listed under the Unit of Study 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, ensuring students receive up-to-date industry-relevant vocational education and training.

The School’s core business is supporting individuals and enterprises in the workplace. Using on-the-job training and flexible teaching and learning materials, enterprises are able to utilise both the University and their own workplaces to deliver training which complements an enterprise’s training schedules and work patterns. Materials supporting training delivery include interactive CD-ROM, web-based content and distance education.

The School of Human Services, Science and Technology is the biggest provider of Health Services training in Victoria, with a major facility at the Sunbury Campus, as well as of Aged Care training and a major provider of Sport and Recreation training. The School is the only provider of Performing Arts courses in Melbourne’s Western region, delivered at both Footscray Nicholson and Sunbury campuses. These courses provide young people with training for employment in the Performing Arts industry. The School is also a major provider of animal technology education and training, a feature of which is the animal house development at the Werribee Campus together with first class laboratory research facilities.

The School offers Apprenticeship courses in Information Technology, (generally Certificate III level). However, the majority of IT students undertake Certificate IV or Diploma courses which provide skills for 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 delivers courses at St Albans, Sunbury, Melton, Werribee, Sunshine, Footscray Nicholson, Footscray Park, City King and South Melbourne campuses, as well as on-the-job programs delivered in enterprises including hospitals, nursing homes and aged care facilities, and sporting clubs.

The School of Human Services, Science and Technology is involved in industry consultancy and research. During 2004-2005, 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.

Diploma of Meat Processing MTM50100 student, Greg Wareham, won the 2004 Australian Vocational Student of the Year award. Greg is Operations Manager with G & K O’Connors Pty Ltd., a large beef exporting company based in Pakenham. In support of his nomination, MINTRAC acknowledged Greg as ‘a wonderful role model in an industry with a limited training culture and with almost no experience of training at this level.’

Continuous professional development of staff is a high priority with the School working continually to develop the industry and training expertise of its staff. The teaching and administrative staff attend and present papers at numerous conferences and workshops each year.

Teresa Durka
Acting Head, Department of Child Studies–TAFE

Certificate III in Children’s Services

Course Code: CHC30402

Campus
Footscray Nicholson, Melton, Werribee.

Career Opportunities
Child care worker.

Scope of Delivery
This course is delivered on a full time or part-time basis.

Course Objective
This course is designed for individuals working on a full-time, part-time or voluntary basis as assistants in a range of early childhood settings. These settings may include long day care centres, pre-school centres and occasional care centres. The course enables students to develop their knowledge and understanding of early childhood development and school age children’s development. The course prepares workers to use organisational policies, procedures and individual children’s profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Anne Jones
Associate Director
School of Human Services, Science and Technology
Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 3 and to work in Children's Services.

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

Selection Procedures
All applicants are advised to attend one of the information sessions run by the Department. Applicants are required to submit an application form, attend an interview and sit a selection test.

Course Duration
The course is offered on a full-time basis over 605 nominal hours or part-time equivalent.

Practical Component
A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children's services setting. Some agencies require that participants provide a police check clearance before undertaking the workplace training.

Materials Fees
This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions.

Course Structure

Certificate IV in Out of School Hours Care
Course Code: CHC40402

Campus
Industry Workplace.

Career Opportunities
Child care supervisor, director, service manager

Scope of Delivery
Industry only.

Course Objective
The course is appropriate for workers who conduct vacation programs and before and after school activities for children who are of school age. It is also applicable for those who work with children who may not be of school age e.g. a mobile resource unit. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 5 and to work in Children's Services. Applicants must have successfully completed all prerequisite competencies or equivalent before being permitted to commence core and elective course competencies.

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

Selection Procedures/Selection Criteria
Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration
The course may be offered on a full-time basis over a minimum of 528 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCHILD1C</td>
<td>Identify and respond to children and young people at risk of harm</td>
<td>30</td>
</tr>
<tr>
<td>CHCCN1D</td>
<td>Ensure children's health and safety</td>
<td>30</td>
</tr>
<tr>
<td>CHCCN2C</td>
<td>Care for children</td>
<td>70</td>
</tr>
<tr>
<td>CHCCN4D</td>
<td>Respond to illness, accidents and emergencies</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>Work within a legal and ethical framework</td>
<td>50</td>
</tr>
<tr>
<td>CHCFIC1</td>
<td>Support the development of children in the service</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC1C</td>
<td>Interact effectively with children</td>
<td>70</td>
</tr>
<tr>
<td>CHCOHS301A</td>
<td>Participate in workplace safety procedures</td>
<td>30</td>
</tr>
<tr>
<td>CHCP1C</td>
<td>Identify and respond to children and young</td>
<td>70</td>
</tr>
<tr>
<td>CHCP2C</td>
<td>Develop an understanding of children's interests and developmental needs</td>
<td>20</td>
</tr>
<tr>
<td>CHCP3C</td>
<td>Participate in workplace safety procedures</td>
<td>30</td>
</tr>
<tr>
<td>CHCP4C</td>
<td>Undertake risk analysis of activities</td>
<td>10</td>
</tr>
<tr>
<td>CHCP5C</td>
<td>Undertake administrative work</td>
<td>50</td>
</tr>
<tr>
<td>CHCCN1D</td>
<td>Ensure children's health and safety</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>Work within a legal and ethical framework</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
<td>30</td>
</tr>
<tr>
<td>CHCIC1C</td>
<td>Interact effectively with children</td>
<td>70</td>
</tr>
<tr>
<td>CHCOHS401A</td>
<td>Implement and monitor OHS policies and procedures for a workplace</td>
<td>50</td>
</tr>
<tr>
<td>CHCP1C</td>
<td>Deliver services/activities to stimulate children's development and enhance their leisure</td>
<td>40</td>
</tr>
<tr>
<td>CHCP2C</td>
<td>Develop an understanding of children's interests and developmental needs</td>
<td>20</td>
</tr>
<tr>
<td>CHCP3C</td>
<td>Work effectively with young people</td>
<td>40</td>
</tr>
<tr>
<td>CHCP4C</td>
<td>Undertake risk analysis of activities</td>
<td>10</td>
</tr>
<tr>
<td>CHCP5C</td>
<td>Work autonomously</td>
<td>7</td>
</tr>
</tbody>
</table>

Note: CHCCN5C Care for babies is required as a core unit in some jurisdictions (This is the case for Victorian Delivery.)

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Elective Units of Study
Plus at least four units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV level:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN2C Care for children</td>
<td>70</td>
</tr>
<tr>
<td>CHCCHILD3A Promote the safety, well-being and welfare of children, young people and their families</td>
<td>40</td>
</tr>
<tr>
<td>CHCCN3C Prepare nutritionally balanced food in a safe and hygienic manner</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN4D Respond to illness, accidents and emergencies</td>
<td>30</td>
</tr>
<tr>
<td>CHCFAC1 Support the development of children in the service</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC10C Establish and implement plans for developing responsible behaviour</td>
<td>40</td>
</tr>
<tr>
<td>CHCICOR5B Participate in the work environment</td>
<td>20</td>
</tr>
<tr>
<td>CHCICOR28A Reflect and improve upon professional practice</td>
<td>120</td>
</tr>
<tr>
<td>CHCPOL2A Contribute to policy development</td>
<td>50</td>
</tr>
<tr>
<td>CHCFIC1 Work effectively with families in caring for the Child</td>
<td>25</td>
</tr>
<tr>
<td>CHCHRH3B Develop leisure and health programs for clients with special needs</td>
<td>20</td>
</tr>
<tr>
<td>SRCCRO001A Assist with recreation games not requiring equipment</td>
<td>10</td>
</tr>
<tr>
<td>SRCCRO008A Interact positively with infants, toddlers and parents in a recreation environment</td>
<td>20</td>
</tr>
<tr>
<td>SRUABL002A Facilitate adventure-based learning activities</td>
<td>25</td>
</tr>
<tr>
<td>SRXCA004A Plan a sport and recreation session for clients</td>
<td>8</td>
</tr>
<tr>
<td>SRXCA005A Conduct a sport and recreation session for clients</td>
<td>8</td>
</tr>
<tr>
<td>SRXEME004A Co-ordinate emergency response</td>
<td>20</td>
</tr>
<tr>
<td>SRXFC004A Plan and provide sport and recreational services</td>
<td>15</td>
</tr>
</tbody>
</table>

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

Diploma of Out of School Hours Care

Course Code: CHC50202

Course Objective
The course is appropriate for workers who have responsibility for the day-to-day running of a before and after school care and/or vacation care service. They undertake a managerial role and have responsibility for the supervision of other staff and volunteers. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 5 and to work in Children’s Services. Applicants must have successfully completed all prerequisite competencies or equivalent prior to commencing core and elective course competencies.

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

Selection Procedures/Selection Criteria
Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration
The course may be offered on a full-time basis over a minimum of 1160 nominal hours or part-time equivalent.

Course Structure
All prerequisite units must be completed successfully prior to commencing course core and elective units.

Elective Units of Study
Plus at least nine units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Diploma level:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN3C Prepare nutritionally balanced food in a safe and hygienic manner</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN2B Advocate for the rights and needs of children and young people</td>
<td>40</td>
</tr>
<tr>
<td>CHCFAC3 Foster and enhance children's social, emotional and psychological development</td>
<td>100</td>
</tr>
<tr>
<td>CHCFAC5 Foster and enhance children's cognitive and language development</td>
<td>100</td>
</tr>
<tr>
<td>CHCFEC2B Promote the ethical understandings of children</td>
<td>30</td>
</tr>
<tr>
<td>CHCINC2B Maintain organisation's information systems</td>
<td>40</td>
</tr>
<tr>
<td>CHCINFB Meet information needs of the community</td>
<td>70</td>
</tr>
<tr>
<td>CHCICOR1B Manage organisational change</td>
<td>150</td>
</tr>
<tr>
<td>CHCICOR11B Lead and develop others</td>
<td>90</td>
</tr>
<tr>
<td>CHCICOR2B Promote and represent the service</td>
<td>90</td>
</tr>
<tr>
<td>CHCICOR23B Co-ordinate work</td>
<td>60</td>
</tr>
<tr>
<td>CHCICOR24B Provide leadership in community services delivery</td>
<td>120</td>
</tr>
<tr>
<td>CHCICOR27A Provide mentoring support to colleagues</td>
<td>60</td>
</tr>
</tbody>
</table>
CHCORG28A Reflect and improve upon professional practice  120
CHCORG29A Provide coaching and motivation  70
CHCSD12B Act as a resource to workers  40
CHCYTHSC Support youth programs  150
CHCQM601A Manage an accreditation process  60
HLFA2A Apply advanced First Aid  30
SRXEME004A Co-ordinate emergency response  20

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

Diploma of Children’s Services

Course Code: CHC50302

Campus
Footscray Nicholson, Melton, Werribee.

Career Opportunities
Childcare supervisor, director, service manager.

Scope of Delivery
This course is delivered on a full time or part-time basis.

Course Objective
This course covers workers who are responsible for developing and evaluating the program. Workers at this level have responsibilities for the supervision of other staff and volunteers and in most States it is the highest qualification required at director or service manager level. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 5 and to work in Children’s Services. Applicants must have successfully completed all prerequisite competencies or equivalent before being permitted to commence the core and elective course competencies. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures
All applicants are required to attend one of the information sessions run by the Department. Full Time applicants should apply through VTAC and Part Time applicants directly to the University. All applicants are required to submit an application form, attend an interview and sit a selection test.

Course Duration
The course may be offered on a full-time basis over a minimum of 1160 nominal hours or part-time equivalent. A supervised workplace assessment program for all units is required and is organised by the Department in an appropriate children’s services setting. Some agencies require that participants provide a police check clearance before undertaking the workplace training.

Materials Fees
This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions.

Course Structure
All prerequisite units must be completed successfully prior to commencing course core and elective units.

Prerequisite Units of Study

Unit of Study Code   Hours

CHCCHILD1C Identify and respond to children and young people at risk of harm  30
CHCCN1D Ensure children’s health and safety  30
CHCCN2C Care for children  70
CHCCN4D Respond to illness, accidents and emergencies  30
CHCCS301A Work within a legal and ethical framework  50
CHCFIC1C Support the development of children in the service  40
CHCIC1C Interact effectively with children  70
CHCOHS301A Participate in workplace safety procedures  30
CHCORG3B Participate in the work environment  20
CHCPR1C Deliver services/activities to stimulate children’s development and enhance their leisure  40
CHCPR3C Develop an understanding of children’s interests and developmental needs  20
HLFA2A Apply advanced First Aid  30

Note: CHCCN3C Care for babies is required as a prerequisite unit in some jurisdictions (This is the case for Victorian Delivery.)

Diploma Units

Core Units of Study

Unit of Study Code   Hours

CHCCCHILD2C Support the rights and safety of children within day of care requirements  50
CHCCN11C Establish, manage & monitor the implementation of a safe & healthy environment  40
CHCCN8B Plan care routines  70
CHCFIC2C Foster and enhance children’s development  40
CHCFIC3C Foster and enhance children’s social emotional and psychological development  100
CHCFIC5C Foster and enhance children’s cognitive and language development  100
CHCIC10C Establish and implement plans for developing responsible behaviour  40
CHCIC12C Plan the inclusion of children with additional needs  40
CHCOHS301A Manage workplace OHS management systems  40
CHCPR10C Design, implement and evaluate programs of the service  170
CHCPR2C Arrange/organise experiences which facilitate and enhance children’s development  80
CHCPR9C Document, interpret and use information about children  70
CHCRF11B Work in partnership with families to care for the child  70

Elective Units of Study

Plus at least seven units, selected by the Head of Department, in accordance with the Community Services Training Package qualification framework rules to meet Victorian regulatory and other requirements.

Unit of Study Code   Hours

CHCCS405A Work effectively with culturally diverse clients and co-workers  30
CHCIC11B Implement and promote inclusive policies and practices  40
CHCORG5B Maintain an effective work environment  50
CHCPR14B Observe children and interpret observations  40

These units may be compulsory in some jurisdictions:

CHCFIC6C Provide experiences which facilitate children’s expressive development  60
CHCFIC7C Use music as a medium to enhance children’s experiences and development  40
CHCFIC8A Provide experience which enhance children’s development and learning  60

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
Advanced Diploma of Community Services (Children's Services)

Course Code: CHC60399

Campus
Footscray Nicholson.

Career Opportunities
Qualified worker, leadership and management roles in the children's services industry.

Scope of Delivery
Continuing Students only.

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 of Study 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 two years 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

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 (CHC99), published 1999. Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

Diploma of Community Services (Children's Services)

Course Code: CHC50399

Campus
Footscray Nicholson, Melton, Industry Workplace

Career Opportunities
Qualified worker, management of a range of children's services.

Scope of Delivery
Continuing Students only.

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 work-based 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 work-based teaching which constitutes about thirty per cent of the course. This course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia. Many graduates also work for a period overseas.

Entry Requirements
To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age 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

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.

Certificate IV in Community Services (Children’s Services)

Core Units of Study

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.

Elective and Optional Units

Nine elective units and one optional unit selected from one of the following three specialisations:

- Centre Based Care Workers
- Out of School Hours Care Workers
- Family Day Care Workers

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 (CHC99), published 1999.

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

Course Structure

Core Units of Study

Unit of Study Code

CHCIC10A Establish Plans for Developing Responsible Behaviour 40

CHCIC11A Implement and Promote Inclusive Policies and Practices 40

CHCIC12A Plan the Inclusion of Children with Special Needs 40

CHCIC14A Facilitate Children’s Communication Skills 40

CHCPR8A Provide Opportunities and Experiences to enhance Children’s Development 70

CHCPR5A Enhance Children’s Play and Leisure 70

CHCPR9A Use Observations and Records 70

CHCSD10A Develop New Approaches for providing Service 40

Elective and optional units

Thirteen elective units and one optional unit selected from the following four specialisations:

- Centre Based Care Workers;
- Out of School Hours Care Workers;
- Family Day Care – Care Providers;
- Family Day Care – Field Workers.

Additional prerequisite units may be required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department having regard to the relevant units listed in the Community Services Training Package, Children’s Services National competency standards (CHC99), published 1999.

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

Certificate III in Community Services (Children’s Services)

Campus

Industry Workplace.

Career Opportunities

Out of school programs, childcare worker, childcare assistant level II, kindergarten assistant and family day care worker.

Scope of Delivery

Continuing Students only.

Course Objective

This course has three specialist streams:

- 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 (CHC99), published 1999.

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

Course Structure

Core Units of Study

Unit of Study Code

CHCIC10A Establish Plans for Developing Responsible Behaviour 40

CHCIC11A Implement and Promote Inclusive Policies and Practices 40

CHCIC12A Plan the Inclusion of Children with Special Needs 40

CHCIC14A Facilitate Children’s Communication Skills 40

CHCPR8A Provide Opportunities and Experiences to enhance Children’s Development 70

CHCPR5A Enhance Children’s Play and Leisure 70

CHCPR9A Use Observations and Records 70

CHCSD10A Develop New Approaches for providing Service 40

Elective and Optional Units

Nine elective units and one optional unit selected from one of the following three specialisations:

- Centre Based Care Workers
- Out of School Hours Care Workers
- Family Day Care Workers

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 (CHC99), published 1999.

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

Certificate III in Community Services (Children’s Services)

Campus

Industry Workplace.

Career Opportunities

Out of school programs, childcare worker, childcare assistant level II, kindergarten assistant, and family day care worker.

Scope of Delivery

Continuing Students only.

Course Objective

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.

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.

The course will normally be available through part-time studies. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Certificate III in Community Services (Children’s Services)

Campus

Industry Workplace.

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

Continuing Students only.

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.
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/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 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**

**Compulsory units of competency (common to all streams)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</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>CHCICA1</td>
<td>Communicate with Children</td>
<td>30</td>
</tr>
<tr>
<td>CHCORG4A</td>
<td>Follow the Organisation's OH&amp;S Policies</td>
<td>30</td>
</tr>
</tbody>
</table>

**Children's Services Specialisation Electives**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAL7A</td>
<td>Fulfil Family Day Care Administration Requirements ###</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN3A</td>
<td>Prepare Food ###</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>CHCNA1A</td>
<td>Support Babies Needs ###**</td>
<td>20</td>
</tr>
<tr>
<td>CHCFCA1</td>
<td>Foster the Physical Development of Children</td>
<td>40</td>
</tr>
<tr>
<td>CHCFC3A</td>
<td>Foster the Social Development of Children ++</td>
<td>40</td>
</tr>
<tr>
<td>CHFC4A</td>
<td>Foster the Emotional and Psychological Development of Children</td>
<td>40</td>
</tr>
<tr>
<td>CHCROUP2A</td>
<td>Support Group Activities++</td>
<td>20</td>
</tr>
</tbody>
</table>

Additional prerequisite units may be required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department having regard to the relevant units listed in the Community Studies Training Package, Children's Services National competency standards (CHC99), published 1999.

Note: Electives offered will be selected by the Department and dependent upon the availability of suitable teaching resources. Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
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.

Certificate IV in Health (Nursing)

Course Code: 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 settings.

Scope of Delivery

This course is offered on a full time and part time basis.

Course Objective

The course is designed to provide a broad-based training program for students to become Division 2, Registered Nurses, working in Hospital, Medical, Aged Care or Community Health Care facilities.

Entry Requirements

The University is committed to the achievement of excellence, access and equity in post-secondary education and training. Accordingly, course entry requirements take into account the wide range of backgrounds and experiences of applicants. For admission to TAFE courses applicants must be assessed as capable of completing the course for which they are applying. Mature age applicants are encouraged to apply. Mature Age applicants who do not pass the selection test may be referred to other courses in order to satisfy the minimum entrance requirements.

Special Entry Requirements

Special Conditions

It is mandatory that all students undertaking clinical experience provide clinical experience employers with a police check, prior to commencement of their placement. Clinical experience employers may refuse to accept a student for placement, based on the information contained in their police check. Successful applicants must provide the University with a current Police Check on the first day of the course. This police check must be in a sealed envelope with the applicants name and address printed clearly on the outside of the envelope. The sealed envelopes will be forwarded to clinical placement employers for their approval, one month prior to clinical experience taking place.

Victoria University does not select students based on the information contained in their police checks. However, should a student be refused a clinical placement based on the information contained in their police check, the University will make one further attempt to locate another clinical placement for the student. Students who are unable to complete experience due to their police checks will not be able to successfully complete the course.

First Aid Level 2

It is a requirement of the Certificate IV in Health (Nursing) course that all students have a current First Aid Level 2 Certificate by the end of the first semester of the course. Victoria University does offer the First Aid Level 2 qualification for students, however it is not part of the course, and as such incurs a cost of approximately $180. Students are welcome to undertake the First Aid Level 2 at any other provider, and full credits will be given.

Selection Procedures/Selection Criteria

Admission to the courses is offered to applicants who satisfactorily pass an English literacy/numeracy, clear thinking and problem-solving test. All applicants will be required to achieve a grade of 80% or greater in order to gain entrance to the course. The test is conducted by VETASSESS and will cost applicants $35 which is non refundable.

Course Duration

The course is 850 hours and is offered on a full-time basis over one year or part-time over two years.

Course Structure

Core Units of Study (830 nominal hours) Hours

BSBCMN205A Use business technology 30

CHCdis3A Provide services to people with disabilities 50

CHCOR4A Follow the organisation’s Occupational Health and Safety policies 30

HLTcom4A Communicate effectively with clients/patients in residential aged care facilities 50

VBM585 Work effectively as a professional nurse 90

VBM587 Undertake client assessment 90

VBM588 Deliver nursing care to clients 140

VBM589 Develop research skills to support nursing practice 20

VBM590 Apply professional nursing practice to client care 80

VBM591 Implement infection prevention and undertake wound management 80

VBM592 Provide individualised health education to clients 60

VBM593 Contribute to the health and wellbeing of patients and clients (Rehabilitation and Community) 30

VBM594 Participate in providing palliative care 50

VBM595 Participate as a preceptor in a work team 30

VBM596 Participate in providing therapeutic interventions for clients experiencing alterations to mental health and mental disorders 50

Elective Unit

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

HLTIR3A Work effectively with culturally diverse patients, clients, customers and co-workers 20

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

Certificate in Medication Administration for Division 2 Registered Nurses in Victoria

Course Code: 21506VIC

Career Opportunities

To be advised.

Scope of Delivery

This course is offered on a full time and part time basis.
**Course Objective**
The course provides the skills and knowledge required to administer medication within the scope of practice of the Division 2 Registered Nurse in Victoria.

**Entry Requirements**
To qualify for admission to the course, applicants must:
(a) be registered with the Nurses Board of Victoria as a Division 2 Nurse; and
(b) demonstrate the competencies from 21358VIC Certificate IV in Health (Nursing) (or equivalent 2407ADC Certificate IV in Health (Nursing) and 3300HHA Advanced Certificate in Nursing) that are directly relevant to the extended scope of practice in the administration of medication, namely:
(i) language, literacy and numeracy skills to the entry level of 21358VIC Certificate IV in Health (Nursing) – a minimum of Level 4 in the National Reporting System for indicators of competence in reading, writing and oral communication and Level 3 in numeracy;
(ii) knowledge of anatomy and physiology to the level required in 21358VIC Certificate IV in Health (Nursing).

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

**Selection Procedures/Selection Criteria**
To be advised.

**Course Duration**
The course is 4 hours and is offered on a full-time or part-time basis.

**Course Structure**

<table>
<thead>
<tr>
<th>Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN535</td>
<td>40</td>
</tr>
<tr>
<td>VBN536</td>
<td>150</td>
</tr>
</tbody>
</table>

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

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**Course in Cardiopulmonary Resuscitation**

**Course Code**: 20003VIC

**Campus**
To be advised.

**Career Opportunities**
To be advised.

**Scope of Delivery**
This course is offered on a full time and part time basis.

**Course Objective**
The course provides the skills and knowledge to perform cardiopulmonary resuscitation.

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

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

**Selection Procedures/Selection Criteria**
To be advised.

**Course Duration**
The course is 4 hours and is offered on a full-time or part-time basis.

**Course Structure**

<table>
<thead>
<tr>
<th>Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ036</td>
<td>4</td>
</tr>
</tbody>
</table>

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

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**Course in Emergency First Aid**

**Course Code**: 20004VIC

**Campus**
To be advised.

**Career Opportunities**
To be advised.

**Scope of Delivery**
This course is offered on a full time and part time basis.

**Course Objective**
The course provides the skills and knowledge to perform emergency first aid.

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

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

**Selection Procedures/Selection Criteria**
To be advised.

**Course Duration**
The course is 4 hours and is offered on a full-time or part-time basis.

**Course Structure**

<table>
<thead>
<tr>
<th>Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ037</td>
<td>6</td>
</tr>
</tbody>
</table>

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

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**Course in Basic First Aid**

**Course Code**: 20005VIC

**Campus**
To be advised.

**Career Opportunities**
To be advised.

**Scope of Delivery**
This course is offered on a full time and part time basis.

**Course Objective**
The course provides the skills and knowledge to perform basic first aid.

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

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

**Selection Procedures/Selection Criteria**
To be advised.
Course Duration
The course is 24 hours and is offered on a full-time or part-time basis.

Course Structure
Core Units of Study
- VBJ037 Emergency First Aid 6
- VBJ038 Basic First Aid 18

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

Course in Paediatric First Aid
Course Code: 20006VIC
Campus
To be advised.
Career Opportunities
To be advised.
Scope of Delivery
This course is offered on a full-time and part-time basis.
Course Objective
The course provides the skills and knowledge to perform paediatric first aid.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
To be advised.
Course Duration
The course is 18 hours and is offered on a full-time or part-time basis.
Course Structure
Core Units of Study
- VBJ039 Paediatric First Aid 18

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

Diploma of Paramedical Science (Ambulance)
Course Code: HLT50402
Campus
St Albans
Career Opportunities
In Victoria, to apply for positions in the private, non-emergency transport sector. Occupational titles may include Ambulance Officer, Ambulance Paramedic and Ambulance Attendant.
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 of workers employed by State Ambulance authorities and non-emergency transport companies to deliver emergency and non-emergency patient care and transport services. Requirements vary from state to state. This qualification does not enable graduates to apply for positions in Ambulance Service Victoria. Occupational titles may include Ambulance Officer, Ambulance Paramedic and Ambulance Attendant.
Entry Requirements
To qualify for admission to the course, applicants demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
To be advised.
Course Duration
The course may be offered on a full-time basis over 1080-nominal hours or part-time equivalent.
Course Structure
Core Units of Study (985 nominal hours)
- BSBCMN204A Work effectively with others
- BSBCMN303A Contribute to the effective workplace relationships
- HL TAMB AEA2A Implement specialist access and egress procedures
- HLTAMB AEA1A Enable safe access and egress in an emergency
- HLTAMB AEA3A Follow procedures for routine safe extrication of patient
- HLTAMB AEA4A Follow procedures for safe extrication of patient in a life threatening situation
- HLTAMB CR2A Deliver standard pre-hospital patient care
- HLTAMBFC1A Communicate within an ambulance environment
- HLTAMBFC2A Communicate in complex or difficult situations
- HLTAMBPD1A Manage personal stressors in the work environment
- HLTAMBSC1A Manage routine scene
- HLTAMBSC2A Manage scene of special event
- HLTAMBSC3A Manage the scene of an emergency
- HLTAMB T1A Transport non-emergency patients
- HLTAMB T2A Transport emergency patients
- HLTHIR2A Contribute to organisational effectiveness in the health industry
- HL TIN1A Comply with infection control policies and procedures
- PUACOMO05A Foster positive organisational image in the community
- PUAOHSO03A Implement and monitor the organisation’s occupational health and safety policies, procedures and programs
- PUAVEH01A Drive vehicles under operational conditions
Elective Units of Study (100 nominal hours)
Two units (together totaling 100 nominal hours, selected by the student, with the approval of the Head of Department, from the:-
- elective units specified on page 120 of the Health Training Package: HLT02 (V2.0), Australian National Training Authority, 2001; or
- units at Australian Qualifications Framework Level 5 in the Health Training Package: HLT02, Australian National Training Authority, 2001; or
- units at Australian Qualifications Framework Level 5 in any relevant Training Package endorsed by the Australian National Training Authority.

Certificate IV in Basic Emergency Care
Course Code: HLT41002
Campus
St Albans
Career Opportunities
To work as a volunteer with Ambulance Service Victoria where those positions exist.
Scope of Delivery
Industry, to ambulance service volunteers.
Course Objective
The course aims to provide the knowledge and skills required of volunteer or similar type workers who operate within a State authority and provide basic emergency response and transport role in isolated or low workload areas. Occupational titles may include Volunteer Ambulance Officer and Community Ambulance Officer.

Entry Requirements
To qualify for admission to the course, applicants 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 be sponsored by a Victorian Ambulance authority.

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

Course Structure
Core Units of Study (740 nominal hours)
BSBCM303A Contribute to the effective workplace relationships
HLTAMBAE1A Enable safe access and egress in an emergency
HLTAMBAE2A Implement specialist access and egress procedures
HLTAMBAE3A Follow procedures for routine safe extrication of patient
HLTAMBAE4A Follow procedures for safe extrication of patient in a life threatening situation
HLTAMBCR1A Deliver basic patient care
HLTAMBFC1A Communicate within an ambulance environment
HLTAMBFC2A Communicate in complex or difficult situations
HLTAMBPDA1A Manage personal stressors in the work environment
HLTAMBSC1A Manage routine scene
HLTAMBSC3A Manage the scene of an emergency
HLTAMBT1A Transport non-emergency patients
HLTAMBT2A Transport emergency patients
HLTHIR1A Work effectively in the health industry
HLTHSE1A Follow the organisation's occupational health and safety policies
HLTIN1A Comply with infection control policies and procedures
PUAVEH001A Drive vehicles under operational conditions

Elective Units of Study (40 nominal hours)
One unit (40 nominal hours, selected by the student, with the approval of the Head of Department, from the:
- units at Australian Qualifications Framework Level 4 in the Health Training Package: HLT02(V2.0), Australian National Training Authority, 2001; or
- units at Australian Qualifications Framework Level 4 in any relevant Training Package endorsed by the Australian National Training Authority.

Certificate III in Non-Emergency Patient Transport
Course Code: HLT30202
Campus
St Albans

Career Opportunities
In Victoria, to apply for positions in the private non-emergency patient transport sector.

Scope of Delivery
Industry

Course Objective
The course aims to provide the knowledge and skills required of those who provide non-emergency transport of patients.

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

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

Selection Procedures/Selection Criteria
English literacy.

Course Duration
The course may be offered on a full-time basis over 395 nominal hours or part-time equivalent.

Course Structure
Core Units of Study (355 nominal hours)
BSAMED201 Use basic medical terminology in order to communicate with patients, fellow workers and health professionals
BSBCM204A Work effectively with others
CHCAC3A Orientation to aged care work
CHCDIS1A Orientation to disability work
HLTAMBFC1A Communicate within an ambulance environment
HLTAMBT1A Transport non-emergency patients
HLTFA2A Apply advanced first aid
HLTHIR1A Work effectively in the health industry
HLTHSE1A Follow the organisation's occupational health and safety policies
HLTIN1A Comply with infection control policies and procedures
PUAVEH001A Drive vehicles under operational conditions

Elective Units of Study (40 nominal hours)
One unit (40 nominal hours, selected by the student, with the approval of the Head of Department, from the:
- elective units of the Health Training Package: HLT02 (V2.0), Australian National Training Authority, 2001; or
- units at Australian Qualifications Framework Level 3 in any relevant Training Package endorsed by the Australian National Training Authority.
**Department of Information Technology**

The Department of Information Technology–TAFE conducts courses that provide vocational education for Information Technology occupations ranging from pre-employment through to para-professional level.

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

**Identification Code**

ICA10101 Certificate I in Information Technology
ICA30199 Certificate III in Information Technology (Software Applications) [Web Pages]
ICA30299 Certificate III in Information Technology (General)
ICA30399 Certificate III in Information Technology (Network Administration)

**Course Structure**

There are six core modules:

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITU128A</td>
<td>Operate a personal computer</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU129A</td>
<td>Operate a word processing application</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU130A</td>
<td>Operate a spreadsheet application</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU131A</td>
<td>Operate a database application</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU132A</td>
<td>Operate a presentation package</td>
<td>25</td>
</tr>
<tr>
<td>ICAITU133A</td>
<td>Send and Retrieve information over the internet using browsers and email</td>
<td>25</td>
</tr>
</tbody>
</table>

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

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

**Course Code:** ICA30199

**Campus**

Sunshine, Werribee.

**Career Opportunities**

Web Page designer.

**Scope of Delivery**

This course is offered to full-time students at the Werribee and Sunshine Campuses.

**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:

**Unit of Study Code**

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITUW001B</td>
<td>Work effectively in an information technology environment</td>
</tr>
<tr>
<td>ICAITTW002B</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>ICAITU004C</td>
<td>Apply Occupational Health and Safety procedures</td>
</tr>
<tr>
<td>ICAITU005C</td>
<td>Operate computer hardware</td>
</tr>
<tr>
<td>ICAITU006C</td>
<td>Operate computing packages</td>
</tr>
<tr>
<td>ICAITU007B</td>
<td>Maintain equipment and consumables</td>
</tr>
<tr>
<td>ICAITU012C</td>
<td>Design organisational documents using computing packages</td>
</tr>
<tr>
<td>ICAITU013C</td>
<td>Integrate commercial computing packages</td>
</tr>
<tr>
<td>ICAITS014C</td>
<td>Connect hardware peripherals</td>
</tr>
<tr>
<td>ICAITS015B</td>
<td>Install software applications</td>
</tr>
<tr>
<td>ICAITS017C</td>
<td>Maintain system integrity</td>
</tr>
</tbody>
</table>

Recognition of prior learning may be available based on 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 be some reduction of these hours where competencies overlap and are delivered concurrently, resulting in between 360 and 420 hours of class time.

### Learning Area

#### Software

<table>
<thead>
<tr>
<th>Code</th>
<th>Competency Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITU012B</td>
<td>Use advanced features of computer applications</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU018C</td>
<td>Develop macros &amp; templates for clients using standard products</td>
<td>60</td>
</tr>
<tr>
<td>ICAITU126B</td>
<td>Use advanced features of computer applications</td>
<td>40</td>
</tr>
</tbody>
</table>

#### Web Tools

<table>
<thead>
<tr>
<th>Code</th>
<th>Competency Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICPMM13cA</td>
<td>Author a Multimedia Sequence</td>
<td>40</td>
</tr>
</tbody>
</table>

#### Research

<table>
<thead>
<tr>
<th>Code</th>
<th>Competency Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITU028C</td>
<td>Customise Packaged Software</td>
<td>50</td>
</tr>
<tr>
<td>ICAITU029C</td>
<td>Provide advice to clients</td>
<td>36</td>
</tr>
</tbody>
</table>

#### HTML

<table>
<thead>
<tr>
<th>Code</th>
<th>Competency Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICPMM65dA</td>
<td>Create Web Pages with Multimedia</td>
<td>50</td>
</tr>
</tbody>
</table>

#### Configure a Web PC

<table>
<thead>
<tr>
<th>Code</th>
<th>Competency Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITD128A</td>
<td>Create user &amp; technical documentation</td>
<td>20</td>
</tr>
</tbody>
</table>

#### Elective Units of Study (80–210 nominal hours)

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

- ICAITU025B | Install network hardware to a network                                             | 20    |
- ICAITU026C | Customise packaged software applications for clients                             | 50    |

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

### Certificate III in Information Technology (General)

**Course Code:** ICA30299

**Campus**

Industry Workplace.

**Career Opportunities**

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

**Scope of Delivery**

This course is offered as an Industry Based Traineeship only.

**Course Objective**

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

**Entry Requirements**

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

- ICAITTW001B | Work effectively in an information technology environment                        |       |
- 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                                           |       |
- ICAITU014B  | Connect hardware peripherals                                                      |       |
- ICAITU015B  | Install software applications                                                    |       |
- ICAITU016B  | 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.

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

**Course Code:** ICA30399

**Campus**

Industry Workplace.

**Career Opportunities**

Network Administrator.

**Scope of Delivery**

This course is offered as an Industry Based Traineeship only.

**Course Objective**

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

**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 Occupational Health and Safety procedures                                   |       |
- ICAITU005C  | Operate computer hardware                                                         |       |
- ICAITU006C  | Operate computing packages                                                        |       |
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

Core units (290 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITU007B</td>
<td>Maintain equipment and consumables;</td>
<td></td>
</tr>
<tr>
<td>ICAITU013C</td>
<td>Design organisational documents using computing packages</td>
<td></td>
</tr>
<tr>
<td>ICAITU015C</td>
<td>Integrate commercial computing packages;</td>
<td></td>
</tr>
<tr>
<td>ICSIT014C</td>
<td>Connect hardware peripherals;</td>
<td></td>
</tr>
<tr>
<td>ICSIT015B</td>
<td>Install software applications;</td>
<td></td>
</tr>
<tr>
<td>ICSIT017B</td>
<td>Maintain system integrity;</td>
<td></td>
</tr>
</tbody>
</table>

Recognition of prior learning may be available based on 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.

Elective Units of Study

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICSIT025B</td>
<td>Run standard diagnostic tests;</td>
<td>20</td>
</tr>
<tr>
<td>ICSIT012A</td>
<td>Administer network peripherals;</td>
<td>20</td>
</tr>
<tr>
<td>ICSIT031B</td>
<td>Provide advice to clients;</td>
<td>40</td>
</tr>
<tr>
<td>ICSIT032B</td>
<td>Provide network systems administration;</td>
<td>20</td>
</tr>
<tr>
<td>ICSIT026B</td>
<td>Use advanced features of computer applications;</td>
<td>40</td>
</tr>
<tr>
<td>ICSIT029C</td>
<td>Install and optimise system software;</td>
<td>20</td>
</tr>
<tr>
<td>ICSIT128A</td>
<td>Create user and technical documentation;</td>
<td>20</td>
</tr>
<tr>
<td>ICSIT120B</td>
<td>Administer and configure a network operating system;</td>
<td>20</td>
</tr>
<tr>
<td>ICAITI101B</td>
<td>Install and manage network protocols;</td>
<td>40</td>
</tr>
<tr>
<td>ICSIT024C</td>
<td>Provide basic system administration;</td>
<td>20</td>
</tr>
<tr>
<td>ICSIT034B</td>
<td>Determine and action network problem;</td>
<td>30</td>
</tr>
</tbody>
</table>

Programming 1 (60 Hours)

- ICSIT025B Run Standard Diagnostic Tests
- ICSITU006C Apply Occupational Health and Safety Procedures
- ICSITU013C Integrate commercial computing packages
- ICSITU014C Connect Hardware Peripherals
- ICSIT021C Connect Internal Hardware Components

Course Code: 21488VIC

Certificate IV in Information Technology

Course Code: 21488VIC

Campus

Footscray Nicholson, Melton, St Albans, Sunshine, Werribee.

Career Opportunities

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

Scope of Delivery

This course is offered to full time students at Footscray Nicholson Street, Werribee, Sunshine, St Albans and Melton campuses. It can also be undertaken in part time evening mode at the Footscray Nicholson Street campus.
Certificate IV in Information Technology
(Network Management)

Course Code: ICA40399

Campus
Industry Workplace.

Career Opportunities
Network Administrator.

Scope of Delivery
This course is offered as an Industry based Traineeship only.

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

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

ICAITS014B Connect hardware peripherals
ICAITS015B Install software applications
ICAITS017B Maintain system integrity
ICAITS025B Run standard diagnostic tests
ICAITS121A Administer network peripherals
ICAITS032B Provide network systems administration
ICAITS021B Connect internal hardware components
ICAITS035C Assist with analysis of emerging technology
ICAITS113B Identify & resolve common database performance problems

Two from the following:

<table>
<thead>
<tr>
<th>Elective Units of Study (60–190 nominal hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITS110B Implement system software changes 30</td>
</tr>
<tr>
<td>ICAITS114B Implement maintenance procedures 10</td>
</tr>
<tr>
<td>ICAITS106B Complete database backup and recovery 30</td>
</tr>
<tr>
<td>ICAITS113B Identify &amp; resolve common database performance problems 30</td>
</tr>
<tr>
<td>BSX154L403 Apply skills in time management 10</td>
</tr>
<tr>
<td>BSX154L405 Apply skills in quality management 30</td>
</tr>
<tr>
<td>ICAITU019C Migrate to new technology 20</td>
</tr>
<tr>
<td>ICPM65dA Create web pages with multimedia 50</td>
</tr>
<tr>
<td>ICAITS125B Monitor and administer a database 30</td>
</tr>
<tr>
<td>ICAITTW026B Co-ordinate and maintain work teams 20</td>
</tr>
<tr>
<td>ICAITS035C Assist with analysis of emerging technology 40</td>
</tr>
<tr>
<td>ICAITS113B Maintain equipment and software in working order 40</td>
</tr>
<tr>
<td>ICAITS109B Evaluate system status 20</td>
</tr>
<tr>
<td>ICAITS021B Connect internal hardware components 20</td>
</tr>
<tr>
<td>ICAITU028C Customise packaged software applications for clients 60</td>
</tr>
</tbody>
</table>

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 Unit of Study Details section of this Handbook.

Certificate IV in Information Technology
(Client Support)

Course Code: ICA40199

Campus
Industry Workplace.

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

Scope of Delivery
This course is offered as an Industry based Traineeship only.

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

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

ICAITTW001C Work effectively in an information technology environment
ICAITTW002B Communicate in the workplace
ICAITU004B Apply Occupation Health and Safety Procedures
ICAITU005B Operate computer hardware
ICAITU006B Operate computing packages
ICAITU007B Maintain equipment and consumables
ICAITU031B Design organisational documents using computing packages
ICAITU031B Integrate commercial computing packages
ICAITS014B Connect hardware peripherals
ICAITS015B Install software applications
ICAITS017B Maintain system integrity
ICAITS025B Run standard diagnostic tests
ICAITS121A Administer network peripherals
ICAITS032B Provide network systems administration
ICAITTD028A Create user and technical documentation
ICAITS120A Administer and configure a network operating system
ICAITI101A Install and manage network protocols
ICAITS042B Provide basic system administration

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

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

Course Structure
Core Units of Study (560 nominal hours)

ICAITY097B Install & configure a network 40
ICAITS116B Undertake capacity planning 50
ICAITS020B Install & optimise system software 20
ICAITS124B Monitor & administer network security 20
ICAITS107B Rectify system faults on a live system 30
ICAITS112B Optimise system performance 30
ICAITPPM129A Apply skills in project integration 20
ICAITS030B Install software to networking computers 40
ICAITS029B Install network hardware to a network 40
ICAITU126A Use advanced features of computer applications 40
ICAITS034B Determine & action network problems 30
ICAITU127B Operate system software 50
ICAITTI008B Build an internet infrastructure 50
ICAITS066B Action & complete change requests 60
ICAITTW027B Relate to clients on a business level 40

Two from the following:

<table>
<thead>
<tr>
<th>Elective Units of Study (60–190 nominal hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITS110B Implement system software changes 30</td>
</tr>
<tr>
<td>ICAITS114B Implement maintenance procedures 10</td>
</tr>
<tr>
<td>ICAITS106B Complete database backup and recovery 30</td>
</tr>
<tr>
<td>ICAITS113B Identify &amp; resolve common database performance problems 30</td>
</tr>
<tr>
<td>BSX154L403 Apply skills in time management 10</td>
</tr>
<tr>
<td>BSX154L405 Apply skills in quality management 30</td>
</tr>
<tr>
<td>ICAITU019C Migrate to new technology 20</td>
</tr>
<tr>
<td>ICPM65dA Create web pages with multimedia 50</td>
</tr>
<tr>
<td>ICAITS125B Monitor and administer a database 30</td>
</tr>
<tr>
<td>ICAITTW026B Co-ordinate and maintain work teams 20</td>
</tr>
<tr>
<td>ICAITS035C Assist with analysis of emerging technology 40</td>
</tr>
<tr>
<td>ICAITS113B Maintain equipment and software in working order 40</td>
</tr>
<tr>
<td>ICAITS109B Evaluate system status 20</td>
</tr>
<tr>
<td>ICAITS021B Connect internal hardware components 20</td>
</tr>
<tr>
<td>ICAITU028C Customise packaged software applications for clients 60</td>
</tr>
</tbody>
</table>

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 Unit of Study Details section of this Handbook.
Certificate IV in Information Technology
(Technical Support)

Course Code: ICA40599

Campus
Industry Workplace.

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

Scope of Delivery
This course is offered as 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.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Units of Study Code</th>
<th>Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BXS154L403</td>
<td>Apply skills in time management</td>
<td>10</td>
</tr>
<tr>
<td>ICAITTPM129A</td>
<td>Apply skills in project integration</td>
<td>20</td>
</tr>
<tr>
<td>ICAITTS023B</td>
<td>Provide one to one instruction</td>
<td>10</td>
</tr>
<tr>
<td>ICAITTS024C</td>
<td>Provide basic system administration</td>
<td>20</td>
</tr>
<tr>
<td>ICAITTS025B</td>
<td>Run standard diagnostic tests</td>
<td>20</td>
</tr>
<tr>
<td>ICAITTS030B</td>
<td>Install Software to networked computers</td>
<td>40</td>
</tr>
<tr>
<td>ICAITTS031B</td>
<td>Provide advice to clients</td>
<td>40</td>
</tr>
<tr>
<td>ICAITTS032B</td>
<td>Provide network systems administration</td>
<td>20</td>
</tr>
<tr>
<td>ICAITTS034B</td>
<td>Determine and action network problem</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU018C</td>
<td>Develop macros and templates for clients using standard products</td>
<td>60</td>
</tr>
<tr>
<td>ICAITU019C</td>
<td>Migrate to new technology</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU028C</td>
<td>Customise packaged software applications for clients</td>
<td>60</td>
</tr>
<tr>
<td>ICAITTW027B</td>
<td>Relate to clients on a business level</td>
<td>40</td>
</tr>
</tbody>
</table>

Two from the following:

<table>
<thead>
<tr>
<th>Elective Units of Study (60–190 nominal hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITTS020B</td>
</tr>
<tr>
<td>ICAITTS021B</td>
</tr>
<tr>
<td>ICAITTS022B</td>
</tr>
<tr>
<td>ICAITTS029B</td>
</tr>
<tr>
<td>ICAITTS033B</td>
</tr>
<tr>
<td>ICAITTS035C</td>
</tr>
<tr>
<td>ICAITTS107B</td>
</tr>
<tr>
<td>ICAITTS108B</td>
</tr>
<tr>
<td>ICAITTS109B</td>
</tr>
<tr>
<td>ICAITTS113B</td>
</tr>
<tr>
<td>ICAITTS120A</td>
</tr>
<tr>
<td>ICAITTS121A</td>
</tr>
<tr>
<td>ICAITTS124B</td>
</tr>
<tr>
<td>ICAITTW026B</td>
</tr>
<tr>
<td>ICAITU127B</td>
</tr>
<tr>
<td>ICAITU128B</td>
</tr>
</tbody>
</table>

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 Unit of Study Details section of this Handbook.

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;
- ICAITU006C Operate computer packages;
- ICAITU007B Maintain equipment & consumables;
- ICAITU012C Design organisational documents using commercial computing packages;
- ICAITU013C Integrate commercial computing packages;
- ICAITU014C Connect hardware peripherals;
- ICAITU015B Install software applications;
- ICAITU017C Maintain system integrity;
- ICAITU025B Run standard diagnostic tests;
- ICAITD128A Create user & technical documentation.

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

Course Structure
Core (480 nominal hours)

<table>
<thead>
<tr>
<th>Units of Study Code</th>
<th>Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITTPM129A</td>
<td>Apply skills in project integration</td>
<td>20</td>
</tr>
<tr>
<td>BXS154L403</td>
<td>Apply skills in time management</td>
<td>10</td>
</tr>
<tr>
<td>BXS154L405</td>
<td>Apply skills in quality management</td>
<td>30</td>
</tr>
<tr>
<td>ICAITTS017B</td>
<td>Rectify system faults on a live system</td>
<td>30</td>
</tr>
<tr>
<td>ICAITTS021C</td>
<td>Connect internal hardware components</td>
<td>20</td>
</tr>
<tr>
<td>ICAITTS031B</td>
<td>Provide advice to clients</td>
<td>40</td>
</tr>
<tr>
<td>ICAITTS032B</td>
<td>Provide network systems administration</td>
<td>20</td>
</tr>
<tr>
<td>ICAITTS034B</td>
<td>Determine and action network problem</td>
<td>30</td>
</tr>
<tr>
<td>ICAITTS035C</td>
<td>Maintain equipment &amp; software in working order</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU127B</td>
<td>Support system software</td>
<td>50</td>
</tr>
<tr>
<td>ICAITU128B</td>
<td>Administer and configure a network operating system</td>
<td>50</td>
</tr>
<tr>
<td>ICAITU028C</td>
<td>Integrate commercial computing packages</td>
<td>60</td>
</tr>
<tr>
<td>ICAITU029B</td>
<td>Develop macros and templates for clients using standard products</td>
<td>60</td>
</tr>
<tr>
<td>ICAITU030B</td>
<td>Maintain equipment &amp; software in working order</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU031B</td>
<td>Provide advice to clients</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU032B</td>
<td>Instal and manage network protocols</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU033B</td>
<td>Assist with policy development for client support procedures</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU035C</td>
<td>Assist with anlisis of emerging technology</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU036B</td>
<td>Determine action network problem</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU040B</td>
<td>Build an Internet infrastructure</td>
<td>50</td>
</tr>
<tr>
<td>ICPM155DA</td>
<td>Create web pages with multimedia</td>
<td>50</td>
</tr>
<tr>
<td>ICAITU100B</td>
<td>Action and complete change requests</td>
<td>60</td>
</tr>
<tr>
<td>ICAITU006C</td>
<td>Operate computer packages</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU007B</td>
<td>Undertake capacity planning</td>
<td>50</td>
</tr>
<tr>
<td>ICAITU008B</td>
<td>Administer network peripherals</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU009B</td>
<td>Build an intranet</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU012C</td>
<td>Install and optimise system software</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU013C</td>
<td>Integrate commercial computing packages</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU014C</td>
<td>Connect hardware peripherals</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU015B</td>
<td>Install software applications</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU017C</td>
<td>Maintain system integrity</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU025B</td>
<td>Run standard diagnostic tests</td>
<td>30</td>
</tr>
<tr>
<td>ICAITD128A</td>
<td>Create user &amp; technical documentation</td>
<td>20</td>
</tr>
</tbody>
</table>

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

- ICAITTS029B Instal network hardware to a network | 40 |
- ICAITTW026B Co-ordinate and maintain work teams | 20 |
- ICAITTS129B Administer and configure a network operating system | 50 |
- ICAITTS033B Assist with policy development for client support procedures | 20 |
- ICAITTS035C Assist with analysis of emerging technology | 40 |
- ICAITTS036B Determine action network problem | 30 |
- ICAITU100B Build an Internet infrastructure | 50 |
- ICPM155DA Create web pages with multimedia | 50 |
- ICAITU106B Action and complete change requests | 60 |
- ICAITTS024C Provide basic system administration | 20 |
- ICAITU008B Administer network peripherals | 20 |
- ICAITU009B Build an intranet | 40 |
- ICAITU012C Install and optimise system software | 20 |
- ICAITU013C Integrate commercial computing packages | 40 |
- ICAITU014C Connect hardware peripherals | 20 |
- ICAITU015B Install software applications | 20 |
- ICAITU017C Maintain system integrity | 20 |
- ICAITU025B Run standard diagnostic tests | 30 |
- ICAITD128A Create user & technical documentation | 20 |

Some module descriptors are listed under the Unit of Study Details section of this Handbook.
Diploma of Information Technology (Software Development)

Course Code: ICA50299

Campus
Footsray Nicholson, St Albans, Sunshine, Werribee.

Career Opportunities
Analyst, web development, software support.

Scope of Delivery
Full-time, part-time

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

Entry Requirements
Successful completion of the Certificate IV in Information Technology 21488VIC or demonstrated competency in the following units of competency

ICAITT079B Run standard diagnostic tests
ICAITB069B Create user and technical documentation
ICAITT031B Provide advice to clients
ICAITT0129A Apply skills in project integration
BSX154L403 Apply skills in time management
BSX154L404 Apply skills in cost management
BSX154L405 Apply skills in quality management
ICAITD058A Apply skills in object oriented design
ICAITB075A Use a library or pre-existing components
ICAITT0027B Relate to clients on a business level
ICAITB064B Prepare software development review
ICAITB070B Create code for applications
ICAITB057A 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)
ICAITB060B Identify Physical Database Requirements
ICAITB136A Use SQL to Create Database Structures and manipulate data
System Modelling & Design (76 Hours)
ICAITD043B Develop and Present a Feasibility Report
ICAITD056B Prepare Disaster Recovery/Contingency Plans
ICAITB059B Develop Detailed Technical Design
Advanced VB (68 Hours)
ICAITB069B Develop Software
00 Java Programming A (70 Hours)
BSX154L602 Develop Software
ICAITT080B Perform Specific Unit Test for 00 Class
Database Server Scripting (54 Hours)
ICAITB069B Develop Software
Semester Two
Advanced VB Programming B (60 Hours)
ICAITS117B Maintain Custom Software
ICAITD048C Develop Configuration Management
ICAITB069B Develop Software

Diploma of Information Technology

[Specialising in Multimedia]

Course Code: 21489VIC

Campus
Footsray Nicholson, St Albans, Sunshine, Werribee.

Career Opportunities
Multimedia programmer, animation (2D and 3D), digital imaging and web page development.

Scope of Delivery
One year full time study.

Course Objectives
The course has a specific emphasis on the skills needed to design and develop multimedia applications; Multimedia Programming, Authoring, Animation, Digital Imaging and client liaison. This course will be offered at the St Albans campus to full time students.

Entry Requirements
The successful completion of 21488VIC Certificate IV in Information Technology.

Selection Procedures/Selection Criteria
Selection will be based on academic progress in 21488VIC.

Course Duration
The second Diploma year of the course will be offered on a full time basis over 805 Nominal hours.

Course Structure
Multimedia Production (80 hours)
ICPM146CA Incorporate Video into Multimedia Presentation
ICPM147DA Incorporate 3D Modelling into Multimedia Presentation
MM Design 1 (110 hours)
ICPM110DA Undertake Complex Detailed Design Brief
ICPM1043B Develop and Present a Feasibility Report
ICPM1046B Model Preferred System Solutions
MM Design 1 (60 hours)
ICPM157DA Plan Interface Design
ICPM143CA Incorporate Digital Photography in Multimedia Presentation
Multimedia Authoring 1 (80 hours)
ICPM153CA Author a Multimedia Sequence
ICPM155DA Develop a Multimedia Script
Multimedia Authoring 2 (90 hours)
ICPM145CA Incorporate Animation into Multimedia Presentation
ICPM156DA Prepare Multimedia for Different Platforms

00 Java Programming B (60 Hours)
ICAITT079B Perform Integration Test
ICAITB090B Develop Software
ICAITT077C Develop Detailed Test Plan
Database Project (126 Hours)
BSX154L604 Manage Cost
BSX154L605 Manage Quality
ICAITD050A Develop Detailed Component Specification from Project Specification
ICAITD042B Confirm Client Business Needs
ICAITT082B Manage the Testing Process
ICAITB069B Develop Software
Advanced Internet Technologies (90 Hours)
ICAITT083B Develop and Conduct Client Acceptance Test Networking for the Internet (60 Hours)
ICAITT099B Build an intranet
ICAITT090B Conduct pre-installation audit for software installation
ICAITT084B Perform stress and loading test of integrated platform
Some module descriptors are listed under the Unit of Study Details section of this Handbook.
Diploma of Information Technology (Website Development)/Diploma of Information Technology (Internetworking) (Dual Diploma)

Course Code: ICA50601 Website Development
Course Code: ICA50701 Internetworking

Campus
Footscray Nicholson, St Albans, Sunshine, Werribee.

Career Opportunities
eCommerce, 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
The successful completion of 21488VIC Certificate IV in Information Technology.

Selection Procedures/Selection Criteria
Selection will be based on academic progress in 21488VIC.

Course Duration
The two Diplomas together offered full time over 740 nominal hours.

Course Structure
Database Programming & Integration (55 hours) ICA50601
ICA5T170A Build a Database
ICA5T180A Integrate a Database with a Website

Data Modelling (100 hours) ICA50601
ICA5TAD139A Design a Database
ICA5TA151A Gather Data to Identify Business Requirements
ICA5TA158A Translate Business Needs into Technical Requirements

Internet Hardware 1 (100 hours) ICA50701
ICA5TAD144A Determine Best Fit Topology for a Local Network
ICA5TAD145A Determine Best Fit Topology for WAN Network
ICA5T173A Install Intelligent Hub
ICA5T174A Install Network Bridges/Switches
ICA5T176A Install and Configure a Router
ICA5T192A Configure an Internet Gateway

Content Management (70 hours) ICA50601
ICA5T146A Develop Web Site Information Architecture
ICA5T152A Implement Risk Management Processes
ICA5T212A Implement Quality Assurance Process for Websites

Document Production & Management (40 hours) ICA50701
ICA5TD209A Writing for the World Wide Web
ICA5TTW214A Maintain Ethical Conduct*

Internet Programming (70 hours) ICA50601
ICA5TB155A Create Dynamic Pages
ICA5T108B Perform Stress and Loading Test of Integrated Platform
ICA5TU208A Use Site Server Tools for E-Business

Server Security 1 (80 hours) ICA50701
ICA5T124B Monitor and Administer Network Security
ICA5T159A Build a Security Shield for a Network
ICA5T197A Install and Maintain Valid Authentication Processes*

Server Security 2 (65 hours) ICA50601
ICA5T186A Compile and Run an Application
ICA5TAD142A Design a Website to Meet Technical Requirements
ICA5T103B Develop and Conduct Client Acceptance Test

Network Project (90 hours) ICA50601/ICA50701
ICA5TB162A Configure a Payment Gateway
ICA5T188A Install and Maintain a Server
ICA5T109B Build an Intranet

*also required for ICA50601
**also required for ICA50701

Some module descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate III in Science

Course Code: 21238VIC

Campus
Footscray Nicholson.

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
Lodgement of a timely application form, direct to the University. Applicants will be contacted to attend an interview and complete a numeracy/literacy assessment.

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

Core Units of Study (totalling 220 nominal hours)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<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>VBM649</td>
<td>20</td>
</tr>
<tr>
<td>VBM650</td>
<td>20</td>
</tr>
<tr>
<td>VBM660</td>
<td>60</td>
</tr>
</tbody>
</table>

Stream Units (totalling a minimum of 80 nominal hours)

Students must complete a minimum of 80 hours of modules from each science stream:

---

### Chemistry

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBD725</td>
<td>50</td>
</tr>
<tr>
<td>VBM551</td>
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</tbody>
</table>

### Biology

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBD734</td>
<td>40</td>
</tr>
<tr>
<td>VBM557</td>
<td>40</td>
</tr>
<tr>
<td>VBM558</td>
<td>40</td>
</tr>
<tr>
<td>VBM559</td>
<td>40</td>
</tr>
</tbody>
</table>

### Elective Units of Study

Students must complete a minimum of 20 nominal hours of elective modules from:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM604</td>
<td>25</td>
</tr>
</tbody>
</table>

or

- 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.

Units are to be selected by the student with the approval of the Head of Department.

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

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Certificate IV in Science

Course Code: 21239VIC

Campus
Footscray Nicholson.

Career Opportunities
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
Non-exit VCE: Lodgement of a timely application form, direct to the University. Applicants may be contacted to attend an interview and complete a numeracy/literacy assessment. Exit VCE: Through VTAC.

Course Duration
The course may be offered on a full-time basis over 700 nominal hours or part-time equivalent.

Course Structure
Core Units of Study (totalling 335 nominal hours)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCS015</td>
<td>20</td>
</tr>
<tr>
<td>VBB223</td>
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<td>VBD740</td>
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<td>VBD741</td>
<td>50</td>
</tr>
<tr>
<td>VBD745</td>
<td>20</td>
</tr>
<tr>
<td>VBD746</td>
<td>50</td>
</tr>
<tr>
<td>VBM049</td>
<td>20</td>
</tr>
<tr>
<td>VBM050</td>
<td>20</td>
</tr>
<tr>
<td>VBM060</td>
<td>60</td>
</tr>
<tr>
<td>VBM064</td>
<td>25</td>
</tr>
</tbody>
</table>

Stream Units (totalling a minimum of 320 nominal hours)

Students must complete a minimum of 160 hours of units from each science stream:

Chemistry

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBD725</td>
<td>50</td>
</tr>
<tr>
<td>VBD727</td>
<td>20</td>
</tr>
<tr>
<td>VBM051</td>
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<tr>
<td>VBM052</td>
<td>45</td>
</tr>
</tbody>
</table>

Biology

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBD734</td>
<td>40</td>
</tr>
<tr>
<td>VBM057</td>
<td>40</td>
</tr>
<tr>
<td>VBM058</td>
<td>40</td>
</tr>
<tr>
<td>VBM059</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

A minimum of three units, selected by the student, with the approval of the head of department from:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV2106A</td>
<td>20</td>
</tr>
<tr>
<td>RUV2107A</td>
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</tr>
<tr>
<td>RUV2108A</td>
<td>30</td>
</tr>
<tr>
<td>RUV2401A</td>
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</tr>
<tr>
<td>RUV2501A</td>
<td>60</td>
</tr>
<tr>
<td>RUV2601A</td>
<td>30</td>
</tr>
<tr>
<td>RUV2602A</td>
<td>40</td>
</tr>
<tr>
<td>RUV2603A</td>
<td>40</td>
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<tr>
<td>RTC2704A</td>
<td>10</td>
</tr>
</tbody>
</table>

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

Certificate II in Animal Studies

Course Code: RUV20104

Campus

Werribee.

Career Opportunities

To be advised.

Scope of Delivery

Part-time, on campus.

Course Objectives

This course aims to provide general prevocational training for people who want to undertake work in the animal care industry.

Entry Requirements

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

This course may be offered on a part-time basis over 310 nominal hours.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV2101A</td>
<td>20</td>
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<tr>
<td>RUV2102A</td>
<td>40</td>
</tr>
<tr>
<td>RUV2103A</td>
<td>80</td>
</tr>
<tr>
<td>RUV2104A</td>
<td>30</td>
</tr>
<tr>
<td>RUV2105A</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study

A minimum of two units, selected by the student, with the approval of the head of department relevant to the Animal Care and Management sector from:

- RUV04 Animal Care and management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 1, 2 or 3.

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

Certificate III in Animal Technology

Course Code: RUV30104

Campus

Werribee.

Career Opportunities

To be advised.

Scope of Delivery

Part-time, on campus.

Course Objectives

This course aims to provide training for people operating at a junior or assistant level in the animal technology industry.
Entry Requirements
To qualify for admission applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria
To be advised.

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

Course Structure
Core

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLDATA300A</td>
<td>70</td>
</tr>
<tr>
<td>PMLEDT303A</td>
<td>40</td>
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<tr>
<td>RUV2104A</td>
<td>30</td>
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<tr>
<td>RUV2105A</td>
<td>20</td>
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<tr>
<td>RUV3301A</td>
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<tr>
<td>RUV3302A</td>
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<tr>
<td>RUV3304A</td>
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<tr>
<td>RUV3305A</td>
<td>30</td>
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<tr>
<td>RUV3306A</td>
<td>50</td>
</tr>
<tr>
<td>RUV3307A</td>
<td>40</td>
</tr>
</tbody>
</table>

Electives
A minimum of three units, selected by the student, with the approval of the head of department from:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV3401A</td>
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</tr>
<tr>
<td>RUV3405A</td>
<td>20</td>
</tr>
<tr>
<td>RUV3407A</td>
<td>50</td>
</tr>
<tr>
<td>RUV3411A</td>
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<td>RUV3413A</td>
<td>40</td>
</tr>
<tr>
<td>RTC3125A</td>
<td>70</td>
</tr>
</tbody>
</table>

or

Any other units of competency relevant to the Animal Care and management sector from:
- RUV04 Animal Care and management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

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

Certificate III in Companion Animal Services
Course Code: RUV30304

Campus
Werribee.

Career Opportunities
Animal carer, pet shop assistant.

Scope of Delivery
Part-time.

Course Objectives
This course aims to provide training for people working as an assistant within a companion animal organisation.

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

Selection Procedures/Selection Criteria
To be advised.

Course Duration
This course may be offered on a part-time basis over 550 nominal hours.

Course Structure
Core
Unit of Study Code | Hours |
--- | --- |
RUV2101A | Work in the animal care industry | 20 |
RUV2102A | Follow OHS procedures in an animal care environment | 40 |
RUV2103A | Assist with general animal care | 80 |
RUV2104A | Provide food and water for animals | 30 |
RUV2105A | Participate in workplace communications | 20 |
RUV2107A | Provide basic first aid for animals | 30 |
RUV3101A | Carry out workplace OHS procedures | 50 |
RUV3503A | Work effectively in the companion animal industry | 40 |
RUV3504A | Monitor and maintain health of companion animals | 60 |

Electives
A minimum of four units, selected by the student, with the approval of the head of department from:

Unit of Study Code | Hours |
--- | --- |
RUV3501A | Provide advice on companion animal selection and general care | 50 |
RUV3502A | Provide advice on selection and care of aquatic animals | 30 |
RUV3505A | Provide enrichment for companion animals | 30 |
RUV3506A | Capture, handle and transport companion animals | 30 |
RUV3507A | Carry out companion animal breeding procedures | 50 |
RUV3508A | Prepare companion animal diets and monitoring | 40 |
RUV3509A | Maintain aquascapes and aquatic animals | 30 |

and

A minimum of three units, selected by the student with the approval of the Head of Department, relevant to the Companion Animal sector from:

- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualifications Framework level 2, 3 or 4.

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

Certificate IV in Veterinary Nursing
Course Code: RUV40404
Campus
Werribee.
Career Opportunities
Veterinary nurse
Scope of Delivery
Continuing students only.
Course Objective
This course aims to provide training to the level required for people operating as veterinary nurses within veterinary clinics.
Entry Requirements
To qualify for admission applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Applicants must also be working paid or unpaid in a vet clinic 1 day per week.

Certificate IV in Veterinary Nursing (continued)

Diploma of Animal Technology
Course Code: RUV50104
Campus
Werribee.
Career Opportunities
To be advised.
Scope of Delivery
Full-time or part-time.
Course Objective
This course aims to provide training required for people operating at a senior or managerial level and undertaking animal technology functions within a scientific environment.
Entry Requirements
To qualify for admission applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria
To be advised.

Course Duration
This course is offered on a part-time basis over 1115 nominal hours.

Course Code: RTD10102
Management Certificate I in Conservation and Land Management

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

Some units are selected by the student with the approval of the Head of Department relevant to the Animal Technology sector from:

- RUV04 Animal Care and management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualifications Framework level 4, 5 or 6.

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

Certificate II in Conservation and Land Management
Course Code: RTD20102
Campus Werribee.

Career Opportunities
Bush regeneration crew member, a seed collector or a ranger.

Scope of Delivery
Part-time, on campus.

Course Objectives
The course aims to provide training to the level of crew member in the area of natural resources.

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

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

Selection Procedures/Selection Criteria
Direct application and interview.

Course Duration
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 Unit of Study Details section of this Handbook.
RTC2705A Work effectively in the industry  
RTC2801A Participate in workplace communications  
(b) Ten units comprising:
(i) Eight units selected from Group B; and 
(ii) Two units selected from:
• Group B; or 
• any other relevant units of competency at AQF level 1, 2 or 3 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or 
• the relevant units of competency at AQF level 1, 2 or 3 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

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

Certificate III in Conservation and Land Management
Course Code: RTD30102
Campus
Werribee.

Career Opportunities
Pest animal control officer, park ranger.

Scope of Delivery
Part-time, on campus.

Course Objectives
The course aims to provide training to the level of crew member or team leader.

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

Recognition of prior learning may be available based on skills and knowledge acquired 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
RTC2705A Work effectively in the industry
RTC2801A Participate in workplace communications
RTC3701A Respond to emergencies  
(b) Ten units comprising:
(i) Eight units selected from Group B; and 
(ii) Two units selected from:
• Group B; or 
• any other relevant units of competency at AQF level 2, 3 or 4 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or 
• the relevant units of competency at AQF level 2, 3, or 4 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

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

Certificate IV in Conservation and Land Management
Course Code: RTD40102
Campus
Werribee.

Career Opportunities
Pest management officer, park ranger or cultural officer.

Scope of Delivery
Full-time or part-time, on campus.

Course Objectives
The course aims to provide training to the level of leading hand or supervisor.

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

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

Selection Procedures/Selection Criteria
Direct entry and interview or VTAC application.

Course Duration
The course may be offered on a full-time basis 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, RTD02 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, RTD02 V1, Australian National Training Authority, 2002.

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

Diploma of Conservation and Land Management
Course Code: RTD50102
Campus
Werribee.

Career Opportunities
Forest officer, public land pest manager, bushcare coordinator.

Scope of Delivery
Full-time or part-time, on campus.
Course Objectives
The course aims to provide training to the level of park manager.

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

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

Selection Procedures/Selection Criteria
Direct entry and interview or VTAC application.

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

Course Structure
The structure of the course comprises ten units:
(a) Four units selected from the Group A; and
(b) Four units selected from Group A or Group B; and
(c) Two units selected from:
   (i) Group A; or
   (ii) Group B; or
   (iii) any other relevant units of competency at AQF level 4, 5, or 6 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
   (iv) the relevant units of competency at AQF level 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.

Advanced Diploma of Conservation and Land Management
Course Code: RTD60102
Campus Werribee.

Career Opportunities
Ranger in charge of a national park, park manager.

Scope of Delivery
Full-time or part-time, on campus.

Course Objectives
The course aims to provide training to the level of ranger in charge.

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

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

Selection Procedures/Selection Criteria
Successful completion of Diploma of Conservation and Land Management.

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

Course Structure
The structure of the course comprises eight units:
(a) Two units selected from the Group A; and
(b) Four units selected from Group A or Group B; and
(c) Two units selected from:
   (i) Group A; or
   (ii) Group B; or
   (iii) any other relevant units of competency at AQF level 4, 5, or 6 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
   (iv) the relevant units of competency at AQF level 5 and 6 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

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

Diploma of Laboratory Technology (Pathology Testing)
Course Code: PML50199
Campus Footscray Nicholson

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.

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.

Scope of Delivery
Full-time, on campus.

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 2.5 years or part-time equivalent.

Course Structure
Core

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300A</td>
<td>Communicate with other people</td>
<td>40</td>
</tr>
<tr>
<td>PMLCOM500A</td>
<td>Provide information to customers</td>
<td>30</td>
</tr>
<tr>
<td>PMLDATA300A</td>
<td>Process and record data</td>
<td>70</td>
</tr>
<tr>
<td>PMLDATA500A</td>
<td>Analyse data and report results</td>
<td>80</td>
</tr>
<tr>
<td>PMLDATA501A</td>
<td>Use laboratory application software</td>
<td>60</td>
</tr>
<tr>
<td>PMLMAIN300A</td>
<td>Maintain the laboratory fit for purpose</td>
<td>30</td>
</tr>
<tr>
<td>PMLHHS300A</td>
<td>Work safely in accordance with defined policies &amp; procedures</td>
<td>40</td>
</tr>
<tr>
<td>PMLORG401A</td>
<td>Follow established work plan</td>
<td>20</td>
</tr>
<tr>
<td>PMLQUAL401A</td>
<td>Apply quality system and continuous improvement processes</td>
<td>80</td>
</tr>
<tr>
<td>PMLTEAM500A</td>
<td>Work efficiently as part of a team</td>
<td>20</td>
</tr>
<tr>
<td>PMLTEST400A</td>
<td>Perform instrumental tests/procedures</td>
<td>120</td>
</tr>
<tr>
<td>PMLTEST402A</td>
<td>Prepare, standardise and use solutions</td>
<td>100</td>
</tr>
<tr>
<td>PMLTEST500A</td>
<td>Calibrate and maintain instruments</td>
<td>100</td>
</tr>
</tbody>
</table>

213
Students must complete all core modules listed above, plus the following additional core modules for this diploma:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLTEST301A</td>
<td>80</td>
</tr>
<tr>
<td>PMLTEST305A</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST501A</td>
<td>140</td>
</tr>
<tr>
<td>PMLTEST502A</td>
<td>135</td>
</tr>
<tr>
<td>PMLTEST503A</td>
<td>150</td>
</tr>
<tr>
<td>PMLTEST504A</td>
<td>130</td>
</tr>
</tbody>
</table>

**Elective Modules**

One elective selected by the student with the approval of the Head of Department.

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

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**Certificate III in Occupational Health & Safety**

**Course Code:** QLD1893

**Campus**

Werribee.

**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 of 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>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD500</td>
<td>60</td>
</tr>
<tr>
<td>ABD501</td>
<td>40</td>
</tr>
<tr>
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<td>ABD505</td>
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<td>ABD506</td>
<td>40</td>
</tr>
<tr>
<td>NCS005</td>
<td>20</td>
</tr>
<tr>
<td>NCS007</td>
<td>20</td>
</tr>
</tbody>
</table>

**Total Core Hours**

210

**Total Elective Hours**

140

**Total Course Hours**

350

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

---

**Certificate IV in Occupational Health & Safety**

**Course Code:** QLD1892

**Campus**

Werribee.

**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 III in Occupational Health & Safety(QLD1893).

**Selection Procedures/Selection Criteria**

Successful completion of Certificate III in Occupational Health and Safety.
Course Duration
The course is offered on a part-time basis over two semesters, post Certificate III in Occupational Health and Safety (QLD1893).

Course Structure

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD530</td>
<td>40</td>
</tr>
<tr>
<td>ABD531</td>
<td>30</td>
</tr>
<tr>
<td>ABD532</td>
<td>20</td>
</tr>
<tr>
<td>ABD533</td>
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<tr>
<td>ABD534</td>
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<tr>
<td>ABD535</td>
<td>40</td>
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<tr>
<td>NCS009</td>
<td>20</td>
</tr>
<tr>
<td>NCS015</td>
<td>20</td>
</tr>
</tbody>
</table>

Total Core Hours 150
Total Elective Hours 100
Total Course Hours 250

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

Diploma of Occupational Health & Safety
Course Code: QLD1891

Campus
Werribee.

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 (QLD1892).

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 (QLD1892).

Course Structure

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>ABD560</td>
<td>20</td>
</tr>
<tr>
<td>ABD561</td>
<td>30</td>
</tr>
<tr>
<td>ABD562</td>
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<td>ABD564</td>
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<td>ABD565</td>
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<tr>
<td>ABD566</td>
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</tr>
<tr>
<td>ABD567</td>
<td>40</td>
</tr>
<tr>
<td>NBB005</td>
<td>20</td>
</tr>
</tbody>
</table>

Total Core Hours 290
Total Elective Hours 100
Total Course Hours 390

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

Certificate IV in Meat Processing (Quality Assurance)
Course Code: MTM40300

Campus
To be advised.

Career Opportunities
Quality assurance officer or manager in a meat processing enterprise.

Scope of Delivery
Continuing students only. Block release on campus.

Course Objective
The course aims to provide vocational training for individuals wishing to pursue a career as a quality assurance officer or manager in a meat processing enterprise.

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

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

Selection Procedures/Selection Criteria
Direct entry, company nomination.

Course Duration
This course is offered on a part time basis over 660 nominal hours.

Course Structure

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMCOR401A</td>
<td>20</td>
</tr>
<tr>
<td>MTMCOR402A</td>
<td>30</td>
</tr>
<tr>
<td>MTMP2B</td>
<td>40</td>
</tr>
<tr>
<td>MTMP3B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP4B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP5B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP6B</td>
<td>20</td>
</tr>
<tr>
<td>MTMMP70B</td>
<td>20</td>
</tr>
<tr>
<td>MTMMP72B</td>
<td>20</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; and
• three units must be undertaken from the technical units listed at Australian Qualifications Framework Level 4;
• units are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in:
  • MTM00 Australian Meat Industry Training Package, Australian National Training Authority, 2001;

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

Diploma of Meat Processing
Course Code: MTM50100

Campus
To be advised.

Career Opportunities
Manager or production manager in the meat processing industry.

Scope of Delivery
Block release, on campus.
Course Objective
The course aims to provide vocational training for individuals wishing to pursue a career as a manager of a small meat processing establishment or as a production manager of a medium to large meat processing establishment.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 5 or equivalent. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Direct entry, company nomination.

Course Duration
This course is offered on a part time basis over 600–860 nominal hours.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMMMP2B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMMP3B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMMP4B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMMP5B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMMP70B</td>
<td>20</td>
</tr>
<tr>
<td>MTMMCOR402A</td>
<td>30</td>
</tr>
<tr>
<td>MTMMCOR401A</td>
<td>20</td>
</tr>
</tbody>
</table>

Six units (together totalling at least 340 nominal hours) of which:
- a minimum of 5 units must be undertaken from the technical units listed at Australian Qualifications Framework Level 5; and
- a maximum of 1 unit may be undertaken from this or any other training package at Australian Qualifications Framework Level 5 or 6;
- are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in:
  - MTM00 Australian Meat Industry Training Package, Australian National Training Authority, 2001;
  - any other training package accredited by the State Training Board (Victoria) or the Australian National Training Authority.

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.

Entry Requirements
To qualify for 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 Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMMP2B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP3B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP4B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP5B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP70B</td>
<td>20</td>
</tr>
<tr>
<td>MTMMCOR402A</td>
<td>30</td>
</tr>
<tr>
<td>MTMMCOR401A</td>
<td>20</td>
</tr>
</tbody>
</table>

Certificate I in Food Processing

Course Code: FDF10103

Campus
On-site.

Career Opportunities
Machine Operator.

Scope of Delivery
Industry.

Course Objectives
This is an entry-level course designed for those employed or seeking employment as a base level production worker in a food processing plant.

Entry Requirements
There are no formal requirements for entry into the course. Students will primarily be those currently employed in the food processing industry. However, people who hope to gain employment by improving their skill levels may also be considered in selecting course applicants. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Company nomination.
Course Duration
The course may be offered on a full-time basis over a minimum of 220 nominal hours, or part-time equivalent. Course

Course Structure
The course consists of core, optional and specialist units.

Core units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFCORWCM1A</td>
<td>Communicate workplace information</td>
</tr>
<tr>
<td>FDFCORHS1A</td>
<td>Follow work procedures to maintain health and safety</td>
</tr>
<tr>
<td>FDFCORFSY1A</td>
<td>Follow work procedures to maintain food safety</td>
</tr>
<tr>
<td>FDFCORQAS1A</td>
<td>Follow work procedures to maintain quality</td>
</tr>
</tbody>
</table>

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

Certificate II in Food Processing
Course Code: FDF20103

Campus
On-site.

Career Opportunities
Production Operator.

Scope of Delivery
Industry.

Course Objectives
This is an entry-level course for those employed or seeking employment as a production operator in a food processing plant.

Entry Requirements
There are no formal requirements for entry into the course. Students will primarily be those currently employed in the food processing industry. However, people who hope to gain employment by improving their skill levels may also be considered in selecting course applicants.

Certificate III in Food Processing
Course Code: FDF30103

Campus
On-site.

Career Opportunities
Machine Operator.

Scope of Delivery
Industry.

Course Objectives
This course provides the knowledge and skills required of those employed or seeking employment as an advanced operator in a food processing plant.

Entry Requirements
There are no formal requirements for entry into the course. Students will primarily be those currently employed in the food processing industry. However, people who hope to gain employment by improving their skill levels may also be considered in selecting course applicants.

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

Certificate IV in Food Processing
Course Code: FDF40103

Campus
On-site.

Career Opportunities
Machine Operator.

Scope of Delivery
Industry.

Course Objectives
This is an entry-level course designed for those employed or seeking employment as a base level production worker in a food processing plant.

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
Entry Requirements
There are no formal requirements for entry into the course. Students will primarily be those currently employed in the food processing industry. However, people who hope to gain employment by improving their skill levels may also be considered in selecting course applicants.

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

Selection Procedures/Selection Criteria
Company nomination.

Course Duration
The course may be offered on a full-time basis over a minimum of 1090 nominal hours, or part-time equivalent.

Course Structure
The course consists of core, optional and specialist units.

### Core units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFCORH5S3A</td>
<td>60</td>
</tr>
<tr>
<td>FDFCORQFS3A</td>
<td>100</td>
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<tr>
<td>FDFCORWCMB2A</td>
<td>30</td>
</tr>
<tr>
<td>FDFCORBM2A</td>
<td>20</td>
</tr>
</tbody>
</table>

### Elective units

A minimum of seventeen units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

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

Diploma of Food Processing
Course Code: FDF50103

**Campus**
On-site.

**Career Opportunities**
Production Manager.

**Scope of Delivery**
Industry.

**Course Objectives**
The course provides the knowledge and skills required of those employed as production managers in a medium to large food processing enterprise.

**Entry Requirements**
There are no formal requirements for entry into the course. Students will primarily be those currently employed in the food processing industry. However, people who hope to gain employment by improving their skill levels may also be considered in selecting course applicants.

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

**Selection Procedures/Selection Criteria**
Company nomination.

**Course Duration**
The course may be offered on a full-time basis over a minimum of 1530 nominal hours, or part-time equivalent.

**Course Structure**
The course consists of core, optional and specialist units.

Certificate III in Food Processing
Course Code: FDF30198

**Campus**
On-site.

**Career Opportunities**
Shift Supervisor, Machine Operator.

**Scope of Delivery**
Continuing students only. 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 with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality, productivity and management.

**Entry Requirements**
There are no formal educational requirements for entry into the course but applicants who have completed the Certificate II in Food Processing will be given advanced standing in this course.

Applicants will generally be currently employed in the food processing industry, but people who hope to gain employment by improving their skill levels may also apply.

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

**Selection Procedures/Selection Criteria**
Company nomination.

**Course Duration**
The course may be offered on a part-time basis over a period of five years.

**Course Structure**
The course consists of 25 units:
- 13 core units, and
- 12 specialist and optional units (including a minimum of 2 specialist units), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to:
  - the particular requirements of the enterprise and the individual student, taking into account the enterprise's work requirements, industrial agreements and career paths;
  - the units listed in 'Food Processing Industry Training Package FDF 98 ANTA 1998'; and
  - the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.
**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**

**First Year**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAn00 Introductory Physics</td>
<td>50</td>
</tr>
<tr>
<td>AAAn10 Science Industr</td>
<td>20</td>
</tr>
<tr>
<td>AAAn40 Introductory Mathematics</td>
<td>50</td>
</tr>
<tr>
<td>AAAn71 General Microbiology</td>
<td>60</td>
</tr>
<tr>
<td>AAAn75 Introductory Chemistry</td>
<td>50</td>
</tr>
<tr>
<td>AAAn72 Chemical Laboratory Techniques</td>
<td>50</td>
</tr>
<tr>
<td>AAAn80 Waste Management</td>
<td>40</td>
</tr>
<tr>
<td>ABD569 Occupational Health &amp; Safety in the Food Industry</td>
<td>40</td>
</tr>
<tr>
<td>NOS222 Wordprocessing Introduction</td>
<td>20</td>
</tr>
<tr>
<td>VBF163 Principles of ISO Accreditation and Quality Audit</td>
<td>12</td>
</tr>
<tr>
<td>VBF164 Food Packaging</td>
<td>36</td>
</tr>
<tr>
<td>VBF166 Food Biology</td>
<td>30</td>
</tr>
<tr>
<td>VBF181 Introduction to Quality Management</td>
<td>12</td>
</tr>
<tr>
<td>VBF195 Introduction to Sensory Analysis</td>
<td>12</td>
</tr>
<tr>
<td>VBF196 Hygiene and Sanitation</td>
<td>12</td>
</tr>
<tr>
<td>VBF197 Principles of Hazards Analysis and Critical Control Points</td>
<td>12</td>
</tr>
<tr>
<td>VBF198 Introduction to Food Technology</td>
<td>12</td>
</tr>
<tr>
<td>VBF199 Principles of Food Spoilage and Control</td>
<td>12</td>
</tr>
<tr>
<td>VBF200 Unit Operations</td>
<td>12</td>
</tr>
<tr>
<td>VBF201 Low Temperature Preservation</td>
<td>12</td>
</tr>
<tr>
<td>VBF207 High Temperature Preservation</td>
<td>12</td>
</tr>
<tr>
<td>VBF281 Fermentation/Concentration/Drying</td>
<td>12</td>
</tr>
</tbody>
</table>

**Specified hours are to be chosen from the following groups:**

**Management Level 1** — 40 hours must be completed

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGMS101 Managing Information</td>
<td>20</td>
</tr>
<tr>
<td>NGMS102 Managing Operations-Customer Service</td>
<td>20</td>
</tr>
<tr>
<td>NGMS103 Managing Operations-Productivity</td>
<td>20</td>
</tr>
<tr>
<td>NGMS104 Managing Operations-Innovation</td>
<td>20</td>
</tr>
<tr>
<td>NGMS105 Managing Operations-Change</td>
<td>40</td>
</tr>
<tr>
<td>NGMS106 Managing Effective Working Relationship</td>
<td>40</td>
</tr>
<tr>
<td>NGMS107 Managing and Developing Teams</td>
<td>40</td>
</tr>
<tr>
<td>NGMS108 Managing &amp; Organising Work for Goal Achievement</td>
<td>40</td>
</tr>
<tr>
<td>NGMS109 Managing Performance and Goal Achievement</td>
<td>40</td>
</tr>
<tr>
<td>NGMS110 Managing Grievances and Disputes</td>
<td>20</td>
</tr>
<tr>
<td>NGMS111 Managing People-Workplace Practices</td>
<td>20</td>
</tr>
<tr>
<td>NGMS112 Managing People-Recruitment, Selection &amp; Induction</td>
<td>20</td>
</tr>
<tr>
<td>NGMS113 Managing Finance-Setting and Achieving Budgets</td>
<td>40</td>
</tr>
<tr>
<td>NGMS114 Managing Finance – Performance</td>
<td>40</td>
</tr>
<tr>
<td>NGMS115 Managing Finance–Cost and Efficiency</td>
<td>40</td>
</tr>
<tr>
<td>NGMS116 Managing Finance–Operating &amp; Capital Expenditure</td>
<td>40</td>
</tr>
<tr>
<td>NGMS117 Managing Group Problem Solving &amp; Decision Making</td>
<td>40</td>
</tr>
<tr>
<td>NGMS118 Managing People–Training and Development</td>
<td>40</td>
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</tbody>
</table>

**Generic Electives** — 142 hours must be completed

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>AAAAn01 Work Placement B</td>
<td>50</td>
</tr>
<tr>
<td>AAAAn72 Biological Techniques B</td>
<td>40</td>
</tr>
<tr>
<td>AAAAn75 Physical Chemistry</td>
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</tr>
<tr>
<td>AAAAn77 Organic Chemistry</td>
<td>50</td>
</tr>
<tr>
<td>AAAAn78 Nutrition</td>
<td>20</td>
</tr>
<tr>
<td>NOS215 Database Fundamentals</td>
<td>20</td>
</tr>
<tr>
<td>NOS216 Spreadsheet Fundamentals</td>
<td>20</td>
</tr>
<tr>
<td>VBD382 Career Planning and Skills Assessment</td>
<td>20</td>
</tr>
<tr>
<td>VBF167 Thermal Processing 1</td>
<td>36</td>
</tr>
<tr>
<td>VBF188 Process Control</td>
<td>30</td>
</tr>
</tbody>
</table>

**Food Technology 2** — 90 hours must be completed

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBF168 Meat and Meat Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF169 Dairy Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF170 Fruit and Vegetable Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF171 Fish and Seafood Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF172 Poultry and Egg Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF173 Edible Fats and Oils</td>
<td>18</td>
</tr>
<tr>
<td>VBF174 Confectionery and Sugar Technology</td>
<td>18</td>
</tr>
<tr>
<td>VBF175 Nuts, Pulses and Other Grains</td>
<td>18</td>
</tr>
</tbody>
</table>

**Course Objectives**

11893VIC the Certificate IV in Food Technology aims to provide general training to a level required for people entering the food industry as a technical assistant.

11894VIC the Diploma of Food Technology aims to provide training to a level required for people entering the food industry as a technical assistant.

**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 11894VIC the Diploma of Food Technology applicants must have successfully completed 11893VIC the Certificate IV in Food Technology.

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**

Company nomination.

**Course Duration**

The course may be offered on a full-time basis over one year or part-time equivalent.
### Specialisation Electives—338 hours including:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBF191 Dairy Engineering</td>
<td>40</td>
</tr>
<tr>
<td>VBF182 Statistics</td>
<td>20</td>
</tr>
<tr>
<td>VBF279 Applied Hazards Analysis and Critical Control Point</td>
<td>18</td>
</tr>
<tr>
<td>VBF280 Product Recall</td>
<td>18</td>
</tr>
<tr>
<td>VBF282 Sampling</td>
<td>18</td>
</tr>
<tr>
<td>VBF283 Statistical Process Control</td>
<td>18</td>
</tr>
<tr>
<td>NGMS209 Managing Self</td>
<td>20</td>
</tr>
<tr>
<td>NGMS210 Managing Operations and Logistics</td>
<td>40</td>
</tr>
<tr>
<td>NGMS211 Managing Risk</td>
<td>40</td>
</tr>
<tr>
<td>NGMS212 Managing for Quality</td>
<td>40</td>
</tr>
<tr>
<td>NGMS213 Management Projects</td>
<td>40</td>
</tr>
<tr>
<td>NGMS214 Managing Cultural Diversity</td>
<td>40</td>
</tr>
<tr>
<td>NGMS215 Advocacy and Influence</td>
<td>20</td>
</tr>
<tr>
<td>NGMS216 Strategic Marketing</td>
<td>40</td>
</tr>
<tr>
<td>AAA756 Physical Chemistry</td>
<td>40</td>
</tr>
<tr>
<td>AAA757 Organic Chemistry</td>
<td>50</td>
</tr>
<tr>
<td>AAA801 Food Analysis</td>
<td>40</td>
</tr>
<tr>
<td>AAA802 Food and Hygiene Microbiology</td>
<td>50</td>
</tr>
<tr>
<td>AAA808 Sensory Analysis</td>
<td>30</td>
</tr>
<tr>
<td>VBF182 Statistics</td>
<td>20</td>
</tr>
<tr>
<td>VBF178 Food Additives</td>
<td>18</td>
</tr>
<tr>
<td>VBF177 Nuts, Pulses and Other Grains</td>
<td>18</td>
</tr>
<tr>
<td>VBF176 Cereal and Baking Technology</td>
<td>18</td>
</tr>
<tr>
<td>VBF175 Beverages</td>
<td>18</td>
</tr>
<tr>
<td>VBF174 Confectionery and Sugar Technology</td>
<td>18</td>
</tr>
<tr>
<td>VBF173 Edible Fats and Oils</td>
<td>18</td>
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<tr>
<td>VBF172 Poultry and Egg Processing</td>
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</tr>
<tr>
<td>VBF171 Fish and Seafood Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF170 Fruit and Vegetable Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF169 Dairy Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF168 Meats and Meat Processing</td>
<td>18</td>
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<tr>
<td>VBF290 Manufacture of Beverage Products</td>
<td>25</td>
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<tr>
<td>VBF291 Fruit Juice Conversion Processes</td>
<td>25</td>
</tr>
<tr>
<td>VBF292 Quality Testing Techniques</td>
<td>20</td>
</tr>
<tr>
<td>VBF192 Food Product Research and Development</td>
<td>125</td>
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<tr>
<td>VBF190 Food Analysis</td>
<td>40</td>
</tr>
<tr>
<td>VBF288 Heat and Heat Transfer Fundamentals</td>
<td>32</td>
</tr>
<tr>
<td>VBF286 Food Engineering Fundamentals</td>
<td>32</td>
</tr>
<tr>
<td>VBF277 Fluid Flow Fundamentals</td>
<td>32</td>
</tr>
<tr>
<td>VBF275 Process Control</td>
<td>32</td>
</tr>
<tr>
<td>VBF276 Concentration and Dehydration Fundamentals</td>
<td>29</td>
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<tr>
<td>NMRK441 Selling Process</td>
<td>50</td>
</tr>
<tr>
<td>NMRK632 International Marketing</td>
<td>50</td>
</tr>
<tr>
<td>VAD950 The Marketing Concept</td>
<td>50</td>
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<tr>
<td>AF249 Legal Awareness</td>
<td>18</td>
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<tr>
<td>AF251 Food Processing Accreditation</td>
<td>18</td>
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<tr>
<td>AF252 Overview—The Australian Fishing Industry</td>
<td>18</td>
</tr>
<tr>
<td>AF253 Fish Physiology</td>
<td>18</td>
</tr>
<tr>
<td>AF254 Legislation and Documentation</td>
<td>18</td>
</tr>
<tr>
<td>AF256 Fish Handling Techniques</td>
<td>18</td>
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<tr>
<td>VBF180 Liquid Products</td>
<td>50</td>
</tr>
<tr>
<td>VBF179 Dairy Production and Industry</td>
<td>40</td>
</tr>
<tr>
<td>VBF189 Liquid Products</td>
<td>50</td>
</tr>
<tr>
<td>VBF184 Packaging Materials</td>
<td>20</td>
</tr>
<tr>
<td>VBF183 Thermal Processing</td>
<td>236</td>
</tr>
<tr>
<td>VBF187 Fruit Juice Products</td>
<td>15</td>
</tr>
<tr>
<td>VBF186 Fruit Juice Processing Techniques</td>
<td>15</td>
</tr>
<tr>
<td>VBF185 Fruit Extraction Procedures</td>
<td>15</td>
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<td>VBF184 Packaging Materials</td>
<td>20</td>
</tr>
<tr>
<td>VBF183 Thermal Processing</td>
<td>20</td>
</tr>
<tr>
<td>VBF182 Statistics</td>
<td>20</td>
</tr>
<tr>
<td>VBF181 Thermal Processing 2</td>
<td>36</td>
</tr>
<tr>
<td>VBF180 Liquid Products</td>
<td>50</td>
</tr>
<tr>
<td>VBF179 Dairy Production and Industry</td>
<td>40</td>
</tr>
<tr>
<td>VBF178 Food Additives</td>
<td>18</td>
</tr>
<tr>
<td>VBF177 Nuts, Pulses and Other Grains</td>
<td>18</td>
</tr>
<tr>
<td>VBF176 Cereal and Baking Technology</td>
<td>18</td>
</tr>
</tbody>
</table>

**Generic Core Modules**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA756 Physical Chemistry</td>
<td>40</td>
</tr>
<tr>
<td>AAA757 Organic Chemistry</td>
<td>50</td>
</tr>
<tr>
<td>AAA801 Food Analysis</td>
<td>40</td>
</tr>
<tr>
<td>AAA802 Food and Hygiene Microbiology</td>
<td>50</td>
</tr>
<tr>
<td>AAA808 Sensory Analysis</td>
<td>30</td>
</tr>
<tr>
<td>VBF182 Statistics</td>
<td>20</td>
</tr>
<tr>
<td>VBF279 Applied Hazards Analysis and Critical Control Point</td>
<td>18</td>
</tr>
<tr>
<td>VBF280 Product Recall</td>
<td>18</td>
</tr>
<tr>
<td>VBF282 Sampling</td>
<td>18</td>
</tr>
<tr>
<td>VBF283 Statistical Process Control</td>
<td>18</td>
</tr>
</tbody>
</table>

**Management Levels 1 and 2**

A further 40 hours (from those modules listed under Certificate IV in Technology [Food] or from those listed below).

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGMS201 Entrepreneuring and Innovating</td>
<td>40</td>
</tr>
<tr>
<td>NGMS202 Forecasting Futures</td>
<td>40</td>
</tr>
<tr>
<td>NGMS203 Analysing Environments and Organisations</td>
<td>40</td>
</tr>
<tr>
<td>NGMS204 Managing Strategically</td>
<td>40</td>
</tr>
<tr>
<td>NGMS205 Managing Ambiguity and Change</td>
<td>40</td>
</tr>
<tr>
<td>NGMS206 Taking Difficult Decisions</td>
<td>20</td>
</tr>
<tr>
<td>NGMS207 Leading and Visioning</td>
<td>40</td>
</tr>
<tr>
<td>NGMS208 Developing Business Overseas</td>
<td>40</td>
</tr>
<tr>
<td>NGMS209 Managing Self</td>
<td>20</td>
</tr>
<tr>
<td>NGMS210 Managing Operations and Logistics</td>
<td>40</td>
</tr>
<tr>
<td>NGMS211 Managing Risk</td>
<td>40</td>
</tr>
<tr>
<td>NGMS212 Managing for Quality</td>
<td>40</td>
</tr>
<tr>
<td>NGMS213 Management Projects</td>
<td>40</td>
</tr>
<tr>
<td>NGMS214 Managing Cultural Diversity</td>
<td>40</td>
</tr>
<tr>
<td>NGMS215 Advocacy and Influence</td>
<td>20</td>
</tr>
<tr>
<td>NGMS216 Strategic Marketing</td>
<td>40</td>
</tr>
</tbody>
</table>

**Generic (optional)—170 hours**

| AAA601 Work Placement | 50 |
| AAA758 Applied Organic Chemistry | 60 |
| VBF183 Thermal Processing 2 | 36 |
| VBF184 Packaging Materials | 20 |
| VBF188 Process Control | 40 |
| VBF189 Dairy Plant Management | 40 |
| VBF190 Engineering Applications | 30 |
| VBF191 Dairy Engineering 1 | 40 |

**Specialisation Electives—338 hours including:**

Food Technology 3 — 108 hours (must complete the six modules not already covered in Certificate IV in Food Technology)
Certificate III in Health Service Assistance (Hospital/Community Health Pharmacy Assistance)

Course Code: HLT31402

Campus
Footscray Nicholson.

Career Opportunities
Assistant to a pharmacist in a hospital or community health setting.

Scope of Delivery
Flexible Delivery.

Course Objective
The course aims to provide knowledge and skills required of those working as a pharmacy assistant to pharmacists in a hospital or community health setting, and who undertake a range of varied assistance tasks.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Applicants must also be working in a hospital/community pharmacy department.
Course Structure

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

Course Code: BSZ40198

Campus

To be advised.

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.

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ404A</td>
<td>30</td>
</tr>
<tr>
<td>BSZ405A</td>
<td>15</td>
</tr>
<tr>
<td>BSZ402A</td>
<td>15</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>5</td>
</tr>
<tr>
<td>BSZ405A</td>
<td>50</td>
</tr>
<tr>
<td>BSZ406A</td>
<td>30</td>
</tr>
<tr>
<td>BSZ407A</td>
<td>50</td>
</tr>
<tr>
<td>BSZ408A</td>
<td>15</td>
</tr>
</tbody>
</table>

Participants have the option of choosing one of the two following delivery structures. Part 1 should be completed before part 2; Part 2 before part 3 etc. The course takes a minimum of 2 months to complete.

Part 1: BSZ404A Train Small Groups
Part 2: BSZ405A Plan and Promote a Training Program
Part 3: BSZ407A Deliver Training Sessions
Part 4: BSZ401A Plan Assessment

BSZ402A Conduct Assessment
BSZ403A Review Assessment

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

Entry Requirements

To qualify for admission students must attend an interview and demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

The course is offered on a full-time basis over one semester or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code Hours
CHCADMIN1B Undertake basic administrative duties 15
CHICH25A Introduction to work in social housing 30
CHCCOM1B Communicate with people accessing the services of the organisation 15
CHCCS201A Prepare for work in the community services industry 50
CHCCSS5B Identify and address specific client needs 15
CHCGROUP2C Support group activities 20
CHCOHS201A Follow OHS procedures 30
CHCORG1B Follow the organisation's policies, procedures and programs 15
CHCORG2B Work with others 15
CHCRH1A Orientation to work in the leisure and health industry 50
CHCYTH1C Work effectively with young people 40

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

Certificate III in Home and Community Care

Course Code: CHC30202

Campus

Industry Workplace.

Career Opportunities

This course is for people wishing to provide care for people living in their own homes.

Scope of Delivery

Part-time. At this stage, this course is currently delivered to industry groups only.

Course Objective

The course is appropriate for workers in the community under regular supervision within clearly defined organisational guidelines and service plans.

Entry Requirements

To qualify for admission students must be interested in caring for the aged, have written skills adequate to deal with the documentation requirements in the aged care sector and able to undertake manual handling duties, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

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

Selection Procedures/Selection Criteria

Group interview sessions are conducted.
Certificate III in Disability Work
Course Code: CHC30302
 Campus
Footscray Nicholson, King St.
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
The course is appropriate for workers in the community and/or residential facilities under direct or regular supervision within clearly defined organisational guidelines and service plans.

Entry Requirements
To qualify for admission students must attend an interview and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration
This course is offered on a full-time basis over a minimum of 630 nominal hours or part-time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAC61C</td>
<td>Orientation to aged care work</td>
<td>50</td>
</tr>
<tr>
<td>CHAC615A</td>
<td>Provide care support which is responsive to the specific nature of dementia</td>
<td>60</td>
</tr>
<tr>
<td>CHCCCM2B</td>
<td>Communicate appropriately with clients &amp; colleagues</td>
<td>20</td>
</tr>
<tr>
<td>CHCS040A</td>
<td>Facilitate co-operative behaviour</td>
<td>40</td>
</tr>
<tr>
<td>CHCS045A</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
<td>30</td>
</tr>
<tr>
<td>CHCDIS1B</td>
<td>Orientation to disability work</td>
<td>50</td>
</tr>
<tr>
<td>or CHCDIS10B</td>
<td>Provide care and support</td>
<td>50</td>
</tr>
<tr>
<td>CHCHC301A</td>
<td>Work effectively in a home and community care environment</td>
<td>50</td>
</tr>
<tr>
<td>CHCHC302A</td>
<td>Provide personal care</td>
<td>50</td>
</tr>
<tr>
<td>CHCIFS8A</td>
<td>Comply with information requirements of the aged care and community care sectors</td>
<td>40</td>
</tr>
<tr>
<td>CHCOHS302A</td>
<td>Participate in safety procedures for direct care work</td>
<td>30</td>
</tr>
</tbody>
</table>

At least five units selected by the student with the approval of the Head of Department, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate III:

Elective Units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIS5C</td>
<td>Contribute to positive learning</td>
<td>50</td>
</tr>
<tr>
<td>CHCHC301A</td>
<td>Work effectively in a home and community care environment</td>
<td>50</td>
</tr>
<tr>
<td>CHCHC302A</td>
<td>Provide personal care</td>
<td>50</td>
</tr>
<tr>
<td>CHCIFS8A</td>
<td>Comply with information requirements of the aged care and community care sectors</td>
<td>40</td>
</tr>
<tr>
<td>CHCOHS302A</td>
<td>Participate in safety procedures for direct care work</td>
<td>30</td>
</tr>
<tr>
<td>CHCORG31B</td>
<td>Participate in the work environment</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR3A</td>
<td>Work effectively with culturally diverse clients, clients, customers and co-workers</td>
<td>20</td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCM2B</td>
<td>Communicate appropriately with clients and colleagues</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS401A</td>
<td>Facilitate co-operative behaviour</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
<td>30</td>
</tr>
<tr>
<td>CHCDIS1B</td>
<td>Orientation to disability work</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS2B</td>
<td>Maintain an environment designed to empower people with disabilities</td>
<td>90</td>
</tr>
<tr>
<td>CHCINF8A</td>
<td>Comply with information requirements of the aged care and community care sectors</td>
<td>50</td>
</tr>
</tbody>
</table>

Some agencies require that participants provide a police clearance before undertaking workplace training.

Certificate III in Disability Work
Course Code: CHC30302
 Campus
Footscray Nicholson, King St.
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
The course is appropriate for workers in the community and/or residential facilities under direct or regular supervision within clearly defined organisational guidelines and service plans.

Entry Requirements
To qualify for admission students must attend an interview and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration
This course is offered on a full-time basis over a minimum of 495 nominal hours or part-time equivalent.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
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<td>CHAC61C</td>
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<td>Orientation to disability work</td>
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</tr>
<tr>
<td>or CHCDIS10B</td>
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<td>50</td>
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<td>30</td>
</tr>
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</tr>
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</tr>
<tr>
<td>CHCHC301A</td>
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<td>50</td>
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<tr>
<td>CHCHC302A</td>
<td>Provide personal care</td>
<td>50</td>
</tr>
<tr>
<td>CHCIFS8A</td>
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<td>40</td>
</tr>
<tr>
<td>CHCOHS302A</td>
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<td>30</td>
</tr>
<tr>
<td>CHCORG31B</td>
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<tr>
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<td>Orientation to disability work</td>
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<tr>
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</tr>
<tr>
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<td>50</td>
</tr>
</tbody>
</table>

Some agencies require that participants provide a police clearance before undertaking workplace training.
<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Core Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCA6C</td>
<td>Support the older person to meet their emotional and psychosocial needs</td>
<td>50</td>
</tr>
<tr>
<td>CHCAD1C</td>
<td>Advocate for clients</td>
<td>20</td>
</tr>
<tr>
<td>CHCADMIN2B</td>
<td>Provide administrative support</td>
<td>20</td>
</tr>
<tr>
<td>CHCAOD4B</td>
<td>Support people with alcohol and/or other drug issues</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD12C</td>
<td>Apply a community development framework</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD7B</td>
<td>Support community resources</td>
<td>30</td>
</tr>
<tr>
<td>CHCHILD1C</td>
<td>Identify and respond to children and young people at risk of harm</td>
<td>30</td>
</tr>
<tr>
<td>CHCCM1C</td>
<td>Undertake case management</td>
<td>20</td>
</tr>
<tr>
<td>CHCCOM3C</td>
<td>Utilise specialist communication skills to build strong relationships</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS1B</td>
<td>Deliver and monitor services to clients</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>Work within a legal and ethical framework</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS303A</td>
<td>Provide physical assistance with medication</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS304A</td>
<td>Assist with self medication</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS402A</td>
<td>Respond holistically to clients' issues</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS6B</td>
<td>Assess and deliver services to clients with complex needs</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS9A</td>
<td>Provide support services to clients</td>
<td>50</td>
</tr>
<tr>
<td>CHCCW11B</td>
<td>Operate under a case work framework</td>
<td>20</td>
</tr>
<tr>
<td>CHCDIS10B</td>
<td>Provide care and support</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS12A</td>
<td>Provide care and support for students with severe physical disabilities</td>
<td>30</td>
</tr>
<tr>
<td>CHCDIS13A</td>
<td>Support older people with disabilities</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS14A</td>
<td>Support students with additional needs in the classroom</td>
<td>30</td>
</tr>
<tr>
<td>CHCDIS15A</td>
<td>Provide behaviour support</td>
<td>30</td>
</tr>
<tr>
<td>CHCDIS17A</td>
<td>Provide care and support for students with disabilities</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS18A</td>
<td>Support students with special needs</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS3C</td>
<td>Provide services to people with disabilities</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS6C</td>
<td>Plan and implement community integration</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS8B</td>
<td>Support people with disabilities as workers</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS9B</td>
<td>Maximise participation in work by people with disabilities</td>
<td>50</td>
</tr>
<tr>
<td>CHCGROUP2C</td>
<td>Support group activities</td>
<td>20</td>
</tr>
<tr>
<td>CHCINF8A</td>
<td>Comply with information requirements of the aged care and community care sectors</td>
<td>40</td>
</tr>
<tr>
<td>CHCHETC1C</td>
<td>Participate in networks</td>
<td>20</td>
</tr>
<tr>
<td>CHCNET2B</td>
<td>Maintain effective networks</td>
<td>50</td>
</tr>
<tr>
<td>CHCPO1A</td>
<td>Participate in policy development</td>
<td>20</td>
</tr>
<tr>
<td>CHCRH1A</td>
<td>Orientation to work in leisure and health industry</td>
<td>50</td>
</tr>
<tr>
<td>CHCRH2A</td>
<td>Leisure and health programming</td>
<td>70</td>
</tr>
<tr>
<td>CHCRH3A</td>
<td>Develop leisure and health programs for clients with special needs</td>
<td>90</td>
</tr>
<tr>
<td>CHCT2B</td>
<td>Apply safe food hygiene practices</td>
<td>10</td>
</tr>
<tr>
<td>CHCHYTH1C</td>
<td>Work effectively with young people</td>
<td>40</td>
</tr>
<tr>
<td>CHCHYTH2C</td>
<td>Provide care and protection for young people</td>
<td>60</td>
</tr>
<tr>
<td>CHCHYTH3C</td>
<td>Support young people to address their circumstances</td>
<td>30</td>
</tr>
<tr>
<td>HLTCSD3A</td>
<td>Prepare and maintain beds</td>
<td>15</td>
</tr>
<tr>
<td>HLTCSD7A</td>
<td>Care for home environment of clients</td>
<td>20</td>
</tr>
<tr>
<td>HLTCSD8A</td>
<td>Transport clients/patients</td>
<td>20</td>
</tr>
<tr>
<td>HLTF1A</td>
<td>Apply basic First Aid</td>
<td>10</td>
</tr>
<tr>
<td>HLTF2A</td>
<td>Apply advanced First Aid</td>
<td>20</td>
</tr>
<tr>
<td>HLTS7A</td>
<td>Follow basic food safety practices</td>
<td>20</td>
</tr>
<tr>
<td>HLTM1A</td>
<td>Perform routine servicing of plant, equipment and machinery</td>
<td>20</td>
</tr>
<tr>
<td>HLTM2A</td>
<td>Use hand and power tools</td>
<td>20</td>
</tr>
<tr>
<td>HLTM3A</td>
<td>Perform minor general maintenance</td>
<td>20</td>
</tr>
<tr>
<td>HLTH4A</td>
<td>Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people and organisations</td>
<td>20</td>
</tr>
<tr>
<td>HLTN1A</td>
<td>Comply with infection control policies and procedures</td>
<td>20</td>
</tr>
<tr>
<td>HLTM6A</td>
<td>Collect and maintain linen stocks at user-locations</td>
<td>15</td>
</tr>
<tr>
<td>HLTM2A</td>
<td>Provide personal laundry service to clients, patients and others</td>
<td>20</td>
</tr>
<tr>
<td>HLTM5A</td>
<td>Perform general housekeeping duties to maintain clean environment</td>
<td>30</td>
</tr>
<tr>
<td>HLTM6A</td>
<td>Perform general cleaning tasks in a clinical setting</td>
<td>15</td>
</tr>
<tr>
<td>HLTM6B</td>
<td>Handle waste in a health care environment</td>
<td>20</td>
</tr>
</tbody>
</table>

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

**Certificate IV in Disability Work**

**Course Code:** CHC40302

**Campus**
Footean Nicholson, Industry Workplace.

**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 or part-time equivalent.

**Course Objective**
The course is appropriate for workers in residential group homes, training resource centres, day respite centres and open employment services, other community settings and clients' homes.

**Entry Requirements**
To qualify for admission students must be able to demonstrate an understanding of, and commitment to human services for people with disabilities and an ability to communicate effectively. All applicants are required to attend an interview. 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
- Appropriate level of literacy and numeracy skills

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

**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 may be offered on a full-time basis over a minimum of 650 nominal hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCOM3C</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS1B</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS2B</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS3C</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS4B</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS6C</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS8A</td>
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<td>CHCDIS9B</td>
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225
And 1 from each of the following pairs of units:

**CHCOHS302A** Participate in safety procedures for direct care work 30

**or**

**CHCOHS401A** Implement and monitor OHS policies and procedures for a workplace 50

**HLTHIR3A** Work effectively with culturally diverse patients, clients, customers and co-workers 20

**or**

**CHCCS405A** Work effectively with culturally diverse clients and co-workers 30

**Elective Units of Study**

At least four units, selected by the student with the approval of the Head of Department, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV level:

**Unit of Study Code**

**Hours**

**BSBMGT609A** Manage risk 60

**CHCAC12C** Provide services to an older person with complex needs 90

**CHCAC15A** Provide care support which is responsive to the specific needs of dementia 60

**CHCAC16A** Provide food services 20

**CHCAD1C** Advocate for clients 20

**CHCAD2B** Support the interests, rights and needs of clients within duty of care requirements 75

**CHCADMIN3B** Undertake administrative work 50

**CHCADMIN5A** Work within the administration protocols of an organisation 75

**CHCAOD2B** Orientation to alcohol and other drugs work 50

**CHCCD12C** Deliver and develop client services 50

**CHCCS6B** Assess and deliver services to clients with complex needs 50

**CHCCS9A** Provide support services to clients 50

**CHCCS303A** Provide physical assistance with medication 50

**CHCCS304A** Assist with self medication 40

**CHCCS402A** Provide physical assistance with medication 50

**CHCCS409A** Meet the dietary and nutritional needs of clients in a culturally appropriate manner 50

**CHCID15C** Contribute to positive learning 50

**CHCID17B** Design and adapt surroundings to group requirements 90

**CHCID18B** Support people with disabilities as workers 50

**or**

**CHCORG29A** Provide coaching and motivation 70

**CHCID21B** Provide support services to clients with complex needs 50

**or**

**CHCID25A** Provide job search support 50

**CHCID23A** Support older person with disabilities 50

**CHCID26A** Provide advanced behaviour support 90

**CHCRH10A** Provide basic First Aid 10

**CHCRH2A** Leisure and health programming 70

**or**

**CHCRH3A** Develop leisure and health programs for clients with special needs 90

**CHCRH4A** Co-ordinate, implement and monitor leisure and health programs 90

**HLTF1A** Apply basic First Aid 10

**HLTF2A** Apply advanced First Aid 30

**SRCCRO010A** Conduct a recreational program for people with a disability 30

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

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

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**Advanced Diploma of Disability Work**

**Course Code:** CHC00102

**Campus**

Footscray Nicholson, Industry Workplace.

**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**

To qualify for admission students must be able to demonstrate an understanding of, and commitment to human services for people with disabilities and an ability to be able to communicate effectively. All applicants are required to attend an interview. Applicants selected on the basis of:

- Social awareness and commitment to working with people
- Relevant paid work experience in the sector that includes the self-directed application of knowledge with substantial depth in the exercise of independent judgement and decision making
- Group, interpersonal skills
- Flexibility and openness
- Appropriate level of literacy and numeracy skills

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

**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.

**Course Duration**

This course is offered on a full-time basis over a minimum of 1332 hours or part-time equivalent.

**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
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<tr>
<td><strong>BSBMGT609A</strong></td>
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**or**

**Core Units of Study**

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**or**

**Core Units of Study**

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Certificate III in Community Services Work

Course Code: CHC30802

Campus
St Albans.

Career Opportunities
Support Worker within Social and Community Services field.

Scope of Delivery
Full-time or part-time equivalent.

Course Objectives
The course applies to community work delivered through a broad range of services which provide support to individuals and groups.

Entry Requirements
To qualify for admission students must attend an interview and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

Core Units of Study
At least four units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Advanced Diploma level. Depending on the focus of the job role, electives may include:

Practitioner Stream
Unit of Study Code  Hours
CHCCS6B  Develop practice standards  90
CHCSS50A  Respond holistically to client issues  75
CHCSS601A  Work with clients with specific and complex needs  75
CHCSS602A  Work with families of clients  75
CHCSS13B  Work with clients intensively  75
CHCSS74A  Design and supervise family intervention strategies  90
CHCSS156A  Provide advanced behaviour support  90
CHCSS15C  Plan the inclusion of children with additional needs  40
CHCSS19B  Orientation to mental health work  50
CHCSS27A  Provide mentoring support to colleagues  60
SRXTEM003A  Work autonomously  7

Management Stream
Unit of Study Code  Hours
BSMG1603A  Review and develop business plans  60
BSMG1604A  Manage business operations  60
BSMG1608A  Manage innovation and continuous improvement  60
CHCINF6B  Manage information strategically  90
CHCSS9B  Manage projects and strategies  90
CHCSS26A  Manage a service legal agreement  90
CHCSS27A  Provide mentoring support to colleagues  60
CHCSS403A  Work autonomously  7

Elective Units of Study
At least two units from Group 1
Unit of Study Code  Hours
CHCAOD2B  Orientation to alcohol and other drugs work  50
CHCAOD6B  Work with clients who are intoxicated  50
CHCAOD7B  Provide needle exchange services  50
CHCSS9A  Provide support services to clients  50

Group 2
Unit of Study Code  Hours
CHCCHILDC  Advocate for clients  20
CHCCHILDC2  Identify and respond to children and young people at risk of harm  30
CHCSS8A  Provide first point of contact  30
CHCGROUP2C  Support group activities  20
CHCINF6A  Comply with information requirements of the aged care and community care sectors  40
CHCNET1C  Participate in networks  20

Elective Units of Study
At least two units from Group 2

Elective Units of Study
At least two units from Group 3
Unit of Study Code  Hours
CHCAOD2B  Orientation to alcohol and other drugs work  50
CHCAOD6B  Work with clients who are intoxicated  50
CHCAOD7B  Provide needle exchange services  50
CHCSS9A  Provide support services to clients  50

Group 3
Unit of Study Code  Hours
CHCCHILDC  Work effectively with young people  40
CHCCHILDC2  Provide care and protection for young people  60

Group 4
Unit of Study Code  Hours
CHCCHILDC  Support parents to address their circumstances  30
CHCCHILDC2  Respond to critical situations  90

Group 5
Unit of Study Code  Hours
CHCAOD2B  Orientation to alcohol and other drugs work  50

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

Selection Procedures/Selection Criteria
- Applicants apply direct to Victoria University TAFE Division;
- Applicants submit a TAFE Supplementary application form;
- Applicants undertake a Literacy test;
- Applicants participate in a group interview.

Course Duration
This course may be offered on a full-time basis over 370 nominal hours or part-time equivalent.

Course Structure
Core Units of Study

Elective Units of Study
At least two units from Group 1
Group 5  
Unit of Study Code  
CHCDFV1B  Recognise and respond to domestic and family violence 50  
CHCDFV3B  Provide crisis intervention and support to those experiencing domestic and family violence 50  
CHCDFV8B  Provide support to children affected by domestic and family violence 70  

Group 6  
Unit of Study Code  
CHCDIS1B  Orientation to disability work 50  
CHCDIS2B  Maintain an environment designed to empower people with disabilities 90  
CHCDIS3C  Provide services to people with disabilities 50  

Group 7  
Unit of Study Code  
CHCA1C  Provide support to an older person 50  
CHCA2C  Provide personal care 50  
CHCA3C  Orientation to aged care work 50  
CHCA17A  Support the older person to maintain their independence 20  
CHCINF8A  Comply with information requirements of the aged care and community care sectors 40  

Group 8  
Unit of Study Code  
CHCS9A  Provide support services to clients and colleagues 50  
CHCMH1B  Orientation to mental health work 50  

Group 9  
Unit of Study Code  
BSBCM26A  Process and maintain workplace information 30  
CHCDC1B  Support community participation 50  
CHCGS40A  Work effectively with culturally diverse clients and co-workers 30  
CHCORG25B  Recruit and co-ordinate volunteers 70  
CHCTC1A  Deliver a service consistent with the organisation's mission and values 60  
HLTF1A  Apply basic First Aid 10  
HLTF2A  Apply advanced First Aid 30  
HLTF3A  Maintain First Aid equipment and resources 20  
HLTHIR4A  Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people and organisations 20  

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

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

Selection Procedures/Selection Criteria  
Preference will be given to prospective students who are currently employed in this field. Some agencies require that participants provide a police clearance before undertaking workplace training.  

Course Duration  
This course may be offered on a full-time basis over a minimum of 470 nominal hours or part-time equivalent.  

Course Structure  
Core Units of Study

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<td>CHCMH1B</td>
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Elective Units of Study

Group 5  
Unit of Study Code  
CHCA4B  Assist in the provision of an appropriate environment 50  
CHCA16A  Provide food services 20  
CHCA17A  Support the older person to maintain their independence 20  
CHCAD1C  Advocate for clients 20  
CHCSS30A  Provide physical assistance with medication 50  
CHCSS30A  Assist with self medication 40  
CHCSS405A  Work effectively with culturally diverse clients and co-workers 30  
CHCGROUP2C  Support group activities 20  
CHCORG22A  Contribute to service delivery strategy 40  
HLTCSD3A  Prepare and maintain beds 15  
HLTCSD6A  Respond effectively to difficult or challenging behaviour 20  
HLTCSD7A  Care for home environment of clients 20  
HLTCSD8A  Transport clients/patients 20  
HLTF1A  Apply Basic First Aid 10  
HLTG1M1A  Perform routine servicing of plant, equipment and machinery 20  
HLTG2A  Use hand and power tools 20  
HLTG3A  Perform minor general maintenance 20  
HLTHIR4A  Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people and organisations 20  
HLTM1A  Collect and maintain linen stocks at user locations 15  
HLTMS2A  Provide personal laundry service to clients, patients and others 20  
HLTMS5A  Perform general housekeeping duties to maintain clean environment 30  
HLTMS6A  Perform general cleaning tasks in a clinical setting 15  
HLTMS8A  Handling waste in a health care environment 20  

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

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

Certificate IV in Aged Care Work
Course Code: CHC41012
Campus
Footscray Nicholson.
Career Opportunities
Supervisor, team leader of Aged Care facility.
Scope of Delivery
Full-time or part-time.
Course Objectives
The course is appropriate for workers in residential facilities within defined organisational guidelines and service plans.
Entry Requirements
To qualify for admission students must currently hold Certificate III in Aged Care, or be eligible for assessment to an equivalent level of these competencies. Be currently employed as a carer or in a supervisory role in the Aged Care sector and have a minimum two years experience in the aged care sector.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Group interview sessions are conducted.
Course Duration
The course may be offered on a full-time basis over a minimum of 690 nominal hours or part-time equivalent.
Course Structure
Core Units of Study
Unit of Study Code  Hours
CHCAC6C  Support the older person to meet their emotional and psychosocial needs  50
CHCAC7C  Plan and monitor service delivery plans  100
CHCAC12C  Provide services to an older person with complex needs  90
CHCADMINB  Undertake administrative work  50
CHCADMIN3A  Use specialist communication skills to build strong relationships  50
CHCCS2C  Deliver and develop client services  50
CHCCS301A  Work within a legal and ethical framework  50
CHCGR01PCF  Plan and conduct group activities  50
CHCINF2B  Maintain organisation’s information systems  40
CHCOHS401A  Implement and monitor OHS policies and procedures for a workplace  50
CHCCOR5B  Maintain an effective work environment  50
CHCADMIN3A  Support the older person to meet their emotional and psychosocial needs  50
CHCAC6C  Plan and monitor service delivery plans  100
CHCAC12C  Provide services to an older person with complex needs  90
CHCADMINB  Undertake administrative work  50
CHCADMIN3A  Use specialist communication skills to build strong relationships  50
CHCCS2C  Deliver and develop client services  50
CHCCS301A  Work within a legal and ethical framework  50
CHCGR01PCF  Plan and conduct group activities  50
CHCINF2B  Maintain organisation’s information systems  40
CHCOHS401A  Implement and monitor OHS policies and procedures for a workplace  50
CHCCOR5B  Maintain an effective work environment  50
CHCPOL3B  Support community participation  50
CHCPOL2B  Support community education projects  70
CHCPOL4B  Develop and implement community programs  150
CHCPOL5B  Develop community resources  90
CHCCS293A  Provide physical assistance with medication  50
CHCCS294A  Assist with self medication  40
Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Certification in Community Services (Lifestyle and Leisure)
Course Code: CHC41602
Campus
Footscray Nicholson.
Career Opportunities
Diversional Therapist Assistant, Activities Coordinator.
Scope of Delivery
Full-time or part-time.
Course Objectives
The course is appropriate for workers in residential facilities and/or in community agencies and day centres, under professional supervision within defined organisational guidelines or as sole practitioners.
Entry Requirements
To qualify for admission it is preferred that applicants have completed either an aged care course at Australian Qualification Framework (AQF) level III or equivalent or a disability course at AQF level IV or equivalent. All applicants must attend an interview.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Pre-selection group interviews.
Course Duration
The course may be offered on a full-time basis over a minimum of 630 nominal hours or part-time equivalent.
Course Structure
Core Units of Study
Unit of Study Code  Hours
CHCAC3  Manage the older person to meet their emotional and psychosocial needs  50
CHCAC6  Plan and monitor service delivery plans  100
CHCAC12  Provide services to an older person with complex needs  90
CHCADMINB  Undertake administrative work  50
CHCADMIN3A  Use specialist communication skills to build strong relationships  50
CHCCS2  Deliver and develop client services  50
CHCCS301  Work within a legal and ethical framework  50
CHCGR01PCF  Plan and conduct group activities  50
CHCINF2B  Maintain organisation’s information systems  40
CHCOHS401  Implement and monitor OHS policies and procedures for a workplace  50
CHCCOR5B  Maintain an effective work environment  50
CHCPOL3B  Support community participation  50
CHCPOL2B  Support community education projects  70
CHCPOL4B  Develop and implement community programs  150
CHCPOL5B  Develop community resources  90
CHCCS293  Provide physical assistance with medication  50
CHCCS294  Assist with self medication  40
Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.
And one of the following units:

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<tr>
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<th>Unit of Study</th>
<th>Hours</th>
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<tr>
<td>CHCOHS301A</td>
<td>Participate in workplace safety procedures</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCOHS302A</td>
<td>Participate in safety procedures for direct care work</td>
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**Elective Units of Study**

Seven units, selected from the following, or from other Community Services Training Package units:

**Group 1**

<table>
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<th>Unit of Study Code</th>
<th>Unit of Study</th>
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<tbody>
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<td>CHCADMIN3B</td>
<td>Undertake administrative work</td>
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<tr>
<td>CHCCD12C</td>
<td>Develop a community development framework</td>
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<tr>
<td>CHCCHIL1D1C</td>
<td>Identify and respond to children and young people at risk of harm</td>
<td>30</td>
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<tr>
<td>CHCCS3C</td>
<td>Co-ordinate the provision of services and programs</td>
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<tr>
<td>CHCGS402A</td>
<td>Respond holistically to client issues/75</td>
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<tr>
<td>CHCDIS16A</td>
<td>Provide advanced behaviour support</td>
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</tr>
<tr>
<td>CHCGROUP3C</td>
<td>Plan and conduct group activities</td>
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<tr>
<td>CHCNET1A</td>
<td>Work with other services</td>
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<tr>
<td>CHCOR95B</td>
<td>Maintain an effective work environment</td>
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<tr>
<td>CHCOR92GB</td>
<td>Recruit and co-ordinate volunteers</td>
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<td>HLFHFA1A</td>
<td>Apply basic First Aid</td>
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<tr>
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<td>Apply advanced First Aid</td>
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<tr>
<td>SRCCR0001A</td>
<td>Assist with recreation games not requiring equipment</td>
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</tr>
<tr>
<td>CHCCD4B</td>
<td>Develop and implement community programs</td>
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<tr>
<td>SRCCR0007A</td>
<td>Develop recreation programs</td>
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<tr>
<td>BSMCN036A</td>
<td>Process and maintain workplace information</td>
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<tr>
<td>CHCINF8A</td>
<td>Comply with information requirements of the aged care and community care sectors</td>
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</table>

**Group 2 Aged Care**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC3C</td>
<td>Orientation to aged care work</td>
<td>50</td>
</tr>
<tr>
<td>CHCAG6C</td>
<td>Support the older person to meet their emotional and psychosocial needs</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC15A</td>
<td>Provide care support which is responsive to the specific nature of dementia</td>
<td>60</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRCCR0009A</td>
<td>Conduct a recreation program for older persons</td>
<td>30</td>
</tr>
</tbody>
</table>

**Group 3 Disability**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIS1B</td>
<td>Orientation to disability work</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS6C</td>
<td>Plan and implement community integration</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS7B</td>
<td>Design and adapt surroundings to group requirements</td>
<td>90</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRCCRD006A</td>
<td>Implement community inclusion processes for people with a disability</td>
<td>20</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRCCR0010A</td>
<td>Conduct a recreational program for people with a disability</td>
<td>30</td>
</tr>
</tbody>
</table>

**Group 4 Mental Health**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCS9A</td>
<td>Provide support services to clients</td>
<td>50</td>
</tr>
<tr>
<td>CHCMH1B</td>
<td>Orientation to mental health work</td>
<td>50</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCAO1D2B</td>
<td>Orientation to the alcohol and other drugs</td>
<td>50</td>
</tr>
<tr>
<td>CHCAO1D4B</td>
<td>Support people with alcohol and/or other drugs issues</td>
<td>70</td>
</tr>
</tbody>
</table>

**Group 5 Alcohol and Other Drugs**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCTH1C</td>
<td>Work effectively with young people</td>
<td>40</td>
</tr>
<tr>
<td>CHCTH5C</td>
<td>Support youth programs</td>
<td>150</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCCS402A</td>
<td>Respond holistically to client issues</td>
<td>75</td>
</tr>
<tr>
<td>HILTHIR3A</td>
<td>Work effectively with culturally diverse patients, clients, customers and co-workers</td>
<td>20</td>
</tr>
<tr>
<td>HILTHIR4A</td>
<td>Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people</td>
<td>20</td>
</tr>
</tbody>
</table>

**Group 6 Youth**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADMIN3B</td>
<td>Undertake administrative work</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD13B</td>
<td>Work within specific communities</td>
<td>70</td>
</tr>
<tr>
<td>CHCADMIN3B</td>
<td>Support community participation</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD4B</td>
<td>Develop and implement community programs</td>
<td>150</td>
</tr>
<tr>
<td>CHCHIL1D1C</td>
<td>Identify and respond to children and young people at risk of harm</td>
<td>30</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCCS303A</td>
<td>Provide physical assistance with medication</td>
<td>50</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCCS304A</td>
<td>Assist with self medication</td>
<td>40</td>
</tr>
</tbody>
</table>

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

**Certificate IV in Service Co-ordination (Ageing and Disability)**

**Course Code:** CHC40202

**Campus**

Nicholson St.

**Career Opportunities**

Team leader, Supervisor, Manager.

**Scope of Delivery**

Full-time or part-time.

**Course Objectives**

The course is appropriate for workers in residential facilities and/ or community care agencies.

**Entry Requirements**

To qualify for admission students must currently hold Certificate III in Aged Care or disability, or be eligible for assessment to an equivalent level of these competencies. Be currently employed as a carer on a supervisory role in the Aged Care or Disability sector and have a minimum two years experience in the either of those sectors.

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

**Selection Procedures/Selection Criteria**

To be advised.

**Course Duration**

The course may be offered on a full-time basis over a minimum of 755 nominal hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC7C</td>
<td>100</td>
</tr>
<tr>
<td>CHCCOM3C</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS5C</td>
<td>75</td>
</tr>
<tr>
<td>CHCS12A</td>
<td>75</td>
</tr>
<tr>
<td>CHCS405A</td>
<td></td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>70</td>
</tr>
<tr>
<td>CHCOHS401A</td>
<td>50</td>
</tr>
<tr>
<td>CHCINF8A</td>
<td>40</td>
</tr>
<tr>
<td>CHCGROUP3C</td>
<td>70</td>
</tr>
<tr>
<td>CHCAD2B</td>
<td></td>
</tr>
</tbody>
</table>

**Elective Units of Study**

At least five units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV level:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADMIN3B</td>
<td>Undertake administrative work</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD13B</td>
<td>Work within specific communities</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD1B</td>
<td>Support community participation</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD4B</td>
<td>Develop and implement community programs</td>
<td>150</td>
</tr>
<tr>
<td>CHCHIL1D1C</td>
<td>Identify and respond to children and young people at risk of harm</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS303A</td>
<td>Provide physical assistance with medication</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS304A</td>
<td>Assist with self medication</td>
<td>40</td>
</tr>
</tbody>
</table>
CHCSS401A Facilitate co-operative behaviour 40
CHCSS402A Respond holistically to client issues 75
CHCDIS3C Provide services to people with disabilities 50
CHCDIS4B Design procedures for support 90
CHCDIS6C Plan and implement community integration 90
CHCDIS7B Design and adapt surroundings to group requirements 90
CHGROUP6C Plan and conduct group activities 50
CHCIN7FB Meet information needs of the community 70
CHCNET2B Maintain effective networks 50
CHCOR2G3B Recruit and co-ordinate volunteers 70
CHCOR5GB Maintain an effective work environment 50
HLTCD6A Respond effectively to difficult or challenging behaviour 20
HLTFA1A Apply basic First Aid 10
HLTFA2A Apply advanced First Aid 30

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

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

### Certificate IV in Marriage Celebrancy

**Course Code:** CHC1402

**Campus**
King St, St Albans.

**Career Opportunities**
Civil Marriage Celebrant

**Scope of Delivery**
Part-time.

**Course Objectives**
This course covers the responsibilities of marriage celebrants to comply with the relevant legislation and to conduct their own business operations as a marriage celebrant including client contract, administration and demonstrating high level communication skills.

**Entry Requirements**
To qualify for admission students must be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

**Selection Procedures/Selection Criteria**
References; Police check. Attendance at the information session and pre-selection interview:

**Course Duration**
The course may be offered on a full-time basis over a minimum of 605 nominal hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCSS401A Establish business and legal requirements</td>
<td>50</td>
</tr>
<tr>
<td>CHCSS403A Promote the business</td>
<td>50</td>
</tr>
<tr>
<td>CHCSS405A Monitor and manage business operations</td>
<td>50</td>
</tr>
<tr>
<td>CHCSS406A Manage finances</td>
<td>50</td>
</tr>
<tr>
<td>CHCADN5A Work within the administration protocols of the organisation</td>
<td>75</td>
</tr>
<tr>
<td>CHCOO1A Develop, implement and promote effective</td>
<td>75</td>
</tr>
<tr>
<td>Communications techniques</td>
<td>75</td>
</tr>
<tr>
<td>CHCSS5B Identify and address specific client needs</td>
<td>15</td>
</tr>
<tr>
<td>CHCMEL40A Plan, conduct and review a marriage ceremony</td>
<td>160</td>
</tr>
<tr>
<td>CUSGEN05A Make presentations</td>
<td>35</td>
</tr>
</tbody>
</table>

**Elective Units of Study**
At least two units, selected by the student with the approval of the Head of Department, from the following:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN402A Develop work priorities</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN403A Establish business networks</td>
<td>50</td>
</tr>
<tr>
<td>BSBCMN406A Maintain business technology</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN408A Report on financial activity</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN409A Promote products and services</td>
<td>20</td>
</tr>
<tr>
<td>CHCSS406A Work effectively with culturally diverse units and co-workers</td>
<td>30</td>
</tr>
</tbody>
</table>

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

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

### Diploma of Community Development

**Course Code:** CHCS1402

**Campus**
Footscray Nicholson.

**Career Opportunities**
Community capacity building, community engagement, community development work, community projects and local government.

**Scope of Delivery**
Full-time and part-time.

**Course Objectives**
This course applies to community work delivered through a broad range of services which contributes to the development of community capacity through community consultation, public education, health promotion and advocacy.

**Entry Requirements**
To qualify for admission students must have completed the equivalent of two or more years of paid and/or voluntary community sector, post secondary school and be able to demonstrate to the satisfaction of the Head of Department, their ability to be able to complete the course.

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

**Selection Procedures/Selection Criteria**
To 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 community sector related work, post secondary school, and be able to demonstrate their ability to be able to complete the course.

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

**Course Duration**
This course is offered on a full-time basis over a minimum of 1347 hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD3A Undertake systems advocacy</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD4B Develop and implement community programs</td>
<td>150</td>
</tr>
<tr>
<td>CHCCD5B Develop community resources</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD8B Support community action</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD9B Support community leadership</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD14B Implement a community development strategy</td>
<td>70</td>
</tr>
</tbody>
</table>
Details section of this Handbook.

Some unit of study descriptors are listed under the Unit of Study upon the availability of suitable teaching resources. Note: Electives offered will be selected by the School and dependent on the approval of the Head of Department, may be selected from the following list, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Diploma level:

**Unit of Study Code**

**CHCAD4A** Provide advocacy and representation 
**CHCADMIN3B** Undertake administrative work 
**CHCCD2B** Provide community education projects 
**CHCCD19A** Establish and maintain community, government and business partnerships 
**CHCCHILD1C** Identify and respond to children and young people at risk of harm 
**CHCCS405A** Work effectively with culturally diverse clients and co-workers 
**CHCCS6B** Assess and deliver services to clients with complex needs 
**CHCGROUP3C** Plan and conduct group activities 
**CHCORG23B** Provide mentoring support to colleagues 
**LGACOM502A** Devise and conduct community consultation 
**SRXTEM003A** Work autonomously

**Unit of Study Code**

**CHCCD12C** Apply a community development framework 
**CHCCOM4B** Develop, implement and promote effective communication techniques 
**CHCCS401A** Facilitate a co-operative behaviour 
**CHCCS402A** Respond holistically to client issues 
**CHCCS405A** Work effectively with culturally diverse clients and co-workers 
**CHCGROUP3C** Plan and conduct group activities 
**CHCOHS401A** Implement and monitor OHS policies and procedures for a workplace 
**CHCORG28A** Reflect and improve upon professional practice 
**CHRHR1A** Orientation to work in the leisure and health industry 
**CHRHR2A** Leisure and health programming 
**CHRHR3A** Develop leisure and health programs for clients with special needs 
**CHRHR4A** Co-ordinate, implement and monitor leisure and health programs 

And one of the following units:

**CHCORG2B** Maintain an effective work environment 
**CHCORG23C** Co-ordinate work

**Elective Units of Study**

At least three units, selected by the student with the approval of the Head of Department, may be selected from the following list, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Diploma level:

**Unit of Study Code**

**CHCORG23A** Recruit and co-ordinate volunteers 
**CHCORG27A** Provide mentoring support to colleagues 
**LGACOM502A** Devise and conduct community consultation 
**SRXTEM003A** Work autonomously

**Unit of Study Code**

**CHCCHILD1C** Identify and respond to children and young people at risk of harm 
**CHCCS405A** Work effectively with culturally diverse clients and co-workers 
**CHCCS6B** Assess and deliver services to clients with complex needs 
**CHCGROUP3C** Plan and conduct group activities 
**CHCORG23B** Provide mentoring support to colleagues 
**LGACOM502A** Devise and conduct community consultation 
**SRXTEM003A** Work autonomously

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources. Some unit of study descriptors are listed under the Unit of Study.

Details section of this Handbook.

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

**Selection Procedures/Selection Criteria**

To be advised.

**Course Duration**

This course is offered on a full-time basis over a minimum of 887 hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD12C</td>
<td>50</td>
</tr>
<tr>
<td>CHCCOM4B</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS401A</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS402A</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>30</td>
</tr>
<tr>
<td>CHCGROUP3C</td>
<td>50</td>
</tr>
<tr>
<td>CHCOHS401A</td>
<td>50</td>
</tr>
<tr>
<td>CHCORG28A</td>
<td>120</td>
</tr>
<tr>
<td>CHRHR1A</td>
<td>50</td>
</tr>
<tr>
<td>CHRHR2A</td>
<td>70</td>
</tr>
<tr>
<td>CHRHR3A</td>
<td>90</td>
</tr>
<tr>
<td>CHRHR4A</td>
<td>90</td>
</tr>
<tr>
<td>CHCORG5B</td>
<td>50</td>
</tr>
<tr>
<td>CHCORG23C</td>
<td>60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least three units selected by the student with the approval of the Head of Department, may be selected from the following list, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Diploma level:</td>
</tr>
</tbody>
</table>

**Unit of Study Code**

**CHCORG23A** Recruit and co-ordinate volunteers 
**CHCORG27A** Provide mentoring support to colleagues 
**LGACOM502A** Devise and conduct community consultation 
**SRXTEM003A** Work autonomously

**Unit of Study Code**

**CHCCHILD1C** Identify and respond to children and young people at risk of harm 
**CHCCS405A** Work effectively with culturally diverse clients and co-workers 
**CHCCS6B** Assess and deliver services to clients with complex needs 
**CHCGROUP3C** Plan and conduct group activities 
**CHCORG23B** Provide mentoring support to colleagues 
**LGACOM502A** Devise and conduct community consultation 
**SRXTEM003A** Work autonomously

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources. Some unit of study descriptors are listed under the Unit of Study.

Details section of this Handbook.
### Diploma of Community Welfare Work

**Course Code:** CHC50702  
**Campus**  
Footscray Nicholson.  
**Career Opportunities**  
Human services, community sector and welfare.  
**Scope of Delivery**  
Full-time and part-time.  

**Course Objectives**

This course applies to workers who are usually involved in service delivery, either direct client work and/or health promotion and community development projects. Workers at this level operate at an advanced skill level and may also have responsibility for the supervision of other staff and volunteers.

**Entry Requirements**

To qualify for admission students must have completed the equivalent of two or more years of paid and/or voluntary welfare related work, post secondary school and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Selection Procedures/Selection Criteria**

Entry to the course will be based on the Supplementary Application form, a group interview, a brief written assessment and a reference. Successful applicants will be selected on the basis of their group and interpersonal skills, flexibility and openness to change, understanding of the Welfare Industry area, ability to think analytically, and their social awareness and commitment. All applicants must satisfactorily complete a written task to at least Year 12 standard.

**Course Duration**

This course is offered on a full-time basis over a minimum of 1247 hours or part-time equivalent.

**Course Structure**

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD3A</td>
<td>Undertake systems advocacy</td>
<td>90</td>
</tr>
<tr>
<td>CHCAD4A</td>
<td>Provide advocacy and representation</td>
<td>90</td>
</tr>
<tr>
<td>CHCADMIN4B</td>
<td>Manage the organisation's finances, accounts and resources</td>
<td>90</td>
</tr>
<tr>
<td>CHCCOM3B</td>
<td>Develop, facilitate and monitor all aspects of case management</td>
<td>75</td>
</tr>
<tr>
<td>CHCCD13B</td>
<td>Work within specific communities</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD14B</td>
<td>Implement a community development strategy</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD15B</td>
<td>Support community action</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD16B</td>
<td>Establish and develop community organisations</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD17B</td>
<td>Support community leadership</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD18B</td>
<td>Work within specific communities</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD19B</td>
<td>Implement a community development strategy</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD20A</td>
<td>Develop and implement OHS policies and procedures for a workplace</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD21B</td>
<td>Develop new networks</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD22B</td>
<td>Co-ordinate the work environment</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD23B</td>
<td>Reflect and improve upon professional practice</td>
<td>120</td>
</tr>
<tr>
<td>CHCCD24B</td>
<td>Undertake research activities</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD25B</td>
<td>Develop and implement policy</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD26B</td>
<td>Support community participation</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD27B</td>
<td>Community Development Strategy</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD28B</td>
<td>Support the needs of clients with particular needs</td>
<td>75</td>
</tr>
<tr>
<td>CHCCD29B</td>
<td>Provide education and support on health, wellbeing and parenting</td>
<td>75</td>
</tr>
<tr>
<td>CHCCD30B</td>
<td>Manage the delivery of quality client services</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD31B</td>
<td>Assess and deliver services to clients with complex needs</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD32B</td>
<td>Provide support to an older person with complex needs</td>
<td>150</td>
</tr>
<tr>
<td>CHCCD33B</td>
<td>Provide alcohol and/or other drug withdrawal services</td>
<td>150</td>
</tr>
<tr>
<td>CHCCD34B</td>
<td>Provide careers guidance</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD35B</td>
<td>Support community participation</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD36B</td>
<td>Establish and develop community organisations</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD37B</td>
<td>Support community action</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD38B</td>
<td>Support community leadership</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD39B</td>
<td>Work within specific communities</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD40A</td>
<td>Implement a community development strategy</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD41B</td>
<td>Develop and implement education programs in the area of sexual and reproductive health</td>
<td>60</td>
</tr>
<tr>
<td>CHCCD42B</td>
<td>Identify and respond to children and young people at risk of harm</td>
<td>30</td>
</tr>
<tr>
<td>CHCCD43B</td>
<td>Support the rights and safety of children within duty of care requirements</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD44B</td>
<td>Promote high quality case management</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD45B</td>
<td>Manage the delivery of quality client services</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD46B</td>
<td>Assess and deliver services to clients with complex needs</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD47B</td>
<td>Co-ordinate the assessment and delivery of services to clients with particular needs</td>
<td>75</td>
</tr>
<tr>
<td>CHCCD48B</td>
<td>Provide support to clients</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD49B</td>
<td>Facilitate co-operative behaviour</td>
<td>40</td>
</tr>
<tr>
<td>CHCCD50B</td>
<td>Facilitate family intervention strategies</td>
<td>75</td>
</tr>
<tr>
<td>CHCCD51B</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
<td>30</td>
</tr>
<tr>
<td>CHCCD52B</td>
<td>Provide education and support on health, wellbeing and parenting</td>
<td>75</td>
</tr>
<tr>
<td>CHCCD53B</td>
<td>Assess and respond to individuals at risk of self-harm or suicide</td>
<td>150</td>
</tr>
<tr>
<td>CHCCD54B</td>
<td>Work within a structured counselling process</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD55B</td>
<td>Facilitate the counselling relationship</td>
<td>120</td>
</tr>
<tr>
<td>CHCCD56B</td>
<td>Provide support for clients implementing a course of action</td>
<td>120</td>
</tr>
<tr>
<td>CHCCD57B</td>
<td>Reflect and improve upon counselling skills</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD58B</td>
<td>Implement a case work strategy</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD59B</td>
<td>Design and supervise family intervention strategies</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD60B</td>
<td>Facilitate workplace debriefing and support processes</td>
<td>40</td>
</tr>
<tr>
<td>CHCCD61B</td>
<td>Manage own professional development in responding to domestic and family violence</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD62B</td>
<td>Promote community awareness of domestic and family violence</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD63B</td>
<td>Counsel clients affected by domestic and family violence</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD64B</td>
<td>Maintain an environment designed to empower people with disabilities</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD65B</td>
<td>Design procedures for support</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD66B</td>
<td>Plan and implement community integration</td>
<td>90</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

At least four units, selected by the student with the approval of the Head of Department, may be selected from the following list, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Diploma level:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC3C</td>
<td>Orientation to aged care work</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC7C</td>
<td>Plan and monitor service delivery plans</td>
<td>100</td>
</tr>
<tr>
<td>CHCAC12C</td>
<td>Provide services to an older person with complex needs</td>
<td>90</td>
</tr>
<tr>
<td>CHCAD1A</td>
<td>Undertake systems advocacy</td>
<td>90</td>
</tr>
<tr>
<td>CHCAD3A</td>
<td>Undertake systems advocacy</td>
<td>90</td>
</tr>
<tr>
<td>CHCCSL601A</td>
<td>Work within a structured counselling process</td>
<td>90</td>
</tr>
<tr>
<td>CHCCSL602A</td>
<td>Facilitate the counselling relationship</td>
<td>120</td>
</tr>
<tr>
<td>CHCCSL603A</td>
<td>Provide support for clients implementing a course of action</td>
<td>120</td>
</tr>
<tr>
<td>CHCCSL604A</td>
<td>Reflect and improve upon counselling skills</td>
<td>90</td>
</tr>
<tr>
<td>CHCCW12B</td>
<td>Implement a case work strategy</td>
<td>50</td>
</tr>
<tr>
<td>CHCCW14A</td>
<td>Design and supervise family intervention strategies</td>
<td>90</td>
</tr>
<tr>
<td>CHCDFV10B</td>
<td>Facilitate workplace debriefing and support processes</td>
<td>40</td>
</tr>
<tr>
<td>CHCDFV2B</td>
<td>Manage own professional development in responding to domestic and family violence</td>
<td>50</td>
</tr>
<tr>
<td>CHCDFV4B</td>
<td>Promote community awareness of domestic and family violence</td>
<td>50</td>
</tr>
<tr>
<td>CHCDFV5B</td>
<td>Counsel clients affected by domestic and family violence</td>
<td>70</td>
</tr>
<tr>
<td>CHCDIS2B</td>
<td>Maintain an environment designed to empower people with disabilities</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS4B</td>
<td>Design procedures for support</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS6C</td>
<td>Plan and implement community integration</td>
<td>90</td>
</tr>
</tbody>
</table>
CHC11108A Design and adapt surroundings to group requirements 90
CHC1104B Maximise participation in work by people with disabilities 50
CHC1103B Provide care and support 50
CHC1101B Co-ordinate disability work 150
CHCIHRM01A Implement health promotion and community intervention 75
CHCLEG041A Utilise legislation 50
CHCMED080A Identify the need for alternative dispute resolution 50
CHCMED090A Facilitate alternative dispute resolution processes 50
CHCMH1B Orientation to mental health work 50
CHCMH7A Provide, with consumers, support and interventions to meet the needs of carers and families 90
CHCMH8A Provide interventions to meet the needs of consumers with mental health and AOD issues 90
CHCORG0G8C Establish and manage new programs or services 75
CHCORG2B4 Work with children and families 120
CHCORG2B5 Recruit and co-ordinate volunteers 70
CHCORG2B7A Provide mentoring support to colleagues 60
CHCORG2B9A Provide coaching and motivation 70
CHCPOU15A Manage research activities 75
CHCPROT11B Prepare for care and protection of clients in specific need 90
CHCRF2A Provide intervention support to children and families 70
CHCYTH4C Support young people in crisis 40
CHCYTH5C Provide appropriate services for young people 150
CHCYTH8B Manage research activities 150
HLTFA1A Apply basic First Aid 10
HLTFA2A Apply advanced First Aid 30
SRXTEM003A Work autonomously 7

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

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

Certificate IV in Alcohol and Other Drugs Work

Course Code: CHC41702

Campus
Footscray Park.

Career Opportunities
Alcohol and other drug rehabilitation workers, outreach.

Scope of Delivery
Full-time or part-time.

Course Objectives
This course covers workers who provide a range of services and interventions to clients with AOD issues and/or implement health promotion and community interventions. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services.

Entry Requirements
To qualify for admission students must all applicants must be currently employed in the drug and alcohol sector, attend a selection interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Course is offered only in conjunction with the Diploma of Youth Work interested applicants should meet all the requirements of the Youth Work selection procedures and criteria.

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

Course Structure

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAOD02B</td>
<td>Orientation to the alcohol and other drugs work</td>
<td>50</td>
</tr>
<tr>
<td>CHCAOD06B</td>
<td>Work with clients who are intoxicated</td>
<td>50</td>
</tr>
<tr>
<td>CHCAOD08C</td>
<td>Assess the needs of clients who have alcohol and/or other drugs issues</td>
<td>150</td>
</tr>
<tr>
<td>CHCCOM03C</td>
<td>Utilise specialist communication skills to build strong relationships</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS01A</td>
<td>Work within a legal and ethical framework</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS01A</td>
<td>Facilitate co-operative behaviour</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS02A</td>
<td>Respond holistically to client issues</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS05A</td>
<td>Work effectively with culturally diverse units and co-workers</td>
<td>30</td>
</tr>
<tr>
<td>CHCNET0A</td>
<td>Work with others</td>
<td>70</td>
</tr>
<tr>
<td>CHCOH030A</td>
<td>Participate in workplace safety procedures</td>
<td>30</td>
</tr>
<tr>
<td>CHCORG05B</td>
<td>Maintain an effective work environment</td>
<td>50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Units of Study</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAOD10A</td>
<td>Work with clients who have alcohol and/or other drugs issues</td>
<td>75</td>
</tr>
<tr>
<td>CHCAOD09C</td>
<td>Provide alcohol and/or other drug withdrawal services</td>
<td>150</td>
</tr>
<tr>
<td>CHCCM02C</td>
<td>Establish and monitor a case plan</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS03A</td>
<td>Provide brief intervention</td>
<td>75</td>
</tr>
<tr>
<td>CHCHPROM01A</td>
<td>Share health information</td>
<td>50</td>
</tr>
<tr>
<td>CHCMH08A</td>
<td>Provide interventions to meet the needs of consumers with mental health and AOD issues</td>
<td>90</td>
</tr>
<tr>
<td>HLTFA1A</td>
<td>Provide basic First Aid</td>
<td>10</td>
</tr>
<tr>
<td>HLTFA2A</td>
<td>Apply advanced First Aid (depending on jurisdiction)</td>
<td>30</td>
</tr>
</tbody>
</table>

At least one unit selected from the following:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCOM006A</td>
<td>Process and maintain workplace information</td>
</tr>
<tr>
<td>CHC1AD07B</td>
<td>Provide needle exchange services</td>
</tr>
<tr>
<td>CHCCD04B</td>
<td>Develop and implement community programs</td>
</tr>
<tr>
<td>CHCCHL01C</td>
<td>Identify and respond to children and young people at risk of harm</td>
</tr>
<tr>
<td>CHCCS06A</td>
<td>Provide education and support on health, wellbeing and parenting</td>
</tr>
<tr>
<td>CHCCS01A</td>
<td>Assess and respond to individuals at risk of self-harm or suicide</td>
</tr>
<tr>
<td>CHCCS09A</td>
<td>Provide support services to clients</td>
</tr>
<tr>
<td>CHCHPROM02A</td>
<td>Implement health promotion and community intervention</td>
</tr>
<tr>
<td>CHCMH01B</td>
<td>Orientation to mental health work</td>
</tr>
<tr>
<td>CHCRF2A</td>
<td>Provide intervention support to children and families</td>
</tr>
</tbody>
</table>

CHCYTH10A Work effectively with the families of young people | 50

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
Diploma of Alcohol and Other Drugs Work  
Course Code: CHC51102  
Campus  
Footscray Park.  
Career Opportunities  
Alcohol and other drug rehabilitation workers, outreach.  
Scope of Delivery  
Full-time and part-time.  
Course Objectives  
This course applies to workers providing services to clients in relation to alcohol and other drugs issues. It includes counselling, referral, advocacy and education/health promotion services.  
Entry Requirements  
To qualify for admission students must be currently employed in the drug and alcohol sector and attend a selection interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to be able complete the course.  
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.  
Selection Procedures/Selection Criteria  
Course is offered only in conjunction with the Diploma of Youth Work interested applicants should meet all the requirements of the Youth Work selection procedures and criteria.  
Course Duration  
This course is offered on a full-time basis over a minimum of 1082 nominal hours or part-time equivalent.  
Course Structure  
Core Units of Study  
Unit of Study Code  | Hours  
--- | ---  
CHCAD1C Advocate for clients  | 20  
CHCAD8C Assess the needs of clients who have alcohol and/or other drugs issues  | 150  
CHCAD10A Work with clients who have alcohol and/or other drugs issues  | 75  
CHCAD11A Provide advanced interventions to meet the needs of clients with alcohol and/or other drugs issues  | 90  
CHCOM3C Utilise specialist communication skills to build strong relationships  | 50  
CHCS1B Deliver and monitor services to clients  | 20  
CHCS402A Respond holistically to client issues  | 75  
CHCS405A Work effectively with culturally diverse clients and co-workers  | 30  
CHCW13B Work with clients intensively  | 75  
CHCNET4A Work with others  | 70  
CHCORG28A Reflect and improve upon professional practice  | 120  
And one of the following  
CHCOHS301A Participate in workplace safety procedures or  | 30  
CHCOHS401A Implement and monitor OHS policies and procedures for a workplace  | 50  
Elective Units of Study  
At least five units, selected by the student with the approval of the Head of Department, three (3) units may be selected from the following list or from other Community Services Training Package units available at this or higher levels. Two (2) units may be selected from the following list or from other relevant training package units available at Diploma level:  
Unit of Study Code  | Hours  
--- | ---  
CHCAD3A Undertake systems advocacy  | 90  
CHCAD4A Provide advocacy and representation  | 90  
CHCAD9C Provide alcohol and/or other drug withdrawal services  | 150  
CHCCD2B Provide community education projects  | 70  
CHCCM3B Develop, facilitate and monitor all aspects of case management  | 75  
CHCCM4B Promote high quality case management  | 90  
CHCCS3C Co-ordinate the provision of services and programs  | 75  
CHCSS403A Provide brief intervention  | 75  
CHCSS601A Work within a structured counselling process  | 90  
CHCSS602A Facilitate the counselling relationship  | 120  
CHCSS603A Provide support for clients implementing a course of action  | 120  
CHCSS604A Reflect and improve upon counselling skills  | 90  
CHCDFV5B Counsel clients affected by domestic and family violence  | 70  
CHCHPROM2A Implement health promotion and community intervention  | 75  
CHCINF5B Meet statutory and organisational information requirements  | 90  
CHCMH7A Provide, with consumers, support and interventions to meet the needs of carers and families  | 90  
CHCMH8A Provide interventions to meet the needs of Consumers with mental health and AOD issues  | 90  
CHCORG11B Lead and develop others  | 75  
CHCORG25B Recruit and co-ordinate volunteers  | 70  
CHCORG27B Provide mentoring support to colleagues  | 60  
CHCYTH110A Work effectively with the families of young people  | 50  
SRXTEM003A Work autonomously  | 7  
Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.  
Certificate IV in Youth Work  
Course Code: CHC40602  
Campus  
St Albans, Footscray Park.  
Career Opportunities  
Youth work, community youth work, outreach, local government.  
Scope of Delivery  
Full-time and part-time.  
Course Objectives  
The course is appropriate for workers who develop and co-ordinate programs for young people through a range of community-based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people.  
Entry Requirements  
To qualify for admission students must all applicants must complete a TAFE Supplementary Application Form and participate in a group 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 should apply through VTAC, complete a TAFE Supplementary Application Form and participate in a group interview.  
Course Duration  
The course may be offered on a full-time basis over a minimum of 725 nominal hours or part-time equivalent.  
Course Structure  
Unit of Study Code  | Hours  
--- | ---  
CHCYTH1C Work effectively with young people  | 40  
CHCYTH2C Provide care and protection for young people  | 60  
CHCYTH3C Support young people to address their circumstances  | 30  
CHCYTH6C Provide appropriate services for young people  | 150  
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Diploma of Youth Work

Course Code: CHCS0502

Campus
St Albans, Footscray Park.

Career Opportunities
Youth work, community youth work, outreach, local government.

Scope of Delivery
Full-time and part-time.

Course Objectives
This course covers people with responsibility for the development and the outcomes of programs and services for young people managed through a range of community and institution-based agencies and designed to meet the social, behavioural, health, welfare, developmental and protection needs of young people.

Entry Requirements
To qualify for admission students must demonstrate experience either paid or unpaid in the youth work sector or Community services Industry. All applicants must attend an interview and be able to demonstrate to the satisfaction of the Head of Department, their ability to be able to complete the course.

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

Selection Procedures/Selection Criteria
Applicants should apply through VTAC, complete a TAFE Supplementary Application Form and participate in a group interview.

Course Duration
This course is offered on a full-time basis over a minimum of 912 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD2B</td>
<td>Support for the interests, rights and needs of clients within duty of care requirements</td>
</tr>
<tr>
<td>CHCHILD1C</td>
<td>Identify and respond to children and young people at risk of harm</td>
</tr>
<tr>
<td>CHCC04MB</td>
<td>Develop, implement and promote effective communication techniques</td>
</tr>
<tr>
<td>CHCCS3C</td>
<td>Co-ordinate the provision of services and programs</td>
</tr>
<tr>
<td>CHCCS402A</td>
<td>Respond holistically to client issues</td>
</tr>
<tr>
<td>CHCCGROUP3C</td>
<td>Plan and conduct group activities</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>Work with other services</td>
</tr>
<tr>
<td>CHC0H50401A</td>
<td>Implement and monitor OHS policies and procedures for a workplace</td>
</tr>
<tr>
<td>CHCYTH5C</td>
<td>Support youth programs</td>
</tr>
<tr>
<td>CHCYTH6C</td>
<td>Provide appropriate services for young people</td>
</tr>
<tr>
<td>CHCYTH8B</td>
<td>Manage service response to young people in crisis</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCS501A</td>
<td>Assess and respond to individuals at risk of self-harm or suicide</td>
</tr>
<tr>
<td>CHCDEV1B</td>
<td>Recognise and respond to domestic and family violence</td>
</tr>
<tr>
<td>CHCMH1B</td>
<td>Orientation to mental health work</td>
</tr>
<tr>
<td>CHC0G9A</td>
<td>Provide support services to clients</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>Work with other services</td>
</tr>
<tr>
<td>CHCORG5B</td>
<td>Maintain an effective work environment</td>
</tr>
<tr>
<td>CHCYTH10A</td>
<td>Work effectively with the families of young people</td>
</tr>
<tr>
<td>HLF1A</td>
<td>Apply basic First Aid</td>
</tr>
<tr>
<td>HLF2A2</td>
<td>Apply advanced First Aid (depending on jurisdiction)</td>
</tr>
<tr>
<td>HLF3A3</td>
<td>Maintain First Aid equipment and resources</td>
</tr>
<tr>
<td>CHCCM1C</td>
<td>Undertake case management</td>
</tr>
<tr>
<td>CHCCM2C</td>
<td>Establish and monitor a case plan</td>
</tr>
</tbody>
</table>

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

VICTORIA UNIVERSITY TAFE HANDBOOK 2005
Advanced Diploma of Justice

Diploma of Justice

Certificate IV in Justice

Course Code: 21214VIC Advanced Diploma
Course Code: 21213VIC Diploma
Course Code: 21212VIC Certificate IV

Campus
St Albans, Werribee.

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. Recognition of prior learning may be available based on 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 21212VIC 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.

Core
Unit of Study Code
PSPOHS401
VAK247
VAK262
VBK280
VBK281
VBK283
VBK288
Hours
Implement and Monitor the Organisation’s Occupational Health and Safety Policies, Procedures and Programs
Work Environment – Planning Work Tasks
Work Environment – Supervision
Legal Aspects 1 for Justice Studies
Legal Aspects 2 for Justice Studies
Australian Criminal Justice System
Social Research and Analysis
20
38
38
75
75
54
54

Elective Modules
Unit of Study Code
PSPOHS401
VAK247
VAK262
VBK280
VBK281
VBK283
VBK288
Hours
Implement and Monitor the Organisation’s Occupational Health and Safety Policies, Procedures and Programs
Work Environment – Planning Work Tasks
Legal Aspects 1 for Justice Studies
Legal Aspects 2 for Justice Studies
Australian Criminal Justice System
Social Research and Analysis
20
38
75
75
54
54

Certificate IV in Justice

Course Code: 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. 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
Unit of Study Code
PSPOHS401
VAK247
VAK262
VBK280
VBK281
Hours
Implement and Monitor the Organisation’s Occupational Health and Safety Policies, Procedures and Programs
Work Environment – Planning Work Tasks
Legal Aspects 1 for Justice Studies
Legal Aspects 2 for Justice Studies
20
38
75
75

237
Some module descriptors are listed under the Unit of Study Details of Department.

Elective modules are selected by the student with approval of the Head of Department, having regard to the list of relevant modules specified in National Information Technology Computer Skills module bank; ACTRAC, published 1995; National Office Skills computer module bank, ACTRAC, published 1996.

**Elective Modules**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK293</td>
<td>54</td>
</tr>
<tr>
<td>VBK298</td>
<td>54</td>
</tr>
<tr>
<td>VBK291</td>
<td>40</td>
</tr>
<tr>
<td>VBK293</td>
<td>54</td>
</tr>
<tr>
<td>VBK294</td>
<td>54</td>
</tr>
</tbody>
</table>

**Diploma of Justice**

Course Code: 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>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAJ220</td>
<td>54</td>
</tr>
<tr>
<td>VAL651</td>
<td>54</td>
</tr>
<tr>
<td>VBU296</td>
<td>54</td>
</tr>
<tr>
<td>VBK297*</td>
<td>12</td>
</tr>
<tr>
<td>VBK298*</td>
<td>12</td>
</tr>
<tr>
<td>VBK299*</td>
<td>12</td>
</tr>
<tr>
<td>VBK300*</td>
<td>18</td>
</tr>
<tr>
<td>VBK301</td>
<td>54</td>
</tr>
<tr>
<td>VBK304</td>
<td>54</td>
</tr>
</tbody>
</table>

*These modules must be taken together.

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

**Advanced Diploma of Justice**

Course Code: 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>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAK327</td>
<td>38</td>
</tr>
<tr>
<td>VAL689</td>
<td>68</td>
</tr>
<tr>
<td>VBK282</td>
<td>75</td>
</tr>
<tr>
<td>VBK284</td>
<td>68</td>
</tr>
<tr>
<td>VBK285</td>
<td>54</td>
</tr>
<tr>
<td>VBK289</td>
<td>68</td>
</tr>
<tr>
<td>VBK300</td>
<td>54</td>
</tr>
</tbody>
</table>

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

**Department of Sport Recreation and Performance**

The Department of Sport Recreation and Performance–TAFE offers a range of courses at Certificate and Diploma levels that provide vocational education for the Sport and Recreation industry ranging from pre-employment through to para-professional level.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRF20201</td>
<td>Certificate II in Fitness</td>
</tr>
<tr>
<td>SRF30201</td>
<td>Certificate III in Fitness</td>
</tr>
<tr>
<td>SRF40201</td>
<td>Certificate IV in Fitness</td>
</tr>
<tr>
<td>SRO20299</td>
<td>Certificate II in Outdoor Recreation</td>
</tr>
<tr>
<td>SRS20299</td>
<td>Certificate II in Sport (Career Oriented Participation)</td>
</tr>
<tr>
<td>SRS30299</td>
<td>Certificate III in Sport (Career Oriented Participation)</td>
</tr>
<tr>
<td>SRO20199</td>
<td>Certificate II in Sport and Recreation</td>
</tr>
<tr>
<td>SRO30199</td>
<td>Certificate III in Sport and Recreation</td>
</tr>
<tr>
<td>SRO20103</td>
<td>Certificate II in Sport and Recreation</td>
</tr>
<tr>
<td>SRO30103</td>
<td>Certificate III in Sport and Recreation</td>
</tr>
<tr>
<td>SRO40103</td>
<td>Certificate IV in Sport and Recreation</td>
</tr>
<tr>
<td>SRO50103</td>
<td>Diploma of Sport and Recreation</td>
</tr>
<tr>
<td>SFC2021</td>
<td>Certificate II in Community Recreation</td>
</tr>
<tr>
<td>SRC30201</td>
<td>Certificate III in Community Recreation</td>
</tr>
<tr>
<td>SRC40201</td>
<td>Certificate IV in Community Recreation</td>
</tr>
<tr>
<td>SRC50201</td>
<td>Diploma of Community Recreation</td>
</tr>
<tr>
<td>SRO40199</td>
<td>Certificate IV in Sport and Recreation</td>
</tr>
<tr>
<td>SRO50199</td>
<td>Diploma of Sport and Recreation</td>
</tr>
<tr>
<td>SRS40199</td>
<td>Certificate IV in Sports (Development)</td>
</tr>
<tr>
<td>SSS50199</td>
<td>Diploma of Sport (Development)</td>
</tr>
<tr>
<td>SRS40503</td>
<td>Certificate IV in Sports (Development)</td>
</tr>
<tr>
<td>SSS50503</td>
<td>Diploma of Sports (Development)</td>
</tr>
<tr>
<td>21237VIC</td>
<td>Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)</td>
</tr>
<tr>
<td>21052VIC</td>
<td>Diploma of Arts (Small Companies and Community Theatre)</td>
</tr>
</tbody>
</table>

In addition to these courses, the Department of Sport, Fitness and Recreation–TAFE conducts traineeships.

**Certificate II in Fitness**

Course Code: SRF20201

**Campus**

To be advised.

**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 students with a pathway to further study, which will enable them to gain employment in the fitness industry.

**Entry Requirements**

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2.

**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 Duration**

The course may be offered on a full-time basis over 17 weeks (327 nominal hours) or part-time equivalent. This course is also available as a traineeship.

Jane MaLennan

Head, Department of Sport Recreation and Performance–TAFE

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Certificate III in Fitness

Course Code: SRF30201

Campus
Footscray Park, South Melbourne.

Career Opportunities
Acrobic, 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 acrobic, 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 of Study
Unit of Study Code
SRXIND004A Establish and maintain an effective
industry network
SRXORC003A Coordinate work and work priorities in a sport
and recreation organisation
SRXRTC003A Design, develop and produce
documents, reports and worksheets
using advanced functions
SRXTEM003A Work autonomously
SRXTEM004A Deal with conflict

Fitness Stream Units
SRXTEM001A Provide orientation to clients prior to
undertaking a fitness program
SRXTEM002A Support the work of a team
SRXTEM003A Work autonomously
SRXTEM004A Deal with conflict

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

Certificate IV in Fitness

Course Code: SRF40201

Campus
Footscray Park, South Melbourne.

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.
Certificate II in Outdoor Recreation

Course Code: SRC02029

Campus
To be advised.

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>Course</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Core units (193 nominal hours)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SRCXLS009A Provide advice in order to meet current and anticipated client requirements</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>SRCXCOM004A Source and present information in response to requests</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>SXROFS002A Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs and maintain Occupational Health and Safety standards</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>SXROGR004A Plan, allocate and evaluate work carried out by teams, individuals and self</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SXROGR005A Participate in the meeting process</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>SXROGR006A Conduct projects</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>SXRXTEC004A Assist with analysis and use of emerging technology</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>SXRXTEM005A Lead, manage and develop work teams</td>
<td>12</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SRCFFIT007A Undertake advanced exercise planning and programming</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>SRCFFIT008A Utilise a broad knowledge of exercise science in exercise planning, programming and instruction</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>SRCFFIT009A Undertake postural screening and appraisal</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>SRCFFIT010A Utilise a broad range of fitness equipment</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>SRCFFIT011A Provide exercise for fitness industry clients with special requirements</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>SRCFFIT012A Utilise an understanding of motivational Psychology with fitness clients</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>SXRXCAI006A Organise a sport and recreation program</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SXRXCAI007A Conduct a sport and recreation program</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SXRXGRP002A Provide leadership to groups</td>
<td>6</td>
</tr>
</tbody>
</table>

Fitness Stream Electives Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SRXTEM001A Work in teams</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SRXTEM002A Support the work team</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SRXTEC001A Operate a computer to gain access to and retrieve data using keyboard skills</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>SRXTEC002A Operate a computer and printer to produce and print simple documents</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SROOPS001A Implement minimal environmental impact practices</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SROORE001A Prepare to participate in a supervised outdoor activity requiring basic skills</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>SROORE002A Participate in a supervised outdoor activity requiring basic skills</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>SXRXAI001A Assist in preparing sport and recreation sessions for clients</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>SXRXAI002A Assist in conducting sport and recreation sessions for clients</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>SXRXLS002A Deliver service to clients</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SXRXCOM001A Communicate in the workplace</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SXRXCOM002A Receive and pass on information to facilitate effective routine communication</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SXRXEME001A React safely in an emergency and help prevent emergencies</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SXRXEME002A Participate in the control of minor emergencies</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SXRXIND001A Develop knowledge of the sport and recreation industry</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SXRXIND002A Develop and implement a career path</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SXRXHS001A 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>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SXROGR001A Organise work</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SXROGR002A Work effectively in a sport and recreation organisation</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SXRXTEC001A Operate a computer to gain access to and retrieve data using keyboard skills</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>SXRXTEM002A Support the work team</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>SXRXTEM001A Work in teams</td>
<td>10</td>
</tr>
</tbody>
</table>

Two clusters of Outdoor Recreation Specialisation units selected from:

- Alsseling – artificial surface
- Alsseling – natural surface;
- Bushwalking;
- Canoeing – canoes
- Canoeing – kayaks
- Canoeing – sea kayaks;
- Canyoning;
- Caving;
- Climbing – artificial wall
- Climbing – natural surface;
- Cycling;
- Fishing;
- Horseriding;
- SCUBA;
- Skiing;
- Skitouring;
- Snorkelling;
- Surfing;
• Yachting – ballasted yacht
• Yachting – motor cruisers
• Yachting – sailboards
• Yachting – small boat;
• Sport and Recreation.


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

### Certificate II in Sport (Career Oriented Participation)

**Course Code:** SRS20299

**Campus**
To be advised.

**Career Opportunities**
Continuing students only.

**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 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**
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**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSXEME001A Provide emergency care</td>
<td>10</td>
</tr>
<tr>
<td>NSXCL002A Deliver service to clients</td>
<td>10</td>
</tr>
<tr>
<td>NSXCOM001A Receive and pass on information to facilitate effective routine communication</td>
<td>10</td>
</tr>
<tr>
<td>NSXEME002A Participate in the control of minor emergencies</td>
<td>10</td>
</tr>
<tr>
<td>NSXIND002A Develop and implement a career path</td>
<td>10</td>
</tr>
<tr>
<td>NSXOHIS001A 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>
<td>10</td>
</tr>
<tr>
<td>NSXORG002A Work effectively in a sport and recreation organisation</td>
<td>10</td>
</tr>
<tr>
<td>NSXTEC002A Operate a computer and printer to produce simple documents</td>
<td>10</td>
</tr>
<tr>
<td>NSXTEM002A Support the work of a team</td>
<td>10</td>
</tr>
<tr>
<td>NSXSCOP 001A Prepare for public speaking</td>
<td>10</td>
</tr>
</tbody>
</table>

SRXSCOP 002A Plan for and participate in a media interview 10
SRXSCOP 003A Demonstrate personal image and presentation skills 5
SRXSCOP 004A Develop negotiation skills 10
SRXSCOP 005A Demonstrate basic assertive communication skills 10
SRXSCOP 006A Complete a tax return 10
SRXSCOP 007A Develop a financial goal setting plan 10
SRXSCOP 008A Prepare a pre or post event meal 15
SRXSCOP 011A Develop an integrated time management plan 10
SRXSCOP 012A Develop a travel and accommodation plan 5
SRXSCOP 013A Develop a career goal setting plan 5
SRXSCOP 014A Prepare to study 5
Sport Specialisation cluster of units (130 nominal hours)

One cluster of sport specialisation units to be selected by the student with the approval of the Head of Department, having regard to the list of relevant units in the Qualifications Framework for the National Sport Industry Training Package SRS99 (Version 2.00, January 2001);

**Electives Units**
Four elective units selected by the student with the approval of the Head of Department, having regard to the list of relevant units in the:

- Qualifications Framework for the National Sport Industry Training Package SRS99 (Version 2.00, January 2001);
- Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001); and
- any other nationally endorsed Industry Training Package related to the industry.

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

### Certificate III in Sport (Career Oriented Participation)

**Course Code:** SRS30299

**Campus**
South Melbourne

**Career Opportunities**
To be advised.

**Scope of Delivery**
Industry

**Course Objectives**
The course is appropriate for athletes with advanced skills who wish to compete primarily as a professional athlete.

**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 and meet the requirements of the Apprenticeship Training Scheme.

**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 590 nominal hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSXSCOP 001A Prepare for public speaking</td>
<td>10</td>
</tr>
<tr>
<td>NSXSCOP 002A Plan for and participate in a media interview</td>
<td>10</td>
</tr>
<tr>
<td>NSXSCOP 003A Demonstrate personal image and presentation skills</td>
<td>5</td>
</tr>
<tr>
<td>NSXSCOP 004A Develop negotiation skills</td>
<td>10</td>
</tr>
<tr>
<td>NSXSCOP 005A Demonstrate basic assertive communication skills</td>
<td>10</td>
</tr>
</tbody>
</table>

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Certificate II in Sport and Recreation

Course Code: SRO20199

Campus

To be advised.

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 Pre-requisites and Co-requisites Units of Study

Unit of Study Code  Hours

SRXEME001A React safely in an emergency & help prevent emergencies 10
SRXIND001A Develop knowledge of the sport & recreation industry 10
SRXTEC001A Operate a computer to gain access to & retrieve data using keyboard skills 20
SRXTEC002A Operate a computer & printer to produce simple documents 10
SRXTEC003A Design, develop & produce documents, reports & worksheets using advanced functions 8
SRXTEM002A Support the work of a team 10
SRXTEM003A Work autonomously 7
SRXTEM004A Deal with conflict 10

Sport Specialisation Units

One of the following clusters of units:

Unit of Study Code  Hours

SRSAFT016A Develop the advanced tactics of Australian football 65
SRSAFT017A Develop the advanced tactics of Australian football 65
SRSGOL011A Develop the advanced skills of golf 45
SRSGOL012A Develop the advanced tactics and strategies of golf in a competitive situation 45
SRSGOL013A Interpret and apply the rules of golf at the advanced level 45
SRSGOL014A Participate in conditioning for golf 45
SRXNET011A Develop the advanced skills of netball 65
SRXNET012A Perform the advanced tactics and strategies of netball in a competitive situation 55

Rugby League

Unit of Study Code  Hours

SRSLRLG009A Develop advanced skills of rugby league football 65
SRSLRLG010A Perform the advanced tactics and strategies of rugby league football in a competitive situation 55

Rugby Union

Unit of Study Code  Hours

SRSRUN011A Develop advanced skills of rugby union 65
SRSRUN012A Perform the advanced tactics and strategies of rugby union in a competitive situation 55

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate III in Sport and Recreation

Course Code: SRO30199

Campus
To be advised.

Career Opportunities
Further study

Scope of Delivery
Continuing students only. 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 Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXADM001A</td>
<td>6</td>
</tr>
<tr>
<td>SRXADM002A</td>
<td>12</td>
</tr>
<tr>
<td>SRXADM003A</td>
<td>12</td>
</tr>
<tr>
<td>SRXADM004A</td>
<td>15</td>
</tr>
<tr>
<td>SRXADM005A</td>
<td>5</td>
</tr>
<tr>
<td>SRXADM006A</td>
<td>10</td>
</tr>
<tr>
<td>SRXADM007A</td>
<td>8</td>
</tr>
</tbody>
</table>

Stream Core Pre-requisite and Co-requisite Units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXADM001A</td>
<td>6</td>
</tr>
<tr>
<td>SRXADM002A</td>
<td>12</td>
</tr>
<tr>
<td>SRXADM003A</td>
<td>12</td>
</tr>
<tr>
<td>SRXADM004A</td>
<td>15</td>
</tr>
<tr>
<td>SRXADM005A</td>
<td>5</td>
</tr>
<tr>
<td>SRXADM006A</td>
<td>10</td>
</tr>
<tr>
<td>SRXADM007A</td>
<td>8</td>
</tr>
</tbody>
</table>

Elective Units of Study

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 of study descriptors are listed under the Unit of Study Details section of this Handbook.
Certificate III in Sport and Recreation

Course Code: SRO30103

Campus
To be advised.

Career Opportunities
Further study

Course Objective
This course aims to provide training for persons employed in the sport and recreation industry who’s focus is on client services in sport and recreation marketing, facility management, retail, event organisation or assisting in activity/program leadership.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework level 3.

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

Selection Procedures/Selection Criteria
To be advised.

Course Duration
The course may be offered on a full-time basis over a minimum of 508 nominal hours or part-time equivalent. This course is also available as a traineeship.

Course Structure

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM201A</td>
<td>Work effectively in a business environment</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM202A</td>
<td>Organise and complete daily work activities</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM203A</td>
<td>Communicate in the workplace</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM204A</td>
<td>Work effectively with others</td>
<td>15</td>
</tr>
<tr>
<td>BSBCM210A</td>
<td>Implement improved work practices</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM215A</td>
<td>Participate in environmental work practices</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU006A</td>
<td>Operate computing packages</td>
<td>60</td>
</tr>
<tr>
<td>SRXfad001A</td>
<td>Provide first aid</td>
<td>10</td>
</tr>
</tbody>
</table>

Certificate IV in Sport and Recreation

Course Code: SRO40103

Campus
South Melbourne.

Career Opportunities
Sports administration officer

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

Course Objective
This course aims to provide training for persons working as administrative officers in the sport and recreation industry.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework level 4.

Selection Procedures/Selection Criteria
Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration
The course may be offered on a full-time basis over 958 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM402A</td>
<td>Develop work priorities</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM403A</td>
<td>Establish business networks</td>
<td>50</td>
</tr>
<tr>
<td>BSBCM404A</td>
<td>Develop teams and individuals</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM405A</td>
<td>Analyse and present workplace information</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM412A</td>
<td>Promote innovation and change</td>
<td>50</td>
</tr>
<tr>
<td>BSBCM413A</td>
<td>Implement and monitor environmental policies</td>
<td>40</td>
</tr>
</tbody>
</table>
BSXFSL404A Lead work teams 50
SRXGCSS06A Address client needs 10
SRXGSCST05A Coordinate client services activities 20
SRXINVU003A Analyse participation patterns in specific markets of the leisure and recreation industry 20
SRXINVU004A Promote compliance with laws and legal principles 12
SRXOGNS001A Conduct projects 15
SRXOHS002B Implement and monitor the organisation’s Occupational Health and Safety policies, procedures and programs 12
SRXRIK001A Undertake risk analysis of activities 10
SRXOHC001A Assist with analysis and use of emerging technology 7

Specialisation Streams
A minimum of one Certificate IV in Sport and Recreation (SRO40103) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V1.00), Australian National Training Authority, 2003.

• Amenity Horticulture
• Events and Facilities
• General Administration
• Retail
• Sales and Marketing

Elective Units of Study
A minimum of five units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level III or IV, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

Diploma of Sport and Recreation
Course Code: SRO50103

Campus
South Melbourne.

Career Opportunities
Sports administration officer

Scope of Delivery
Continuing students only. 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 (781 nominal hours) or part-time equivalent.

Certificate II in Community Recreation
Course Code: SRC20201

Campus
To be advised.

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
Core Units of Study (totalling 159 nominal hours)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRC30201</td>
<td>Certificate III in Community Recreation</td>
<td></td>
</tr>
</tbody>
</table>

Campus
To be advised.

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 or part-time equivalent.

Course Structure
Core Units of Study (totalling 159 nominal hours)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRC40201</td>
<td>Certificate IV in Community Recreation</td>
<td></td>
</tr>
</tbody>
</table>

Campus
To be advised.

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 recreation.

Entry Requirements
To qualify for 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 290 nominal hours or part-time equivalent.
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 or part-time equivalent.

Course Structure
Core Units of Study (totalling 184 nominal hours)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCL5004A</td>
<td>7</td>
</tr>
<tr>
<td>SRXCOM5004A</td>
<td>7</td>
</tr>
<tr>
<td>SRXOH5002A</td>
<td>12</td>
</tr>
<tr>
<td>SRXORG5004A</td>
<td>10</td>
</tr>
<tr>
<td>SRXORG5005A</td>
<td>15</td>
</tr>
<tr>
<td>SRXTEC5004A</td>
<td>7</td>
</tr>
<tr>
<td>SRXTEM5005A</td>
<td>12</td>
</tr>
<tr>
<td>SRCCRD5007A</td>
<td>20</td>
</tr>
<tr>
<td>SRCCRD5008A</td>
<td>20</td>
</tr>
<tr>
<td>SRCCRO0055A</td>
<td>20</td>
</tr>
<tr>
<td>SRXEME5004A</td>
<td>20</td>
</tr>
<tr>
<td>SRXGRP5002A</td>
<td>6</td>
</tr>
<tr>
<td>SRXIND5005A</td>
<td>12</td>
</tr>
<tr>
<td>SRXRES5002A</td>
<td>10</td>
</tr>
</tbody>
</table>

Elective Units of Study
Thirteen elective units (totalling 859 nominal hours) comprising:
- A minimum of six elective units, at Australian Qualifications Framework level four, selected from any other sport and recreation training packages: Community Recreation; Fitness; Outdoor Recreation; or Sport Training endorsed by the Australian National Training Authority.
- A maximum of seven elective units selected from the relevant training package.

All units are selected by the student with the approval of the Head of Department. Units selected must be relevant to the occupational outcome sought and appropriate to the Australian Qualifications Framework level.

Diploma of Community Recreation
Course Code: SRC50201

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).
Entry to this course is via the Diploma of Sport and Recreation (SRO50103).

Course Duration
The course may be offered on a full-time basis over 1531 nominal hours or part-time equivalent.

Course Structure
Core Units of Study (totalling 624 nominal hours)

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSXFMI501A</td>
<td>40</td>
</tr>
<tr>
<td>BSXFMI502A</td>
<td>40</td>
</tr>
<tr>
<td>BSXFMI504A</td>
<td>40</td>
</tr>
<tr>
<td>BSXFMI507A</td>
<td>50</td>
</tr>
<tr>
<td>SRXCOM5005A</td>
<td>10</td>
</tr>
<tr>
<td>SRXIND5005A</td>
<td>12</td>
</tr>
<tr>
<td>SRXOH5003A</td>
<td>8</td>
</tr>
<tr>
<td>SRXTEM5006A</td>
<td>12</td>
</tr>
<tr>
<td>BSXFMI505A</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD501A</td>
<td>70</td>
</tr>
<tr>
<td>SRCCRD5007A</td>
<td>20</td>
</tr>
<tr>
<td>SRCCRD5008A</td>
<td>20</td>
</tr>
<tr>
<td>SRCCRO011A</td>
<td>20</td>
</tr>
<tr>
<td>SRCCRO012A</td>
<td>30</td>
</tr>
<tr>
<td>SRXADM5014A</td>
<td>30</td>
</tr>
<tr>
<td>SRXAC5005A</td>
<td>15</td>
</tr>
<tr>
<td>SRXFMI507A</td>
<td>20</td>
</tr>
<tr>
<td>SRXRES5005A</td>
<td>12</td>
</tr>
</tbody>
</table>

Elective Units of Study
Eleven elective units (totalling 907 nominal hours) comprising:
- Elective units (totalling 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.

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

Certificate IV in Sport and Recreation
Course Code: SRO40199
Campus
South Melbourne.

Career Opportunities
Sports administration officer

Scope of Delivery
Continuing students only. This course is offered on a full-time basis over one year.

Course Objective
This course aims to provide training for persons working as administrative officers in the sport and recreation industry.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 4.

Selection Procedures/Selection Criteria
Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration
The course may be offered on a full-time basis over 622 nominal hours or part-time equivalent.

Course Structure
Core Pre-requisites and Co-requisite Units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCL0002A</td>
<td>Deliver service to clients</td>
<td>10</td>
</tr>
<tr>
<td>SRXCL0003A</td>
<td>Co-ordinate interaction with clients</td>
<td>8</td>
</tr>
<tr>
<td>SRXCOM002A</td>
<td>Receive &amp; pass on information to facilitate effective routine communication</td>
<td>10</td>
</tr>
<tr>
<td>SRXCOM003A</td>
<td>Collect &amp; provide information to facilitate communication flow</td>
<td>7</td>
</tr>
<tr>
<td>SRXORG002A</td>
<td>Work effectively in a sport &amp; recreation organisation</td>
<td>10</td>
</tr>
<tr>
<td>SRXORG003A</td>
<td>Co-ordinate work &amp; work priorities in a sport &amp; recreation organisation</td>
<td>8</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>Support the work of a team</td>
<td>10</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>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SXTEC006A</td>
<td>Assist in the maintenance of a computer system</td>
<td>40</td>
</tr>
<tr>
<td>SXTEC005A</td>
<td>Assist in the maintenance of a computer system to ensure efficient flow</td>
<td>30</td>
</tr>
</tbody>
</table>

Stream Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXADM001A</td>
<td>Handle mail to facilitate communication</td>
<td>6</td>
</tr>
<tr>
<td>SRXADM002A</td>
<td>Handle information to maintain access to &amp; security of records</td>
<td>12</td>
</tr>
<tr>
<td>SRXADM005A</td>
<td>Handle mail to facilitate the information flow of the organisation</td>
<td>12</td>
</tr>
<tr>
<td>SRXADM006A</td>
<td>Process &amp; analyse information to provide access to &amp; security of records</td>
<td>10</td>
</tr>
<tr>
<td>SRXADM009A</td>
<td>Maintain information records system to ensure its integrity</td>
<td>8</td>
</tr>
</tbody>
</table>

Stream Core Pre-requisite and Co-requisite Units

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXADM010A</td>
<td>Supervise an established records system to ensure its integrity</td>
<td>12</td>
</tr>
<tr>
<td>SRXADM013A</td>
<td>Plan business trip &amp; associated itinerary to ensure efficient travel</td>
<td>15</td>
</tr>
</tbody>
</table>

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Description</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>SRXCOM004A</td>
<td>Source &amp; present information in response to requests</td>
<td>7</td>
</tr>
<tr>
<td>SRXOH0002A</td>
<td>Implement &amp; monitor the organisation's Occupational Health &amp; Safety policies, procedures &amp; programs to ensure its integrity</td>
<td>12</td>
</tr>
<tr>
<td>SRXORG004A</td>
<td>Plan, allocate &amp; evaluate work carried out by teams, individuals &amp; self</td>
<td>10</td>
</tr>
<tr>
<td>SRXORG005A</td>
<td>Participate in the meeting process</td>
<td>6</td>
</tr>
<tr>
<td>SRXORG006A</td>
<td>Conduct projects</td>
<td>15</td>
</tr>
<tr>
<td>SRXTEC004A</td>
<td>Assist with the analysis &amp; use of emerging technology</td>
<td>7</td>
</tr>
<tr>
<td>SRXTEM005A</td>
<td>Lead, manage &amp; develop work teams</td>
<td>12</td>
</tr>
</tbody>
</table>

Diploma of Sport and Recreation
Course Code: SRO50199
Campus
South Melbourne.

Career Opportunities
Sports administration officer

Scope of Delivery
Continuing students only. 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

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCOM002A</td>
<td>Receive &amp; pass on information to facilitate effective routine communication</td>
</tr>
<tr>
<td>SRXCOM003A</td>
<td>Collect &amp; provide information to facilitate communication flow</td>
</tr>
<tr>
<td>SRXCOM004A</td>
<td>Source &amp; present information in response to requests</td>
</tr>
<tr>
<td>SRXORG002A</td>
<td>Work effectively in a sport &amp; recreation organisation</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>Support the work of a team</td>
</tr>
<tr>
<td>SRXTEM003A</td>
<td>Work autonomously</td>
</tr>
<tr>
<td>SRXTEM004A</td>
<td>Deal with conflict</td>
</tr>
<tr>
<td>SRXTEM005A</td>
<td>Lead, manage &amp; develop work teams</td>
</tr>
</tbody>
</table>

Core Units of Study

BSXFMI507A | Manage quality customer service | 50 |
BSXFMI504A | Participate in, lead & facilitate work teams | 40 |
BSXFMI502A | Provide leadership in the workplace | 40 |

Stream Core Pre-requisite and Co-requisite Units

SRXADM012A | Supervise an established records system to ensure its integrity | 12 |
SRXADM005A | Participate in the meeting process | 6 |
SRXADM006A | Conduct projects | 15 |
SRXTEC005A | Assist in the maintenance of a computer system | 40 |
SRXTEC006A | Customise & maintain software | 30 |

Stream Core Units of Study

SRXADM014A | Manage & co-ordinate projects | 30 |
SRXADM015A | Establish & maintain a records system to ensure integrity of the system | 40 |
SRXADM016A | Establish & maintain library/resource collection | 20 |
SRXADM017A | Plan & establish administration systems & procedures | 24 |
SRXADM018A | Review office administration procedures & processes to meet changing demands | 15 |
SRXADM019A | Manage the meeting process | 15 |
SRXTEC007A | Manage the establishment & maintenance of a work group network | 30 |

Elective Units of Study

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

Certificate IV in Sports (Development)

Course Code: SRS40399

Campus
South Melbourne.

Career Opportunities
Sports coach, sports official, sports administrator

Scope of Delivery
Continuing students only. This course is offered on a full-time basis over one year.

Course Objective
This course aims to provide training for coaches or officials, who wish to work in the sport industry doing a range of coaching and officiating at the beginner and intermediate levels and/or administrative duties.

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

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXLS002A</td>
<td>Deliver service to clients</td>
</tr>
<tr>
<td>SRXLS003A</td>
<td>Co-ordinate interaction with clients</td>
</tr>
<tr>
<td>SRXCOM002A</td>
<td>Receive &amp; pass on information to facilitate effective routine communication</td>
</tr>
<tr>
<td>SRXCOM003A</td>
<td>Collect &amp; provide information to facilitate communication flow</td>
</tr>
<tr>
<td>SRXCOM004A</td>
<td>Source &amp; present information in response to requests</td>
</tr>
<tr>
<td>SRXLS002A</td>
<td>Implement &amp; monitor the organisation's Occupational Health &amp; Safety policies, procedures &amp; programs in the relevant work area to achieve &amp; maintain Occupational Health &amp; Safety Standard</td>
</tr>
<tr>
<td>SRXORG002A</td>
<td>Work effectively in a sport &amp; recreation organisation</td>
</tr>
<tr>
<td>SRXORG003A</td>
<td>Co-ordinate work &amp; work priorities in a sport &amp; recreation organisation</td>
</tr>
<tr>
<td>SRXORG004A</td>
<td>Plan, allocate &amp; evaluate work carried out by teams, individuals &amp; self</td>
</tr>
<tr>
<td>SRXORG005A</td>
<td>Participate in the meeting process</td>
</tr>
<tr>
<td>SRXORG006A</td>
<td>Conduct projects</td>
</tr>
<tr>
<td>SRXTEC001A</td>
<td>Operate a computer to gain access to &amp; retrieve data using keyboard skills</td>
</tr>
<tr>
<td>SRXTEC002A</td>
<td>Operate a computer &amp; printer to produce simple documents</td>
</tr>
<tr>
<td>SRXTEC003A</td>
<td>Design, develop &amp; produce documents, reports &amp; worksheets using advanced functions</td>
</tr>
<tr>
<td>SRXTEC004A</td>
<td>Assist with the analysis &amp; use of emerging technology</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>Support the work of a team</td>
</tr>
<tr>
<td>SRXTEM003A</td>
<td>Work autonomously</td>
</tr>
<tr>
<td>SRXTEM005A</td>
<td>Lead, manage &amp; develop work teams</td>
</tr>
</tbody>
</table>
Department, having regard to the list of relevant units in the relevant relationships

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

**Diploma of Sport (Development)**

**Course Code:** SRS50399

**Campus**

South Melbourne.

**Career Opportunities**

Sports coach, sports official, sports administrator

**Scope of Delivery**

Continuing students only. This course is offered on a full-time basis over two years.

**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**

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSXFMI501A</td>
<td>Manage personal work priorities and professional Development</td>
<td>40</td>
</tr>
<tr>
<td>BSXFMI502A</td>
<td>Provide leadership in the workplace</td>
<td>40</td>
</tr>
<tr>
<td>BSXFMI504A</td>
<td>Participate in, lead and facilitate work teams</td>
<td>40</td>
</tr>
<tr>
<td>BSXFMI507A</td>
<td>Manage quality client service</td>
<td>50</td>
</tr>
<tr>
<td>SRXCOM002A</td>
<td>Receive and pass on information to facilitate effective routine communication</td>
<td>10</td>
</tr>
<tr>
<td>SRXCOM003A</td>
<td>Collect and provide information to facilitate communication flow</td>
<td>7</td>
</tr>
<tr>
<td>SRXCOM004A</td>
<td>Source and present information in response to requests</td>
<td>7</td>
</tr>
<tr>
<td>SRXCOM005A</td>
<td>Research, prepare and present information</td>
<td>10</td>
</tr>
<tr>
<td>SRXIND005A</td>
<td>Promote compliance with laws &amp; legal principles</td>
<td>12</td>
</tr>
<tr>
<td>SRXOHS003A</td>
<td>Establish, maintain and evaluate Occupational Health and Safety systems in order to ensure that the workplace is, as far as is practicable, safe and without risks to health of employees and clients</td>
<td>15</td>
</tr>
<tr>
<td>SRXORG002A</td>
<td>Work effectively in a sport and recreation organisation</td>
<td>10</td>
</tr>
<tr>
<td>SRXORG007A</td>
<td>Develop teams and individuals to enhance performance</td>
<td>12</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>Support the work of a team</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEM003A</td>
<td>Work autonomously</td>
<td>7</td>
</tr>
<tr>
<td>SRXTEM004A</td>
<td>Deal with conflict</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEM005A</td>
<td>Lead, manage and develop work teams</td>
<td>12</td>
</tr>
<tr>
<td>SRXTEM006A</td>
<td>Create, maintain and enhance effective working relationships</td>
<td>8</td>
</tr>
<tr>
<td>Development Stream Units</td>
<td>Hours</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>PUXEME001A Provide emergency care</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>SRSCOA001A Operate in accord with accepted coaching practices, styles &amp; legal &amp; ethical responsibilities</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>SRSCOA007A Provide information about the principles of eating for peak performance</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>SRSCOA011A Work with officials</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>SRSCOA012A Provide information regarding drugs in sport issues</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>SRSCOA013A Support clients to adopt the principles of sports psychology</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SRSCOA014A Support clients to adopt the principles of eating for peak performance</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>SRSCOA015A Monitor coach welfare</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>SRSCOA016A Implement recovery training programs</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>SRSNET001A Interpretable and apply the fundamental rule of netball at the beginner level</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>SRSNET002A Use basic communication strategies to umpire netball at the beginner level</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>SRSNET003A Demonstrate fundamental positioning skills relevant to umpire netball at the beginner level</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>SRSNET004A Teach and develop the fundamental skills of netball</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>SRSOFF001A Operate in accord with accepted officiating practices, styles and legal and ethical responsibilities to manage risk</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>SRSOFF004A Apply self reflection techniques to evaluate and modify officiating sessions</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>SRSOFF005A Resolve conflict related to officiating</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>SRSOFF006A Develop a fitness program for officials</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SRSOFF007A Evaluate, analyse and modify the conduct and outcomes of officiating to improve performance</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>SRSOFF008A Manage conflict related to officiating</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>SRSOFF009A Plan, implement and evaluate a fitness and recovery program for officials</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SRSSA001A Teach or develop basic skills of strength and conditioning</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>SRXADM001A Handle mail to facilitate communication</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>SRXADM002A Handle information to maintain access to and security of records</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>SRXADM005A Handle mail to facilitate the information flow of the Organisation</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>SRXADM006A Process and analysis information to provide access to and security of records</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>SRXADM009A Maintain information records system to ensure its integrity</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>SRXADM012A Supervise an established records system to ensure its integrity</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>SRXADM014A Manage and coordinate projects</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>SRXADM015A Establish and maintain a records system to ensure integrity of the system</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>SRXADM016A Establish and maintain library/resource collection</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SRXADM017A Plan and establish administration systems and procedures</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>SRXADM018A Review administration procedures and processes to meet changing demands</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>SRXADM019A Manage the meeting process</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>SRXCAU001A Assist in preparing sport and recreation sessions for clients</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>SRXCAU002A Assist in conducting sport and recreation sessions for clients</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>SRXCAU003A Provide equipment for activities</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>SRXCAU004A Plan a sport and recreation session for clients</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>SRXCAU005A Conduct a sport and recreation session for clients</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>SRXCAU008A Plan and prepare an individualised long-term training programs</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SRXCAU009A Conduct, monitor and adjust individualised long-term training programs</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

**Certificate IV in Sport (Development)**

Course Code: SRS40503

**Campus**

South Melbourne.

**Career Opportunities**

Sports coach, sports official, sports administrator

**Scope of Delivery**

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

**Course Objective**

This course aims to provide training for coaches or officials, who wish to work in the sport industry doing a range of coaching and officiating at the beginner and intermediate levels and/or administrative duties.

**Entry Requirements**

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

**Selection Procedures/Selection Criteria**

Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

**Course Duration**

The course may be offered on a full-time basis over 1 year (963 nominal hours) or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCCMN402A Develop work priorities</td>
<td>30</td>
</tr>
<tr>
<td>BSBCCMN403A Establish business networks</td>
<td>50</td>
</tr>
<tr>
<td>BSBCCMN404A Develop teams and individuals</td>
<td>30</td>
</tr>
<tr>
<td>BSBCCMN405A Analyse and present workplace information</td>
<td>40</td>
</tr>
<tr>
<td>BSBCCMN412A Promote innovation and change</td>
<td>50</td>
</tr>
</tbody>
</table>
BSBFLM404A Lead work teams 40
SRXGCS006A Address client needs 10
SRXNGST065A Coordinate client service activities 20
SRXINU003A Analyse participation patterns in specific markets of the leisure and recreation industry 20
SRXINU004A Promote compliance with laws and legal principles 12
SRXOGN001ACoordinate projects 15
SRXOH4002B Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs 12
SRXRH001A Undertake risk analysis of activities 10
SRXTCN001A Assist with analysis and use of emerging technology 7
SRXCAI106A Organise a sport and recreation program 10
SRXCAI107B Conduct a sport and recreation program 10
SRXGR0001A Facilitate a group 12
SRXGR0002A Deal with conflict 10

A minimum of eleven units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level IV, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

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

Diploma of Sport (Development)
Course Code: SRS50503

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

Selection Procedures/Selection Criteria
Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration
The course may be offered on a full-time basis over two years (801 nominal hours) or part-time equivalent.

Course structure
Core

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRSOGP001A</td>
<td>Operate in accord with accepted coaching practices, styles and legal and ethical responsibilities</td>
</tr>
<tr>
<td>SRSOGP002A</td>
<td>Include special interest groups or people with special needs</td>
</tr>
<tr>
<td>SRSOGP003A</td>
<td>Implement the fundamental principles of sports Psychology</td>
</tr>
<tr>
<td>SRSOGP004A</td>
<td>Provide information about the fundamental principles of eating for peak performance</td>
</tr>
<tr>
<td>SRSOGP005A</td>
<td>Operate in accord with accepted officiating practices, styles, legal and ethical responsibilities to manage risk</td>
</tr>
<tr>
<td>SRSOGP006A</td>
<td>Apply rules and regulations to conduct games and competitions</td>
</tr>
<tr>
<td>SRSOGP007A</td>
<td>Apply self reflection techniques to evaluate and modify officiating performance</td>
</tr>
<tr>
<td>SRSOGP008A</td>
<td>Resolve conflict related to officiating</td>
</tr>
<tr>
<td>SRSOGP009A</td>
<td>Develop a fitness &amp; recovery program for officials</td>
</tr>
<tr>
<td>SRXSGP003A</td>
<td>Implement sports first aid procedures and apply sports first aid</td>
</tr>
<tr>
<td>SRXCAI104B</td>
<td>Plan a session or program for participants</td>
</tr>
<tr>
<td>SRXCAI105B</td>
<td>Conduct a sport and recreation session for participants</td>
</tr>
<tr>
<td>SRXCAI106B</td>
<td>Organise a sport and recreation program</td>
</tr>
<tr>
<td>SRXCAI107B</td>
<td>Conduct a sport and recreation program</td>
</tr>
<tr>
<td>SRXGR0001A</td>
<td>Facilitate a group</td>
</tr>
<tr>
<td>SRXGR0002A</td>
<td>Deal with conflict</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRSOGP004A</td>
<td>Provide information about the fundamental principles of eating for peak performance</td>
</tr>
<tr>
<td>SRSOGP009A</td>
<td>Plan, implement and evaluate a fitness and recovery program for officials</td>
</tr>
<tr>
<td>SRXSGP003A</td>
<td>Implement sports first aid procedures and apply sports first aid</td>
</tr>
<tr>
<td>SRXCAI104B</td>
<td>Plan and prepare an individualised long-term training program</td>
</tr>
<tr>
<td>SRXCAI105B</td>
<td>Conduct, monitor and adjust individualised long-term Training programs</td>
</tr>
<tr>
<td>SRXCAI106B</td>
<td>Evaluate, analyse and modify long-term and/or high performance individualised training programs</td>
</tr>
<tr>
<td>SRXGR0001A</td>
<td>Facilitate a group</td>
</tr>
<tr>
<td>SRXGR0002A</td>
<td>Deal with conflict</td>
</tr>
</tbody>
</table>
**Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)**

**Course Code:** 21237VIC

**Campus**
To be advised.

**Career Opportunities**
Athlete Career Education Adviser, professional Sport Welfare Officer, Career Counsellor.

**Scope of Delivery**
This is a flexible course, but is generally offered on a part-time basis over one year. The course is offered on-line through TAFEVVC.

**Course Objectives**
The course aims to provide students with the knowledge and skills required to perform the role of career and education adviser to elite performers. It is designed to provide an accredited training program for people to work with elite performers on their career and education options.

**Entry Requirements**
To qualify for admission to the course applicants must possess a Bachelor Degree or Advanced Diploma in a related discipline, such as psychology, education, welfare or recreation, and demonstrate potential to undertake work at this level. Applicants are expected to be employed within the sports, dance or music industry or have access to significant work placement.

Where formal relevant qualifications are not held applicants must demonstrate to the satisfaction of the Head of Department a level of maturity, and an understanding of the industry sector and a commitment to work as a career and education adviser. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Selection Procedures/Selection Criteria**
All applicants must complete a direct application form available from the Department. Selection into the course is based on prior experience, prior qualifications, interest and involvement in the industry.

**Course Structure**
The course may be offered on a full-time basis over 230 hours or part-time equivalent.

**Core Modules**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK054</td>
<td>Counselling Foundations for working with Elite Performers</td>
<td>50</td>
</tr>
<tr>
<td>VBK055</td>
<td>Career Planning for Elite Performers</td>
<td>50</td>
</tr>
<tr>
<td>VBK056</td>
<td>Application of Principles and Practice</td>
<td>80</td>
</tr>
</tbody>
</table>

**Elective Modules**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK057</td>
<td>The Elite Performance Sport Environment</td>
<td>50</td>
</tr>
<tr>
<td>VBK058</td>
<td>The Elite Performance Music Environment</td>
<td>50</td>
</tr>
<tr>
<td>VBK059</td>
<td>The Elite Performance Dance Environment</td>
<td>50</td>
</tr>
</tbody>
</table>

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

---

**Diploma of Arts (Small Companies and Community Theatre)**

**Course Code:** 21052VIC

**Campus**
Footscray Nicholson, Sunbury.

**Career Opportunities**
Stage actor/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 fringe and 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 a performance workshop/audition, and interview.

**Course Duration**
The course may be offered on a full-time basis over two years (1849 nominal hours).

**Course Structure**

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSXFMI106A</td>
<td>Manage Workplace Information</td>
<td>60</td>
</tr>
<tr>
<td>BSXFMI503A</td>
<td>Establish and Manage Effective Workplace Relationships</td>
<td>60</td>
</tr>
<tr>
<td>CUECOR2A</td>
<td>Work With Others</td>
<td>15</td>
</tr>
<tr>
<td>CUEEVT1A</td>
<td>Plan and Manage Events</td>
<td>100</td>
</tr>
<tr>
<td>CUEIND1A</td>
<td>Apply Organisation and Industry Knowledge</td>
<td>10</td>
</tr>
<tr>
<td>CUEILG75A</td>
<td>Operate Lighting</td>
<td>50</td>
</tr>
<tr>
<td>CUEMAR3A</td>
<td>Undertaking Marketing Activities</td>
<td>40</td>
</tr>
<tr>
<td>CUESET75A</td>
<td>Assist in Making Sets</td>
<td>65</td>
</tr>
<tr>
<td>CUESMT2A</td>
<td>Prepare for Rehearsals</td>
<td>140</td>
</tr>
<tr>
<td>CUESMT3A</td>
<td>Co-ordinate Rehearsals</td>
<td>140</td>
</tr>
<tr>
<td>CUESMT4A</td>
<td>Co-ordinate Final Production Process</td>
<td>140</td>
</tr>
<tr>
<td>CUESMT5A</td>
<td>Manage the Performance</td>
<td>120</td>
</tr>
<tr>
<td>CUESMT1A</td>
<td>Assist in Stage Managing the Production</td>
<td>65</td>
</tr>
<tr>
<td>CUESOU3A</td>
<td>Operate Sound Equipment</td>
<td>80</td>
</tr>
<tr>
<td>CUETHC0RO2A</td>
<td>Work in a Socially Diverse Environment</td>
<td>10</td>
</tr>
<tr>
<td>CUETHC0RO31</td>
<td>Follow Health, Safety and Security Procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHGHS03A</td>
<td>Provide First Aid</td>
<td>24</td>
</tr>
<tr>
<td>VBJ300</td>
<td>Acting 1</td>
<td>75</td>
</tr>
<tr>
<td>VBJ301</td>
<td>Voice 1</td>
<td>50</td>
</tr>
<tr>
<td>VBJ302</td>
<td>Movement 1</td>
<td>50</td>
</tr>
<tr>
<td>VBJ303</td>
<td>Improvisation 1</td>
<td>50</td>
</tr>
<tr>
<td>VBJ304</td>
<td>Australian Theatre</td>
<td>50</td>
</tr>
<tr>
<td>VBJ305</td>
<td>Australian Community theatre</td>
<td>50</td>
</tr>
</tbody>
</table>
### Elective Modules

350 nominal hours of elective modules offered as follows:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUECLE1A</td>
<td>Undertake General Administrative Procedures</td>
<td>20</td>
</tr>
<tr>
<td>CUEFIN1A</td>
<td>Develop a budget</td>
<td>30</td>
</tr>
<tr>
<td>VBJ310</td>
<td>Puppetry</td>
<td>50</td>
</tr>
<tr>
<td>VBJ311</td>
<td>Acting 2</td>
<td>50</td>
</tr>
<tr>
<td>VBJ312</td>
<td>Voice 2</td>
<td>50</td>
</tr>
<tr>
<td>VBJ313</td>
<td>Movement 2</td>
<td>50</td>
</tr>
<tr>
<td>VBJ314</td>
<td>Improvisation 2</td>
<td>50</td>
</tr>
<tr>
<td>VBJ315</td>
<td>Mask in performance</td>
<td>50</td>
</tr>
<tr>
<td>VBJ316</td>
<td>Music in performance</td>
<td>50</td>
</tr>
</tbody>
</table>

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

In this section the modules are listed in alpha-numerical order according to their University/OTTE code. Codes beginning with a number are listed at the start. Look under the Course Structure heading in the course descriptions (pages 27–254) 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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>023/01</td>
<td>EVALUATE A BUSINESS OPPORTUNITY</td>
<td>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.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>023/02</td>
<td>COMPLETE A BUSINESS PLAN</td>
<td>Specify business goals and objectives; Identify need for specialist services; Formulate business plan; Apply the business plan.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>023/03</td>
<td>ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS</td>
<td>Establish legal structure of business; Comply with statutory and regulatory requirements; Establish rights to products/services; Secure rights to products/services.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>023/04</td>
<td>ADDRESS CUSTOMER REQUIREMENTS</td>
<td>Establish customer requirements; Develop marketing strategies; Implement marketing strategies; Monitor marketing performance; Explore opportunities to improve customer satisfaction.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>023/05</td>
<td>MANAGE BUSINESS OPERATIONS</td>
<td>Develop operational strategies; Implement operational strategies; Monitor operational performance; Explore opportunities to improve performance.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>023/06</td>
<td>MANAGE FINANCES</td>
<td>Translate financial plan into strategies; Implement financial strategies; Monitor financial performance; Explore opportunities to improve financial performance.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>206/01</td>
<td>TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION</td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>206/05</td>
<td>PREPARE AND EXECUTE DOCUMENTS</td>
<td>Prepare documentation; Present documentation for execution; Manage collateral/third party involvement; Draft, adapt and construct documents to meet client needs and instructions.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90989NSWA</td>
<td>ORIENTATION TO LITERACY</td>
<td>TBA.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90989NSWB</td>
<td>ORIENTATION TO COMMUNICATION SKILLS</td>
<td>TBA.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90992NSWA</td>
<td>DEVELOP LISTENING AND SPEAKING SKILLS</td>
<td>TBA.</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90992NSWB</td>
<td>DEVELOP READING AND WRITING SKILLS</td>
<td>TBA.</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90992NSWC</td>
<td>INTERMEDIATE CONVERSATION SKILLS</td>
<td>TBA.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90992NSWD</td>
<td>INTERMEDIATE SPOKEN INTERACTION SKILLS</td>
<td>TBA.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90992NSWE</td>
<td>INTERMEDIATE NEGOTIATION SKILLS</td>
<td>TBA.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Description</td>
<td>Content</td>
<td>Nominal Hours</td>
<td>Assessment</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------</td>
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<td>-----------------------------</td>
</tr>
<tr>
<td>90992NSWF</td>
<td>INTERMEDIATE SPOKEN EXPRESSION SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90992NSWG</td>
<td>INTERMEDIATE SPOKEN DISCOURSE SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90992NSWH</td>
<td>INTERMEDIATE MEDIA SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90992NSWI</td>
<td>INTERMEDIATE DATA PRESENTATION SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90992NSWJ</td>
<td>INTERMEDIATE WRITTEN COMMUNICATION SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90992NSWK</td>
<td>INTERMEDIATE WRITTEN DISCOURSE SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90992NSWL</td>
<td>INTERMEDIATE WRITTEN EXPRESSION SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90992NSWM</td>
<td>INTERMEDIATE NARRATIVE WRITING SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90992NSWN</td>
<td>INTERMEDIATE MATHEMATICAL SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>90992NSWO</td>
<td>INTERMEDIATE MEASUREMENT SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>90993NSWA</td>
<td>BUILDING LISTENING AND SPEAKING SKILLS</td>
<td>TBA</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90993NSWB</td>
<td>BUILDING READING AND WRITING SKILLS</td>
<td>TBA</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90993NSWC</td>
<td>POST-BEGINNER STRATEGIES FOR LEARNING</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90993NSWD</td>
<td>POST-BEGINNER LISTENING AND SPEAKING SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90993NSWE</td>
<td>POST-BEGINNER SPOKEN INTERACTION SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90993NSWF</td>
<td>POST-BEGINNER SPOKEN DISCOURSE SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90993NSWG</td>
<td>POST-BEGINNER READING SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90993NSWH</td>
<td>POST-BEGINNER READING AND WRITING SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90993NSWI</td>
<td>POST-BEGINNER WRITING SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90993NSWJ</td>
<td>POST-BEGINNER MATHEMATICAL SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90993NSWK</td>
<td>POST-BEGINNER MEASUREMENT SKILLS</td>
<td>TBA</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Content</td>
<td>Nominal Hours</td>
<td>Assessment</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>90993NSWL</td>
<td>POST-BEGINNER VISUAL NUMERACY SKILLS</td>
<td>TBA.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90994NSWA</td>
<td>BEGINNER STRATEGIES FOR LEARNING</td>
<td>TBA.</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90994NSWB</td>
<td>BEGINNER COMMUNICATION SKILLS</td>
<td>TBA.</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90994NSWC</td>
<td>BEGINNER SPEAKING AND READING SKILLS</td>
<td>TBA.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90994NSWD</td>
<td>BEGINNER SPEAKED DISCOURSE SKILLS</td>
<td>TBA.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90994NSWE</td>
<td>BEGINNER SPEAKING AND READING SKILLS</td>
<td>TBA.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90994NSWF</td>
<td>BEGINNER LISTENING AND READING SKILLS</td>
<td>TBA.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90994NSWG</td>
<td>BEGINNER READING AND WRITING SKILLS</td>
<td>TBA.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90994NSWH</td>
<td>BEGINNER WRITING SKILLS</td>
<td>TBA.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90994NSWI</td>
<td>BEGINNER MATHEMATICAL SKILLS</td>
<td>TBA.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90994NSWJ</td>
<td>BEGINNER MEASUREMENT SKILLS</td>
<td>TBA.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>90994NSWK</td>
<td>BEGINNER VISUAL NUMERACY SKILLS</td>
<td>TBA.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA600</td>
<td>SCIENCE INDUSTRY ORIENTATION</td>
<td>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.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA601</td>
<td>WORK PLACEMENT</td>
<td>Team work, occupational health and safety procedures, equal opportunity practices, care with equipment, record and report results.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA610</td>
<td>INTRODUCTORY PHYSICS</td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA620</td>
<td>PRINCIPLES OF INSTRUMENTATION</td>
<td>Terminology and key concepts, use of given equipment/instruments; safely perform investigations.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA630</td>
<td>COMPUTER FUNDAMENTALS</td>
<td>Computing terminology; create, save, print, spell check, format; solution of operational problems, print a report.</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA631</td>
<td>SCIENTIFIC SPREADSHEET APPLICATIONS</td>
<td>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.</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA640</td>
<td>INTRODUCTORY MATHEMATICS</td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA712</td>
<td>GENERAL MICROBIOLOGY</td>
<td>Microscopy, microorganisms, aseptic technique, cell structure &amp; function, staining methods, culture media, growth of bacterial cultures, enumeration, quality control.</td>
<td>40-60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
### AAA750 INTRODUCTORY CHEMISTRY

**Content**
Classification and properties of matter; Derive systematic names and formulae for simple inorganic compounds; Simple chemical reactions; Safety using common chemicals and equipment.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### AAA752 CHEMICAL LABORATORY TECHNIQUES

**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.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### AAA805 NUTRITION

**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.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

### ABC001 CONSTRUCTION 1

**Content**
Construction principles, standards and services commonly used in single storey residential scale buildings.

**Nominal Hours** 54 Hours

**Assessment** As per accredited curriculum

### ABC002 CONSTRUCTION 2

**Prerequisite(s)** ABC001 Construction 1.

**Content**
Construction principles, practices and services commonly used in low rise residential scale buildings up to three storeys.

**Nominal Hours** 36-54 Hours

**Assessment** As per accredited curriculum

### ABC003 CONSTRUCTION 3

**Content**
To provide the students with knowledge of construction principles, standards and services commonly used in wide span buildings.

**Nominal Hours** 36-54 Hours

**Assessment** As per accredited curriculum

### ABC004 CONSTRUCTION 4

**Content**
To provide students with a knowledge of construction principles, standards and services commonly used in commercial and residential buildings up to an effective height of 25m.

**Nominal Hours** 36-54 Hours

**Assessment** As per accredited curriculum

### ABC005 MATERIALS 1

**Content**
Characteristics and quality standards of building materials commonly used in residential scale buildings; Make informed selections of these materials.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

### ABC006 MATERIALS 2

**Prerequisite(s)** ABC005 Materials 1.

**Content**
Characteristics and quality standards of building materials commonly used in commercial and industrial buildings (past and present); Make informed selections of these materials.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

### ABC007 SERVICES 1

**Prerequisite(s)** ABC001 Construction 1, ABC002 Construction 2.

**Content**
Services and requirements provided in all building types of construction and classifications; Principles involved to communicate technically with consultants and builders when reading, discussing or producing service drawings, details and specifications.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

### ABC059 BUILDING QUALITY CONCEPTS 1

**Content**
Theoretical knowledge necessary of implementing a Quality Assurance System in a small or medium sized firm in the building and construction industry.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

### ABC061 BUILDERS WORKING DRAWINGS 1A

**Content**
Read and interpret plans and specifications and undertake basic architectural drafting.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

### ABC062 BUILDERS WORKING DRAWINGS 1B

**Prerequisite(s)** ABC001 Construction 1.

**Content**
Reading and interpreting plan and specifications; Drafting and sketching skills for low rise residential buildings.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

### ABC063 BUILDERS WORKING DRAWINGS 2

**Prerequisite(s)** ABC062 Builders Working Drawings 1, ABC105 Timber Framing Code, ABC003 Construction 3, ABC089 Building Technology 2.

**Content**
Sketching for commercial buildings up to an effective height of 25m.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

### ABC064 BUILDING COMPUTING APPLICATIONS 1

**Content**
To provide and develop student skills in a range of computing software applications that will complement experience gained in modules.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

### ABC067 BUILDING CONTRACT LAW 1

**Content**
Provides the student with the knowledge to administer a medium size building contract with due care.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC069</td>
<td>COST CONTROL AND PLANNING 1</td>
<td>ABC001 Construction 1, ABC076 Building Quantities and Estimating 1.</td>
<td>Basic principles and introduction to planning, scheduling, and cost control for residential construction.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC070</td>
<td>COST CONTROL AND PLANNING 2</td>
<td>ABC002 Construction 2, ABC076 Building Quantities and Estimating</td>
<td>Basic principles and introduction to planning, scheduling, and cost control for commercial buildings up to an effective height of 25m.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC074</td>
<td>BUILDING DRAFTING EXPERIENCE 2</td>
<td>Registered student, Building Practical Experience 1</td>
<td>Procedures and skills necessary to take-off the material required to construct low rise residential projects.</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC076</td>
<td>BUILDING QUANTITIES AND ESTIMATING 1</td>
<td>ABC001 Construction 1.</td>
<td>Procedures and skills necessary to predict the cost of construction (Estimating) and to prepare and submit a bid (tendering) for low rise residential projects.</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC077</td>
<td>BUILDING QUANTITIES AND ESTIMATING 2</td>
<td>ABC076 Building quantities and estimating 1.</td>
<td>Procedures and skills necessary to take-off the material required to construct low rise residential projects.</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC082</td>
<td>BUILDING SITE SUPERVISION</td>
<td></td>
<td>Knowledge of supervision techniques as they apply to building sites.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC083</td>
<td>BUILDING SITE SURVEYING AND SET OUT 1</td>
<td></td>
<td>Knowledge, skills and practical experience necessary to set out residential projects using basic measuring and levelling equipment.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC084</td>
<td>BUILDING SITE SURVEYING AND SET OUT 2</td>
<td>Building Site Surveying and Set Out 1</td>
<td>Basic components of a theodolite and how it should be tested for good adjustment; Use a theodolite to determine horizontal and vertical angles; Identify specialised equipment available for use on high rise and/or large building projects and illustrate how it can be used for various set out and checking procedures; Compute co-ordinates and bearings and distances as related to grids and general set out work on large building sites; Identify and discuss the various documents and plans incorporated in land titles.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC085</td>
<td>BUILDING STAFF MANAGEMENT</td>
<td>ABC091/ABC092 Business Management for Builders 1 &amp; 2.</td>
<td>Theoretical knowledge and practical experience required at middle management level for the effective management of office and on site staff.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC086</td>
<td>STRUCTURES 1</td>
<td>ABC086 Structures 1.</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>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC087</td>
<td>STRUCTURES 2</td>
<td>ABC086 Structures 1.</td>
<td>Resolve construction problems for single storey and low rise residential buildings.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC088</td>
<td>BUILDING TECHNOLOGY 1</td>
<td>ABC005 Materials 1, ABC011 Construction 1, ABC002 Construction 2, ABC002 Builder's Working Drawings 1.</td>
<td>Theoretical knowledge and practical experience in financial management of a building firm engaging in residential scale projects.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC089</td>
<td>BUILDING TECHNOLOGY 2</td>
<td>ABC088 Building Technology 1.</td>
<td>Resolve construction problems for single storey and low rise residential buildings.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC091</td>
<td>BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 1</td>
<td>ABC001 Construction 1, ABC002 Construction 2</td>
<td>Theoretical knowledge and practical experience in financial management of a building firm engaging in residential scale projects.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC092</td>
<td>BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 2</td>
<td>ABC002 Construction 2</td>
<td>Provides the participant with the knowledge of the tasks and responsibilities required to manage a medium size building project.</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

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### ABC096 CONSTRUCTION SAFETY

**Content** Apply safety principles on medium rise and wide span building sites.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

### ABC102 RESIDENTIAL SITE SAFETY

**Content** Provides the participants with the knowledge to apply safety.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

### ABC105 TIMBER FRAME DESIGN

**Prerequisite(s)** ABC001 Construction 1.

**Content** Selection, placement and fixing requirement of structural timber members used in single and two storey timber framed domestic building.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

### ABC107 BUILDING COMPUTER APPLICATIONS 2

**Prerequisite(s)** ABC064 Building Computer Applications 1.

**Content** Range of computing software applications that will complement skills gained in modules.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

### ABC112 DRAFTING STUDIO 1

**Content** Aims to assist full-time students in: further problem solving aspects of their study through tutorial support, integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course, obtain work experience related skills; successful completion of this module counts as 5 days towards the Practical Experience module.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### ABC113 DRAFTING STUDIO 2

**Content** Aims to assist full-time students in: further problem solving aspects of their study through tutorial support, integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course, obtain work experience related skills; successful completion of this module counts as 5 days towards the Practical Experience module.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### ABC114 DRAFTING STUDIO 3

**Content** Aims to assist full-time students in: further problem solving aspects of their study through tutorial support, integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course, obtain work experience related skills; successful completion of this module counts as 5 days towards the Practical Experience module.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### ABC115 BUILDING STUDIO 1

**Prerequisite(s)** Students who have previously participated in relevant areas in the work force may be given exemption from this module.

**Content** To assist full-time students in further problem solving aspects of their study through tutorial support. Integrate and develop the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### ABC116 BUILDING STUDIO 2

**Prerequisite(s)** Students who have previously participated in relevant areas in the work force may be given exemption from this module.

**Content** To assist full-time students in further problem solving aspects of their study through tutorial support. Integrate and develop the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### ABC117 BUILDING STUDIO 3

**Prerequisite(s)** Students who have previously participated in relevant areas in the work force may be given exemption from this module.

**Content** To assist full-time students in further problem solving aspects of their study through tutorial support. Integrate and develop the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### ABC301 DEVELOPMENT CONTROL 1

**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.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

### ABC303 BUILDING SURVEYING PROCEDURES 1

**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.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

### ABC305 BUILDING SURVEYING PRACTICE 1

**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.

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum
ABC307 BCA AND STANDARDS 1
Content Basic philosophy of the Building Codes of Australia (BCA); locate and interpret code/standard requirements that are applicable to particular domestic scale projects; Classify buildings; Apply various solutions to a construction problem for compliance with the intent of the BCA.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC309 GEOMECHANICS AND FOOTINGS 1
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.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC311 FIRE TECHNOLOGY 1
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.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC312 SURVEYING PRACTICAL EXPERIENCE 1/2
Prerequisite(s) Building Practical Experience 1
Content Construction/Structures; Estimating/Costing; Management; Supervision/Inspection/Implementation; Drawing/Plan Reading/Checking/Services.
Nominal Hours 75 Days
Assessment As per accredited curriculum

ABC313 COMMUNICATION (BUILDING SURVEYING)
Content To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

ABC314 LEGAL PRACTICES 1
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 defence within the criminal law; Detail the types of evidence admissible in a civil and criminal trial
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC315 LEGAL PRACTICES 2
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;
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC316 COMMUNICATION (BUILDING SURVEYING)
Content To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

ABC317 COMMUNITY STUDIES
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC318 MATHEMATICS (BUILDING SURVEYING)
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.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC319 ENVIRONMENTAL AWARENESS
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC320 OCCUPATIONAL HEALTH AND SAFETY
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.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

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### ABC321 SOCIOLOGY

**Prerequisite(s):** 48-701 Communication.

**Content:** Identify, through informed discussion, the boundaries of the science of sociology; the significance of cultural variation within Australia; the factors which influence social change; the structural relations between people and society; the role of the community contact professional in the social interaction process; the advantages and disadvantages of groups and organisations with regard to the community contact professional; how deviance in society affects the role of the community contact professional; the effects of social stratification on society and the workplace; the effects of social inequality on both the community and the workplace; the changing role of the family in modern society; the impact of changes in economic order on the community contact professional's role; the effects of changing political order on local government; the impact of social change on society; the effects of collective behaviour on the community; the effects of urbanisation on both lifestyles and communities; the conflict between technological progress and the benefit to society.

**Nominal Hours:** 50 Hours  
**Assessment:** As per accredited curriculum

### ABC322 PSYCHOLOGY

**Prerequisite(s):** 48-701 Communication.

**Content:** Discuss the relationship between psychology, psychological research methodology and the role of the building surveyor; Discuss the differences between the major psychological approaches to human behaviour; Discuss the developmental process in humans and how this relates to interaction with clients.

**Nominal Hours:** 30 Hours  
**Assessment:** As per accredited curriculum

### ABC323 MANAGEMENT 1

**Content:** To be advised  

**Nominal Hours:** 50 Hours  
**Assessment:** As per accredited curriculum

### ABC325 QUALITY SERVICE

**Content:** Describe the benefits which can be derived from quality of service; Describe the external and internal customers of the building surveyor; Describe the long term benefits of promoting a quality approach within organisations; Describe and develop actions for improving quality within the organisation.

**Nominal Hours:** 40 Hours  
**Assessment:** As per accredited curriculum

### ABC326 LAND USE PLANNING AND MANAGEMENT

**Prerequisite(s):** 48-701 Communication.

**Content:** Evaluate the legislation pertaining to Land Use Planning; Describe the principles of land use management; Determine the role of the building surveyor in the land use management process; Review a variety of land use management models; Describe the land development control process; Evaluate the effects of transport and infrastructure on land use management decisions; Apply spatial organisation factors to the land management process in a real or hypothetical land development; Design and plan a hypothetical land development; Evaluate the future use of a given site according to environmental considerations.

**Nominal Hours:** 60 Hours  
**Assessment:** As per accredited curriculum

### ABC327 BUILDING FIRE SCIENCE

**Content:** Describe the combustion process and how it relates to different materials; Describe how materials burn and the effect of the different states of matter on their flammability; Describe conditions of burning at the fire point; Describe mechanisms of heat transfer during fire growth, development and spread.

**Nominal Hours:** 36 Hours  
**Assessment:** As per accredited curriculum

### ABC354 CALCULATIONS

**Content:** Practically apply the mathematical skills required in the workplace.

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

### ABC355 COMMUNICATIONS

**Content:** Training for effective communication in the workplace at a simple, routine and predictable level.

**Nominal Hours:** 20-40 Hours  
**Assessment:** As per accredited curriculum

### ABC548 QUALITY PRINCIPLES

**Content:** Implementation of quality principles and practices.

**Nominal Hours:** 8-12 Hours  
**Assessment:** As per accredited curriculum

### ABD500 OCCUPATIONAL HEALTH AND SAFETY FUNDAMENTALS

**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.

**Nominal Hours:** 60 Hours  
**Assessment:** As per accredited curriculum

### ABD501 OCCUPATIONAL HYGIENE 1

**Content:** Philosophy, principles and practices of occupational hygiene including the nature of common hazards, their measurement and personal protection.

**Nominal Hours:** 40 Hours  
**Assessment:** As per accredited curriculum

### ABD502 REHABILITATION AND WORKERS COMPENSATION 1

**Content:** Overview of compensation system, importance of rehabilitation in minimising the effects of a work related illness or injury.

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

### ABD503 HAZARDOUS SUBSTANCES

**Prerequisite(s):** ABD500 Occupational Health and Safety Fundamentals, ABD501 Occupational Hygiene 1.

**Content:** Properties of hazardous substances, methods of controlling exposure.

**Nominal Hours:** 30 Hours  
**Assessment:** As per accredited curriculum

### ABD504 OCCUPATIONAL HEALTH AND SAFETY LAW

**Content:** Introduction to the Australian legal system, structure of the courts, criminal and civil law, OH&S legislative requirements.

**Nominal Hours:** 20 Hours  
**Assessment:** As per accredited curriculum
ABD505 WORKPLACE HEALTH – HUMAN BODY
Content: Anatomy and function of major body systems and the effect of occupational hazards on these systems.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABD506 INDUSTRIAL PLACEMENT 1
Prerequisite(s): ABD500 Occupational Health and Safety Fundamentals.
Content: Hazard identification and management of noise, manual handling and personal protective equipment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABD530 OCCUPATIONAL HYGIENE 2
Prerequisite(s): ABD501 Occupational Hygiene 1.
Content: Chemical, biological and physical hazards in the workplace, conditions that may increase potential for exposure to these hazards and the health effects that may result.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABD531 ENGINEERING CONTROLS
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.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ABD532 RESOLUTION OF OCCUPATIONAL HEALTH & SAFETY ISSUES
Content: Occurrence of OH&S issues, legislative framework for issue resolution, State, Territory and Commonwealth agencies.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ABD533 OCCUPATIONAL HEALTH & SAFETY STATISTICS
Content: Instruction on how to recognise, collect, validate, interpret, set priorities and report on data at a local level.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ABD534 FIRE SAFETY MANAGEMENT
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.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABD535 ERGONOMICS 1
Content: Application of a range of ergonomics principles to the design of work stations, optimisation of the relationship between people and their work.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABD560 OCCUPATIONAL HYGIENE 3
Prerequisite(s): ABD501 Occupational Hygiene 1, ABD530 Occupational Hygiene 2, ABD535 Occupational Health & Safety Statistics.
Content: Work surveying, use of testing equipment in sampling, interpretation and evaluation of sampling results.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABD561 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS
Content: Insight into organisational management; Integration of occupational health and safety management into the total quality management philosophy.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABD562 RISK MANAGEMENT
Content: Knowledge and skills to identify, evaluate and advise on the management of risk in the workplace.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABD563 MANAGEMENT OF HAZARDOUS SUBSTANCES
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.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ABD564 ACTION RESEARCH PROJECT
Content: Project planning, determination of an organisation's needs, research methods, the change process, project evaluation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABD565 INDUSTRIAL PLACEMENT 2
Content: Health and Safety policies and plans, workplace health and safety training including needs analysis, design and evaluation, carrying out training.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

ABD566 REHABILITATION AND WORKERS COMPENSATION 2
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.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABD567 WORKPLACE HEALTH AND SAFETY PROGRAMS
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.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
ABD568 ERGONOMICS 2

Content: Tools and methods to collect anthropometric data, symptoms of occupational overuse syndrome, methods to minimise OOS.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

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.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

ABH501 INTRODUCTION TO SALES

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.
Nominal Hours: 23 Hours
Assessment: As per accredited curriculum

ABH502 INTRODUCTION TO PROPERTY MANAGEMENT

Prerequisite(s): ABH500 Real Estate Industry Overview.
Content: Basic concepts of property management and documentation required when letting and/or managing property.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

ABH503 REAL ESTATE COMPUTING

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.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

ABH504 REAL ESTATE ACCOUNTING

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.
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

ABH505 REAL ESTATE COMPUTER ACCOUNTING

Prerequisite(s): ABH504 Real Estate Accounting.
Content: Computer accounting reports using a computer package relating to real estate sales.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

ABH507 PROPERTY RESEARCH AND ANALYSIS

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.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

ABH508 REAL ESTATE CONSUMER PROTECTION

Prerequisite(s): ABH500 Real Estate Industry Overview.
Content: Trade Practices; Consumer protection and other legislation relating to real estate transactions.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ABH510 CONTRACT LAW FOR REAL ESTATE

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.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ABH511 PROPERTY LAW

Prerequisite(s): ABH510 Contract Law for Real Estate
Content: Types of agreements/contracts; Rights and duties of landlords; Security deposits/bond moneys; Rights and duties relating to termination; Resolution of tenancy disputes; Presenting cases to the tribunal.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ABH512 RESIDENTIAL TENANCIES

Prerequisite(s): ABH500 Real Estate Industry Overview, ABH502 Introduction to Property Management.
Content: Main and major features of building styles; Common building construction techniques; Minor and major defects and their implications; Internal and external inspections.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

ABH513 RECOGNISING COMMON BUILDING STYLES AND FAULTS

Prerequisite(s): ABH500 Real Estate Industry Overview.
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.
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

ABH514 PROPERTY MANAGEMENT LISTINGS

Prerequisite(s): ABH500 Real Estate Industry Overview, ABH502 Introduction to Property Management.
Content: Targeting prospective landlords; Negotiating duties, fees and other matters with a landlord.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

ABH515 RENTING RESIDENTIAL PROPERTIES

Prerequisite(s): ABH502 Introduction to Property Management, ABH512 Residential Tenancies.
Content: Marketing residential rental properties; Procedures for the selection of tenants.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ABH516 SERVICING MANAGED PROPERTIES

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.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
ABH517 INTRODUCTION TO SPECIALISED PROPERTY MANAGEMENT
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.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH522 CONTRACTS FOR THE SALE OF LAND
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.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH523 METHODS OF SALE
Prerequisite(s) ABH525 Listings.
Content Advantages and disadvantages of each method of sale; Complete agency documentation associated with each type of sale.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH524 PROPERTY APPRAISALS
Prerequisite(s) ABH507 Property Research and Analysis; ABH511 Property Law; ABH513 Recognising Common Building Styles and Faults
Content Methods of appraising; Preparing reports detailing the likely market price value.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH525 LISTINGS
Prerequisite(s) ABH507 Property Research and Analysis, ABH511 Property Law, ABH522 Contracts for the Sale of Land, ABH523 Methods of Sale, ABH524 Property Appraisals.
Content Value of real property; Identifying target groups; Preparing, delivering, closing and recording a listing.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH527 SELLING BY AUCTION
Prerequisite(s) ABH510 Contract Law for Real Estate, ABH525 Listings.
Content Preparing, conducting and completing an auction.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABH528 INTRODUCTION TO SPECIALISED PROPERTY SALES
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.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

AUM9001A MONITOR AND MAINTAIN WORKPLACE EQUIPMENT
Content Recognise and follow OH&S and environmental regulations, policies and procedures, signs and codes as they apply to work area; Use appropriate personal protective equipment; Follow appropriate manual handling techniques; Take appropriate action to deal with hazards and potential hazards in the workplace; Complete incident/accident investigation reports as/when required; Follow emergency procedures; Recognise and act on factors which lead to an unhealthy lifestyle.
Nominal Hours To be advised
Assessment As per endorsed training package

AUM9002A RECEIVE AND DISPATCH MATERIALS, EQUIPMENT AND TOOLS
Content Receive and check materials/components/parts and equipment/tools required for the job; Unpack and store materials/components/parts and equipment/tools as required for the job; Stack/store materials/parts/components as required for the process; Dispatch materials/parts/components on completion of the process; Store equipment and tools on completion of the process.
Nominal Hours To be advised
Assessment As per endorsed training package

AUM9003A PREPARE AND PROCESS MATERIALS AND COMPONENTS
Content Select materials/components required for the operation/process; Inspect and check materials/components prior to use; Prepare and/or load/secure materials/components as required; Process materials/components as detailed in enterprise procedures to ensure a quality product.
Nominal Hours To be advised
Assessment As per endorsed training package

AUM9004A PREPARE AND USE/OPERATE EQUIPMENT, TOOLS AND/OR MACHINERY
Content Select equipment, tools and/or machinery required for the operation/process; Inspect and check equipment, tools and/or machinery prior to use; Prepare equipment, tools and machinery as required by the process operation; Use and/or operate equipment, tools and machinery as required by the process operation; Shut down and/or store equipment, tools and machinery at the conclusion of the operation.
Nominal Hours To be advised
Assessment As per endorsed training package

AUM9005A MONITOR AND MAINTAIN CONTINUOUS IMPROVEMENT OF SYSTEMS AND PROCESSES
Content Apply continuous improvement of systems and processes to improve the quality of the product/process; Monitor continuous improvement of systems and processes to ensure the quality of the product/process is continually improved; Use continuous improvement tools and problem-solving techniques to ensure the ongoing improvement of the product and process; Apply continuous improvement of systems/processes/tools to eliminate waste; Incorporate recognised improvement opportunities into the work area.
Nominal Hours To be advised
Assessment As per endorsed training package

AUM9006A MONITOR AND MAINTAIN EQUIPMENT, TOOLS AND MACHINERY
Content Monitor equipment and processes; Perform incidental maintenance when required; Apply preventative maintenance systems/processes to maintain operation efficiency and effectiveness.
Nominal Hours To be advised
Assessment As per endorsed training package
AUM9007A MANAGE PERSONAL WORK PRIORITIES

Content Recognise requirements for the job according to schedules and work plans; Plan time to meet work schedules so that production rates are maintained; Adjust work priorities to cater for changes in schedules; Predict and recognise problems and take appropriate action.

Nominal Hours To be advised
Assessment As per endorsed training package

AUM9008A MAINTAIN EFFECTIVE WORKPLACE RELATIONSHIPS

Content Give and receive instructions, information and messages as required by the job; Instruct and deliver training to others on- and off-the-job as required; Follow enterprise Diversity and Equal Opportunity policies and procedures; Identify procedures and processes for resolving conflict in the workplace; Fill out forms as required by the job.

Nominal Hours To be advised
Assessment As per endorsed training package

AUM9009A WORK EFFECTIVELY WITH OTHERS IN TEAMS

Content Participate in teams to achieve production targets; Participate in the decision-making process in team meetings; Participate in addressing team's key production indicators; Organise and conduct team meetings.

Nominal Hours To be advised
Assessment As per endorsed training package

AUR00108A CARRY OUT MAINTENANCE AND/OR COMPONENT SERVICING OPERATIONS

Content Personal safety requirements; Equipment/material safety requirements; Types and application of lubricants and fluids; Servicing/maintenance procedures and inspection checklists.

Nominal Hours 20-40 Hours
Assessment As per endorsed training package

AUR0166A REPAIR ENGINES AND ASSOCIATED ENGINE COMPONENTS

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.

Nominal Hours To be advised
Assessment As per endorsed training package

AUR0170A SERVICE ENGINES AND ASSOCIATED ENGINE COMPONENTS

Content Personal safety requirements; Equipment/material safety requirements; Principles of engine operation including engine types and components; Servicing procedures.

Nominal Hours To be advised
Assessment As per endorsed training package

AUR0266A REPAIR COOLING SYSTEMS AND ASSOCIATED ENGINE COMPONENTS

Content Cooling system construction and operation relevant to application; Cooling system/component testing procedures; Cooling system/component repair/removal and replacement procedures.

Nominal Hours To be advised
Assessment As per endorsed training package

AUR02170A SERVICE COOLING SYSTEMS AND ASSOCIATED ENGINE COMPONENTS

Content Personal safety requirements; Equipment/material safety requirements; Cooling system operating principles; Types of coolants and their application, (including rust inhibitors, anti freeze and anti boil substances); Service procedures for cooling systems and associated components (including coolant test procedures).

Nominal Hours To be advised
Assessment As per endorsed training package

AUR03166A REPAIR PETROL AND FUEL SYSTEMS

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.

Nominal Hours To be advised
Assessment As per endorsed training package

AUR03170A SERVICE PETROL AND FUEL SYSTEMS

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.

Nominal Hours To be advised
Assessment As per endorsed training package

AUR04671A SERVICE AND REPAIR EMISSION CONTROL SYSTEMS

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.

Nominal Hours To be advised
Assessment As per endorsed training package

AUR05166A REPAIR EXHAUST SYSTEMS

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.

Nominal Hours To be advised
Assessment As per endorsed training package

AUR06166A REPAIR CLUTCH ASSEMBLIES AND/OR ASSOCIATED OPERATING SYSTEM COMPONENTS

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.

Nominal Hours To be advised
Assessment As per endorsed training package

AUR06166A REPAIR CLUTCH ASSEMBLIES AND/OR ASSOCIATED OPERATING SYSTEM COMPONENTS

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.

Nominal Hours To be advised
Assessment As per endorsed training package
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<tr>
<th>Code</th>
<th>Name</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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<tr>
<td>AUR06170A</td>
<td>SERVICE CLUTCH ASSEMBLIES AND/OR ASSOCIATED OPERATING SYSTEM COMPONENTS</td>
<td>Personal safety requirements; Vehicle/equipment safety requirements; Principles of operation of clutch assemblies and operating systems; Clutch servicing and adjustment procedures</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR06666A</td>
<td>REPAIR TRANSMISSION (MANUAL)</td>
<td>Manual handling techniques; Construction and operation of manual transmissions relevant to application; Measuring and testing procedures; Repair, removal and replacement procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR06670A</td>
<td>SERVICE TRANSMISSION (MANUAL)</td>
<td>Personal safety requirements; Vehicle/equipment/plant safety requirements; Principles of operation of manual transmissions; Transmission lubricants/fluids and their application; Manual transmission service procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR07166A</td>
<td>REPAIR TRANSMISSION (AUTOMATIC)</td>
<td>Manual handling techniques; Construction and operation of automatic transmissions relevant to application; Measuring and testing procedures; Repair, removal and replacement procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR07170A</td>
<td>SERVICE TRANSMISSION (AUTOMATIC)</td>
<td>Personal safety requirements; Vehicle/equipment safety requirements; Types of automatic transmission fluids and their application; Automatic transmission service procedures/tests and adjustments.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR10166A</td>
<td>REPAIR BRAKING SYSTEMS</td>
<td>Brake system/component test procedures; Brake system/component repair, removal and replacement procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR10170A</td>
<td>SERVICE BRAKING SYSTEMS</td>
<td>Personal safety requirements/hazards associated with brake dust/types of brake material and their potential dangers; Vehicle/equipment/material safety requirements. Environmental requirements for disposal of substances; Principles of operation of braking systems; Braking system servicing procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR12666A</td>
<td>REPAIR FINAL DRIVE ASSEMBLY</td>
<td>Manual handling techniques; Construction and operation of final drives relevant to application; Testing and adjustment procedures; Repair, removal and replacement procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR12670A</td>
<td>SERVICE FINAL DRIVE ASSEMBLIES</td>
<td>Personal safety requirements; Vehicle/equipment/plant safety requirements; Types of final drive lubricants and their application; Principles of operation of final drives/types and designs; Final drive assembly service procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR13166A</td>
<td>REPAIR FINAL DRIVE (DRIVELINE)</td>
<td>Manual handling techniques; Construction and operation of drive lines relevant to application; Testing procedures; Repair, removal and replacement procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR13170A</td>
<td>SERVICE FINAL DRIVE (DRIVELINE)</td>
<td>Personal safety requirements; Vehicle/equipment/plant safety requirements; Types and designs of drive lines appropriate to application; Principles of operation of drive lines/velocity fluctuations; Service procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR15170A</td>
<td>SERVICE STEERING SYSTEMS</td>
<td>Principles and geometry of wheel alignment; Construction and operation of mechanical and power assisted steering systems relevant to application; Testing and adjustment procedures for mechanical and power assisted steering systems relevant to application; Repair, removal and replacement procedures for mechanical and power assisted steering systems.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR15170A</td>
<td>SERVICE STEERING SYSTEMS</td>
<td>Personal safety requirements; Vehicle/equipment safety requirements; Principles of operation of mechanical and power assisted steering systems; Steering system service procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR16166A</td>
<td>REPAIR SUSPENSION SYSTEMS</td>
<td>Construction and operation of relevant types of suspension systems; Suspension system testing procedures and component evaluation; Repair, removal and replacement procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR16170A</td>
<td>SERVICE SUSPENSION SYSTEMS</td>
<td>Personal safety requirements; Vehicle/equipment safety requirements; Types of suspension systems and principles of operation; Suspension system service procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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</tr>
<tr>
<td>AUR18676A</td>
<td>TEST, SERVICE AND REPLACE BATTERY</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>15 Hours</td>
<td>As per endorsed training package</td>
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</table>
AUR18708A CARRY OUT MINOR REPAIRS TO ELECTRICAL CIRCUITS/SYSTEMS
Content Personal safety requirements; Vehicle/equipment safety requirements; Procedures to avoid damage to electronic control units (ECU); Electromechanical principles; Electrical measuring and test procedures for minor repairs; Procedures for minor electrical repairs.
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR19066A REPAIR CHARGING AND STARTING SYSTEMS
Content Principles of operation of charging and starting systems; Construction and operation of charging and starting systems relevant to application; Test procedures for charging and starting systems; Repair procedures for charging and starting systems.
Nominal Hours To be advised
Assessment As per endorsed training package

AUR21171A SERVICE AND REPAIR ELECTRONIC ENGINE MANAGEMENT SYSTEMS
Content Personal safety requirements/ OH&S legislation; Vehicle/equipment safety requirements/procedures to avoid damage to electronic control units (ECU); Operating principles of electronic management systems; Construction and operation of engine management systems/components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic engine management systems/components.
Nominal Hours To be advised
Assessment As per endorsed training package

AUR21271A SERVICE AND REPAIR ELECTRONIC DRIVE MANAGEMENT SYSTEMS
Content Construction and operation of drive management systems/components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic drive management systems/components.
Nominal Hours To be advised
Assessment As per endorsed training package

AUR21371A SERVICE AND REPAIR ELECTRONIC BODY MANAGEMENT SYSTEMS
Content Construction and operation of body management systems/components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic body management systems/components.
Nominal Hours To be advised
Assessment As per endorsed training package

AUR23708A CARRY OUT WELDING, THERMAL CUTTING AND HEATING PROCEDURES
Content Personal safety requirements/OH&S regulations/requirements; Equipment/material safety requirement; Types of materials relevant to application/types of fluxes and their application; Manual metal arc welding procedures; Gas metal arc (MIG) and gas tungsten arc (TIG) welding procedures; Oxy acetylene and spot welding procedures; Oxy acetylene and/or carbon rod heating procedures; Oxy acetylene and/or plasma arc cutting procedures.
Nominal Hours To be advised
Assessment As per endorsed training package

AUR23790A CARRY OUT THERMO PLASTIC REPAIR PROCEDURES
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.
Nominal Hours To be advised
Assessment As per endorsed training package

AUR25678B USE AND MAINTAIN MEASURING EQUIPMENT
Content Measure dimensions or variables; Maintain measuring equipment.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

AUR26108A CARRY OUT PRE-REPAIR OPERATIONS
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.
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26366A REPAIR MINOR STRUCTURAL DAMAGE
Content Personal safety requirements; OH&S requirements; Vehicle/equipment safety requirements; Manual handling procedures; Body panel manual measuring procedures for minor structural damage; Panel/aperture reforming procedures for minor structural damage.
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26367A REPAIR MAJOR WELDED PANELS
Content Personal safety requirements; OH&S requirements; Regulations; Vehicle/equipment safety requirements; Manual handling procedures; Major welded panel replacement procedures.
Nominal Hours To be advised
Assessment As per endorsed training package

AUR26466A REPAIR BODY COMPONENTS USING LEAD WIPING
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.
Nominal Hours To be advised
Assessment As per endorsed training package
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<tr>
<td>AUR26508A</td>
<td><strong>CARRY OUT VEHICLE BODY AND UNDERFRAME ALIGNMENT</strong>&lt;br&gt;Content - Personal safety requirements/OH&amp;S requirements/ regulations; Vehicle/equipment safety requirements; Manual handling techniques; Relevant alignment methods, repair techniques and procedures; Relevant removal and replacement procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR26608A</td>
<td><strong>CARRY OUT VEHICLE MEASUREMENT</strong>&lt;br&gt;Content - Personal safety requirements/OH&amp;S requirements/ regulations; Vehicle/equipment safety requirements; Manual handling techniques; Relevant measurement methods, techniques and procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR26708A</td>
<td><strong>CARRY OUT MAJOR SECTIONAL REPAIR</strong>&lt;br&gt;Content - Personal safety requirements/OH&amp;S requirements/ regulations; Vehicle/materials/equipment safety requirements; Manual handling techniques; Sealant types and selection/application; Relevant alignment methods/techniques and procedures; Relevant section repair procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR26864A</td>
<td><strong>REMOVE AND REPLACE VEHICLE BODY PANELS, PANEL SECTIONS AND ANCILLARY FITTINGS</strong>&lt;br&gt;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.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR26965A</td>
<td><strong>REMOVE AND REPLACE/FIT PROTECTOR MOULDINGS, TRANSFERS AND DECALS</strong>&lt;br&gt;Content - Personal safety requirements/OH&amp;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.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR27064A</td>
<td><strong>REMOVE AND REPLACE MECHANICAL UNITS/ASSEMBLIES</strong>&lt;br&gt;Content - Personal safety requirements; Vehicle/equipment safety requirements; Manual handling techniques; Removal and replacement procedures for mechanical units/assemblies; Personal safety requirements/OH&amp;S requirements/ regulations; Removal and replacement procedures for electrical/electronic units/assemblies including relevant sealant selection and application.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR29603A</td>
<td><strong>APPLY REFINISHING MATERIALS</strong>&lt;br&gt;Content - Personal safety requirements; Environmental protection requirements; Application methods/types of spray guns/types of brushes.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR29608A</td>
<td><strong>CARRY OUT MASKING PROCEDURES</strong>&lt;br&gt;Content - Personal safety requirements; Vehicle/equipment/workspace safety requirements; Cleaning agents/masking materials; Masking methods and procedures/equipment operating procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR29649A</td>
<td><strong>PREPARE SUBSTRATE FOR REFINISHING</strong>&lt;br&gt;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; Primersealed surface preparation for refinishing.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR29683A</td>
<td><strong>PREPARE SPRAY PAINTING MATERIALS AND EQUIPMENT</strong>&lt;br&gt;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.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR29749A</td>
<td><strong>PREPARE SUBSTRATE FOR REFINISHING</strong>&lt;br&gt;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; Primersealed surface preparation for refinishing.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR29803A</td>
<td><strong>APPLY COLOUR MATCHING TECHNIQUES</strong>&lt;br&gt;Content - Personal safety requirements; Environmental protection requirements and procedures; Paint mixing and colour matching procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR29908A</td>
<td><strong>CARRY OUT PAINT RECTIFICATION AND TOUCH UP WORK</strong>&lt;br&gt;Content - Personal safety requirements; Vehicle/equipment safety requirements; Relevant environmental protection requirements and procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR30003A</td>
<td><strong>APPLY DECORATIVE DESIGNS</strong>&lt;br&gt;Content - Personal safety requirements; Vehicle/equipment safety requirements; Environmental protection requirements and procedures; Spray gun and brush/air brush techniques for decorating and design applications; Decorating and design procedures.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR30149A</td>
<td><strong>PREPARE AND PAINT PLASTIC COMPONENTS</strong>&lt;br&gt;Content - Personal safety requirements; Vehicle/equipment safety requirements; Environmental protection requirements and procedures; Types of paints/types of spray guns and brushes/air brushes; Surface preparation procedures; Spray gun and paint brush/air brush application techniques.</td>
<td>To be advised</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR30203A APPLY RUST PREVENTION AND SOUND DEADENING MATERIALS</td>
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<tr>
<td><strong>Content</strong></td>
<td>Personal safety requirements; Vehicle/equipment safety requirements; Environmental protection requirements and procedures; Techniques and use of spray gun/heat gun and brush types; Special treatment materials, application procedures and drying methods; Protective coatings and their application.</td>
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<td><strong>Nominal Hours</strong></td>
<td>To be advised</td>
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<td><strong>Assessment</strong></td>
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<thead>
<tr>
<th>AUR30508A CARRY OUT BUFFING AND BURNISHING</th>
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<tr>
<th>AUR31649A PREPARE VEHICLE/COMPONENT/EQUIPMENT FOR CUSTOMERS USE</th>
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<tr>
<th>AUR37927A IDENTIFY AUTOMOTIVE PARTS/COMPONENTS/ACCESSORIES</th>
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<tr>
<th>AUR38038A PLAN AND ORGANISE STOCK</th>
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<tr>
<th>AUR42621A PROMOTE PRODUCTS AND SERVICES</th>
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<tbody>
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<td><strong>Content</strong></td>
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<td><strong>Nominal Hours</strong></td>
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<tr>
<th>AUR51356A READ IN THE WORKPLACE</th>
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<tr>
<th>AUR51677A USE NUMBERS IN THE WORKPLACE</th>
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<tr>
<th>AUR59114A CONTRIBUTE TO ASSESSMENT OF STAFF COMPETENCIES</th>
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<th>AUR59211A COACH STAFF ON THE JOB</th>
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<th>AUR59350A CONDUCT INFORMATION SESSIONS</th>
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<th>AUR59554A PROVIDE TECHNICAL GUIDANCE</th>
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<th>AUR62721A ESTABLISH CUSTOMER REQUIREMENTS OF A COMPLEX NATURE</th>
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BCF3029A APPLY WATER GILDING - GLASS
Content Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Apply gilding to sign; Clean up.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCF3030A SCREEN PRINT
Content Plan and prepare work; Screen print; Identify and solve problems; Maintain equipment and tools.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCF3036A SHIFT MATERIALS MANUALLY
Content Plan and prepare work; Manually handle material; Shift material using tools and equipment; Clean up.
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCF3037A SET OUT AND LEVEL
Content Plan and prepare work; Use automatic/spirit level to identify/determine levels; Set up alignment to given co-ordinates; Set up vertical levels; Clean up.
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCF3038A APPLY AND TRIM DECORATIVE FINISHES
Content Identify types of decorative finishes; Identify preparation requirements and prepare for fixing; Carry out fixing processes and finishing techniques; Clean up.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCF3041A CUT AND INSTALL GLASS
Content Plan and prepare work; Select and install glass; Maintain safe working area; Clean up.
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCF3042A MARK OFF/OUT
Content Plan and prepare work; Transfer dimensions from engineering drawing to work; Make templates for plate, sheet, pipe and section; Develop pattern for sheet, plate or hollow sections; Estimate quantities of materials for engineering drawings; Mark out patterns to sheet, plate or hollow sections.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCF3045A MANUFACTURE JOINERY UNIT COMPONENTS
Content Plan and prepare work; Select, prepare materials for use in joinery production process; Manufacture components; Secure and hold components in place; Fabricate assembled components; Process for manufacture and fabrication sequencing is monitored; Clean up.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCF3052A SIGN WRITE TO SIMPLE FORMS
Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BCF3053A SIGN WRITE TO DECORATIVE FORMS
Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

BCF3054A APPLY GRAPHICS USING PRESSURE SENSITIVE FILMS
Content Plan and prepare work; Layout sign; Weed out vinyl; Apply transfer tape; Apply vinyl; Clean up finished sign.
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCF3055A APPLY GRAPHICS TO ILLUMINATED SIGNFACES
Content Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCF3056A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL
Content Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCF3057A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – DIGITAL
Content Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCF3058A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – 3D DIMENSIONAL
Content Plan and prepare work; Start up and operate computer; Identify and solve operating problems; Maintain equipment; Clean up.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCF3062A HAND RENDER PICTORIALS
Content Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION
Content Receive and convey information; Carry out face to face routine communication; Work with others; Participate in simple on-site meeting processes.
Nominal Hours 20 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Content</th>
<th>Prerequisite(s)</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>BCG1001A</td>
<td>Carry out OH&amp;S requirements</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>(BCG1001) Carry out OH&amp;S requirements</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCG1002A</td>
<td>Plan and organise work</td>
<td>Identify work requirements; Plan process to complete work; Select tools and equipment; Demonstrate safe and efficient sequence of work; Modify plan; Report outcomes; Clean up.</td>
<td>(BCG1001)</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCG1003A</td>
<td>Read and interpret plans</td>
<td>Identify types of drawings and their functions; Recognise commonly used symbols and abbreviations; Locate and identify key features on a site plan; Identify and locate key features from sectional details and elevations; Recognise amendments; Read and interpret specifications.</td>
<td>(BCG1001)</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCG1004A</td>
<td>Carry out measurements and calculations</td>
<td>Obtain measurements; Perform simple calculations; Estimate approximate quantities.</td>
<td>(BCG1001)</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCG1005A</td>
<td>Use hand and power tools</td>
<td>Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Establish power supply to work location; Use power tools; Clean up.</td>
<td>(BCG1001)</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCG1006A</td>
<td>Use small plant and equipment</td>
<td>Identify plant and equipment, their operations and safety requirements; Select plant and equipment; Use plant and equipment; Clean up.</td>
<td>(BCG1001)</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCG1007A</td>
<td>Erect and dismantle restricted height scaffolding</td>
<td>Plan and prepare work; Erect safety barriers; erect scaffolding; Disassemble scaffold; Clean up.</td>
<td>(BCG1001)</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCG1008A</td>
<td>Use simple levelling devices</td>
<td>Plan and prepare work; Set up and use levelling device; Transfer heights with straight edge and spirit level; Maintain given level or specified slope with boring rods; Clean up.</td>
<td>(BCG1001)</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCG1009A</td>
<td>Carry out excavation and install support</td>
<td>Plan and prepare work; Locate excavation and erect safety equipment; Select tools and equipment; Dig excavations by hand; Assist machine excavation operations; Install excavation support; Clean up.</td>
<td>(BCG1001)</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCG1010A</td>
<td>Carry out concreting to simple forms</td>
<td>Select tools and equipment; Erect and strip simple formwork; Place and tie reinforcement; Place concrete; Clean up.</td>
<td>(BCG1001)</td>
<td>40 Hours</td>
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<tr>
<td>BCG1011A</td>
<td>Handle construction materials and safely dispose of waste</td>
<td>Handle and remove waste safely; Clean up.</td>
<td>(BCG1001)</td>
<td>16 Hours</td>
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<tr>
<td>BCG1015A</td>
<td>Prepare for construction process (brick/block laying)</td>
<td>Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Mortar mix; Assist with brick/block work; Clean up.</td>
<td>(BCG1001)</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCG1016A</td>
<td>Prepare for construction process (carpentry)</td>
<td>Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.</td>
<td>(BCG1001)</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCG1019A</td>
<td>Prepare for construction process (painting and decorating)</td>
<td>Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Assist with initial preparation of surfaces for painting and decorating; Assist with preparing surfaces for final finish; Clean up.</td>
<td>(BCG1001)</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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BCG2000A ASSEMBLE SIMPLE PARTITION FRAMES

Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry).
Content Plan and prepare work; Select materials and cut components; Assemble frames/partitions; Clean up.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2001A PREPARE SURFACES

Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding.
Content Plan and prepare work; Prepare work area for application process; Prepare surface by sanding/grinding; Patch holes; Stop and fill surface; Clean up.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2002A OXY/LPG ACETYLENE CUTTING

Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Set up; Cut material; Shut down; Clean up.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG2003A CARRY OUT GENERAL DEMOLITION

Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding, BCG1017A Prepare for construction process (demolition).
Content Plan and prepare work; Demolish building/structure; Clean up.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2004A CARRY OUT LEVELLING

Prerequisite(s) BCG1004A Carry out measurements and calculations, BCG1006A Use small plant and equipment, BCG1008A Use small levelling devices.
Content Plan and prepare work; Maintain given level or specified slope with boring rods; Set up and use levelling devices; Clean up.
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG2005A ERECT AND STRIP FORMWORK FOR CONCRETE WORK

Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.
Content Plan and prepare work; Assist with the erection of formwork; Strip formwork; Clean up.
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG2006A OPERATE ELEVATED WORK PLATFORMS (EWP)

Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan and prepare work; Conduct routine checks of platform; Locate equipment in place for work application; Elevate platform to work location; Lower platform and shut down; Clean up.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG2007A USE EXPLOSIVE POWER TOOLS (EPT)

Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1010A Carry out concreting to simple forms.
Content Plan and prepare work; Set out for fasteners; Use explosive power tools; Clean up; Maintain explosive power tool and kit.
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG2009A CARRY OUT CONCRETE WORK

Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.
Content Plan work; Carry out concrete placement; Clean up site.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG2010A REMOVE/REPLACE DOOR AND WINDOW FURNITURE

Prerequisite(s) BCG1005A Use hand and power tools, BCG1010A Carry out concreting to simple forms.
Content Plan and prepare work; Remove doors, shutters and furniture; Replace doors, shutters and furniture; Clean up.
Nominal Hours 4 Hours
Assessment As per accredited curriculum

BCG2012A MAKE SET-OUTS

Prerequisite(s) BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations.
Content Plan and prepare for set-out; Make set-out for unit; Store set-out.
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3009A CONSTRUCT AND INSTALL NON-LOAD BEARING INTERNAL PARTITION WALL

Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.
Content Plan and prepare work; Construct non-load bearing partition timber wall frames; Erect and mantle a full height demountable partition; Erect a half-panel glass partition; Clean up.
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG3010A INSTALL WINDOWS TO WALL FRAMING

Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG2004A Carry out levelling.
Content Plan and prepare work; Install timber or aluminium window frame; Clean up.
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3011A CARRY OUT BASIC SETTING OUT

Prerequisite(s) BCG1003A Read and interpret plans, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.
Content Plan and prepare work; Identify and indicate site boundaries; Set out first line for building; Set out right angled corner; Install other building lines; Check for square; Clean up.
Nominal Hours 12 Hours
Assessment As per accredited curriculum
UNIT OF STUDY DETAILS

BCG3012A CONSTRUCT AND ERECT TIMBER WALL FRAMING
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Read and interpret plans, BCG1008A Use hand and power tools, BCG1016A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partitions frames.
Content Plan and prepare work; Erect timber roof trusses; Construct gable and eaves; Clean up.
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3014A ERECT TIMBER PITCHED ROOF FRAMING
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof).
Content Plan and prepare work; Set out and prepare for erection; Erect roof; Install under purlins; Install roof strutting; Install collar ties; Install wind bracing; Construct eaves; Clean up.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3015A ERECT TIMBER ROOF TRUSSES
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.
Content Plan and prepare work; Erect timber roof trusses; Construct gable and eaves structure; Clean up.
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3016A INSTALL SUB FLOOR FRAMING
Prerequisite(s) BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1008A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content Plan and prepare work; Install timber bearers; Install timber floor joists; Install steel bearers and joists/ladder frames; Install bearers and ‘drop-in’ joists; Install site assembled bearers and joists (long span); Clean up.
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3017A INSTALL TIMBER AND SHEET FLOORING
Prerequisite(s) BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry), BCG3016A Install sub floor framing.
Content Plan and prepare work; Straighten and prepare floor joists; Set out and fix first board; Laying floor boards; Lay sheet flooring; Clean up.
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3018A ERECT STEEL ROOF TRUSSES
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2006A Carry out steelfixing, BCG3019A Construct and erect steel wall framing.
Content Plan and prepare work; Erect steel roof trusses; Clean up.
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3019A CONSTRUCT AND ERECT STEEL WALL FRAMING
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2006A Carry out steelfixing.
Content Plan and prepare work; Construct and erect walls; Install insulation and sarking; Clean up.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3020A CONSTRUCT TIMBER ROOF STRUCTURES – IRREGULAR ROOFS
Prerequisite(s) BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof), BCG3014A Erect timber pitched roof framing.
Content Plan and prepare work; Set out and prepare members for roof erection; Erect pyramidal or conical roof; Erect roof to splayed plan end; Construct dormers in roof surfaces; Complete eaves and barge ends; Clean up.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3021A INSTALL DOOR FRAMES
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content Plan and prepare work; Prepare floor joists for timber door frame; Prepare door frame for floor slab; Install door frame; Clean up.
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3022A FINISH EAVES
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content Plan and prepare work; Erect scaffold; Construct framework and line eaves; Clean up.
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3023A INSTALL EXTERIOR CLADDING
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, 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 vertical panelling/boards; Fix horizontal panelling/weatherboards; Fix vertical panelling/boards; Clean up.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCG3024A INSTALL EXTERIOR CLADDING
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry).
Content Plan and prepare work; Straighten and prepare exterior walls; Fix timber plinth, flashing and insulation; Set out and prepare for horizontal panelling/weatherboards; Fix vertical panelling/boards; Fix horizontal panelling/weatherboards; Fix vertical panelling/boards; Clean up.
Nominal Hours 36 Hours
Assessment As per accredited curriculum
BCG3024A CONSTRUCT TIMBER EXTERNAL STAIRS

Prerequisite(s) BCG1003A Read and interpret plans, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG3016A Install sub floor framing.
Content Plan and prepare work; Set out and prepare material; Assemble and erect stair; Fix and fit handrail and balustrade; Finish stairs; Clean up.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCG3025A INSTALL EXTERNAL OR INTERNAL DOORS

Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG3009A Construct and install non-lead bearing internal partition wall, BCG3021A Install door frames.
Content Plan and prepare work; Prepare door opening for jamb unit; Install hinged door unit; Install door to fixed door frame; Install split jamb, pre-hung door unit; Install bi-fold or internal sliding door; Install flywire door; Install cavity sliding door; Fix pelmet and architrave's; Hang sliding door; Fit trim and door hardware; Clean up.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3026A INSTALL FITMENTS

Prerequisite(s) BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG2001A Prepare surfaces, BCG2004A Carry out levelling, BCG2008A Use explosive power tools (EPT).
Content Plan and prepare work; Select and prepare materials for installing fitments; Install fitments; Clean up.
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION

Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1014A Prepare for construction process (dry wall plastering), BCG2001A Prepare surfaces, BCG2008A Use explosive power tools (EPT).
Content Plan and prepare work; Set out; Prepare for bath installation; Prepare for shower base installation; Install vanity unit; Install sink unit; Clean up.
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3029A FIX TIMBER MOULDINGS

Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG1006A Use plant and equipment, BCG1016A Prepare for construction process (carpentry).
Content Plan and prepare work; Fit and fix nosing to windows; Cut and fix architraves to window and door frames/jambs; Cut and fit scotia mould to windows; Construct and install pelmets; Fit and fix skirting; Clean up.
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG3030A REPLACE GLASS

Prerequisite(s) BCG1005A Use hand and power tools, BCG1011A Handle construction materials and safely dispose of waste, BCG2001A Prepare surfaces.
Content Plan and prepare work; Remove damaged glass; Replace glass; Repair surface finish; Clean up.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG3031A ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)

Prerequisite(s) BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG2008A Use explosive power tools (EPT), BCG3021A Install door frames.
Content Plan and prepare work; Set out and prepare door jamb/frame, Install door jamb/frame; Clean up.
Nominal Hours 6 Hours
Assessment As per accredited curriculum

BCG3032A FIX TIMBER RAKING MOULDS

Prerequisite(s) BCG3028A Fix linings and panelling, BCG3029A Fix timber mouldings.
Content Plan and prepare work; Set out and develop bevel cuts and moulds; Run moulds to designed shapes and required lengths; Cut and fix moulding into place; Clean up.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG3033A RESTORE/RENOVATE WINDOWS AND FRAMES

Prerequisite(s) BCG3010A Install windows to wall framing.
Content Select and prepare materials and equipment; Restore and renovate curved window frame; Restore and renovate a casement window; Install a double hung window frame; Clean up.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCG3034A ERECT/DISMANTLE FORMWORK

Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG2005A Erect and strip formwork for concrete work.
Content Erect and dismantle formwork; Erect and dismantle restricted height scaffolding; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BCG3035A ERECT/DISMANTLE JUMP FORM FORMWORK

Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork.
Content Plan and prepare work; Set out; Assemble core form system; Locate and install penetrations; Install reinforcement; Close shutters; Place concrete; Strip shutters; Pump formwork; Clean up.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCG3041A UNDERTAKE DOGGING

Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG1018A Prepare for construction process (steelwork).
Content Plan and prepare work; Select equipment; Sling loads; Move load; Remove gear.
Nominal Hours 80 Hours
Assessment As per accredited curriculum
BCG3043A OPERATE HOIST
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG2007A Operate elevated work platforms (EWP).
Content Plan and prepare work; Conduct daily safety check; Record results; Operate hoist.
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3044A APPLY DECORATIVE FINISHES
Prerequisite(s) BCG1005A Use hand and power tools, BCG2001A Prepare surfaces, BCG3096A Apply paint by brush/roller, BCG3097A Match specified paint colour, BCG3098A Apply clear timber finish, BCG3045A Apply paint by spray, BCG3100A Prepare surfaces for painting and decorating.
Content Plan and prepare work; Prepare application area; Apply mirror paint finish; Apply broken colour effects; Produce imitation marble effects; Produce imitation wood grain effects; Produce gilded finish; Apply colour fleck finishes; Apply stencils; Clean up and store equipment.
Nominal Hours 114 Hours
Assessment As per accredited curriculum

BCG3045A APPLY PAINT BY SPRAY
Prerequisite(s) BCG1005A Use hand and power tools, BCG2001A Prepare surfaces, BCG3011A Carry out basic setting out, BCG3107A Carry out laying, BCG3108A Carry out solid brickwork; Form throat and chimney shaft; Complete chimney; Lay multi-thickness walls and piers.
Content Plan and prepare work; Prepare materials, unit and application area; Set up and test spray equipment; Apply paint by spray; Clean up and store equipment.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCG3046A APPLY TEXTURE COATINGS
Prerequisite(s) BCG1005A Use hand and power tools, BCG2001A Prepare surfaces, BCG3011A Carry out basic setting out, BCG3107A Carry out laying, BCG3108A Carry out solid brickwork; Form throat and chimney shaft; Complete chimney; Lay multi-thickness walls and piers.
Content Prepare materials, unit and application area; Match specified paint colour; Prepare two-pack material; Erect work platform (if required); Prepare surface for finishing; Select and prepare materials and equipment; Prepare two-pack material; Erect work platform (if required); Prepare surface for finishing; Apply texture material by trowel or roller; Apply finishing material by spray; Clean up.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

BCG3047A ERECT CEILING FRAMING (PITCHED ROOF)
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing
Content Plan and prepare work; Install plates on masonry walls; Install ceiling joists; Install hanging beams; Install ceiling battens; Clean up.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3048A INSTALL GLASS BLOCKWORK
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2001A Prepare surfaces, BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out and prepare base; Install glass blocks; Clean up.
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3067A CONSTRUCT CORBELS AND DECORATIVE BRICKWORK
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.
Content Plan and prepare work; Set out for featured brickwork; Lay bricks and form corbels and protrusions; Construct brickwork to acute and obtuse angled corners; Lay plinth bricks or squints to form plinth areas or sills; Rake/rule joints; Carry out tuck pointing; Clean up.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3068A CONSTRUCT BATTERED MASONRY SURFACES
Prerequisite(s) BCG1015A Prepare for construction process (brick/block laying), BCG2009A Carry out concrete work, BCG3011A Carry out basic setting out, BCG3115A Lay segmental/unit paving.
Content Plan and prepare work; Prepare base for masonry or stone; Lay masonry or stone to sand bedding; Lay masonry or stone to mortar bedding; Carry out veneer construction, BCG3108A Carry out solid brick construction.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3069A CONSTRUCT FIREPLACE AND CHIMNEY
Prerequisite(s) BCG1015A Prepare for construction process (brick/block laying), BCG3011A Carry out basic setting out, BCG3107A Carry out veneer construction, BCG3108A Carry out solid brick construction.
Content Plan and prepare work; Set out and prepare base; Construct base; Construct hearth and fireplace; Construct fireplace and face brickwork; Form throat and chimney shaft; Complete chimney; Rake/rule joints; Clean up.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

BCG3092A APPLY SOLID RENDER
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1013A Prepare for construction process (solid plastering), BCG2001A Prepare surfaces, BCG2004A Carry out levelling.
Content Plan and prepare work; Prepare surface area; Mix materials for render/solid plaster; Apply render; Cure applied surface; Clean up.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3096A APPLY PAINT BY BRUSH/ROLLER
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces, BCG3097A MATCH SPECIFIED PAINT COLOUR
Content Select and prepare materials and equipment; Prepare two-pack material; Erect work platform (if required); Prepare surface for finishing; Apply paint with brush/roller; Clean up.
Nominal Hours 100 Hours
Assessment As per accredited curriculum

BCG3097A MATCH SPECIFIED PAINT COLOUR
Prerequisite(s) BCG1005A Use hand and power tools.
Content Prepare materials and equipment; Match paint colour to specified sample; Clean up.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

UNIT OF STUDY DETAILS
BCG3098A APPLY CLEAR TIMBER FINISH

Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content Select and prepare materials and equipment; Stain bare timber surface; Apply clear finishes; Clean up.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3100A PREPARE SURFACES FOR PAINTING AND DECORATING

Prerequisite(s) BCG1006A Use small plant and equipment.
Content Select and prepare materials and equipment; Erect work platform; Prepare new un-coated surfaces for painting or clear finish; Prepare previously coated surfaces for painting or clear finish; Prepare surface for wallpaper; Remove wallpaper and prepare surface for painting; Prepare surface for decorative painted finishes; Clean up.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3101A APPLY WALLPAPER

Prerequisite(s) BCG1008A Use simple levelling devices, BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content Select and prepare materials and equipment; Erect work platform; Prepare surface and wallpaper; Apply wallpaper; Clean up.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BCG3103A APPLY INDUSTRIAL PROTECTIVE COATINGS

Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces, BCG3010A Apply paint by brush/roller, BCG3120A Apply paint by spray, BCG3119A Prepare surface for painting and decorating.
Content Select and prepare materials and equipment; Erect work platform; Prepare iron and steel surfaces for the application of protective coating systems; Apply protective coating system; Clean up.
Nominal Hours 34 Hours
Assessment As per accredited curriculum

BCG3107A CARRY OUT VENEER CONSTRUCTION

Prerequisite(s) BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out first course; Construct wall to arch level; Set up arch centre; Cut and lay bricks/blocks to form arch; Clean up.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCG3108A CARRY OUT SOLID BRICK CONSTRUCTION

Prerequisite(s) BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out brickwork; Construct base brickwork; Position door and window frames; Construct cavity and single brick walls; Rake/rule joints; Clean up.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCG3109A CONSTRUCT MASONRY STEPS AND STAIRS

Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3101A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out steps; Lay bricks/blocks and form steps; Clean up.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCG3110A LAY BRICKS AND BLOCKS (WALL AND CORNER)

Prerequisite(s) BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3101A Carry out basic setting out, BCG3108A Carry out solid brick construction.
Content Plan and prepare work; Select bricks/blocks and mortar materials; Prepare location and materials; Lay bricks/blocks; Clean up.
Nominal Hours 76 Hours
Assessment As per accredited curriculum

BCG3111A LAY MULTI-THICKNESS WALLS AND PIERS

Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.
Content Plan and prepare work; Set out brickwork; Construct walls and attached piers; Construct isolated piers; Rake/rule joints; Clean up.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3112A CONSTRUCT MASONRY ARCH – SEMI-CIRCULAR AND SEGMENTAL

Prerequisite(s) BCG2004A Carry out levelling, BCG3101A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.
Content Plan and prepare work; Set out first course; Construct wall to arch level; Set up arch centre; Cut and lay bricks/blocks to form arch; Clean up.
Nominal Hours 56 Hours
Assessment As per accredited curriculum

BCG3113A CONSTRUCT CURVED WALL

Prerequisite(s) BCG2004A Carry out levelling, BCG3101A Carry out basic setting out, BCG3110A Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.
Content Plan and prepare work; Set out first course; Lay subsequent courses and complete wall; Clean up.
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG3114A CONSTRUCT MASONRY BLOCKWORK

Prerequisite(s) BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG2004A Carry out concreting to simple forms, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.
Content Plan and prepare work; Set out blockwork; Construct masonry blockwork; Place reinforcement and concrete; Install bond beam; Clean up.
Nominal Hours 32 Hours
Assessment As per accredited curriculum
UNIT OF STUDY DETAILS

BCG3115A LAY SEGMENTAL/UNIT PAVING
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms, BCG2004A Carry out levelling, BCG3011A Carry out basic setting out.
Content Define soil type and determine paving material; Prepare to lay paving; Construct paving; Clean up.
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3120A FIX LININGS AND PANELLING
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1016 Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames, BCG2001A Use hand and power tools, BCG2004A Carry out levelling, BCG3011A Carry out basic setting out.
Content Plan and prepare work; Locate and prepare frame/surface; Install lining to frame/surface; Clean up.
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3122A ERECT/DISMANTLE SLIP FORM FORMWORK
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3011A Erect/dismantle formwork.
Content Plan and prepare work; Set out; Assemble core form system; Locate and install penetrations; Install reinforcement; Close shutters; Locate yokes, jacks and connect hydraulic system; Place concrete; Activate jacking system; Slip system; Dismantle system; Clean up.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCGSV5001A ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS
Content Research for compliance with building and planning legislation; Record all relevant planning and construction information; Investigate and evaluate a site for establishment, preparation and excavation requirements; Determine trade sequencing; Evaluate and apply cyclone resistant construction to buildings; Evaluate construction standards and practices.
Nominal Hours 100 Hours
Assessment As per accredited curriculum

BCGSV5002A EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS
Content Analyse building materials; Investigate suitability of materials for typical domestic scale buildings.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

BCGSV5003A PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS
Content Use drawing instruments, equipment and materials to set out drawings; Produce drawings at varying scales using architectural conventions for linework, lettering and symbols; Read and interpret plans and specifications for a single storey dwelling; Draw three-dimensional sketches; Produce building permit approval drawings.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

BCGSV5004A APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS
Content Promote sustainable building and conservation practices in the community; Identify the legal requirements relating to building developments; Determine individual and community responsibilities relating to approval applications for building and land-use developments; Interpret and apply building, land-use and related legislation; Determine the legal responsibilities of builders and owners relative to building projects; Apply special provisions of building and land-use legislation; Establish the system for dispute resolution.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCGSV5005A APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES FOR DOMESTIC SCALE BUILDINGS
Content Evaluate geological formation of rocks and their subsequent weathering to form various soil types; Read and evaluate both topographical and geological maps; Identify soil types and their behaviour; Determine suitability of foundation soils to support various types of structures; Identify and apply the various methods and applications of soil testing; Determine footing systems for various site conditions and building type; Site maintenance requirements necessary to minimise long-term damage to the structure.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCGSV5006A ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS
Content Identify and analyse the construction faults arising on residential building sites; Identify construction techniques/methods and materials; Resolve construction faults using alternative construction methods; Resolve common on-site faults with building materials.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCGSV5007A UNDERTAKE SITE SURVEYS AND SET OUT PROCEDURES TO BUILDING PROJECTS
Content Measure linear distances on site using building and basic surveying equipment; Carry out a closed level transverse procedure using the Rise and Fall recording method; Perform grid surveys for contour purposes; Set out T-shaped or L-shaped buildings on a selected site with minimal profiles; Set up and use levelling devices to determine horizontal and vertical angles; Identify levelling/surveying equipment suitability for large building projects; Compute coordinates, bearings and distances related to grids and general set out work on large building sites; Evaluate documents and plans incorporated in land titles.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

BCGSV5008A APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING
Content Analyse the Australian administrative legal system; Evaluate administrative law applicable to building control activities; Describe the procedures and benefits of enforcing the law; Analyse the impact of other legislation on State and Territory building/development control legislation; Analyse the professional code of conduct and ethics applicable to building control; Analyse the concepts of liability and responsibility of building practitioners as detailed in legislation.
Nominal Hours 36 Hours
Assessment As per accredited curriculum
BCGSV5009A ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS

Content: Research combustion process as it relates to different materials; Analyse the flammability on the different states of matter; Identify conditions of burning at the fire point; Record mechanisms of heat transfer during fire growth, development and spread; Record the behaviour of building materials subjected to extreme levels of heat; Devise the fire load of a building and describe the effect on the Building Code of Australia (BCA) classification and compartmentation; Report the requirements of fire resistance of materials, building elements and forms of construction.

Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5010A INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT

Content: Devise interaction strategies; Assess demographic, cultural, social and psychological considerations; Communicate legislative requirements to individuals and/or groups; Record, analyse and report results.

Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5011A APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS

Content: Analyse the purpose and basic intent of the BCA; Locate and interpret code/standard requirements that are applicable to particular projects; Classify buildings; Apply solutions to construction problems for compliance with the BCA.

Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5012A ASSESS TIMBER FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS

Content: Assess plans and specifications for size, span and spacing of structural members required in ceiling and roof framing; Assess plans and specifications for permanent wind bracing requirements for nominated design gust wind speeds; Assess plans and specifications for size, span and spacings of structural members for timber wall frames/s; Assess plans and specifications for size, span and spacing of structural members for timber story and joints.

Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5013A APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS

Content: Identify the significance of the Macro and Micro climates in the construction process; Assess design criteria for energy efficient construction; Assess building designs; Identify that energy consumption practices are incorporated into design briefs.

Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5014A APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS

Content: Evaluate documents submitted with an application for building approval; Carry out inspections at various stages of building work; Prepare reports on various building types; Determine the compliance of building services with respect to building legislation.

Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

BCGSV5015A ASSESS STRUCTURAL REQUIREMENTS FOR DOMESTIC SCALE BUILDINGS

Content: Identify structural requirements and loads commonly used in structural design; Analyse the effects of force and moments on structural elements; Analyse properties and behaviour of structural materials; Identify section properties of structural elements and their effect on structural performance; Compare the performance and properties of spanning elements; Determine performance criteria for columns; Identify factors affecting design of connections between structural elements; Outline how loads of various types occur and impinge on a building structure.

Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

BCGSV6001A ASSESS THE CONSTRUCTION OF BUILDINGS UP TO 3 STOREYS

Content: Prepare comprehensive checklist schedule to investigate, plan and set up sites; Research and comply with relevant State/Territory legislation and Local Government requirements; Investigate and evaluate building site establishment; Determine stages and sequencing practices for structural systems; Determine requirements for scaffolding systems; Select suitable methods for rubbish removal from building sites; Select suitable cranes and other modes of material handling; Identify and apply of earthquake resistant construction to building; Evaluate construction standards and practices; Plan for continuing maintenance on a construction project.

Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

BCGSV6002A PRODUCE WORKING DRAWINGS FOR BUILDINGS UP TO 3 STOREYS

Content: Read and interpret plans and specifications; Produce draft working drawings; Produce a set of working drawings for a factory and office complex.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCGSV6003A ASSESS CONSTRUCTION FAULTS IN BUILDINGS UP TO 3 STOREYS

Content: Identify and analyse the construction faults on building sites up to 3 storeys; Identify construction techniques/methods and materials nominated relevant legislation in the BCA and Australian Standard; solve construction faults in construction techniques/methods; Resolve construction faults using alternative construction methods; Resolve common on-site faults with building materials.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BCGSV6004A APPLY FOOTINGS AND GEOMECHANICAL DESIGN PRINCIPLES TO BUILDINGS UP TO 3 STOREYS

Content: Evaluation of slope instability; Analyse retaining wall requirements according to the structure; Determine footing design requirements according to situation; Determine requirements for compaction of soil fill.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
**BCGSV6005A EVALUATE SERVICES LAYOUT AND CONNECTION METHODS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS**

**Content**
- Evaluate layouts of water supply for general and fire fighting use; Evaluate sewerage and drainage disposal methods and their layouts; Evaluate commonly used methods for smoke hazard management, mechanical ventilation and air-conditioning and methods of air filtration and its layout; Evaluate hot water systems and factors affecting selection; Identify natural lighting for varying situations and evaluate suitable lighting fixtures for a range of operations; Evaluate fire fighting and fire detection services; Determine the requirements for general electrical and electronic service installation; Evaluate methods for vertical transportation and layout.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**BCGSV6006A EVALUATE THE USE OF CONCRETE FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS**

**Content**
- Analyse the properties, characteristics, constituents and mix design of concrete; Assess the requirements for concrete handling, placement, compaction, finishing and curing methods; Identify concrete faults and repair methods; Assess the effect of fire on concrete; Identify the environmental issues and new technologies which affect concrete; Determine the cost effectiveness and environmental issues when dealing with recycled materials.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**BCGSV6007A ASSESS STRUCTURAL REQUIREMENTS FOR BUILDINGS UP TO 3 STOREYS**

**Content**
- Identify structural requirements and loads commonly used in structural design; Analyse the effects of force and moments on structural elements; Analyse properties and behaviour of structural materials; Identify section properties of structural elements and their effect on structural performance; Compare the performance and properties of spanning elements; Compare performance criteria for columns; Compare methods of stress distribution in connections between structural elements; Determine how loads of various types occur and impinge on a building structure; Evaluate the design of high performance structural elements.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**BCGSV6008A APPLY BUILDING CODES AND STANDARDS TO BUILDINGS UP TO 3 STOREYS**

**Content**
- Analyse the purpose and basic intent of the BCA; Locate and interpret code/ standard requirements that are applicable to particular projects; Classify buildings; Apply solutions to construction problems for compliance with the BCA.

**Nominal Hours** 72 Hours

**Assessment** As per accredited curriculum

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**BCGSV6009A IMPLEMENT PERFORMANCE BASED CODES AND RISK MANAGEMENT PRINCIPLES FOR BUILDINGS UP TO 3 STOREYS**

**Content**
- Evaluate performance based designs; Apply the performance-based Building Code of Australia (BCA); Evaluate risk assessment; Evaluate fire safety engineering.

**Nominal Hours** 72 Hours

**Assessment** As per accredited curriculum

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**BCGSV6010A APPLY FIRE TECHNOLOGY TO BUILDINGS UP TO 3 STOREYS**

**Content**
- Evaluate smoke control in buildings; Analyse passive five protection systems for buildings; Determine suitability of fire detection systems for buildings; Determine the requirements for various fire fighting equipment in buildings; Check and identify fire alarms; Determine the requirements for sprinklers and drenchers in buildings; Integrated active fire protection systems with passive fire protection are evaluated to ensure a safe and economical building.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**BCGSV6011A APPLY LEGAL PROCEDURES TO BUILDING SURVEYING**

**Content**
- Distinguish between common law, judicial precedent and legislation; Identify and interpret the court hierarchy and the civil/criminal jurisdictions of each court; Identify and interpret court room procedures; Identify the types of offences and defences within criminal law; Detail types of evidence admissible in a civil and criminal trial; Identify the rules of statutory interpretation.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**BCGSV6012A FACILITATE COMMUNITY DEVELOPMENT CONSULTATION**

**Content**
- Devise strategies and models of consultation; Facilitate community consultations; Record analyse and report on outcomes of consultations.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**BCGSV6013A CO-ORDINATE ASSET REFURBISHMENT**

**Content**
- Establish refurbishment and/or inspection requirements; Evaluate and report inspection outcomes; Implement services contract/s.

**Nominal Hours** 72 Hours

**Assessment** As per accredited curriculum

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**BCGSV6014A MANAGE AND PLAN LAND USE**

**Content**
- Evaluate legislation pertaining to land use planning; Plan land development and control processes; Determine strategies for the use of land.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**BCGSV6015A ANALYSE AND PRESENT BUILDING SURVEYING RESEARCH INFORMATION**

**Content**
- Prepare a research plan; Implement research strategies; Organise and analyse information; Report the findings.

**Nominal Hours** 90 Hours

**Assessment** As per accredited curriculum

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**BCGSV6016A APPLY BUILDING SURVEYING PROCEDURES TO BUILDINGS UP TO 3 STOREYS**

**Content**
- Evaluate documents submitted with an application for building and land use; Determine the compliance of a new building with the approved plans, relevant legislation and standards during its construction; Compile a report on an existing building of not more than 3 storeys and with a floor area not exceeding 2000 m2 for compliance with relevant legislation.

**Nominal Hours** 90 Hours

**Assessment** As per accredited curriculum
BSACS301A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT

Content: Work within accepted codes of conduct; Follow confidentiality procedures; Follow security procedures.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

BSACS401A PROVIDE NON-LEGAL ADVICE

Content: Receive enquiry; Provide non-legal information; Consult legal practitioner to resolve legal enquiries.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSALC301A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS

Content: Use appropriate legal terminology in written and oral communication with internal and external parties; Extend understanding of legal terminology.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSALC401A INTERACT WITH OTHER PARTIES

Content: Prepare for liaison; Organise self or other to arrange appointment; Undertake liaison.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSALC402A RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS

Content: Receive and process a request for information; Identify information source/s; Organise self or other/s to extract information; Ensure information meets request; Compose report/correspondence; Organise self or other to format report/correspondence; Finalise report/correspondence.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSALF301A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE

Content: Record fee-earner time; Enter disbursements incurred.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSALF401A MAINTAIN TRUST ACCOUNTS

Content: Check that trust funds are adequate; Draw cheque/s against the trust account; Prepare documentation upon completion of legal matter.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSALO301A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE

Content: Record file-related critical dates and times; Make and record appointments on behalf of designated person; Assist designated person/s to prepare for critical dates; Follow up outcomes of meetings or other activities.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

BSALLG401A ARRANGE DOCUMENTS AND LIST EXHIBITS FOR LITIGATION SUPPORT

Content: Arrange documents in specified order; Organise self or other to enter document order on firm's record system; Prepare exhibits for court.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSALPL401A PROVIDE SUPPORT IN PROPERTY LAW MATTERS

Content: Augment substantive knowledge of property law; Assist with preparation of prescribed documents to support sale of land; Prepare pre-settlement documents for vendor; Prepare and process pre-settlement documents for purchaser; Attend settlement meeting; Prepare and process post settlement documents for purchaser.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSALPL402A PROVIDE SUPPORT IN FAMILY LAW MATTERS

Content: Property settlement; Maintenance; Contact and residence; Counselling and mediation; Assist with appeals process.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSALPL403A PROVIDE SUPPORT IN CRIMINAL LAW MATTERS

Content: Prepare and process documents involved in criminal law matters; Perform research to support instructing legal practitioner; Assist instructing legal practitioner to prepare for trial.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSALPL404A PROVIDE SUPPORT IN COMMERCIAL LAW MATTERS

Content: Augment substantive knowledge of commercial law; Assist with incorporation of a company; Assist with administration of charges; Assist with the sale of a shelf company.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSALPP301A APPLY KNOWLEDGE TO THE LEGAL SYSTEM TO COMPLETE TASKS

Content: Identify the main roles and responsibilities of key bodies in the legal system; Identify key personnel/sections within a legal firm and their functions, to complete routine administrative tasks; Produce and despatch legal documentation; Organise self or other to apply for certificates; Use court etiquette appropriate to the various courts.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

BSALPP302A CARRY OUT SEARCH OF PUBLIC RECORD

Content: Plan search; Conduct search; Receive outcome of search; Deliver information.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum
### Bsalpp401a Prepare and Produce Complex Legal Documents
**Content:** Establish document design and structure; Develop precedents and macros for document design; Organise self or others to produce documents; Organise self or others to print documents; Save file and exit system.
**Nominal Hours:** 80 Hours
**Assessment:** As per accredited curriculum

### Bsalr301a Handle Receipt and Despatch of Information
**Content:** Receive and distribute incoming mail; Receive and despatch outgoing mail; Collate and despatch documents for bulk mailing; Organise urgent and same day deliveries.
**Nominal Hours:** 20 Hours
**Assessment:** As per accredited curriculum

### Bsatec102a Access and Retrieve Computer Data
**Content:** Operate computer equipment; Open file; Retrieve data; Close file.
**Nominal Hours:** 15 Hours
**Assessment:** As per accredited curriculum

### Bsbadm301a Produce Texts from Shorthand Notes
**Content:** Take dictation using shorthand; Transcribe shorthand notes; Edit and revise text.
**Nominal Hours:** 100 Hours
**Assessment:** As per accredited curriculum

### Bsbadm302a Produce Texts from Notes
**Content:** Take notes; Transcribe notes; Edit and revise text.
**Nominal Hours:** 30 Hours
**Assessment:** As per accredited curriculum

### Bsbadm303a Produce Texts from Audio Transcription
**Content:** Prepare for audio transcription; Transcribe audiotape; Edit and revise text.
**Nominal Hours:** 30 Hours
**Assessment:** As per accredited curriculum

### Bsbadm304a Design and Develop Text Documents
**Content:** Use safe work practices; Establish parameters for text document design and structure; Design text documents; Produce text documents.
**Nominal Hours:** 120 Hours
**Assessment:** As per accredited curriculum

### Bsbadm305a Create and Use Databases
**Content:** Use safe work practices; Create simple databases; Create simple database queries; Use simple databases.
**Nominal Hours:** 20 Hours
**Assessment:** As per accredited curriculum

### Bsbadm306a Create Electronic Presentations
**Content:** Use safe work practices; Prepare presentation; Produce presentation.
**Nominal Hours:** 20 Hours
**Assessment:** As per accredited curriculum

### Bsbadm307a Organise Schedules
**Content:** Establish schedule requirements; Manage schedules.
**Nominal Hours:** 15 Hours
**Assessment:** As per accredited curriculum

### Bsbadm308a Process Payroll
**Content:** Processing of payroll from provided data in manual and computerised payroll systems.
**Nominal Hours:** 30 Hours
**Assessment:** As per accredited curriculum

### Bsbadm309a Process Accounts Payable and Receivable
**Content:** Maintain financial journal systems; Prepare bank reconciliations; Maintain accounts payable and accounts receivable systems; Process payments for accounts payable; Prepare statements for accounts receivable; Follow up outstanding accounts.
**Nominal Hours:** 30 Hours
**Assessment:** As per accredited curriculum

### Bsbadm310a Maintain a General Ledger
**Content:** Process journal entries; Prepare trial balance.
**Nominal Hours:** 60 Hours
**Assessment:** As per accredited curriculum

### Bsbadm401a Produce Complex Texts from Shorthand Notes
**Content:** Take dictation using shorthand; Produce complex texts; Edit and revise texts.
**Nominal Hours:** 50 Hours
**Assessment:** As per accredited curriculum

### Bsbadm402a Produce Complex Business Documents
**Content:** Use safe work practice; Analyse document requirements; Design complex documents; Produce documents.
**Nominal Hours:** 100 Hours
**Assessment:** As per accredited curriculum

### Bsbadm403a Develop and Use Complex Databases
**Content:** Use safe work practices; Develop a linked database solution; Develop database record forms and reports; Automate and standardise database operation; Use databases.
**Nominal Hours:** 20 Hours
**Assessment:** As per accredited curriculum

### Bsbadm404a Develop and Use Complex Spreadsheets
**Content:** Advanced functions and formulae; Importing and exporting data; Macros; Templates; Creating graphs and charts.
**Nominal Hours:** 20 Hours
**Assessment:** As per accredited curriculum

### Bsbadm405a Organise Meetings
**Content:** Make meeting arrangements; Prepare documentation for meetings; Record and produce minutes of meeting.
**Nominal Hours:** 20 Hours
**Assessment:** As per accredited curriculum
BSBADM302A MANAGE MEETINGS
Content Prepare for meetings; Conduct meetings; Follow up meetings.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBADM503A PLAN AND MANAGE CONFERENCES
Content Plan conference; Promote conference; Organise conference; Coordinate conference proceedings; Follow up conference proceedings.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBADM504A PLAN OR REVIEW ADMINISTRATION SYSTEMS
Content Plan or review administration systems; Implement new or modified administration system; Monitor administration system.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBADM505A MANAGE PAYROLL
Content Establish procedures for the management of payroll; Prepare payroll data; Authorise payment of salaries; Administer salary records.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBADM506A MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT
Content Establish documentation standards; Manage template design and development; Develop standard text for documents; Develop and implement strategies to ensure the use of standard documentation; Develop and implement strategies for maintenance and continuous improvement of standard documentation.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADVA301A PROFILE A TARGET AUDIENCE
Content Identify the target market; Segment the market; Profile target audience.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBADVA302A CONDUCT PRE-CAMPAIGN TESTING
Content Plan for pre-campaign testing; Pilot the advertisement; Utilise pre-campaign test results.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBADVA303A MONITOR ADVERTISING PRODUCTION
Content Oversee pre-production work; Oversee production processes; Monitor post-production processes; Produce monitoring reports.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBADVA304A SCHEDULE ADVERTISEMENTS
Content Confirm advertising and media requirements; Prepare and cost the media schedule; Book advertising time/space and lodge advertisements.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBADVA501A DEVELOP A CREATIVE CONCEPT
Content Read and absorb background information; Develop a creative concept; Evaluate a creative concept.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADVA502A WRITE PERSUASIVE COPY
Content Interpret a creative brief; Evaluate creative options; Prepare persuasive copy.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBADVA503A COORDINATE ADVERTISING RESEARCH
Content Assess advertising research requirements; Select research method/s; Utilise advertising research findings.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADVA504A CREATE ADVERTISEMENTS
Content Interpret a creative brief; Create a print advertisement; Create a radio advertisement; Create a television or cinema advertisement; Create a website or e-commerce advertisement.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADVA505A EVALUATE AND RECOMMEND ‘ABOVE THE LINE’ MEDIA OPTIONS
Content Evaluate the use of broadcast media for advertising; Evaluate the use of print media for advertising; Evaluate the use of cinema and video as advertising media; Evaluate the use of sponsorship as an advertising medium; Evaluate the use of the Internet as an advertising medium; Recommend ‘above the line’ media for a target audience.
Nominal Hours 60 Hours
Assessment As per accredited curriculum
BSBADV506A EVALUATE AND RECOMMEND ‘BELOW THE LINE’ MEDIA OPTIONS
Content Evaluate the use of direct mail as an advertising medium; Evaluate the use of point-of-sale, sales literature and promotion advertising media; Evaluate the use of other ‘below the line’ advertising media; Recommend ‘below the line’ media for a target audience.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV507A DEVELOP A MEDIA PLAN
Content Define media requirements; Select the media; Select media vehicle/s; Determine the media schedule; Produce a media plan.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV508A PRESENT AN ADVERTISING CAMPAIGN
Content Plan an advertising campaign presentation; Prepare for an advertising campaign presentation; Deliver an advertising campaign presentation; Act on feedback from advertising campaign presentation.
Nominal Hours 120 Hours
Assessment As per accredited curriculum

BSBADV601A CREATE AN ADVERTISING BRIEF
Content Determine advertiser requirements; Develop an advertising brief; Develop the creative brief.
Nominal Hours 120 Hours
Assessment As per accredited curriculum

BSBADV602A DEVELOP AN ADVERTISING CAMPAIGN
Content Define campaign objectives; Prepare an advertising budget; Develop a schedule for proposed advertising activities.
Nominal Hours 120 Hours
Assessment As per accredited curriculum

BSBADV603A MANAGE ADVERTISING PRODUCTION
Content Plan the production process for advertisements; Segment the market; Profile target audience.
Nominal Hours 80-120 Hours
Assessment As per accredited curriculum

BSBADV604A EXECUTE AN ADVERTISING CAMPAIGN
Content Develop an implementation strategy; Negotiate media contracts; Monitor the advertising campaign.
Nominal Hours 60-80 Hours
Assessment As per accredited curriculum

BSBADV605A EVALUATE CAMPAIGN EFFECTIVENESS
Content Develop a campaign evaluation strategy; Implement campaign evaluation strategy; Utilise advertising effectiveness data.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBCM108A DEVELOP KEYBOARD SKILLS
Content Use safe work practices; Identify and develop keyboard skills; Check accuracy.
Nominal Hours 10-40 Hours
Assessment As per accredited curriculum

BSBCM201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT
Content Work within organisational requirements; Determine future work/career directions.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCM202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES
Content Organise work schedule; Complete work tasks; review work performance.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCM203A COMMUNICATE IN THE WORKPLACE
Content Gather, convey and receive information and ideas; Draft routine correspondence.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCM204A WORK EFFECTIVELY WITH OTHERS
Content Develop effective workplace relationships; Contribute to workgroup activities.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSBCM205A USE BUSINESS TECHNOLOGY
Content Select and use technology; Process and organise data; Maintain technology.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCM205A USE BUSINESS TECHNOLOGY (NURSING)
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.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCM206A PROCESS AND MAINTAIN WORKPLACE INFORMATION
Content Collect information; Process workplace information; Maintain information systems.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCM207A PREPARE AND PROCESS FINANCIAL/BUSINESS DOCUMENTS
Content Process petty cash transactions; Prepare and process banking documents; Reconcile invoices for payment to creditors; Prepare invoices for debtors.
Nominal Hours 40 Hours
Assessment As per accredited curriculum
BSBCMN208A DELIVER A SERVICE TO CUSTOMERS
Content: Identify customer needs; Deliver service to customers.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN209A PROVIDE INFORMATION TO CLIENTS
Content: Establish contact with clients; Respond to client enquiry.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN210A IMPLEMENT IMPROVED WORK PRACTICES
Content: Clarify ideas for communication; Solve routine work problems; participate in planning the introduction of change; Support the implementation of change.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBCMN211A PARTICIPATE IN WORKPLACE SAFETY PROCEDURES
Content: Follow workplace procedures for hazard identification and risk control; Contribute to Occupational Health and Safety in the workplace.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN212A HANDLE MAIL
Content: Receive and distribute incoming mail; receive and despatch outgoing mail; Organise urgent and same day deliveries; Organise and send electronic mail.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

BSBCMN213A PRODUCE SIMPLE WORDPROCESSED DOCUMENTS
Content: Use safe work practices; Confirm document requirements; Produce documents.
Nominal Hours: 10-60 Hours
Assessment: As per accredited curriculum

BSBCMN214A CREATE AND USE SIMPLE SPREADSHEETS
Content: Create simple spreadsheets; Produce spreadsheets; Produce simple charts.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN215A PARTICIPATE IN ENVIRONMENTAL WORK PRACTICES
Content: Follow workplace procedures for environmental work practices; Participate in the improvement of environmental work practices; Maintain environmental records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT
Content: Organise and complete own work schedule; Monitor own work performance; Develop and maintain own competence level.
Nominal Hours: 30-40 Hours
Assessment: As per accredited curriculum

BSBCMN304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING
Content: Identify own learning needs for skill development; Undertake personal skill development; Monitor learning effectiveness.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBCMN305A ORGANISE WORKPLACE INFORMATION
Content: Collect and assess information; Organise information; Review information needs.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBCMN306A PRODUCE BUSINESS DOCUMENTS
Content: Select and prepare resources; Design document; Produce document.
Nominal Hours: 10-80 Hours
Assessment: As per accredited curriculum

BSBCMN307A MAINTAIN BUSINESS RESOURCES
Content: Advise on resource requirements; Monitor equipment/resource usage and maintenance; acquire resources.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN308A MAINTAIN FINANCIAL RECORDS
Content: Maintain daily financial records; Maintain the general ledger; Process cash.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBCMN309A RECOMMEND PRODUCTS AND SERVICES
Content: Develop and maintain knowledge of products and services; Recommend products and services; Advise on promotional products.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS
Content: Identify customers’ needs; Deliver a service to customers; Monitor and report on service delivery.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

BSBCMN311A MAINTAIN WORKPLACE SAFETY
Content: Assist incorporation of Occupational Health and Safety policy and procedures into the work team; Support participative arrangements for the management of occupational health and safety; Support the organisation’s procedures for providing Occupational Health and Safety training; Participate in identifying hazards and assessing and controlling risks for the work area.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>BSBCMN312A</td>
<td>SUPPORT INNOVATION AND CHANGE</td>
<td>Clarify ideas to improve work practices; Advise on innovative work practices; Support implementation of new work practices.</td>
<td>40 Hours</td>
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<tr>
<td>BSBCMN313A</td>
<td>MAINTAIN ENVIRONMENTAL PROCEDURES</td>
<td>Maintain workplace procedures; Support continuous improvement; Maintain recording procedures</td>
<td>30 Hours</td>
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<tr>
<td>BSBCMN314A</td>
<td>UTILISE A KNOWLEDGE MANAGEMENT SYSTEM</td>
<td>Maintain workplace procedures; Support continuous improvement; Maintain recording procedures</td>
<td>TBA</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBCMN315A</td>
<td>DEVELOP WORK PRIORITIES</td>
<td>Plan and complete own work schedule; Monitor own work performance; Coordinate professional development.</td>
<td>30 Hours</td>
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<tr>
<td>BSBCMN316A</td>
<td>ESTABLISH BUSINESS NETWORKS</td>
<td>Develop and maintain business networks; Establish and maintain business relationships; Promote the organisation.</td>
<td>50 Hours</td>
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<tr>
<td>BSBCMN317A</td>
<td>SUPPORT INNOVATION AND CHANGE</td>
<td>Clarify ideas to improve work practices; Advise on innovative work practices; Support implementation of new work practices.</td>
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<td>MAINTAIN ENVIRONMENTAL PROCEDURES</td>
<td>Maintain workplace procedures; Support continuous improvement; Maintain recording procedures</td>
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<td>UTILISE A KNOWLEDGE MANAGEMENT SYSTEM</td>
<td>Maintain workplace procedures; Support continuous improvement; Maintain recording procedures</td>
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<td>ESTABLISH BUSINESS NETWORKS</td>
<td>Develop and maintain business networks; Establish and maintain business relationships; Promote the organisation.</td>
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<td>BSBCMN322A</td>
<td>SUPPORT INNOVATION AND CHANGE</td>
<td>Clarify ideas to improve work practices; Advise on innovative work practices; Support implementation of new work practices.</td>
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<td>BSBCMN323A</td>
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<td>Maintain workplace procedures; Support continuous improvement; Maintain recording procedures</td>
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<tr>
<td>BSBCMN324A</td>
<td>UTILISE A KNOWLEDGE MANAGEMENT SYSTEM</td>
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<td>MAINTAIN ENVIRONMENTAL PROCEDURES</td>
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<td>Maintain workplace procedures; Support continuous improvement; Maintain recording procedures</td>
<td>TBA</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBCMN335A</td>
<td>DEVELOP WORK PRIORITIES</td>
<td>Plan and complete own work schedule; Monitor own work performance; Coordinate professional development.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBCMN336A</td>
<td>ESTABLISH BUSINESS NETWORKS</td>
<td>Develop and maintain business networks; Establish and maintain business relationships; Promote the organisation.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBCMN337A</td>
<td>SUPPORT INNOVATION AND CHANGE</td>
<td>Clarify ideas to improve work practices; Advise on innovative work practices; Support implementation of new work practices.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBCMN338A</td>
<td>MAINTAIN ENVIRONMENTAL PROCEDURES</td>
<td>Maintain workplace procedures; Support continuous improvement; Maintain recording procedures</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBCMN339A</td>
<td>UTILISE A KNOWLEDGE MANAGEMENT SYSTEM</td>
<td>Maintain workplace procedures; Support continuous improvement; Maintain recording procedures</td>
<td>TBA</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>Code</td>
<td>Title</td>
<td>Content</td>
<td>Nominal Hours</td>
<td>Assessment</td>
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</tr>
<tr>
<td>BSBFLM302A</td>
<td>SUPPORT LEADERSHIP IN THE WORKPLACE</td>
<td>Model high standards of management performance and behaviour; Enhance the organisation’s image; Influence individuals and teams positively; Make informed decisions.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM303A</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM305A</td>
<td>SUPPORT OPERATIONAL PLAN</td>
<td>Plan resource use; Acquire resources; Monitor operational performance.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM306A</td>
<td>PROVIDE WORKPLACE INFORMATION AND RESOURCING PLANS</td>
<td>Locate relevant information; Collect and report information; Use information systems; Prepare business plan/budgets; Prepare resource proposals.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM309A</td>
<td>SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES</td>
<td>Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBCMN411A</td>
<td>MONITOR A SAFE WORKPLACE</td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBCMN412A</td>
<td>PROMOTE INNOVATION AND CHANGE</td>
<td>Identify and develop opportunities for improved work practices; Lead team to foster innovative work practices; Facilitate commitment to workplace change; Monitor and evaluate change.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBCMN413A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES</td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBCMN416A</td>
<td>IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES</td>
<td>Identify risks; Analyse and evaluate risks; Treat risks; Monitor and review effectiveness of treatment of risks.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBCMN419A</td>
<td>MANAGE PROJECTS</td>
<td>Define project; Develop project plan; Administer and monitor project; Finalise project; Review project.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBEBUS403A</td>
<td>COMMUNICATE ELECTRONICALLY</td>
<td>Communicate online; Collaborate online; Implement electronic conferencing procedures.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBEBUS409A</td>
<td>LEAD AND FACILITATE E-STAFF</td>
<td>Facilitate e-work outcomes; Support e-staff; Manage e-staff performance.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM304A</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>Seek, receive and communicate information and ideas; Encourage trust and confidence; Identify and use networks and relationships; Contribute to positive outcomes.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM306A</td>
<td>PROVIDE WORKPLACE INFORMATION AND RESOURCING PLANS</td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM303B</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM305A</td>
<td>SUPPORT OPERATIONAL PLAN</td>
<td>Plan resource use; Acquire resources; Monitor operational performance.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM305B</td>
<td>SUPPORT OPERATIONAL PLAN</td>
<td>Contribute to implementation of operational plan; Assist in recruiting employees and acquiring resources; Support operations.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM306A</td>
<td>PROVIDE WORKPLACE INFORMATION AND RESOURCING PLANS</td>
<td>Locate relevant information; Collect and report information; Use information systems; Support the preparation of business plan and/or budgets; Support the preparation of resource proposals.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM309A</td>
<td>SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES</td>
<td>Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>Code</td>
<td>Title</td>
<td>Content</td>
<td>Nominal Hours</td>
<td>Assessment</td>
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</tr>
<tr>
<td>BSBFLM309B</td>
<td>SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES</td>
<td>Contribute to continuous improvement systems and processes; Monitor and report on specified outcomes; Support opportunities for further improvement.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM311A</td>
<td>SUPPORT A WORKPLACE LEARNING ENVIRONMENT</td>
<td>Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM311B</td>
<td>SUPPORT A WORKPLACE LEARNING ENVIRONMENT</td>
<td>Encourage a learning environment; Encourage and promote learning of team and individuals; Identify opportunities for improvement.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM402A</td>
<td>SHOW LEADERSHIP IN THE WORKPLACE</td>
<td>Model high standards of management performance and behaviour; Enhance the organisation’s image; Influence individuals and teams positively; Make informed decisions.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM403A</td>
<td>MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM403B</td>
<td>IMPLEMENT EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>Collect, analyse and communicate information and ideas; Develop trust and confidence; Develop and maintain networks and relationships; Manage difficulties into positive outcomes.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM404A</td>
<td>LEAD WORK TEAMS</td>
<td>Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM405A</td>
<td>IMPLEMENT OPERATIONAL PLAN</td>
<td>Plan resource use; Acquire resources; Monitor operational performance.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM405B</td>
<td>IMPLEMENT OPERATIONAL PLAN</td>
<td>Implement operational plan; Implement resource acquisition; Monitor operational performance.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM406A</td>
<td>IMPLEMENT WORKPLACE INFORMATION SYSTEM</td>
<td>Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM406B</td>
<td>IMPLEMENT WORKPLACE INFORMATION SYSTEM</td>
<td>Identify and source information needs; Collect, analyse and report information; Implement information systems; Prepare business plan/budgets; Prepare resource proposals.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM409A</td>
<td>IMPLEMENT CONTINUOUS IMPROVEMENT</td>
<td>Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM409B</td>
<td>IMPLEMENT CONTINUOUS IMPROVEMENT</td>
<td>Implement continuous improvement systems and processes; Monitor and review performance; Implement opportunities for further improvement.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM412A</td>
<td>PROMOTE TEAM EFFECTIVENESS</td>
<td>Plan to achieve team outcomes; Develop team cohesion; Participate in and facilitate work team; Liaise with management.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM501A</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
<td>Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBFLM501B</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
<td>Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
BSBFLM502A PROVIDE LEADERSHIP IN THE WORKPLACE
Content Model high standards of management performance and behaviour; Enhance the organisation’s image; Influence individuals and teams positively; Make informed decisions.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM503A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS
Content Rights and responsibilities of employers and employees, industrial relations; employer organizations; work readiness including application and interview processes in relation to the accounting and finance industry.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM504A FACILITATE WORK TEAMS
Organisational structures; organisational management theory; motivational theory; group dynamics; leadership styles; organisational policies and procedures.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM505A MANAGE OPERATIONAL PLAN
Content Plan resource use; Acquire resources; Monitor operational performance.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM506A MANAGE WORKPLACE INFORMATION SYSTEMS
Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM507A MANAGE QUALITY CUSTOMER SERVICE
Content Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM509A PROMOTE CONTINUOUS IMPROVEMENT
Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBFLM510A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION
Content Participate in planning the introduction of change; Develop creative and flexible approaches to solutions; Manage emerging challenges and opportunities.
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSBFLM511A DEVELOP A WORKPLACE LEARNING ENVIRONMENT
Content Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBHR401A ADMINISTER HUMAN RESOURCE SYSTEMS
Content Administer human resource policies and procedures; Administer staff performance feedback system; Coordinate workers’ compensation and rehabilitation claims.
Nominal Hours 100 Hours
Assessment As per accredited curriculum

BSBHR402A RECRUIT AND SELECT PERSONNEL
Content Maintain personnel needs; Determine job specifications; Recruit staff; Assess and select applicants.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBHR403A PROCESS HUMAN RESOURCE DOCUMENTS AND INQUIRIES
Content Process leave applications; Process job vacancies; Provide information on personnel matters.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBHR404A COORDINATE HUMAN RESOURCE SERVICES
Content Establish human resource service requirements; Undertake performance management; Identify and implement solutions to employee/industrial issues.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBHR501A MANAGE HUMAN RESOURCE CONSULTANCY SERVICES
Content Determine strategies for delivery of human resource services; Manage the delivery of human resource services; Evaluate HR service delivery.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBHR502A MANAGE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS
Content Identify HR information requirements; Select HR information management system; Implement HR information system; Monitor/evaluate performance of HR information system.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBHR503A MANAGE PERFORMANCE MANAGEMENT SYSTEMS
Content Develop performance management systems; Implement performance management systems; Coordinate formal feedback processes; Coordinate individual/group learning development plans.
Nominal Hours 60 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>Unit of Study Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHR504A</td>
<td>MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES</td>
</tr>
<tr>
<td>Content</td>
<td>Develop industrial relations (IR) strategies/policies; Industrial relations strategies/policies and plans are implemented; Manage conflict.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>80 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBHR505A</td>
<td>MANAGE REMUNERATION AND EMPLOYEE BENEFITS</td>
</tr>
<tr>
<td>Content</td>
<td>Develop the organisation’s remuneration strategy; Implement the remuneration strategy; Review and update the remuneration strategy.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBHR506A</td>
<td>MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES</td>
</tr>
<tr>
<td>Content</td>
<td>Develop recruitment selection and induction processes; Recruitment and selection of staff; Manage induction of staff.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBHR507A</td>
<td>MANAGE SEPARATION/TERMINATION</td>
</tr>
<tr>
<td>Content</td>
<td>Develop processes for separation/termination of employment; Manage separation/termination processes; Conduct exit interviews.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBHR508A</td>
<td>MANAGE WORK/LIFE SKILLS</td>
</tr>
<tr>
<td>Content</td>
<td>Research and analyse work/life needs; Plan work/life skills project; Implement, administer and monitor project; Evaluate projects.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBHR509A</td>
<td>MANAGE REHABILITATION/RETURN TO WORK PROGRAMS</td>
</tr>
<tr>
<td>Content</td>
<td>Analyse claims; Establish rehabilitation/return-to-work program; Monitor/evaluate rehabilitation/return-to-work program.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBHR601A</td>
<td>MANAGE CHANGE</td>
</tr>
<tr>
<td>Content</td>
<td>Identify change requirements/opportunities; Develop change management strategy; Implement change management strategy.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBHR602A</td>
<td>MANAGE HUMAN RESOURCE STRATEGIC PLANNING</td>
</tr>
<tr>
<td>Content</td>
<td>Undertake preparatory activities; Develop HR strategic plan; Implement HR strategic plans.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBHR603A</td>
<td>CONTRIBUTE TO ORGANISATION DEVELOPMENT</td>
</tr>
<tr>
<td>Content</td>
<td>Develop organisation development plan; Implement organisation development activities; Maintain organisation development program.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBHR604A</td>
<td>MANAGE EMPLOYEE RELATIONS</td>
</tr>
<tr>
<td>Content</td>
<td>Implement employee relations strategy and policies for own work area; Build and maintain a productive culture; Resolve employee relations problems; Manage diversity.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBHR605A</td>
<td>CONTRIBUTE TO ORGANISATION DESIGN</td>
</tr>
<tr>
<td>Content</td>
<td>Review organisation design; Develop organisation redesign plan; Job design and work reorganisation is undertaken as necessary to support the organisation redesign.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMED301A</td>
<td>USE ADVANCED MEDICAL TERMINOLOGY</td>
</tr>
<tr>
<td>Content</td>
<td>Respond appropriately to instructions, which contain advanced medical terminology; Carry out routine tasks; Use appropriate advanced medical terminology in oral and written communication with patients; fellow workers and health professionals.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>30 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMED302A</td>
<td>PREPARE AND PROCESS MEDICAL ACCOUNTS</td>
</tr>
<tr>
<td>Content</td>
<td>Provide advice to patients about fee structure; Process referrals to specialist practitioners; Prepare and process medical accounts for bulk billed and private patients; Process accounts; Provide financial information for the practice as required.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>30 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMGT301A</td>
<td>MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS</td>
</tr>
<tr>
<td>Content</td>
<td>Interpret strategic and operational plans; Manage research activities; Prepare internal marketing plans; Evaluate internal marketing plans.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMGT302A</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
</tr>
<tr>
<td>Content</td>
<td>Allocate work; Assess performance; Provide feedback; Manage follow-up.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBMGT303A</td>
<td>PREPARE BUDGETS AND FINANCIAL PLANS</td>
</tr>
<tr>
<td>Content</td>
<td>Analyse strategic and operational plans; Develop revenue, expenditure and capital investment proposals; Build agreement for budgets and financial plans.</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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<tr>
<td>Course Code</td>
<td>Course Name</td>
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<tr>
<td>BSBMGT504A</td>
<td>MANAGE BUDGETS AND FINANCIAL PLANS</td>
</tr>
<tr>
<td>BSBMGT505A</td>
<td>ENSURE A SAFE WORKPLACE</td>
</tr>
<tr>
<td>BSBMGT506A</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
</tr>
<tr>
<td>BSBMGT507A</td>
<td>MANAGE ENVIRONMENTAL PERFORMANCE</td>
</tr>
<tr>
<td>BSBMGT601A</td>
<td>CONTRIBUTE TO STRATEGIC DIRECTION</td>
</tr>
<tr>
<td>BSBMGT602A</td>
<td>CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS</td>
</tr>
<tr>
<td>BSBMGT603A</td>
<td>REVIEW AND DEVELOP BUSINESS PLANS</td>
</tr>
<tr>
<td>BSBMGT604A</td>
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<td>RESEARCH THE MARKET</td>
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<td>BSBMKG302A</td>
<td>IDENTIFY MARKETING OPPORTUNITIES</td>
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<td>Code</td>
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<tr>
<td>BSBMKG303A</td>
<td>DRAFT AN ELEMENTARY MARKETING AUDIT REPORT</td>
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<td>BSBMKG401A</td>
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<td>BSBMKG402A</td>
<td>ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS</td>
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<td>BSBMKG403A</td>
<td>ANALYSE MARKET DATA</td>
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<td>BSBMKG501A</td>
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<tr>
<td>BSBMKG502A</td>
<td>ESTABLISH AND ADJUST THE MARKETING MIX</td>
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<td>BSBMKG503A</td>
<td>DEVELOP A MARKETING COMMUNICATIONS PLAN</td>
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<td>BSBMKG504A</td>
<td>IMPLEMENT A MARKETING SOLUTION</td>
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<td>BSBMKG505A</td>
<td>REVIEW MARKETING PERFORMANCE</td>
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<td>BSBMKG601A</td>
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<td>BSBMKG602A</td>
<td>DEVELOP A MARKETING PLAN</td>
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<td>BSBMKG603A</td>
<td>MANAGE THE MARKETING PROCESS</td>
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<tr>
<td>BSBMKG604A</td>
<td>DEVELOP AND MANAGE DIRECT MARKETING CAMPAIGNS</td>
</tr>
</tbody>
</table>
BSBMKG605A EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES
Content Review the global market environment; Assess international business and e-commerce market factors; Identify risk factors for international marketing opportunities; Investigate international business and e-commerce marketing opportunities.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG606A MANAGE INTERNATIONAL MARKETING PROGRAMS
Content Formulate international marketing objectives; Determine international marketing approach; Determine operational structures; Manage international marketing performance; Evaluate and improve international marketing performance.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES
Content Identify business opportunities; Identify personal business skills.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS
Content Identify and implement business legal requirements; Comply with legislation, codes and regulatory requirements; Negotiate and arrange contracts.
Nominal Hours 30-50 Hours
Assessment As per accredited curriculum

BSBSBM402A UNDERTAKE FINANCIAL PLANNING
Content Analyse the financial requirements of the business; Develop a financial plan; Acquire finance.
Nominal Hours 40-50 Hours
Assessment As per accredited curriculum

BSBSBM403A PROMOTE THE BUSINESS
Content Develop marketing strategies; Determine a marketing mix for the business; Implement marketing strategies; Monitor and improve marketing performance.
Nominal Hours 40-50 Hours
Assessment As per accredited curriculum

BSBSBM404A UNDERTAKE BUSINESS PLANNING
Content Identify elements of a business plan; Develop a business plan; Develop strategies for minimising risks.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBSBM405A MONITOR AND MANAGE BUSINESS OPERATIONS
Content Develop operational strategies; Implement operational strategies; Monitor business performance; Maintain networks; Review business operations.
Nominal Hours 40-50 Hours
Assessment As per accredited curriculum

BSBSBM406A MANAGE FINANCES
Content Maintain financial records; Implement financial plan; Monitor financial performance.
Nominal Hours 40-50 Hours
Assessment As per accredited curriculum

BSBSBM407A MANAGE A SMALL TEAM
Content Develop staffing plan; Recruit, induct and train the team; Address industrial relations issues; Maintain staff records; Manage staffing issues; Review team performance.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBSLS301A DEVELOP PRODUCT KNOWLEDGE
Content Acquire knowledge of products in a specified area; Convert product knowledge into benefits; Evaluate competitors' products.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBSLS302A IDENTIFY SALES PROSPECTS
Content Employ prospecting methods; Qualify prospects; Manage prospect information.
Nominal Hours 25 Hours
Assessment As per accredited curriculum

BSBSLS303A PRESENT A SALES SOLUTION
Content Prepare for presentation; Present a sales solution; Manage buyer resistance.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBSLS304A SECURE PROSPECT COMMITMENT
Content Respond to buying signals; Negotiate the sale; Finalise the agreement.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBSLS305A SUPPORT POST-SALE ACTIVITIES
Content Process the order; Deliver support to agreed expectations; Handle client feedback.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSBSLS306A SELF-MANAGE SALES PERFORMANCE
Content Establish an individualised sales plan; Manage stress; Manage time; Manage paperwork and reports.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBSLS401A LEAD A SALES TEAM
Content Plan sales operations; Direct the sales team; Evaluate sales team effectiveness and performance.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSX001/A EVALUATE A BUSINESS OPPORTUNITY
Content Preliminary investigation of a business opportunity to assess its viability and how well it conforms with current personal and business directions.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSX002/A COMPLETE A BUSINESS PLAN
Content Development of an integrated business plan as a guide to achieving specific business objectives in accordance with perceived client needs and business.
Nominal Hours 30 Hours
Assessment As per accredited curriculum
BSX023/01 EVALUATE A BUSINESS OPPORTUNITY
Content Clarify personal expectations, values, skills and experience; Identify a business opportunity; Investigate the business opportunity; Determine nature of products/services to be provided; Establish market needs for the product/service.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSX023/02 COMPLETE A BUSINESS PLAN
Content Specify business goals and objectives; Identify need for specialist services; Formulate business plan; Apply the business plan.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX023/03 ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS
Content Establish legal structure of business; Comply with statutory and regulatory requirements; Establish rights to products/services; Secure rights to products/services.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSX023/05 MANAGE BUSINESS OPERATIONS
Content Develop operational strategies; Implement operational strategies; Monitor operational performance; Explore opportunities to improve performance.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX023/07 MANAGE FINANCES
Content Translate financial plan into strategies; Implement financial strategies; Monitor financial performance; Explore opportunities to improve financial performance.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX154L403 APPLY SKILLS IN TIME MANAGEMENT
Content Contribute to the development of project schedules; apply personal time management procedures; apply schedule management skills; participate in assessing time management.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

BSX154L404 APPLY SKILLS IN COST MANAGEMENT
Content Contribute to the development of the project budget; Monitor project costs; Contribute to cost finalisation process.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX154L405 APPLY SKILLS IN QUALITY MANAGEMENT
Content Contribute to quality planning; Contribute to implementation of project quality assurance; Contribute to continuous improvement process.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX154L501 GUIDE APPLICATION OF PROJECT INTEGRATIVE PROCESSES
Content Implement integration of the nine functions of project management; Coordinate internal and external environments; Implement project activities throughout life cycle.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX154L602 MANAGE PROJECT SCOPE
Content Manage project authorisation; Define and plan project scope; Manage project scope.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX154L604 MANAGE COST
Content Develop project budget; Manage project costs; Manage financial completion.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX154L605 MANAGE QUALITY
Content Develop quality requirements; Manage quality assurance; Improve project quality.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX154L607 MANAGE COMMUNICATIONS
Content Plan project communications; Manage project information; Manage communications; Analyse communications management outcomes.
Nominal Hours 48-50 Hours
Assessment As per accredited curriculum

BSXFMI404A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS
Content Participate in team planning; Develop team commitment and co-operation; Manage and develop team performance; Participate in, lead and facilitate the work team.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSXFMI407A MANAGE QUALITY CUSTOMER SERVICE
Content Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSXFMI501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT
Content Self management techniques; Prioritising; Professional competency.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI502A PROVIDE LEADERSHIP IN THE WORKPLACE
Content Standards of management performance; Enterprise’s image; Influencing individuals and teams; Making informed decisions.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI503A ESTABLISH AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS
Content Developing and maintaining positive relationships in internal and external environments so that organisations achieve planned outputs/outcomes; Trust and evidence; Networks and relationships.
Nominal Hours 60 Hours
Assessment As per accredited curriculum
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<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>BSXFMI504A</td>
<td>PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS</td>
<td>Team planning; Commitment and cooperation; Team performance; Work team/group.</td>
<td>40-60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSXFMI505A</td>
<td>MANAGE OPERATIONS TO ACHIEVE PLANNED OUTCOMES</td>
<td>Profit/productivity targets; Operational plans; Operational performance; Resource usage.</td>
<td>50-60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSXFMI506A</td>
<td>MANAGE WORKPLACE INFORMATION</td>
<td>Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plans/budgets; Prepare resource proposals.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSXFMI507A</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>Internal and external customer requirements; Delivery of quality products; Customer Service.</td>
<td>50-60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSXFMI508A</td>
<td>DEVELOP AND MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT</td>
<td>Legislation, codes and standards; Safety requirements and performance; Non-conformance.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSXFMI509A</td>
<td>IMPLEMENT AND MONITOR CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES</td>
<td>Continuous improvement systems and processes; Monitoring, adjusting and reporting performance; Consolidating opportunities for further improvement.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSXFMI510A</td>
<td>CONTRIBUTE TO THE DEVELOPMENT OF A WORKPLACE LEARNING ENVIRONMENT</td>
<td>Creating learning opportunities; Facilitating and promoting learning; Monitoring and improving learning effectiveness.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ401A</td>
<td>PLAN ASSESSMENT</td>
<td>Establish evidence required for a specific context; Establish suitable assessment method(s); Develop assessment tools appropriate to a specific assessment context; Trial assessment procedure.</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ402A</td>
<td>CONDUCT ASSESSMENT</td>
<td>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.</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>REVIEW ASSESSMENT</td>
<td>Review the assessment procedure(s); Check consistency of assessment decision; Report review findings.</td>
<td>5 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>TRAIN SMALL GROUPS</td>
<td>Prepare for training; Deliver training; Provide opportunities for practices; Review training.</td>
<td>30-40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ405A</td>
<td>PLAN AND PROMOTE A TRAINING PROGRAM</td>
<td>Identify the competency needs; Document training program requirements; Identify program resources; Promote training.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ406A</td>
<td>PLAN A SERIES OF TRAINING SESSIONS</td>
<td>Identify training requirements; Develop outlines of training sessions; Develop training materials; Develop training sessions; Arrange resources.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ407A</td>
<td>DELIVER TRAINING SESSIONS</td>
<td>Prepare training participants; Present training session; Facilitate individual and group learning; Provide opportunities for practice and feedback; Review delivery of training session.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ408A</td>
<td>REVIEW TRAINING</td>
<td>Record training data; Evaluate training; Report on training.</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ501A</td>
<td>ANALYSE COMPETENCY REQUIREMENTS</td>
<td>Identify client competency needs; Undertake needs analysis; Confirm findings of research; Document competency requirements; Validate competencies and implementation plan.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ502A</td>
<td>DESIGN AND ESTABLISH THE TRAINING SYSTEM</td>
<td>Determine boundaries of the training; Determine training system features; Match needs with resources; Design and develop a training records system; Establish procedures for the review of training; Select and provide for training of system users; Establish quality assurance procedures.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSZ503A</td>
<td>DESIGN AND ESTABLISH THE ASSESSMENT SYSTEM</td>
<td>Determine client needs; Determine assessment boundaries; Establish assessment system features; Match needs with resources; Design and develop record system; Establish procedures for the review of assessment; Select and provide for training and support of assessors; Establish quality assurance procedures.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ504A</td>
<td>MANAGE THE TRAINING AND ASSESSMENT SYSTEM</td>
<td>Communicate the system; Support trainers and/or assessors; Manage the record keeping system; Maintain quality assurance procedures; Maintain records for audits.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ505A</td>
<td>EVALUATE THE TRAINING AND ASSESSMENT SYSTEM</td>
<td>Plan a system evaluation; Conduct the evaluation; Report on evaluation findings; Develop intervention strategies.</td>
<td>40-45 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ506A</td>
<td>DEVELOP ASSESSMENT PROCEDURES</td>
<td>Establish evidence requirements; Identify assessment methods; Identify potential available assessment tools; Trial the assessment methods and tools; Document assessment procedures.</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ507A</td>
<td>DEVELOP ASSESSMENT TOOLS</td>
<td>Identify the context for the assessment tool; Draft assessment tools in accordance with plan; Develop instructions for assessment tools; Pilot the assessment tools; Validate assessment tools; Finalise assessment tools.</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSZ508A</td>
<td>DESIGN TRAINING COURSES</td>
<td>Determine the need for a course; Identify the learner profile; Develop course structure; Determine the training and assessment requirements; Define the training Content; Develop course monitoring arrangements; Identify career/educational pathways.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAC2A</td>
<td>PROVIDE SUPPORT TO AN OLDER PERSON</td>
<td>Assist with aged people's personal needs.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAC2C</td>
<td>PROVIDE PERSONAL CARE</td>
<td>Demonstrate an understanding of changes associated with ageing; Recognise and report changes in an older person's personal care needs; Support or assist the older person to meet their personal care needs.</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAC3A</td>
<td>ORIENTATION TO AGED CARE WORK</td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAC3C</td>
<td>ORIENTATION TO AGED CARE WORK</td>
<td>Demonstrate an understanding of the structure and profile of the aged care sector; Demonstrate a commitment to the philosophy of positive ageing; Support the rights and interests of older person.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAC6A</td>
<td>PROVIDE SERVICES TO AGED PEOPLE</td>
<td>Providing services to aged people to help achieve maximum wellbeing by meeting emotional, psychological and spiritual needs.</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAC6C</td>
<td>SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS</td>
<td>Support the older person remain engaged with their social network and the wider community; Support the older person to meet their emotional and psychological needs; Recognise and accommodate the older person's cultural and spiritual preferences; Support the older person who is experiencing loss and grief; Recognise and accommodate the older person's expressions of identity and sexuality.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAC7C</td>
<td>PLAN AND MONITOR SERVICE DELIVERY PLANS</td>
<td>Identify the service needs of the older person; Consult with the older person and/or their carer when determining the service delivery plan; Develop and implement the service delivery plan; Monitor and review the service delivery plan.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>Subject Code</td>
<td>Description</td>
<td>Content</td>
<td>Nominal Hours</td>
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<tr>
<td>CHCAC12C</td>
<td>PROVIDE SERVICES TO AN OLDER PERSON WITH COMPLEX NEEDS</td>
<td>Evaluate and prioritise the needs of an older person with complex care issues; Liaise and negotiate with appropriate personnel in the development of a service delivery plan; Co-ordinate the delivery of the service delivery plan; Co-ordinate the monitoring, evaluation and review of the service delivery plan.</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAC13A</td>
<td>PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA</td>
<td>Use communication strategies which take account of the progressive and variable nature of dementia; Provide appropriate activities to maintain clients' dignity, skills and health at an optimum level; Develop and implement strategies which minimise the impact of challenging behaviours.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCADMIN1A</td>
<td>UNDERTAKE BASIC ADMINISTRATIVE DUTIES</td>
<td>Support the older person with their instrumental activities of living; Recognise and report changes in an older person's ability to undertake instrumental activities of living; Support the older person to maintain an environment that maximises independence, safety and security.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAD1A</td>
<td>ADVOCATE FOR CLIENTS</td>
<td>Support clients to voice their opinions or needs and to ensure their rights are upheld.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAD1C</td>
<td>ADVOCATE FOR CLIENTS</td>
<td>Assist clients to identify their rights and represent their own needs; Advocate on behalf of clients on request; Advocate for clients.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAD2A</td>
<td>SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS</td>
<td>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.</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAD2B</td>
<td>A SUPPORT FOR THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS</td>
<td>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.</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAD3A</td>
<td>UNDERTAKE SYSTEMS ADVOCACY</td>
<td>Obtain, analyse and document information relevant to the needs of clients as a community of interest within the general community; Work with consumers, service users, services and other stakeholders to develop strategies to address identified needs; Advocate for and facilitate the implementation of strategies developed to address the needs of clients with specific needs.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAD4A</td>
<td>PROVIDE ADVOCACY AND REPRESENTATION</td>
<td>Establish the representative role and process; Participate in decision-making forums; Negotiate outcomes and liaise with key people; Evaluate effectiveness of strategies.</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAD3B</td>
<td>UNDERTAKE ADMINISTRATIVE WORK</td>
<td>Undertaking a range of administrative functions in the workplace.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAD3C</td>
<td>ADVOCATE FOR THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS</td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAD3D</td>
<td>PROVIDE ADVOCACY AND REPRESENTATION</td>
<td>Establish the representative role and process; Participate in decision-making forums; Negotiate outcomes and liaise with key people; Evaluate effectiveness of strategies.</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAD3E</td>
<td>PROVIDE PERSONAL CARE SUPPORT FOR AN OLDER PERSON</td>
<td>Support the older person with their instrumental activities of living; Recognise and report changes in an older person's ability to undertake instrumental activities of living; Support the older person to maintain an environment that maximises independence, safety and security.</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCAD3F</td>
<td>PROVIDE FOOD SERVICES</td>
<td>Maintain food safety while carrying out food handling activities; Comply with hygienic work practices and appropriate OHS guidelines; Distribute meals and refreshment to clients; Eat utensils and meal trays; Prepare foods as required.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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</tbody>
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UNIT OF STUDY DETAILS

CHCADMIN4B MANAGE THE ORGANISATION’S FINANCES, ACCOUNTS AND RESOURCES

Content  Implement budget processes; Establish and implement systems for financial management and reporting; Manage the use of funds; Develop and recommend funding options; Develop and implement resource proposals to meet operational needs; Monitor resource usage and performance; Manage property, equipment and stores.
Nominal Hours  90 Hours
Assessment  As per accredited curriculum

CHCADMIN5A ORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION

Content  Complete workplace forms and documents; Store and maintain organisational information; Use and maintain equipment and machines; Manage inquiries in accordance with organisational policy and protocol.
Nominal Hours  50 Hours
Assessment  As per accredited curriculum

CHCAL7A FULFIL FAMILY DAY CARE ADMINISTRATION REQUIREMENTS

Content  Design and distribute information to parents; Provide care within guidelines and requirements; Complete financial records required; Organise insurance coverage; Organise leave arrangements.
Nominal Hours  20 Hours
Assessment  As per accredited curriculum

CHCAOD2B ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK

Content  Work within the context of the alcohol and other drugs sector; Develop knowledge of the alcohol and other drugs sector; Demonstrate commitment to the central philosophies of the alcohol and other drugs sector.
Nominal Hours  50 Hours
Assessment  As per accredited curriculum

CHCAOD4B SUPPORT PEOPLE WITH ALCOHOL AND/OR OTHER DRUGS ISSUES

Content  Respond to cues; Assist in responding to people's needs; Use self-protection strategies.
Nominal Hours  70 Hours
Assessment  As per accredited curriculum

CHCAOD6B WORK WITH CLIENTS WHO ARE INTOXICATED

Content  Provide a service to intoxicated clients; Assist client with longer term needs; Apply strategies to reduce harm or injury.
Nominal Hours  50 Hours
Assessment  As per accredited curriculum

CHCAOD7B PROVIDE NEEDLE EXCHANGE SERVICES

Content  Provide needle and syringe services; Provide education on safer drug use.
Nominal Hours  50 Hours
Assessment  As per accredited curriculum

CHCAOD8C ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES

Content  Assess the needs and status of client/s; Develop a case management plan with the client; Refer clients.
Nominal Hours  150 Hours
Assessment  As per accredited curriculum

CHCAOD9C PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES

Content  Check needs of clients; Support management of withdrawal; Evaluate client withdrawal; Assist clients with ongoing harm minimisation.
Nominal Hours  150 Hours
Assessment  As per accredited curriculum

CHCAOD10A WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES

Content  Provide services to meet client needs; Review client progress; Evaluate work undertaken with clients.
Nominal Hours  75 Hours
Assessment  As per accredited curriculum

CHCCAR501A PROVIDE CAREERS GUIDANCE

Content  Initiate exploratory activities with the client; Facilitate client identification of careers interests and needs; Assist client to develop a strategy to address their needs and interests.
Nominal Hours  90 Hours
Assessment  As per accredited curriculum

CHCCD1A SUPPORT COMMUNITY PARTICIPATION

Content  Work with individuals and the community to promote participation; Support existing community activities.
Nominal Hours  50 Hours
Assessment  As per accredited curriculum

CHCCD1B SUPPORT COMMUNITY PARTICIPATION

Content  Work with individuals and the community to promote participation; Support existing community activities.
Nominal Hours  50 Hours
Assessment  As per accredited curriculum

CHCCD2B PROVIDE COMMUNITY EDUCATION PROJECTS

Content  Develop the education project; Deliver the education project; Review the education project.
Nominal Hours  70 Hours
Assessment  As per accredited curriculum

CHCCD3A MEET INFORMATION NEEDS OF THE COMMUNITY

Content  Identify information requirements; Address information requirements.
Nominal Hours  70 Hours
Assessment  As per accredited curriculum

CHCCD4B DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS

Content  Develop program parameters; sign programs with the community; Implement programs; Evaluate programs.
Nominal Hours  150 Hours
Assessment  As per accredited curriculum

CHCCD5B DEVELOP COMMUNITY RESOURCES

Content  Assess community resource requirements; Develop and acquire resources; Facilitate community access to resources.
Nominal Hours  90 Hours
Assessment  As per accredited curriculum
CHCCD7A SUPPORT COMMUNITY RESOURCES
Content Develop an information base; Establish relationship with key people; Apply strategies for linking people; Maintain community facilities and resources.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCCD7B SUPPORT COMMUNITY RESOURCES
Content Develop an information base; Establish relationship with key people; Apply strategies for linking people; Maintain community facilities and resources.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCCD8B SUPPORT COMMUNITY ACTION
Content Respond to community needs; Support identified community needs; Evaluate effectiveness of community action.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD9B SUPPORT COMMUNITY LEADERSHIP
Content Develop and maintain support mechanisms; Promote community leadership; Develop leadership skills.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD12C APPLY A COMMUNITY DEVELOPMENT FRAMEWORK
Content Operate within a community development framework; Work with individuals and groups to achieve community development outcomes; Address individual issues arising when working within a community development framework; Work effectively with diversity in the community.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCD13B WORK WITHIN SPECIFIC COMMUNITIES
Content Define the issues of specific communities or groups; Undertake relevant work in the context of specific communities or groups; Evaluate work undertaken within specific communities.
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCD14A IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Content Working with individuals and in the community to facilitate public awareness and resolution of issues.
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCD14B IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Content Work with individuals to identify issues; Work with individuals and groups to establish cooperative processes; Support group processes.
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCD15B DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Content Establish and build group processes; Facilitate and maintain public processes; Implement structures.
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCCD15A DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Content Work within the context of the social housing; Develop knowledge of the social housing sector; Demonstrate commitment to the central philosophies of the social housing sector.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCH25A INTRODUCTION TO WORK IN SOCIAL HOUSING
Content Work within the context of the social housing; Develop knowledge of the social housing sector; Demonstrate commitment to the central philosophies of the social housing sector.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCH25C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM
Content Implement work practices which support the protection of children and young people; Report indications of possible risk of harm.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCH25B SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS
Content Work ethically; Identify indicators of abuse and act appropriately; Safeguard the rights and interests of children.
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCH25D SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS
Content Work ethically; Identify indicators of abuse and act appropriately; Safeguard the rights and interests of children.
Nominal Hours 30 Hours
Assessment As per accredited curriculum
UNIT OF STUDY DETAILS

**CHCCM1A UNDERTAKE CASE MANAGEMENT**  
**Content** Provide for client needs and monitor progress on a regular basis; Promote client's development.  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

**CHCCM1C UNDERTAKE CASE MANAGEMENT**  
**Content** Provide for client needs and monitor progress on a regular basis; Promote client's development.  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

**CHCCM2C ESTABLISH AND MONITOR A CASE PLAN**  
**Content** Develop a case management plan; Define plan implementation procedures; Establish review and evaluation systems.  
**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

**CHCCM3B DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT**  
**Content** Conduct case management meetings; Develop an appropriate approach to case management; Develop an appropriate case management plan; Manage case work activities and processes.  
**Nominal Hours** 75 Hours  
**Assessment** As per accredited curriculum

**CHCCM4B PROMOTE HIGH QUALITY CASE MANAGEMENT**  
**Content** Provide a lead in case management practice; Provide practice advice on complex cases.  
**Nominal Hours** 90 Hours  
**Assessment** As per accredited curriculum

**CHCCM5B DEVELOP PRACTICE STANDARDS**  
**Content** Promote practice standards; Provide case work consultancy to promote best practice.  
**Nominal Hours** 90 Hours  
**Assessment** As per accredited curriculum

**CHCCN1A MAINTAIN A HEALTHY AND SAFE ENVIRONMENT**  
**Content** Maintain a clean and hygienic environment; Provide a safe environment; Supervise the safety of children.  
**Nominal Hours** 20-30 Hours  
**Assessment** As per accredited curriculum

**CHCCN2A PROVIDE PHYSICAL CARE**  
**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.  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

**CHCCN3A PREPARE FOOD**  
**Content** Plan food and drink provision; Prepare food suitable for children.  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

**CHCCN4A RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES**  
**Content** Implement procedures for infection control and prevention; Recognise and respond to signs of potential illness; Respond to emergencies and accidents; Administer medication within guidelines; Respond to threats and situations of danger.  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

**CHCCN4D RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES**  
**Content** Implement procedures for infection control and prevention; Recognise and respond to signs of potential illness; Respond to emergencies and accidents; Respond to threats and situations of danger.  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

**CHCCN5A SUPPORT THE EMOTIONAL WELLBEING OF BABIES/INFANTS**  
**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.  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

**CHCCN6A TRAVEL WITH CHILDREN SAFELY**  
**Content** Collect and deliver children; Monitor safety of children.  
**Nominal Hours** 10 Hours  
**Assessment** As per accredited curriculum

**CHCCN7A FOSTER CHILDREN'S SELF HELP SKILLS**  
**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.  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

**CHCCN8A PLAN CARE ROUTINES**  
**Content** Plan daily routine; Adapt and change routines.  
**Nominal Hours** 70 Hours  
**Assessment** As per accredited curriculum

**CHCCN8B PLAN CARE ROUTINES**  
**Content** Plan daily routine; Adapt and change routines.  
**Nominal Hours** 70 Hours  
**Assessment** As per accredited curriculum

**CHCCN10A SUPPORT THE EMOTIONAL NEEDS OF CHILDREN**  
**Content** 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.  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum
CHCCN11A GUIDE THE ESTABLISHMENT AND MAINTENANCE OF A SAFE ENVIRONMENT
Content 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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCCNAA SUPPORT BABIES’ NEEDS
Content Respond to babies/infants cues; Assist in the response to babies/infants needs.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCOM1A COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION
Content Communicate with clients of the organisation appropriately; Present a positive image of the service to the public.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCCOM1B COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION
Content Communicate with clients of the organisation appropriately; Present a positive image of the service to the public.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCCOM2A COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES
Content Exercising effective communication skills in the workplace.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCOM2B COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES
Content Exercise effective communication techniques; Follow routine instructions; Complete reports as required.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCOM3A UTILISE SPECIALIST COMMUNICATION SKILLS
Content Effective communication in the workplace and applying specialist communication techniques.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS
Content Identify appropriate communication strategies to meet the needs of clients and colleagues and build strong relationships; Conduct effective communication with clients and staff; Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Apply specific communication techniques to assist in resolving conflict; Implement mechanisms that facilitate group discussions.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCOM4A DEVELOP, IMPLEMENT & PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES
Content Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Facilitate group discussions; Produce quality written materials; Conduct interviews.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCOM4B DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES
Content Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Facilitate group discussions; Produce quality written materials; Conduct interviews.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCS0A DELIVER SERVICES TO CLIENTS
Content Contribute to the development of service delivery and monitor its implementation.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCCS1B DELIVER AND MONITOR SERVICES TO CLIENTS
Content Identify clients needs by collecting routine information; Deliver client service; Review client service.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCS2C DELIVER AND DEVELOP CLIENT SERVICES
Content Target client services; Deliver client service; Develop and promote client services.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCS3C CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS
Content Identify programs and service requirements to meet client needs; Develop and implement programs for meeting client needs; Review and monitor programs.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCS4C MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE
Content Co-ordinate services provided to clients; Plan client service delivery; Review client services.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCS5A IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS
Content Establish a rapport with clients; Extract and analyse information of client needs; Match services to client needs.
Nominal Hours 15 Hours
Assessment As per accredited curriculum
CHCCS5B IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS
Content Establish and maintain an appropriate relationship with clients; Extract and analyse information of client needs; Match services to client needs.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCCS6B ASSESS AND DELIVER SERVICES TO CLIENTS WITH COMPLEX NEEDS
Content Assess and analyse client needs to ensure they can be met; Identify and provide for the delivery of services to meet client needs; Evaluate client service delivery.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCS7C CO-ORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS
Content Identify program requirements for individual clients; Co-ordinate program delivery to ensure client needs are addressed; Co-ordinate the evaluation of client service delivery.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCS8A PROVIDE FIRST POINT OF CONTACT
Content Greet and observe client; Collect routine information from the client; Identify priority of need for service; Provide information to clients about the service and other relevant services.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCCS9A PROVIDE SUPPORT SERVICES TO CLIENTS
Content Establish an appropriate working relationship with clients to assist them to identify their needs; Support clients to meet their needs; Promote preventative strategies; Review work with clients; Use self-protection strategies as required; Refer clients; Provide specialist services to clients.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCS12A DEVELOP A SERVICE DELIVERY STRATEGY
Content Assess eligibility to access the service; Information is provided to the clients and the clients carer to facilitate an informed choice; Strategy is determined with the client and relevant workers; Identify the potential safety risks and minimise risk of injury.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCS20A PREPARE FOR WORK IN THE COMMUNITY SERVICES INDUSTRY
Content Work to achieve identified outcomes; Establish and maintain appropriate work relationships; Facilitate operation of the workgroup; Review and develop own performance.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCS30A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK
Content Demonstrate an understanding of legislation and common law relevant to work role; Follow the organisation's policies and practices; Work ethically; Recognise and respond when the clients rights and interests are not being protected.
Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCS30A PROVIDE PHYSICAL ASSISTANCE WITH MEDICATION
Content Prepare for medication distribution and administration; Identify and prepare the resident/client for administration of medicine; Administer and/or assist with prescribed medication administration following prescription; Comply with the organisation's procedures for handling the range of issues/contingencies which may arise; Complete medication distribution and administration.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCS30A ASSIST WITH SELF MEDICATION
Content Check authority to provide assistance; Assist with self administration; Comply with the organisation's procedures for handling the range of contingencies which may arise.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCCS40A FACILITATE CO-OPERATIVE BEHAVIOUR
Content Monitor behaviour of the client; Use communication strategies to de-escalate conflict; Respond to unacceptable behaviour.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCCS40A RESPOND HOLISTICALLY TO CLIENT ISSUES
Content Evaluate the range of issues impacting on the client and on the delivery of appropriate services; Determine the course of action to be followed; Establish interpersonal relationship with the client that will enable all issues to be addressed; Provide a brief intervention as required; Respond appropriately to people who are vulnerable and at significant risk including children and young people; Evaluate effectiveness of services provided to meet client needs.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCS40A PROVIDE BRIEF INTERVENTION
Content Explain what brief intervention is and how it can be effectively used; Assess a client's need for intervention and the type of brief intervention required; Practice and use brief intervention strategies which match a client's stage of change; Monitor brief intervention activities.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCS40A P FACILITATE FAMILY INTERVENTION STRATEGIES
Content Assess needs of families in the community; Facilitate the delivery and family inclusive service; Review and monitor practice.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCS40A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
Content Apply an awareness of culture as a factor in all human behaviour; Contribute to the development of relationships based on cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.
Nominal Hours 30 Hours
Assessment As per accredited curriculum
CHCCS406A PROVIDE EDUCATION AND SUPPORT ON HEALTH, WELLBEING AND PARENTING
Content Identify clients’ particular needs and interests in relation to health, wellbeing and parenting; Lead a group to communicate about parenting; Identify and respond to group and individual needs; Support the practice of new behaviours.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCS409A MEET THE DIETARY AND NUTRITIONAL NEEDS OF CLIENTS IN A CULTURALLY APPROPRIATE MANNER
Content Plan and evaluate meals and menus to meet recommended dietary guidelines; Plan and/or modify meals and menus according to nutrition care plans; Plan meals and menus to meet cultural and religious needs.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCS501A ASSESS AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE
Content Identify and estimate the level and immediacy of the current self-harm/suicide risk; Undertake the necessary action required to promote safety; Facilitate and strengthen the individual’s links to further care; Provide on-going support once it is assessed that there is no imminent risk.
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCCS601A WORK WITH CLIENTS WITH SPECIFIC AND COMPLEX NEEDS
Content Conduct complex assessment; Design and apply appropriate strategies and program(s); Monitor and evaluate the plan.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCS602A WORK WITH FAMILIES OF CLIENTS
Content Enable clients to identify concerns; Enable clients to work through concerns; Monitor the counselling process; Bring the counselling process to an end.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCSL601A WORK WITHIN A STRUCTURED COUNSELLING PROCESS
Content Establish the nature of the helping relationship; Confirm the appropriateness of the helping relationship.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCSL602A FACILITATE THE COUNSELLING RELATIONSHIP
Content Enable clients to identify concerns; Enable clients to work through concerns; Monitor the counselling process; Bring the counselling process to an end.
Nominal Hours 120 Hours
Assessment As per accredited curriculum

CHCCSL603A PROVIDE SUPPORT FOR CLIENTS IMPLEMENTING A COURSE OF ACTION
Content Assist clients in clarifying their aims and requirements; Enable clients to decide on a course of action.
Nominal Hours 120 Hours
Assessment As per accredited curriculum

CHCCSL604A REFLECT AND IMPROVE UPON COUNSELLING SKILLS
Content Reflect upon own counselling skills and practice; Ensure continuing self-support and supervision; Operate within an agreed ethical code of practice/ethics.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCWI1B OPERATE UNDER A CASE WORK FRAMEWORK
Content Establish an appropriate working relationship with clients; Uphold the rights and responsibilities of clients.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCWI2B IMPLEMENT A CASE WORK STRATEGY
Content Establish an appropriate working relationship with clients; Promote preventative strategies; Provide a specialist service to clients.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCWI3B WORK WITH CLIENTS INTENSIVELY
Content Provide high quality case work; Enlist specialist services; Establish transition processes.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCWI4A DESIGN AND SUPERVISE FAMILY INTERVENTION STRATEGIES
Content Guide the assessment of need of families in the community; Facilitate the implementation of relevant policies and directions; Design the delivery of an inclusive service; Supervise the quality of service delivery.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCDFV1B RECOGNISE AND RESPOND TO DOMESTIC AND FAMILY VIOLENCE
Content Work within a domestic violence framework; Promote confidence with clients affected by domestic violence; Identify client needs; Respond to client needs.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCDFV2B MANAGE OWN PROFESSIONAL DEVELOPMENT IN RESPONDING TO DOMESTIC AND FAMILY VIOLENCE
Content Work within a domestic violence framework; Model high standards of performance; Develop and maintain professional competence.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCDFV3B PROVIDE CRISIS INTERVENTION AND SUPPORT TO THOSE EXPERIENCING DOMESTIC AND FAMILY VIOLENCE
Content Identify immediate risks and needs; Explore interventions; Develop and implement support plans.
Nominal Hours 50 Hours
Assessment As per accredited curriculum
CHCDFV4B PROMOTE COMMUNITY AWARENESS OF DOMESTIC AND FAMILY VIOLENCE

**Content**
Identify information, resource and service requirements; Support community participation; Promote domestic violence awareness.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

CHCDFV5B COUNSEL CLIENTS AFFECTED BY DOMESTIC AND FAMILY VIOLENCE

**Content**
Establish confidence; Explore issues; Identify possible future directions.

**Nominal Hours** 70 Hours

**Assessment** As per accredited curriculum

CHCDFV8B PROVIDE SUPPORT TO CHILDREN AFFECTED BY DOMESTIC AND FAMILY VIOLENCE

**Content**
Establish confidence and rapport with children; Explore issues and develop plans; Provide support, advocacy and information.

**Nominal Hours** 70 Hours

**Assessment** As per accredited curriculum

CHCDFV10B PROVIDE SUPPORT TO CHILDREN AFFECTED BY DOMESTIC AND FAMILY VIOLENCE

**Content**
Facilitate workplace debriefing and support processes

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

CHCDISIA ORIENTATION TO DISABILITY WORK

**Content**
Work is performed ethically, supports the rights and interests of people with disabilities and follows appropriate reporting mechanisms to meet duty of care requirements.

**Nominal Hours** 47-50 Hours

**Assessment** As per accredited curriculum

CHCDISIB ORIENTATION TO DISABILITY WORK

**Content**
Demonstrate an understanding of the delivery of quality services for people with disabilities; Respond to situations of risk or potential risk to people with disabilities.

**Nominal Hours** 47-50 Hours

**Assessment** As per accredited curriculum

CHCDIS2B MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES

**Content**
Work to enhance the independence and 'self-determination' of the person with a disability; Foster the independence of a person with a disability; Contribute to the development and review of policy and legislation related to disabilities and disability services; Recognise and accommodate the expressions of identity and sexuality of the person with a disability.

**Nominal Hours** 90 Hours

**Assessment** As per accredited curriculum

CHCDIS3A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES

**Content**
This unit describes the competencies associated with responding to the physical, medicinal, health and safety, personal care and home maintenance requirements of people with disabilities. Clients will have differing support requirements and workers will manage physical contact, challenging behaviour and the use of equipment.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

CHCDIS3C PROVIDE SERVICES TO PEOPLE WITH DISABILITIES

**Content**
Assist the person with a disability to identify and meet their needs; Respond to changes in the needs of a person with a disability; Support or assist the person with a disability to meet their personal needs.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

CHCDIS4B DESIGN PROCEDURES FOR SUPPORT

**Content**
Assess the person with a disability's personal support requirements; Design individual personal support procedures; Implement individual personal support procedures.

**Nominal Hours** 90 Hours

**Assessment** As per accredited curriculum

CHCDIS5C CONTRIBUTE TO POSITIVE LEARNING

**Content**
Assess the learning ability and needs of a person with a disability; Implement skills development plan; Utilise incidental learning opportunities to enhance skills development.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

CHCDIS6C PLAN AND IMPLEMENT COMMUNITY INTEGRATION

**Content**
Support the person with a disability to engage with a social network and the broad community; Work with the person with a disability and their family in the community integration process; Assist in minimising isolation for people with disabilities.

**Nominal Hours** 90 Hours

**Assessment** As per accredited curriculum

CHCDIS7B DESIGN AND ADAPT SURROUNDINGS TO GROUP REQUIREMENTS

**Content**
Assess locations; Design and/or use appropriate aids; Design new location to group requirements.

**Nominal Hours** 90 Hours

**Assessment** As per accredited curriculum

CHCDIS8B SUPPORT PEOPLE WITH DISABILITIES AS WORKERS

**Content**
Enhance people with disabilities safety at work; Monitor work performance.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

CHCDIS9B MAXIMISE PARTICIPATION IN THE WORKFORCE FOR PEOPLE WITH A DISABILITY

**Content**
Prepare people with disabilities to work in open and supported employment; Match workplace/job and person with a disability; Assess skills and productivity for wages; Provide information on the industrial relations system as it relates to the employment of people with disabilities; Monitor employment opportunities.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

CHCDIS10B PROVIDE CARE AND SUPPORT

**Content**
Establish and maintain an appropriate relationship with people with disabilities; Provide appropriate support to people with disabilities; Assist in maintaining an environment that enables maximum independent living.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum
### CHCDIS11B CO-ORDINATE DISABILITY WORK

<table>
<thead>
<tr>
<th>Content</th>
<th>Demonstrate commitment to high quality services for people with disabilities; Support rights, interests and needs of people with disabilities; Develop and implement a framework for quality service delivery.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>150 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### CHCDIS12A PROVIDE CARE AND SUPPORT FOR STUDENTS WITH SEVERE PHYSICAL DISABILITIES

<table>
<thead>
<tr>
<th>Content</th>
<th>Provide care and support for personal daily routines of students with severe disabilities; Develop and apply knowledge and skills related to safety and comfort needs of students with major movement impairments; Assist with prosthetic devices and aids used by students with severe disabilities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>30 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### CHCDIS13A SUPPORT OLDER PEOPLE WITH DISABILITIES

<table>
<thead>
<tr>
<th>Content</th>
<th>Assist people with disabilities who are ageing to identify their current and future needs; Support the interests and needs of people with disabilities who are ageing; People with disabilities who are ageing are encouraged and supported to exercise independent action and thinking; Support the interests, rights and needs of people with disabilities with pervasive age related changes, including people with dementia.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>50 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### CHCDIS14A SUPPORT STUDENTS WITH ADDITIONAL NEEDS IN THE CLASSROOM

<table>
<thead>
<tr>
<th>Content</th>
<th>Work with others to support students with additional needs; Support individual students with additional needs; Assist with classroom programs to support students with additional needs; Contribute to learning opportunities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>30 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### CHCDIS15A PROVIDE BEHAVIOUR SUPPORT

<table>
<thead>
<tr>
<th>Content</th>
<th>Follow daily lifestyle routines; Support people with disabilities to engage in their daily routine; Provide support to reduce inappropriate behaviours; Manage challenging behaviour.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>30 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### CHCDIS16A PROVIDE ADVANCED BEHAVIOUR SUPPORT

<table>
<thead>
<tr>
<th>Content</th>
<th>Demonstrates an understanding of the influence and purpose of behaviour; Assess problem behaviour; Develop multi-element support plans to meet individual needs; Utilises appropriate reactive strategies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>90 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### CHCDIS17A PROVIDE CARE AND SUPPORT FOR STUDENTS WITH DISABILITIES

<table>
<thead>
<tr>
<th>Content</th>
<th>Develops and applies knowledge and skills related to daily needs of students with disabilities; Assist students with relevant aids; Assist with the safe administration and handling of medication.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>50 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### CHCDIS18A SUPPORT STUDENTS WITH SPECIAL NEEDS

<table>
<thead>
<tr>
<th>Content</th>
<th>Develop and maintain knowledge and understanding of the area of special need; Work with others to support students with special need; Support individual students with special need; Assist with programs to support students with additional need; Contribute to learning opportunities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>50 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### CHCES406A PROVIDE JOB SEARCH SUPPORT

<table>
<thead>
<tr>
<th>Content</th>
<th>Initiate contact with the client; Determine job readiness and establish vocational profile; Assist client to use self-help facilities; Provide job search support; Provide Job Search Skills Development; Monitor job search strategy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>30 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### CHCFCA SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE

#### CHCFCA1 SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE

<table>
<thead>
<tr>
<th>Content</th>
<th>Support the development of children within the relevant age group; Support the physical development of children within the relevant age group; Support the social development of children within the relevant age group; Support the emotional and psychological development of children of the same age; Support the language development of children of the relevant age; Support the creative development of children of the relevant age.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>30 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

#### CHCFCA2 FOSTER THE PHYSICAL DEVELOPMENT OF CHILDREN

<table>
<thead>
<tr>
<th>Content</th>
<th>Create opportunities for children to develop a wider range of physical skills; Provide experiences to support physical development of children; Interact with the child to foster skill development.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

#### CHCFCA3 FOSTER THE SOCIAL DEVELOPMENT OF CHILDREN

<table>
<thead>
<tr>
<th>Content</th>
<th>Provide opportunities for social interaction; Develop and promote positive interaction between children; Encourage children to accept diversity.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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<tr>
<td>Code</td>
<td>Title</td>
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<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CHCFC4A</td>
<td>FOSTER THE EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT OF CHILDREN</td>
</tr>
<tr>
<td>CHCFC5A</td>
<td>FOSTER CHILDREN'S COGNITIVE DEVELOPMENT</td>
</tr>
<tr>
<td>CHCFC6A</td>
<td>FOSTER CHILDREN'S LANGUAGE DEVELOPMENT</td>
</tr>
<tr>
<td>CHCFC7A</td>
<td>FOSTER CHILDREN'S AESTHETIC AND CREATIVE DEVELOPMENT</td>
</tr>
<tr>
<td>CHCFP1A</td>
<td>PRESENT FOOD</td>
</tr>
<tr>
<td>CHCGROUP1A</td>
<td>SUPPORT THE ACTIVITIES OF EXISTING GROUPS</td>
</tr>
<tr>
<td>CHCGROUP2A</td>
<td>SUPPORT GROUP ACTIVITIES</td>
</tr>
<tr>
<td>CHCGROUP2C</td>
<td>SUPPORT GROUP ACTIVITIES</td>
</tr>
<tr>
<td>CHCIC1A</td>
<td>INTERACT POSITIVELY WITH CHILDREN</td>
</tr>
<tr>
<td>CHCGROUP3A</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES</td>
</tr>
<tr>
<td>CHCGROUP3C</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES</td>
</tr>
<tr>
<td>CHCHC301A</td>
<td>WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT</td>
</tr>
<tr>
<td>CHCHC302A</td>
<td>PROVIDE PERSONAL CARE</td>
</tr>
<tr>
<td>CHCHPROM1A</td>
<td>SHARE HEALTH INFORMATION</td>
</tr>
<tr>
<td>CHCHPROM2A</td>
<td>IMPLEMENT HEALTH PROMOTION AND COMMUNITY INTERVENTION</td>
</tr>
<tr>
<td>CHCHCIC1A</td>
<td>INTERACT POSITIVELY WITH CHILDREN</td>
</tr>
<tr>
<td>CHCIC2A GUIDE CHILDREN’S BEHAVIOUR</td>
<td>CHCIC2C PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS</td>
</tr>
<tr>
<td>-----------------------------------</td>
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</tr>
<tr>
<td><strong>Content</strong></td>
<td><strong>Content</strong></td>
</tr>
<tr>
<td>Promote positive behaviour; Respond to feelings behind behaviours; Apply limits and guidelines for behaviour; Respond to serious incidents of behaviour which breach guidelines.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 30 Hours</td>
<td><strong>Nominal Hours</strong> 40 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong> As per accredited curriculum</td>
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<table>
<thead>
<tr>
<th>CHCIC4A WORK COLLABORATIVELY WITH CHILDREN</th>
<th>CHCIC4A FACILITATE CHILDREN’S COMMUNICATION SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td><strong>Content</strong></td>
</tr>
<tr>
<td>Collaborate with children about their interests; Support children in learning about the decision making process.</td>
<td>Assist children to communicate with others; Assist children to communicate about experiences and emotional issues; Assist children to resolve difficulties and conflicts.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 20 Hours</td>
<td><strong>Nominal Hours</strong> 40 Hours</td>
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<tr>
<td><strong>Assessment</strong> As per accredited curriculum</td>
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<table>
<thead>
<tr>
<th>CHCIC10A ESTABLISH PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR</th>
<th>CHCIC10C ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td><strong>Content</strong></td>
</tr>
<tr>
<td>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.</td>
<td>Identify and review behaviour causing concern; Establish and apply limits and guidelines for behaviour; Develop a plan to guide a particular child's behaviour; Implement and monitor behaviour plan; Support children in learning about the decision making process.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 40 Hours</td>
<td><strong>Nominal Hours</strong> 40 Hours</td>
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<tr>
<td><strong>Assessment</strong> As per accredited curriculum</td>
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<table>
<thead>
<tr>
<th>CHCIC11A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES</th>
<th>CHCIC11B IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td><strong>Content</strong></td>
</tr>
<tr>
<td>Support the development of inclusive policies; Demonstrate inclusive practices; Support the development of inclusive resources; Promote respect for diversity among children.</td>
<td>Support the development of inclusive policies; Demonstrate inclusive practices; Support the development of inclusive resources; Promote respect for diversity among children.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 40 Hours</td>
<td><strong>Nominal Hours</strong> 40 Hours</td>
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<tr>
<td><strong>Assessment</strong> As per accredited curriculum</td>
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<thead>
<tr>
<th>CHCIC12A PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS</th>
<th>CHCIC12C PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS</th>
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<tbody>
<tr>
<td><strong>Content</strong></td>
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<td>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.</td>
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<thead>
<tr>
<th>CHCIC1A COMMUNICATE WITH CHILDREN</th>
<th>CHCIC1A COMMUNICATE WITH CHILDREN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td><strong>Content</strong></td>
</tr>
<tr>
<td>Communicate positively with children; Apply limits and guidelines for behaviour within service policies.</td>
<td>Communicate positively with children; Apply limits and guidelines for behaviour within service policies.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 30 Hours</td>
<td><strong>Nominal Hours</strong> 30 Hours</td>
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<tr>
<td><strong>Assessment</strong> As per accredited curriculum</td>
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<td>Code</td>
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</tr>
<tr>
<td>CHCINF5B</td>
<td>MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS</td>
</tr>
<tr>
<td>CHCMCEL401A</td>
<td>PLAN, CONDUCT AND REVIEW A MARRIAGE CEREMONY</td>
</tr>
<tr>
<td>CHCMH8A</td>
<td>PROVIDE INTERVENTIONS TO MEET THE NEEDS OF CONSUMERS WITH MENTAL HEALTH AND AOD ISSUES</td>
</tr>
<tr>
<td>CHCMED408A</td>
<td>IDENTIFY THE NEED FOR ALTERNATIVE DISPUTE RESOLUTION</td>
</tr>
<tr>
<td>CHCMED409A</td>
<td>FACILITATE ALTERNATIVE DISPUTE RESOLUTION PROCESSES</td>
</tr>
<tr>
<td>CHCMED410A</td>
<td>ORIENTATION TO MENTAL HEALTH WORK</td>
</tr>
<tr>
<td>CHCMH1B</td>
<td>ORIENTATION TO MENTAL HEALTH WORK</td>
</tr>
<tr>
<td>CHCMH7A</td>
<td>PROVIDE, WITH CONSUMERS, SUPPORT AND INTERVENTIONS TO MEET THE NEEDS OF CARERS AND FAMILIES</td>
</tr>
<tr>
<td>CHCMH8A</td>
<td>PROVIDE INTERVENTIONS TO MEET THE NEEDS OF CONSUMERS WITH MENTAL HEALTH AND AOD ISSUES</td>
</tr>
<tr>
<td>CHCHN1C</td>
<td>PARTICIPATE IN NETWORKS</td>
</tr>
<tr>
<td>CHCHN1C</td>
<td>PARTICIPATE IN NETWORKS</td>
</tr>
<tr>
<td>CHCINF6A</td>
<td>MANAGE INFORMATION STRATEGICALLY</td>
</tr>
<tr>
<td>CHCINF6B</td>
<td>MANAGE INFORMATION STRATEGICALLY</td>
</tr>
<tr>
<td>CHCINF7A</td>
<td>MEET INFORMATION NEEDS OF THE COMMUNITY</td>
</tr>
<tr>
<td>CHCINF7B</td>
<td>MEET INFORMATION NEEDS OF THE COMMUNITY</td>
</tr>
<tr>
<td>CHCINF8A</td>
<td>COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS</td>
</tr>
<tr>
<td>CHCINF8B</td>
<td>COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS</td>
</tr>
<tr>
<td>CHCLEG401A</td>
<td>UTILISE LEGISLATION</td>
</tr>
<tr>
<td>CHCHNET2A</td>
<td>MAINTAIN EFFECTIVE NETWORKS</td>
</tr>
</tbody>
</table>
CHCNET2B MAINTAIN EFFECTIVE NETWORKS

Content: Develop co-operative working relationships and strategic alliances with other organisations; Represent the organisation; Maintain networks.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCNET3B DEVELOP NEW NETWORKS

Content: Develop and maintain appropriate networks; Reflect social and cultural awareness in developing and maintaining networks.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCNET4A WORK WITH OTHER SERVICES

Content: Identify and maintain links with relevant services; Provide relevant information to services; Work with and support community services organisations to deliver appropriate services to people in need.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCOHS201A FOLLOW OHS PROCEDURES

Content: Recognise hazards; Follow procedures for hazard control; Report hazards and other OHS issues.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCOHS301A PARTICIPATE IN WORKPLACE SAFETY PROCEDURE

Content: Identify hazards and assess risk; Follow procedures and strategies for risk control; Contribute to OHS in the workplace.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCOHS302A PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK

Content: Identify manual handling hazards, assess related risk and follow risk minimisation procedures; Identify sources of risks to personal safety, assess the level of risk and follow risk minimisation procedures; Identify sources of infection and apply industry-accepted practice to minimise risk of infection to themselves, clients and others; Identify other hazards and assess risk; Follow procedures and strategies for risk control; Contribute to OHS in the workplace.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCOHS401A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE

Content: Explain OHS information for co-workers in team; Coach co-workers in team; Promote consultation and participation; Implement and monitor enterprise procedures for identifying hazards and risk; Maintain appropriate OHS records.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCORG1A FOLLOW THE ORGANISATION’S POLICIES, PROCEDURES AND PROGRAMS

Content: Follow organisational guidelines; Work ethically.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CHCORG2A WORK WITH OTHERS

Content: Plan, communicate and work with others.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CHCORG2B WORK WITH OTHERS

Content: Plan own workload with supervisor; Communicate with others about work matters; Work co-operatively with others.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CHCORG3A PARTICIPATE IN THE WORK ENVIRONMENT

Content: Working effectively as an individual and in work groups to contribute to achievement of organisational objectives.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCORG3B PARTICIPATE IN THE WORK ENVIRONMENT

Content: Contribute to the effective operation of the workgroup; Review and develop own work performance; Work co-operatively with others; Contribute to the development of policies, practices and structures of an organisation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCORG4A FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES

Content: Applying relevant occupational health and safety legislation and Codes of Practice, including duties and responsibilities for all parties under the general duty of care and capacity to render first aid as required.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCORG4B FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES (NURSING)

Content: This subject introduces the student to the Occupational Health and Safety legislation and Codes of Practice, including Hazard Identification and Risk Control. The subject also introduces the principles of infection prevention for the Registered Nurse Division 2. It also includes the duties and responsibilities for the health care team.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CHCORG5A MAINTAIN AN EFFECTIVE WORK ENVIRONMENT

Content: Meeting individual responsibilities within a work group.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
CHCORG10B MANAGE ORGANISATIONAL CHANGE

Content Work to achieve identified outcomes; Establish and maintain appropriate work relationships; Facilitate operation of the workgroup; Review and develop own performance.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCORG6B CO-ORDINATE THE WORK ENVIRONMENT

Content Contribute to and promote effective work practices; Promote effective workplace relations; Facilitate work group activities; Develop and implement staffing processes as required; Advocate for workplace health and safety and fair employment practices.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG7A MANAGE WORKPLACE ISSUES

Content Manage staff planning and recruitment; Manage work allocation; Evaluate workgroup effectiveness; Implement disciplinary and grievance procedures.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCORG7B MANAGE WORKPLACE ISSUES

Content Manage staff planning and recruitment; Manage work allocation; Evaluate workgroup effectiveness; Implement disciplinary and grievance procedures.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCORG6C ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES

Content Complete strategic planning activities; Manage implementation of new program or service; Establish and manage organisational and operational arrangements; Undertake appropriate evaluation and reporting.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCORG9B MANAGE PROJECTS AND STRATEGIES

Content Consider the need and scope for the project/strategy; Prepare a project plan; Identify and acquire resources to make implementation of project plan possible; Promote and advertise project/strategy; Manage implementation of project/strategy; Evaluate and report on project/strategy.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG10A MANAGE ORGANISATIONAL CHANGE

Content Ensure practices of the organisation are appropriate; Respond to change in the community; Initiate and implement organisational change within a planning framework.
Nominal Hours 60-150 Hours
Assessment As per accredited curriculum

CHCORG10B MANAGE ORGANISATIONAL CHANGE

Content Contribute to and promote effective work practices; Ensure practices of the organisation are appropriate; Respond to change in the community; Initiate and implement organisational change within a planning framework.
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCORG11A LEAD AND DEVELOP OTHERS

Content Provide leadership, direction and guidance to the organisation; Maximise own performance outcomes; Manage effective work relationships; Manage and improve the performance of individuals; Support, participate and review group development; Support and develop managers.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG11B LEAD AND DEVELOP OTHERS

Content Provide leadership, direction and guidance to the organisation; Maximise own performance outcomes; Manage effective work relationships; Manage and improve the performance of individuals; Support, participate and review group development; Support and develop managers.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG17A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS

Content Provide information to the work group about occupational health and safety and the organisation's occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation's procedures for identifying hazards and assessing 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 procedure for maintaining occupational health and safety records.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CHCORG19A DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES

Content Evaluate outcomes for clients accessing the service; Plan and implement changes/strategies to improve outcomes; Ensure client service standards and codes of practice; Manage quality assurance processes.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG19B DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES

Content Evaluate outcomes for clients accessing the service; Plan and implement changes/strategies to improve outcomes; Ensure client service standards and codes of practice; Manage quality assurance processes.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG20B PROMOTE AND REPRESENT THE SERVICE

Content Promote community awareness of the clients, their needs and their importance; Promote the service to increase its profile in the community; Represent the service; Respond to negative publicity and perceptions, as required.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG22A CONTRIBUTE TO SERVICE DELIVERY STRATEGY

Content Carry out work activities according to organisational procedures; Contribute to implementation of service delivery.
Nominal Hours 40 Hours
### CHCORG23A CO-ORDINATE WORK

**Content**
Demonstrate commitment to the delivery of high quality services to clients; Develop and implement a framework for quality service delivery.

**Nominal Hours**
60 Hours

**Assessment**
As per accredited curriculum

### CHCORG23B CO-ORDINATE WORK

**Content**
Demonstrate commitment to the delivery of high quality services to clients; Develop and implement a framework for quality service delivery.

**Nominal Hours**
60 Hours

**Assessment**
As per accredited curriculum

### CHCORG23C CO-ORDINATE WORK

**Content**
To be advised.

**Nominal Hours**
60 Hours

**Assessment**
As per accredited curriculum

### CHCPR1A FACILITATE PLAY AND LEISURE

**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.

**Nominal Hours**
60 Hours

**Assessment**
As per accredited curriculum

### CHCPR2A ORGANISE EXPERIENCES FOR CHILDREN

**Content**
Gather information about the child; Observe children's play; Contribute to observation recording; Contribute to program planning.

**Nominal Hours**
20 Hours

**Assessment**
As per accredited curriculum

### CHCPR3A OBSERVE CHILDREN

**Content**
Establish a stimulating and positive environment; Encourage children's involvement in experiences; Respond to unexpected occurrences; Organise for excursions.

**Nominal Hours**
30 Hours

**Assessment**
As per accredited curriculum

### CHCPOL2A CONTRIBUTE TO THE POLICY DEVELOPMENT

**Content**
Review existing policies; Contribute to research for policy advice; Provide briefing materials on policy issues; Promote informed policy debate.

**Nominal Hours**
50 Hours

**Assessment**
As per accredited curriculum

### CHCPOL3A UNDERTAKE RESEARCH ACTIVITIES

**Content**
Prepare a research plan; Implement appropriate research strategies; Organise and analyse information; Report the findings of the research.

**Nominal Hours**
50 Hours

**Assessment**
As per accredited curriculum

### CHCPOL7A MANAGE POLICY DEVELOPMENT

**Content**
Identify future directions in organisational services; Manage policy development; Advocate for appropriate policy development.

**Nominal Hours**
90 Hours

**Assessment**
As per accredited curriculum

### CHCPOL8A DEVELOP AND IMPLEMENT POLICY

**Content**
Research and consult with others to develop policies; Test draft policies; Develop policy materials; Implement and review policies.

**Nominal Hours**
To be advised

**Assessment**
As per accredited curriculum

### CHCPOL5A MANAGE RESEARCH ACTIVITIES

**Content**
Initiate research efforts; Identify and acquire resources; Supervise research being undertaken; Interpret and act on analysis of research.

**Nominal Hours**
75 Hours

**Assessment**
As per accredited curriculum
CHCRF1A PROVIDE INTERVENTION SUPPORT TO CHILDREN AND FAMILIES

Content: Operate within a professional network; Structure the access and interaction with the family; Identify constraints/barriers to family effectiveness; Identify options with family members; Identify resources to assist the family; Support agreed actions.

Nominal Hours: 70 Hours

Assessment: As per accredited curriculum

CHCRF1A COMMUNICATE WITH FAMILY MEMBERS ABOUT THEIR CHILD

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.

Nominal Hours: 20 Hours

Assessment: As per accredited curriculum

CHCRF1B WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD

Content: Consult family members about the child, and the child's needs; Reach agreement with family members about care practices; 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.

Nominal Hours: 70 Hours

Assessment: As per accredited curriculum

CHCRF2A PROVIDE INTERVENTION SUPPORT TO CHILDREN AND FAMILIES

Content: Operate within a professional network; Structure the access and interaction with the family; Identify constraints/barriers to family effectiveness; Identify options with family members; Identify resources to assist the family; Support agreed actions.

Nominal Hours: 70 Hours

Assessment: As per accredited curriculum

CHCRF2A COMMUNICATE WITH FAMILY MEMBERS ABOUT THEIR CHILD

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.

Nominal Hours: 20 Hours

Assessment: As per accredited curriculum

CHCRF2B WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD

Content: Consult family members about the child, and the child's needs; Reach agreement with family members about care practices; 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.

Nominal Hours: 70 Hours

Assessment: As per accredited curriculum

CHCRF2B COMMUNICATE WITH FAMILY MEMBERS ABOUT THEIR CHILD

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.

Nominal Hours: 20 Hours

Assessment: As per accredited curriculum

CHCSD10A COMMUNICATE WITH FAMILY MEMBERS ABOUT THEIR CHILD

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.

Nominal Hours: 20 Hours

Assessment: As per accredited curriculum

CHCSD11A WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD

Content: Consult family members about the child, and the child's needs; Reach agreement with family members about care practices; 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.

Nominal Hours: 70 Hours

Assessment: As per accredited curriculum

CHCSD11A COMMUNICATE WITH FAMILY MEMBERS ABOUT THEIR CHILD

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.

Nominal Hours: 20 Hours

Assessment: As per accredited curriculum

CHCSD12A ACT AS A RESOURCE TO WORKERS

Content: Provide better child care practice; Contribute to service development initiatives; Participate in planning and evaluation processes.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

CHCSD12A COMMUNICATE WITH FAMILY MEMBERS ABOUT THEIR CHILD

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.

Nominal Hours: 20 Hours

Assessment: As per accredited curriculum

CHCSD13A PROVIDE INTERVENTION SUPPORT TO CHILDREN AND FAMILIES

Content: Operate within a professional network; Structure the access and interaction with the family; Identify constraints/barriers to family effectiveness; Identify options with family members; Identify resources to assist the family; Support agreed actions.

Nominal Hours: 70 Hours

Assessment: As per accredited curriculum

CHCSD13A COMMUNICATE WITH FAMILY MEMBERS ABOUT THEIR CHILD

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.

Nominal Hours: 20 Hours

Assessment: As per accredited curriculum
CHC321B ACT AS A RESOURCE TO WORKERS

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.

Nominal Hours  40 Hours

Assessment  As per accredited curriculum

CHCRH1A ORIENTATION TO WORK IN LEISURE AND HEALTH INDUSTRY

Content  Work within the context of the leisure and health sector; Develop knowledge of the leisure and health industry; Demonstrate a commitment to the central philosophies of the leisure and health sector; Operate within the policies and procedures of the leisure and health sector.

Nominal Hours  50 Hours

Assessment  As per accredited curriculum

CHCRH2A LEISURE AND HEALTH PROGRAMMING

Content  Identify the leisure and health needs of the client or group; Prepare activity/program plan; Identify and obtain required resources; Promote activity/program; Deliver activity/program; Evaluate activity/program.

Nominal Hours  70 Hours

Assessment  As per accredited curriculum

CHCRH3A DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS

Content  Identify and assess the specific requirements of special needs clients in leisure and health programs; Promote the role of leisure and health programs in enhancing the well being of special needs client(s); Plan required resources; Create an environment which fosters participation of special needs client(s) in leisure and health programs; Manage and develop strategies to meet the requirements of special needs client(s) participating in leisure and health programs.

Nominal Hours  90 Hours

Assessment  As per accredited curriculum

CHCRH3B DEVELOP LEISURE AND RECREATION PROGRAMS FOR CLIENTS WITH SPECIAL NEED

Content  Identify and assess the specific requirements of special needs clients in leisure and health programs; Promote the role of leisure and health programs in enhancing the well being of special needs client(s); Plan required resources; Create an environment which fosters participation of special needs client(s) in leisure and health programs; Manage and develop strategies to meet the requirements of special needs client(s) participating in leisure and health programs.

Nominal Hours  90 Hours

Assessment  As per accredited curriculum

CHCRH4A CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS

Content  Gather record detailed information about client(s); Facilitate the design of programs; Co-ordinate the implementation of programs; Monitor and evaluate program.

Nominal Hours  90 Hours

Assessment  As per accredited curriculum

CHCRH4B CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS

Content  Gather record detailed information about client(s); Facilitate the design of programs; Co-ordinate the implementation of programs; Monitor and evaluate program.

Nominal Hours  90 Hours

Assessment  As per accredited curriculum

CHCRH2B ORIENTATION TO WORK IN LEISURE AND HEALTH INDUSTRY

Content  Work within the context of the leisure and health sector; Develop knowledge of the leisure and health industry; Demonstrate a commitment to the central philosophies of the leisure and health sector; Operate within the policies and procedures of the leisure and health sector.

Nominal Hours  50 Hours

Assessment  As per accredited curriculum

CHCRH2A LEISURE AND HEALTH PROGRAMMING

Content  Identify the leisure and health needs of the client or group; Prepare activity/program plan; Identify and obtain required resources; Promote activity/program; Deliver activity/program; Evaluate activity/program.

Nominal Hours  70 Hours

Assessment  As per accredited curriculum

CHCRH3A DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS

Content  Identify and assess the specific requirements of special needs clients in leisure and health programs; Promote the role of leisure and health programs in enhancing the well being of special needs client(s); Plan required resources; Create an environment which fosters participation of special needs client(s) in leisure and health programs; Manage and develop strategies to meet the requirements of special needs client(s) participating in leisure and health programs.

Nominal Hours  90 Hours

Assessment  As per accredited curriculum

CHCRH4A CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS

Content  Gather record detailed information about client(s); Facilitate the design of programs; Co-ordinate the implementation of programs; Monitor and evaluate program.

Nominal Hours  90 Hours

Assessment  As per accredited curriculum

CHCT2A RECEIVE TRANSPORT AND STORE FOOD IN A SAFE AND HYGIENIC MANNER

Content  Receive and check food deliveries; Transport food safely and hygienically; Store food safely and hygienically.

Nominal Hours  10 Hours

Assessment  As per accredited curriculum

CHCT3A APPLY SAFE FOOD HYGIENE PRACTICES

Content  Apply hygienic practices; Prevent the occurrence of food safety risks.

Nominal Hours  10 Hours

Assessment  As per accredited curriculum

CHCT3B APPLY SAFE FOOD HYGIENE PRACTICES

Content  Apply hygienic practices; Prevent the occurrence of food safety risks.

Nominal Hours  10 Hours
<table>
<thead>
<tr>
<th>CHCT8A DELIVER FOOD/BEVERAGES</th>
<th>Content</th>
<th>Deliver beverages; Deliver meals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>20 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHCTC1A DELIVER A SERVICE CONSISTENT WITH THE ORGANISATION'S MISSION AND VALUES</th>
<th>Content</th>
<th>Operate within the mission and values of the organisation; Provide high quality counselling and support to clients.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHCYTH1C WORK EFFECTIVELY WITH YOUNG PEOPLE</th>
<th>Content</th>
<th>Develop a professional rapport with young people; Address issues associated with the culture of young people; Recognise that youth culture is distinct.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHCYTH3C PROVIDE CARE AND PROTECTION FOR YOUNG PEOPLE</th>
<th>Content</th>
<th>Identify the needs and risks of young people; Respond to the needs and risks of young people; Provide support to young people.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHCYTH4C SUPPORT YOUNG PEOPLE TO ADDRESS THEIR CIRCUMSTANCES</th>
<th>Content</th>
<th>Support young people to develop and use personal resources; Support young people to develop and use networks; Assist young people to monitor and evaluate strategies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>30 Hours</td>
<td>Assessment  As per accredited curriculum</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CHCYTH5C SUPPORT YOUTH PROGRAMS</th>
<th>Content</th>
<th>Identify the activity/program required; Prepare activity/program plan; Deliver activity/program; Evaluate activity program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>150 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHCYTH6C PROVIDE APPROPRIATE SERVICES FOR YOUNG PEOPLE</th>
<th>Content</th>
<th>Establish effective rapport with young people and families; Assess the needs and circumstances of young people; Facilitate goal setting and action planning; Provide targeted assistance and referral.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>150 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHCYTH7C RESPOND TO CRITICAL SITUATIONS</th>
<th>Content</th>
<th>Minimise the impact of critical incidents; Prevent escalation of violent behaviour; Secure the safety of clients.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>90 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHCYTH8B MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS</th>
<th>Content</th>
<th>Implement a framework for preventing crisis situations; Support staff in responding to a crisis; Follow up crisis situations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>150 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHCYTH10A WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE</th>
<th>Content</th>
<th>Establish relationship with family members; Exchange information with family members about young persons needs and risks; Determine a mutual approach to addressing the needs of young people; Respond to families' concerns about young persons.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>50 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUECRO2A WORK WITH OTHERS</th>
<th>Content</th>
<th>Participate in the work/group process; Contribute to the flow of information and ideas; Deal effectively with issues, problems and conflicts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>15 Hours</td>
<td>Assessment  As per accredited curriculum</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CUEDESIA DEVELOP THE DESIGN</th>
<th>Content</th>
<th>Identify design requirements; Conduct research; Create initial design concepts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUEDES2A PRESENT AND NEGOTIATE DESIGN</th>
<th>Content</th>
<th>Present design concepts; Finalise design brief; Negotiate terms and conditions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUEEVT1A PLAN &amp; MANAGE EVENTS</th>
<th>Content</th>
<th>Prepare for events; Prepare implementation strategy; Oversee event implementation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>100 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUEFINIA DEVELOP A BUDGET</th>
<th>Content</th>
<th>Allocate funds; Monitor and control expenditure; Complete financial reports.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>30-33 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUEFIN2A MANAGE A BUDGET</th>
<th>Content</th>
<th>Acquire and apply knowledge of: The organisation; The basic rights and responsibilities of the employer and employee; and the industry.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>10 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUEIND1A APPLY ORGANISATION &amp; INDUSTRY KNOWLEDGE</th>
<th>Content</th>
<th>Apply organisational and industry knowledge.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>5 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUELGTS5A OPERATE LIGHTING</th>
<th>Content</th>
<th>Technical/dress rehearsal requirements; Pre-show procedures for operating lighting; Operate lighting; Post-performance procedures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Hours</td>
<td>50 Hours</td>
<td>Assessment  As per accredited curriculum</td>
</tr>
</tbody>
</table>
CUEMAR3A UNDERTAKE MARKETING ACTIVITIES
Content Plan, implement, review and report on marketing and promotional activities.
Nominal Hours 39-0 Hours
Assessment As per accredited curriculum

CUEMUP2A DESIGN, APPLY AND REMOVE PERIOD MAKE-UP
Content Determine period make-up requirements; Prepare to apply period make-up; Apply period make-up; Maintain period make-up; Remove period make-up.
Nominal Hours 160 Hours
Assessment As per accredited curriculum

CUEMUP3A DESIGN, APPLY AND REMOVE SPECIALISED MAKE-UP
Content Developing creative specialised make-up designs in accordance with the requirements of the production; Applying State and local health and hygiene requirements and regulations; Applying safe work practices in regard to the provision of make-up services and safe use of product according to occupational health and safety requirements; Consistently using effective questioning and active listening techniques.
Nominal Hours 160 Hours
Assessment As per accredited curriculum

CUEMUP4A DESIGN, APPLY AND REMOVE SPECIAL EFFECTS MAKE-UP
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.
Nominal Hours 160 Hours
Assessment As per accredited curriculum

CUEMUP5A DRESS (STYLE) WIGS
Content Determine requirements for dressing hair; Create hair designs.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CUEOHS1A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES.
Content Provide information to the work group about occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation's procedures for identifying hazards and assessing risks; Implement and monitor the organisation's procedures for controlling risks; Implement the organisation's procedures for dealing with hazardous events; Implement and monitor the organisation's procedures for providing occupational health and safety training; Implement and monitor the organisation's procedure for maintaining occupational health and safety records.
Nominal Hours 9-10 Hours
Assessment As per accredited curriculum

CUESMT1A ASSIST IN STAGE MANAGING THE PRODUCTION
Content Assist in organising the rehearsal area to meet rehearsal requirements; Contribute to rehearsals; Contribute to transfer of physical elements from rehearsal facility to venue; Assist in running technical and dress rehearsals; Contribute to preparation of production areas; Contribute to monitoring and maintenance of operations during performance; Contribute to post-performance procedures.
Nominal Hours 65 Hours
Assessment As per accredited curriculum

CUESMT2A PREPARE FOR REHEARSAL
Content Interpret the creative parameters of the production; Identify and confirm production and rehearsal parameters; Prepare and run auditions; Locate, secure and prepare rehearsal facilities; Prepare, distribute and maintain required company documentation and production information.
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT3A CO-ORDINATE REHEARSALS
Content Coordinate performers; Coordinate physical elements, director's performers' and technical requirements; Develop and maintain the prompt copy; Prompt performers; Monitor and maintain rehearsal process.
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT4A CO-ORDINATE FINAL PRODUCTION PROCESS
Content Coordinate move from rehearsal facility to venue; Prepare performance area in venue; Oversee and facilitate technical preparation; Run technical and dress rehearsals.
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT5A MANAGE THE PERFORMANCE
Content Carry out pre-show procedures; Run the show; Prompt the performers; Undertake post-performance procedures; Maintain show; Prepare and coordinate non-regular performers.
Nominal Hours 120 Hours
Assessment As per accredited curriculum

CUESMT6A FOLLOW SCORES
Content Prepare score for rehearsal; Stage manage rehearsals with the score; Use the score to call the performance; Undertake post-performance procedures.
Nominal Hours 100 Hours
Assessment As per accredited curriculum

CUESOU1A REPAIR AND MAINTAIN SOUND EQUIPMENT
Content Repair sound equipment; Maintain sound equipment.
Nominal Hours 39-40 Hours
Assessment As per accredited curriculum

CUESOU3A OPERATE SOUND EQUIPMENT
Content Technical/dress rehearsal requirements; Pre-show procedures for operating sound; Operate sound equipment; Post-performance procedures.
Nominal Hours 80 Hours
Assessment As per accredited curriculum
CUETEM3A ESTABLISH AND MANAGE RESOURCES AND TECHNICAL REQUIREMENTS
Content: Establish technical/production requirements; Plan and acquire resource requirements; Manage construction or installation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CUETHTCOR02A WORK IN A SOCIALLY DIVERSE ENVIRONMENT
Content: Communicate effectively with customers/colleagues from diverse backgrounds; Deal with cross-cultural misunderstandings.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

CUETHCOR031 FOLLOW HEALTH, SAFETY & SECURITY PROCEDURES
Content: Follow workplace procedures on health, safety and security; Deal with emergency situations; Maintain safe personal presentation standards; Provide feedback on health, safety and security.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

CUEWRH19A MAINTAIN WIGS AND HAIRPIECES
Content: Select and use cleaning products and techniques; Cut and style wigs and hairpieces.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUEWRH20A MAKE WIGS
Content: 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 hairpieces and postiche; Fit wig or hairpiece.
Nominal Hours: 140 Hours
Assessment: As per accredited curriculum

CUFADM01A PREPARE A PROPOSAL
Content: Analyse the project requirements; Determine ability to meet the requirements of the brief; Estimate the costs and availability of resources; Prepare the proposal/tender submission; Present the submission where appropriate; Obtain confirmed agreement where appropriate.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUFADM02A ADDRESS COPYRIGHT
Content: Ensure that copyright protection on creative works or performance is adequate locally and internationally; Assign copyright of creative works or performers; License rights to creative works or performance; Comply with conditions of copyright agreement.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CUFCAM01A SET UP AND OPERATE A BASIC VIDEO CAMERA
Content: Select and prepare camera equipment and materials; Charge and maintain batteries throughout shoot; Install or check camera support equipment; Install camera, lenses and other accessories; Test all operational aspects of the camera; Prepare and load videotapes; Operate the camera; Disassemble camera, accessories and support equipment.
Nominal Hours: 30-50 Hours
Assessment: As per accredited curriculum

CUFEDT01A MAKE CREATIVE AND TECHNICAL EDITING DECISIONS
Content: Interpret the brief; Generate and assess ideas; Develop initial and/or on-going edit decisions; Communicate editing decisions, evaluate and make amendments; Monitor the editing process.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUFEDT05A OPERATE A NON-LINEAR EDITING SYSTEM
Content: Prepare to use the editing equipment; Digitise the picture and sound footage; Edit the picture and sound footage according to the requirements of the brief; Refine the edit; Export the compiled sequences and files and archive the edit job; Complete work operations.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUFGEN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE
Content: Seek information on the structure and operation of the industry; Seek information on industry employment obligations and opportunities; Seek information on new technology; Update industry knowledge.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CUFIMA01A PRODUCE AND MANIPULATE DIGITAL IMAGES
Content: Assess digital camera qualities; Photograph and upload a digital image; Incorporate digital photography into a multimedia sequence.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CUFIMA03A CREATE 2D DIGITAL ANIMATION
Content: Identify animation requirements; Identify scope of 2D animation software; Product key drawings for animation; Produce 2D animation; Evaluate animation.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUFIMA04A CREATE 3D DIGITAL ANIMATION
Content: Identify animation requirements; Identify scope of 3D animation software; Produce 3D animation; Evaluate animation.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CUFIMA05A CREATE 3D DIGITAL MODELS AND IMAGES
Content: Identify requirements for 3D digital models and images; Identify and select modelling and imaging software; Create digital 3D models and images; Test and evaluate 3D models.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum
CUFIMA06A DEVELOP AND IMPLEMENT VISUAL EFFECTS DESIGNS

**Content**
Receive and interpret the brief for visual effects design; Break down scripts to produce a plan for the visual effects; Generate and assess ideas; Conduct research and experimentation; Develop and document the visual effects design; Communicate design ideas and make amendments; Liaise with others to implement visual effects production.

**Nominal Hours** 100 Hours

**Assessment** As per accredited curriculum

CUFIMA07A CREATE TITLES FOR SCREEN PRODUCTION

**Content**
Receive and interpret the brief for the creation of titles; Identify items to be included in the titles; Generate and assess ideas; Produce and evaluate titles and other graphic items; Present the initial title compilation and make amendments.

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

CUFMEM01A USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE

**Content**
Plan use of authoring tool; Prepare to use authoring tool; Use authoring tool; Check functionality of multimedia sequence.

**Nominal Hours** To be advised

**Assessment** As per accredited curriculum

CUFMEM02A AUTHOR A MULTIMEDIA PRODUCT

**Content**
Identify multimedia elements; Identify scope of authoring software; Use authoring software; Create multimedia sequence; Evaluate multimedia prototype; Transform prototype into final product.

**Nominal Hours** 50-51 Hours

**Assessment** As per accredited curriculum

CUFMEM03A INTEGRATE AND USE SCRIPTING LANGUAGE IN AUTHORING A MULTIMEDIA PRODUCT

**Content**
Investigate mark-up and scripting options; Integrate mark-up and scripting language; Test mark-up and scripting language; Evaluate mark-up and scripting language.

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

CUFMEM04A TEST A MULTIMEDIA PRODUCT

**Content**
Determine the criteria for testing; Determine the methods to be used in testing the product; Test and review the multimedia product at agreed stages; Evaluate the final product.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

CUFMEM05A MANAGE MULTIMEDIA ASSETS

**Content**
Establish systematic procedures for managing content and outputs; Record information on assets; Plan for project completion and storage; File and save project materials.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

CUFMEM06A DESIGN A MULTIMEDIA PRODUCT

**Content**
Determine the project requirements; Identify possible approaches and select the most appropriate; Produce a design for the multimedia project design; Review and confirm the design.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

CUFMEM07A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT

**Content**
Receive and interpret the brief; Generate and assess ideas; Conduct research; Select a game design model; Compose the game elements; Evaluate game based on design principles.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

CUFMEM08A APPLY PRINCIPLES OF INSTRUCTIONAL DESIGN TO A MULTIMEDIA PRODUCT

**Content**
Receive and interpret the brief for the instructional design; Generate and assess ideas; Conduct research; Select an instructional design model; Plan and compose the instructional product; Evaluate instructional strategies and materials.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

CUFMEM09A APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT

**Content**
Receive and interpret the brief for the game design; Generate and assess ideas; Conduct research; Select a game design model; Compose the game elements; Evaluate game based on design principles.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE

**Content**
Plan an interface design; Develop the interface; Create the interface; Evaluate the interface.

**Nominal Hours** 70 Hours

**Assessment** As per accredited curriculum

CUFMEM11A DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT

**Content**
Plan navigation; Develop navigation; Construct navigation; Evaluate navigation.

**Nominal Hours** 70 Hours

**Assessment** As per accredited curriculum

CUFMEM12A UPDATE WEB PAGES

**Content**
Check information for relevance and currency; Check links and navigation; Edit information as required; Test and confirm changes.

**Nominal Hours** To be advised

**Assessment** As per accredited curriculum

CUFMEM13A INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO

**Content**
Identify and describe formats of digital video; Design digital video; Edit digital video; Present a digital video sequence.

**Nominal Hours** To be advised

**Assessment** As per accredited curriculum

CUFMEM14A CREATE, MANIPULATE AND INCORPORATE 2D GRAPHICS

**Content**
Work with digital imaging; Use 2D multimedia graphics software; Create 2D multimedia graphic designs.

**Nominal Hours** To be advised

**Assessment** As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFPPOP01A</td>
<td>PREPARE AND PARTICIPATE IN AN ELECTRONIC MEDIA ACTIVITY</td>
<td>Prepare the activity; Realise and participate in the activity.</td>
<td>30-35 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFPPOP05A</td>
<td>CONDUCT A BRIEFING</td>
<td>Prepare information for delivery; Present all necessary operational information by verbal briefing; Present all necessary safety information by verbal briefing; Render artwork.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFRAD01A</td>
<td>ORIGINATE AND DEVELOP THE CONCEPT</td>
<td>Clarify creative ideas; Investigate approaches to the realisation of the idea; Evaluate possible approaches; Develop the concept to an operational level.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFSAF01A</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>Follow workplace procedures on health, safety and security; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFWRT05A</td>
<td>WRITE CONTENT AND/OR COPY</td>
<td>Plan and prepare to write the content and/or copy; Write content/copy.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFWRT07A</td>
<td>WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA</td>
<td>Prepare to write the interactive sequence; Write the interactive sequence; Re-evaluate the interactive sequence; Obtain approval from relevant personnel.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CULLB201A</td>
<td>ASSIST CLIENTS TO USE AN INFORMATION SERVICE EFFECTIVELY</td>
<td>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 focused organisation.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CULLB202A</td>
<td>ASSIST WITH THE MAINTENANCE OF SERVICE AREA</td>
<td>Practitioners use organisational, interpersonal and observational skills to ensure that clients and others are provided with a sage and orderly environment in which to satisfy their information needs.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CULLB203A</td>
<td>DEVELOP OWN INFORMATION LITERACY SKILLS</td>
<td>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.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CULLB204A</td>
<td>MANAGE OWN WORK PERFORMANCE AND LEARNING</td>
<td>Practitioners are responsible for managing their own performance and contributing to their own professional development within the context of the organisation.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CULLB205A</td>
<td>PREPARE, PROCESS AND STORE RESOURCES</td>
<td>To ensure consistent organisation and maintenance of information, materials and equipment, practitioners process and store resources in accordance with the information service provider's policies and procedures.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CULLB301A</td>
<td>PARTICIPATE IN A WORK TEAM</td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CULLB302A</td>
<td>USE BIBLIOGRAPHIC METHODS</td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CULLB303A</td>
<td>ACCESSION AND PROCESS RESOURCES</td>
<td>Accessioning and processing of resources requires practitioners to maintain quality acquisition procedures.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CULLB304A</td>
<td>CONTRIBUTE TO PROMOTIONAL PROGRAMS AND ACTIVITIES FOR CLIENTS</td>
<td>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.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CULLB305A</td>
<td>PROCESS ORDERS</td>
<td>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.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
CULLB307A USE MULTIMEDIA EQUIPMENT

Content Assistance to clients in libraries and information agencies requires practitioners to understand, use and maintain a range of multimedia technologies and programs.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB401A CONTRIBUTE TO CLIENT ACCESS TO INFORMATION

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CULLB402A CONTRIBUTE TO EFFECTIVE WORKING RELATIONSHIPS

Content Contribution to effective working relationships requires practitioners to develop and maintain constructive relationships across the workplace which focus on achieving agreed outcomes.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CULLB403A DEVELOP AND APPLY OWN INFORMATION LITERACY SKILLS IN WORKING WITH CLIENTS

Content Recognising the critical importance of self education and lifelong learning, practitioners enhance their own ability to access and use information to assist clients.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CULLB404A CONTRIBUTE TO EFFECTIVE WORKING RELATIONSHIPS

Content Practitioners are responsible for managing their own performance and taking responsibility for their own professional development within the context of the organisation.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB405A MANAGE OWN WORK DEVELOPMENT AND LEARNING

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB406A ORGANISE AND CO-ORDINATE WORK ACTIVITIES

Content Achievement of planned outcomes requires practitioners to contribute to the planning, organising and co-ordination or work activities in specific workplace contexts.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB407A USE NETWORKED SERVICES EFFECTIVELY TO PROVIDE ACCESS TO INFORMATION

Content By developing their awareness of, and effectively using a range of networked services practitioners enhance their responses to client requests for information.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB411A PROVIDE PROMOTION AND PROGRAMS AND ACTIVITIES FOR CLIENTS

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum
CULLB508A DEVELOP AND IMPROVE SYSTEMS AND PROCESSES TO INCREASE ACCESS TO INFORMATION
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 organization's policies and to develop strategies to improve existing services or introduce new services.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB509A CO-ORDINATE SELECTION AND ACQUISITION OF INFORMATION
Content: Co-ordination of selection for a small collection, or of a limited part of a large collection, requires practitioners to contribute to the organization's selection and acquisition policies and to make recommendations for acquisition and selection.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB510A ESTABLISH AND MAINTAIN CONSULTATION WITH, AND PROMOTION TO, CLIENT GROUPS
Content: Establishing and maintaining of consultation with client groups requires practitioners to plan, implement and evaluate strategies which maintain quality client outcomes.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB511A LEAD A TEAM
Content: Leading and participating in, facilitating and empowering work teams within the context of the organization requires practitioners to play a prominent part in motivating, mentoring, coaching and developing team members and in achieving team cohesion.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB512A MAINTAIN AND MODIFY TECHNOLOGICAL APPLICATIONS IN THE LIBRARY
Content: Practitioners maintain, monitor and evaluate equipment and software to meet the needs of clients and staff of the organization.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB513A MANAGE MAINTENANCE OF PHYSICAL RESOURCES AND ENVIRONMENT
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.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB514A PROVIDE ASSISTANCE FOR RESEARCH AND PROJECTS
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.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULMS413A USE INFORMATION TECHNOLOGY
Content: Operate computer hardware; Operate computer packages; Access and use user support resources.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CULMS501A APPLY BASIC PRESERVATION TECHNIQUES
Content: Provide practitioner with the basic techniques required for preservation of library documentation.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUSADM03A MANAGE A PROJECT
Content: Determine scope of projects; Develop a plan for the limited project or section of the larger project; Administer and monitor project; Review project against plan.
Nominal Hours: 48-50 Hours
Assessment: As per accredited curriculum

CUSADM04A MANAGE A MAJOR PROJECT
Content: Define the scope of the project; Develop overall project plan; Monitor all aspects of the project; Evaluate the whole project.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSADM06A DEVELOP AND IMPLEMENT AN OPERATIONAL PLAN
Content: Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.
Nominal Hours: 69-70 Hours
Assessment: As per accredited curriculum

CUSADM07A ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS
Content: Establish legal structures for businesses or projects; Establish and conduct work relationships; Conduct negotiations; Make formal agreements/contracts; Foster and maintain business relationships.
Nominal Hours: 69-70 Hours
Assessment: As per accredited curriculum

CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS
Content: Identify copyright issues for the protection and exploitation of products; Ensure that copyright protection on creative works or performance is adequate locally and internationally; Assign copyright of creative works or performers; License rights to creative works or performance; Comply with conditions of copyright agreement.
Nominal Hours: 18-20 Hours
Assessment: As per accredited curriculum

CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS
Content: Establish legal structures for businesses or projects; Comply with statutory and regulatory requirements; Establish rights to materials, products/services; Secure rights to materials/products/services.
Nominal Hours: 48-50 Hours
Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSBAD10A</td>
<td>ESTABLISH AND MANAGE CONTRACTS</td>
<td>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.</td>
<td>69-70 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSBAD13A</td>
<td>ASSESS PERFORMING AND RECORDING DEALS</td>
<td>Assess the company for artistic fit; Assess the artist/repertoire manager for artistic fit where required.</td>
<td>35-36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSBAD15A</td>
<td>MANAGE RISK AND CRISES FOR AN ACT OR SHOW</td>
<td>Manage crises as they arise prior to the performance; Manage crises during an event.</td>
<td>35-36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSBAD18A</td>
<td>MANAGE ARTISTS AND THEIR CAREERS</td>
<td>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.</td>
<td>35-36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSBGE11A</td>
<td>PLAN A CAREER IN MUSIC</td>
<td>Identify own skills and interests; Develop and present an appropriate image; Develop a career plan; Use learning opportunities to develop required skills and knowledge; Establish and maintain industry network.</td>
<td>33-35 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSBGE17A</td>
<td>MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE</td>
<td>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.</td>
<td>69-85 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSBGE11A</td>
<td>PLAN A CAREER IN MUSIC</td>
<td>Identify own skills and interests; Develop and present an appropriate image; Develop a career plan; Use learning opportunities to develop required skills and knowledge; Establish and maintain industry network.</td>
<td>33-35 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSBMA14A</td>
<td>MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS</td>
<td>Promote works in the marketplace; Negotiate licences; Oversee and administer licensing policy and contracts; Decide policy on complex licensing contract; Monitor technology and change affecting copyright.</td>
<td>33-35 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSBRA19A</td>
<td>DEVELOP ARTISTS AND REPERTOIRE</td>
<td>Develop industry knowledge and contacts; Develop relationships with appropriate songwriters and producers; Find talent; Develop talent; Represent and negotiate in the interests of artists and the company; Balance short and long term goals; Negotiate agreements.</td>
<td>69-70 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSFIN01A</td>
<td>FINANCE A PROJECT</td>
<td>Clarify the financial scope of the project; Identify sources of finance; Develop the proposal; Obtain legal advice; Present the proposal to funding body or prospective investors; Negotiate terms and conditions of investment; Finalise formal agreement.</td>
<td>69-70 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSGEN01A</td>
<td>USE AND ADAPT TO CHANGES IN TECHNOLOGY</td>
<td>Evaluate information about new technology; Adapt to changes in the new technology; Update knowledge of new technology.</td>
<td>20-24 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSGEN03A</td>
<td>COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT</td>
<td>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.</td>
<td>33-35 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSGEN04A</td>
<td>PARTICIPATE IN NEGOTIATIONS</td>
<td>Plan the negotiation; Conduct the negotiation; Finalise the outcome.</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSGEN05A</td>
<td>MAKE PRESENTATIONS</td>
<td>Plan and prepare for the presentations; Make presentations; Evaluate presentations.</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSMAR01A</td>
<td>PROMOTE PRODUCTS AND SERVICES</td>
<td>Identify appropriate image for promotion of products and/or services; Anticipate and use promotional opportunities; Promote products and services to customers/clients; Evaluate the promotion.</td>
<td>84-85 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
CUSMCP02A COMPOSE A SIMPLE SONG OR TUNE
Content Determine the artistic purpose of the song/tune and use appropriate song writing tools; Select or write the lyrics for a song; Compose a melody to express the lyrics of a song; Set down the song.
Nominal Hours 35-36 Hours
Assessment As per accredited curriculum

CUSMCP04A COMPOSE SONGS OR TUNES IN A RANGE OF STYLES
Content Determine the artistic purpose of the song and use appropriate song writing tools; Select or write the lyrics for a range of songs; Compose a melody to express the lyrics of the songs; Set down the songs.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

CUSMCP06A COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA
Content Develop compositional concept from the production brief; Check and prepare MIDI equipment and materials; Compose soundtracks; Synchronise them and incidental music to a screen or other required sequence; Seek producer/director's approval.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

CUSMGE04A ANALYSE MUSIC
Content Identify the purpose of the analysis of the composition or performance; Identify the elements of the piece; Determine how the musical elements and/or performance techniques are used in the piece; Convey the musical analysis.
Nominal Hours 69 Hours
Assessment As per accredited curriculum

CUSMGE07A ANALYSE HARMONY
Content Identify the purpose of the analysis and plan the analytical methodology to be used; Determine the general tonality and/or main key areas of the piece; Determine the structural features of melody lines as required; Determine the structure of the chords and scales in the parts of the music; Identify the harmonic structure of the piece; Present or apply analysis as required.
Nominal Hours 81 Hours
Assessment As per accredited curriculum

CUSMGE10A USE MIDI DEVICES AND/OR SOFTWARE TO COMPOSE MUSIC
Content Determine the purpose and form of the music; Select and prepare equipment and software; Sequence the music; Arrange, edit and modify music.
Nominal Hours 30-39 Hours
Assessment As per accredited curriculum

CUSMGE12A MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS
Content Maintain and develop music knowledge; Use listening skills to analyse music; Maintain understanding of relevant musical genres and styles.
Nominal Hours 69-85 Hours
Assessment As per accredited curriculum

CUSMGE13A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT
Content Maintain and apply music knowledge; Analyse the artistic and commercial qualities of music; Maintain effective artistic relationships and networks; Present music findings or opinions as required; Evaluate music knowledge.
Nominal Hours 84-85 Hours
Assessment As per accredited curriculum

CUSMGE14A READ MUSIC FOR PERFORMANCE AND ANALYSIS
Content Interpret music notation and symbols from a written music score or piece; Identify and interpret the form of the piece to convey an accurate reading of the style; Interpret the style of the piece; Enhance music reading skills.
Nominal Hours 60-70 Hours
Assessment As per accredited curriculum

CUSMFP09A EVALUATE AND EXTEND PERFORMANCE TECHNIQUE
Content Develop control over the range and capability of the instrument or voice; Maintain and care for the instrument; Plan and use practice time to extend technique; Perform pieces from a range of repertoire.
Nominal Hours 33-35 Hours
Assessment As per accredited curriculum

CUSMFP10A DEVELOP AND PRACTICE IMPROVISATION
Content Investigate and experiment with technical elements for creative expression; Investigate improvisation for a range of purposes; Generate and develop concepts or ideas; Improvise in context; Use equipment or technology effectively, where appropriate, to express ideas; Evaluate work.
Nominal Hours 35-36 Hours
Assessment As per accredited curriculum

CUSMFP11A PERFORM MUSIC AS PART OF A GROUP
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.
Nominal Hours 69-70 Hours
Assessment As per accredited curriculum

CUSMFP14A PERFORM ACCOMPANIMENT
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.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

CUSMFP16A PERFORM IMPROVISATION FOR AUDIENCE
Content Prepare for ensemble improvisation; Contribute to the work of ensemble; Contribute solo improvisation as required; Evaluate improvisation.
Nominal Hours To be advised
Assessment As per accredited curriculum
CUSMPF17A DEVELOP TECHNICAL SKILLS AND EXPAND REPERTOIRE

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.

Nominal Hours 69 Hours
Assessment As per accredited curriculum

CUSRAD01A COLLECT AND ORGANISE INFORMATION

Content Collect relevant information; Assess the information; Organise the information; Communicate the information.

Nominal Hours To be advised
Assessment As per accredited curriculum

CUSRAD02A CONDUCT RESEARCH

Content Clarify and confirm purpose of research; Identify and access sources of information; Analyse research findings; Provide information in appropriate format.

Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSSAF02A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY

Content Follow occupational health and safety procedures; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.

Nominal Hours 9-10 Hours
Assessment As per accredited curriculum

CUSSOU04A RECORD SOUND

Content Prepare to record sound; Record sound.

Nominal Hours To be advised
Assessment As per accredited curriculum

CUSSOU05A INSTALL, ALIGN AND TEST SOUND EQUIPMENT

Content Determine sound equipment requirements; Prepare for installation of sound equipment; Install sound equipment; Align sound equipment; Test sound equipment; Ensure mechanical safety during installation; Ensure electrical safety throughout installation.

Nominal Hours 35-36 Hours
Assessment As per accredited curriculum

CUSSOU11A OPERATE SOUND MIXING CONSOLE

Content Prepare sound mixing console for operation; Operate console during production; Monitor technical quality during production; Complete work operations.

Nominal Hours 69-70 Hours
Assessment As per accredited curriculum

CUSSOU12A EDIT SOUND USING DIGITAL SYSTEMS

Content Determine the production requirements; Prepare for digital sound editing; Prepare for the edit; Load the source footage; Create or use an edit decision list; Conform the footage to the edit decision list; Adjust the sequenced footage; Play out the post conform work and archive the edit job; Decommission the editing facility.

Nominal Hours 69-85 Hours
Assessment As per accredited curriculum

CUSSOU15A CREATE A FINAL SOUND BALANCE

Content Assess sound sources for simultaneous balance; Identify creative and artistic possibilities; Create final sound balance; Complete documentation and other requirements.

Nominal Hours 84-85 Hours
Assessment As per accredited curriculum

CUSSOU16A DEVELOP SOUND DESIGN

Content Interpret and confirm sound design brief; Breakdown the components of the sound design brief; Investigate and experiment with sound components for the expression of ideas; Assess creative ideas; Develop the sound design; Evaluate the completed sound design.

Nominal Hours 50 Hours
Assessment As per accredited curriculum

CUSSOU17A DEVELOP AND IMPLEMENT SOUND DESIGN PRODUCTION FOR A RECORDING

Content Develop and confirm a vision for the required artistic outcome; If required identify appropriate artists for the recording project; Confirm arrangements; Undertake the recording session(s); Evaluate the recording process and product.

Nominal Hours 81-102 Hours
Assessment As per accredited curriculum

CUSSOU22A IMPLEMENT SOUND DESIGN

Content Confirm sound design implementation requirements; Produce sound design; Implement sound plan; Evaluate the completed sound design.

Nominal Hours 50-51 Hours
Assessment As per accredited curriculum

CUSSOU23A SPECIFY SOUND SYSTEMS

Content Establish brief for sound system; Produce sound plan; Liaise with others to implement sound plan.

Nominal Hours 33-5 Hours
Assessment As per accredited curriculum

CUSTGE01A SUPERVISE TECHNICAL OPERATIONS

Content Receive and evaluate the brief and determine technical production requirements; Supervise technical operations; Monitor technical quality; Solve any technical problems and failures as they occur.

Nominal Hours 35-36 Hours
Assessment As per accredited curriculum

EA000 BASIC STATISTICS

Prerequisite(s) EA002 Engineering Maths A.

Content Averages, variables, relationships, statistic, sample, parameter; Precise description, prediction, statistical inference, confidence limit; Nominal scales, ordinal scales, interval scales ratio scales; Discrete and Continuous Variables Frequency Distributions; Univariate distribution, Cumulative distributions, Skewed distribution, bivariate distribution; Measures of Central Tendency; Mean, The Median; Measures of Variability; The Standard Deviation; Other measures; Elementary Probability; Independent events; Conditional Probability; Permutations; Combinations.

Nominal Hours 20-40 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA001</td>
<td>CALCULUS</td>
<td></td>
<td>Prerequisite(s): (EA002) Engineering maths A.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA002</td>
<td>ENGINEERING MATHS A</td>
<td></td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA003</td>
<td>ENGINEERING MATHS B</td>
<td></td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA010</td>
<td>MATERIAL SCIENCE</td>
<td></td>
<td>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.</td>
<td>40 Hours; 4pts</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA011</td>
<td>SCIENCE</td>
<td></td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA027</td>
<td>PRESENTING REPORTS</td>
<td>(EA026) Presenting Information</td>
<td>Content: Develop effective communication at the paraprofessional level in writing and presenting a document which investigates a specified issue.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA030</td>
<td>WORKPLACE COMMUNICATION</td>
<td></td>
<td>Content: Workplace Communication</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA031</td>
<td>WRITING IN PLAIN ENGLISH</td>
<td></td>
<td>Content: To develop the ability to apply principles of plain English to one's own writing and the writing of others within organisations and to advocate its use.</td>
<td>20 Hours; 2pts</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA032</td>
<td>WRITING TECHNICAL DOCUMENTS</td>
<td></td>
<td>Content: Preparation of an outline of a document relevant to a specified industry. Writing a technical document. Technical Writing skills.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA034</td>
<td>COMMUNICATION STUDIES</td>
<td></td>
<td>Content: To provide training in effective communications skills in organising and conducting structured meetings, in recording the outcomes of those meetings in the workplace, in writing and presenting an investigative document and for formal interviews.</td>
<td>40 Hours</td>
<td>Practical.</td>
</tr>
<tr>
<td>EA040</td>
<td>OCCUPATIONAL HEALTH AND SAFETY</td>
<td></td>
<td>Content: To enable student to describe legal frameworks and strategies that act to safeguard workplace health and safety, and to conduct workplace hazard audits. The course will introduce the student to the legislative requirements on employer and employee and to the preventative nature of workplace health and safety.</td>
<td>20-40 Hours; 2pts</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA042</td>
<td>QUALITY FUNCTIONS – RECEIVING INSPECTION</td>
<td></td>
<td>Content: Quality functions – Receiving inspection</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA045</td>
<td>QUALITY CONCEPTS</td>
<td></td>
<td>Content: To introduce the student to the basic concepts of quality management and quality improvement, and the links with productivity, economic advantage and standard of living.</td>
<td>20 Hours; 2pts</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA047</td>
<td>QUALITY IMPROVEMENT IN THE WORKPLACE</td>
<td></td>
<td>Content: Quality improvement in the workplace</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA049</td>
<td>ENGINEERING COMPUTING</td>
<td></td>
<td>Content: To enable students to apply computers in industry involving the operation of computer systems, the identification of the hardware, software and skills needed for each of these, and to assist in the management of a simple networked system of computers.</td>
<td>40 Hours; 4pts</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA059</td>
<td>STATICS</td>
<td></td>
<td>Prerequisite(s): (EA002) Engineering maths A.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EA060</td>
<td>ENGINEERING DESIGN CONCEPTS</td>
<td></td>
<td>Content: To enable students to describe essential features of a design philosophy specification and economic design principles and procedures for simple design problems applicable to the fields of mechanical, electrical and civil engineering and calculate design loads.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
EA061 ENGINEERING GRAPHICS

Content Equipment and media used to produce drawings (manual and computer aided drafting); The use and maintenance of manual drafting equipment; Orthographic projection; Third angle projection; Line drawing and printing skills; Drawing layout; Engineering drawing sections and isometric drawings of simple engineering components.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA062 COMPUTERS AND THEIR APPLICATION TO CAD

Content Use of computers in industry, introduction to computers, introduction to operating systems, peripheral devices, use of computers, applications packages used in industry. Includes the use of a CAD package to produce a simple CAD drawing.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA063 TECHNICAL DRAWING INTERPRETATION

Content To enable students to interpret technical drawings, apply geometric construction and the detailing of components to technical drawings.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA064 COMPUTER AIDED DRAFTING A

Prerequisite(s) EA061 Engineering Graphics.

Content Operation of CAD software; Construction of basic shapes; Production of basic drawings to the relevant standards (AS1100); Save and transfer of drawing files and modification of existing CAD drawings.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA065 COMPUTER AIDED DRAFTING B

Prerequisite(s) EA064 Computer Aided Drafting A.

Content To enable students to use Computer Aided Drafting (CAD) for the production of prototype and complex drawings at an advanced level.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA066 COMPUTER AIDED DRAFTING C

Prerequisite(s) EA065 Computer aided drafting B.

Content Principles of menu structures, customization techniques, configuring software, information on CAD consumable.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA067 COMPUTER AIDED DRAFTING D

Prerequisite(s) EA065 Computer aided drafting B.

Content Design applications using other commercial programs, additional to the CAD program for editing, design drafting, and file manipulation. Manipulation of shapes 3 dimensional.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA068 COMPUTER AIDED DRAFTING 3D

Prerequisite(s) NM06 Computer aided drafting A.

Content Using the latest release of AutoCAD to draw, modify, view, save and plot objects/components in 3D views.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA069 COMPUTER AIDED DRAFTING SYSTEMS

Prerequisite(s) EA062 Computers and their Application to CAD; EA063 Technical Drawing Interpretation

Content Describe the computer Aided Drafting and Design Systems in terms of current classifications, emerging trends, terminology, and their application to the areas of drafting and design.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EA070 ENGINEERING ORGANISATIONS

Content Features and structures of the engineering industry; Types of engineering occupations; Qualifications and training requirements for education, training and retraining; Technological organisational and social change; Management styles, economic climate, legal environment, technological; Methods of engineering; Industrial, administrative/management practices and processes.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA071 PLANNING/ESTIMATING AND COSTING

Prerequisite(s) EA040 Occupational Health and Safety.

Content To enable students to apply the fundamental principles and concepts associated with planning, estimating and costing to the preparation and interpretation of tender documents, cost estimates and the reporting of actual versus estimated project costs.

Nominal Hours 20 Hours; 2pts

Assessment As per accredited curriculum

EA074 CAD MODELLING CONCEPTS

Prerequisite(s) (EA068) CAD – 3D

Content Necessary knowledge and skills to apply modelling techniques to three dimensional drawings for presentation purposes.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA080 ENGINEERING MEASUREMENT

Content To enable student to describe the measuring concepts and the application of scales, rules, micrometer, venires and the measuring instruments used in the areas of velocity, acceleration, force, fluids and electricity in engineering situations and to use these techniques on given work pieces.

Nominal Hours 20-40 Hours; 2pts

Assessment As per accredited curriculum

EA090 FAULT FINDING AND DIAGNOSTICS

Content To enable students to perform systematic fault isolation through the application of diagnostic techniques.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EA100 ANALOGUE ELECTRONICS

Prerequisite(s) Amplifiers 1 (NMEC Code To be advised)

Content To enable students to describe the specifications of operational amplifiers, with a view to design, analyse and select modern operational amplifier and analog integrated circuits.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA102 ESTABLISHING A CONTRACTING BUSINESS

Content Provide the learner with the knowledge and basic skills to plan and establish a small contracting business.

Nominal Hours 40 Hours

Assessment As per accredited curriculum
EA601 MAINTENANCE PROCESSES
Prerequisite(s) NBB02 Occupational Health and Safety.
Content To enable students to plan and schedule all maintenance work, using computer project management software.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EA602 MAINTENANCE SYSTEMS
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.
Nominal Hours 20-40 Hours; 2pts
Assessment As per accredited curriculum

EA603 PREVENTATIVE MAINTENANCE
Prerequisite(s) NBB02 Occupational Health and Safety.
Content To enable students to describe various maintenance systems currently used in industry, to carry out an audit of plant, machinery and equipment, and to plan, implement and review a Preventative Maintenance Program.
Nominal Hours 20 Hours; 2pts
Assessment As per accredited curriculum

EA604 SUPERVISION OF MATERIALS HANDLING SYSTEM
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.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EA605 MAGNETIC PARTICLE TESTING
Prerequisite(s) EA061 Engineering graphics.
Content To enable student to describe the principle and processes of 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.’
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EA606 LIQUID PENETRANT TESTING
Prerequisite(s) EA061 Engineering graphics.
Content To enable student to describe the principles, processes and applications of magnetic particle testing, prepare and set up for inspection, test and interpret results.
Nominal Hours 80 Hours; 8pts
Assessment As per accredited curriculum

EA607 NON-DESTRUCTIVE TESTING METHODS
Prerequisite(s) EA061 Engineering graphics.
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 discontinues 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

EA608 RADIONIC TESTING
Prerequisite(s) EA061 Engineering graphics.
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 discontinues 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
Prerequisite(s) EA061 Engineering graphics.
Content To enable students to describe the principles, processes and applications of magnetic particle testing, prepare and set up for inspection, test and interpret results.
Nominal Hours 80 Hours; 8pts
Assessment As per accredited curriculum

EA610 RADIOGRAPHIC TESTING
Prerequisite(s) EA061 Engineering graphics.
Content Radiographic testing
Nominal Hours 10 Hours
Assessment As per accredited curriculum

EA611 RADIOGRAPHIC TESTING METHODS
Content Radiographic testing methods
Nominal Hours 40 Hours
Assessment As per accredited curriculum
EA612 RADIOGRAPHY AND RADIATION SAFETY
Content: Radiography and radiation safety
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA613 ULTRASONIC TESTING
Content: Ultrasonic testing
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

EA614 ULTRASONIC TESTING METHODS
Content: Ultrasonic testing methods
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA618 NON DESTRUCTIVE TESTING
Content: Non destructive testing
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA700 COMPUTER AIDED MANUFACTURING SYSTEMS (CAM)
Content: CAMS, geometry database, cutter path and NC file, transfer of CAM generated files, production of a component on the NC machine.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA701 ENGINEERING DRAWING (DETAIL)
Prerequisite(s): EA061 Engineering graphics.
Content: To enable students to produce detail drawings of engineering components complete with surface texture details and dimensions
Nominal Hours: 40 Hours; 4pts
Assessment: As per accredited curriculum

EA702 ENGINEERING (DEVELOPMENT AND PIPEWORK)
Content: Engineering (Development and pipework)
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA703 ENGINEERING DRAWING (STRUCTURAL & MECHANICAL)
Prerequisite(s): EA701 Engineering (drawing detail).
Content: Structural steel sections, physical dimensions, standard hole sizes, structural and high strength bolts, welding symbols and terminology for various elements of fillet and butt welds, shaft and housing tolerances, abutment and fillet dimensions, key and keyway sizes, draw bedplates for various motor/pump/gearbox arrangements, drawing of machine component and copy using a dye line printing process.
Nominal Hours: 40 Hours; 4pts
Assessment: As per accredited curriculum

EA705 COMPUTER BASED MODELLING AND APPLICATION SYSTEMS
Prerequisite(s): EA061 Engineering graphics, EA050 Engineering computing.
Content: Applications software for use in design, manufacturing, marketing, simulation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA706 FLUID MECHANICS 1
Prerequisite(s): EA002 Engineering maths A or EA008.
Content: Basic properties of fluids, components, fluid statics, fluid flow, fluid power, forces developed by flowing fluids.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA708 INDUSTRIAL FLUID POWER 1
Content: This module enables students to describe and carry out calculations and design associated with single linear actuator fluid power circuits.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA709 INDUSTRIAL FLUID POWER 2
Content: This module enables students to carry out calculations and complete system design associated with multi-actuator fluid power circuits.
Nominal Hours: 20-40 Hours
Assessment: As per accredited curriculum

EA710 DIMENSIONAL METROLOGY – BASIC
Prerequisite(s): EA002 Engineering maths A, EA775 Introduction to metrology.
Content: Metrology, Aust. Standards, length and angular standards, direct and indirect reading instruments.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA711 MECHANICAL DRIVE COMPONENTS
Prerequisite(s): Nil
Note: There is significant overlap between this module and two other modules: EA762 Mechanical Equipment; EA704 Mechanical Systems.
Content: To describe functions, applications and significant parts of common mechanical drive components, state criteria for selection of a particular drive component, and identify relevant Australian Standards governing design of drive components.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA714 THERMODYNAMICS 1
Prerequisite(s): EA003 Engineering Maths B.
Content: To describe the basic concepts, forms and principles and perform relevant calculations with respect to thermodynamic concepts including the forms of energy available, energy transfer, its utilisation in engineering application and the principles of operation of heat engines.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA715 MECHATRONICS 1 – PROCESS MODEL
Content: This module is used to provide feedback on a students mechanical design skills by allowing the opportunity to test the constructability and operability of their designs. It also provides the opportunity for construction of a system to meet a given quality standard which may be used for any of the Mechatronics modules.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>UNIT OF STUDY DETAILS</th>
</tr>
</thead>
</table>
| **EA716 MECHATRONICS 2 – PLC AUTOMATION**  
**Content** This module takes the process model completed in EA715 and interfaces it with a standard industrial programmable controller including I/O wiring and programming to achieve automation. It also encompasses the commissioning and troubleshooting requirements for the understanding of a complete operating system.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA773 DIMENSIONAL METROLOGY – MEASURING AND TESTING**  
**Prerequisite(s)** EA710 Dimensional metrology–basic.  
**Content** Measuring instruments, calibration, straighteners, flaness, roundness, squarness. Tapers, surface texture, limit gauging.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA717 HUMAN FACTORS**  
**Content** Human psychology, ergonomics.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA710 Dimensional metrology–basic**  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA740 WORKSHOP PRACTICE**  
**Content** To enable students to describe the operation of fabrication and welding equipment, the associated safety hazards, and weld using welding processes involving oxygen/acetylene, manual metal arc and gas metal arc welding equipment.  
**Nominal Hours** 40 Hours; 4pts  
**Assessment** As per accredited curriculum |
| **EA701 Engineering (drawing detail).**  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA775 INTRODUCTION TO METROLOGY**  
**Prerequisite(s)** EA000 Basic statistics, EA080 Engineering measurement.  
**Content** SI systems, international agencies and treaty, Australia's national measurement system, tractability, measurement for quality, accuracy, precision, uncertainties, tolerance. Documentation.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA780 DESIGN FOR MANUFACTURE**  
**Prerequisite(s)** EA701 Engineering (drawing detail).  
**Content** Datums feature, functional/non-functional dimensions, detail drawings of machine components, dimensions from datums, functional surfaces on assembly drawings, dimensions between functional surfaces, dimensional chain, loop of dimension, machine drawings of devices.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA790 MANUFACTURING PROCESSES**  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA741 WORKSHOP PROCESSES (MACHINE SHOP)**  
**Content** The entry lathe, the milling machine, the grinding machine; a hands-on approach.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA803 CIVIL MATERIAL – SOILS A**  
**Content** Detailed and thorough qualitative understanding of the behaviour of Engineering soils, by the use of practical activities and tests (rather than the study of the various numerical analyses associated with soil mechanics). Thus the performance of standard tests, the physical handling of a variety of soils and the viewing of photographs and other media should be maximised in order to promote an understanding of the physical implications of the various concepts.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA763 VIBRATION MONITORING, CONDITION ANALYSIS & CONTROL**  
**Prerequisite(s)** NM23 Plant Condition Monitoring  
**Content** To trend, interpret and control potentially harmful machine vibrations using the knowledge of the nature and source of machine vibrations, the instruments used for vibration monitoring and condition analysis.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA804 INTRODUCTORY STRENGTH OF MATERIALS**  
**Content** To enable student to define terms concerned with the mechanical properties of materials as they relate to problems of strength and stability in structures and mechanical components, and to determine values for these terms, using appropriate formulae and diagrams.  
**Nominal Hours** 40 Hours; 4pts  
**Assessment** As per accredited curriculum |
| **EA773 DIMENSIONAL METROLOGY – MEASURING AND TESTING**  
**Prerequisite(s)** EA710 Dimensional metrology–basic.  
**Content** Measuring instruments, calibration, straighteners, flaness, roundness, squarness. Tapers, surface texture, limit gauging.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA717 HUMAN FACTORS**  
**Content** Human psychology, ergonomics.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA740 WORKSHOP PRACTICE**  
**Content** To enable students to describe the operation of fabrication and welding equipment, the associated safety hazards, and weld using welding processes involving oxygen/acetylene, manual metal arc and gas metal arc welding equipment.  
**Nominal Hours** 40 Hours; 4pts  
**Assessment** As per accredited curriculum |
| **EA701 Engineering (drawing detail).**  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA775 INTRODUCTION TO METROLOGY**  
**Prerequisite(s)** EA000 Basic statistics, EA080 Engineering measurement.  
**Content** SI systems, international agencies and treaty, Australia's national measurement system, tractability, measurement for quality, accuracy, precision, uncertainties, tolerance. Documentation.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA780 DESIGN FOR MANUFACTURE**  
**Prerequisite(s)** EA701 Engineering (drawing detail).  
**Content** Datums feature, functional/non-functional dimensions, detail drawings of machine components, dimensions from datums, functional surfaces on assembly drawings, dimensions between functional surfaces, dimensional chain, loop of dimension, machine drawings of devices.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
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**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
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**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA717 HUMAN FACTORS**  
**Content** Human psychology, ergonomics.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA740 WORKSHOP PRACTICE**  
**Content** To enable students to describe the operation of fabrication and welding equipment, the associated safety hazards, and weld using welding processes involving oxygen/acetylene, manual metal arc and gas metal arc welding equipment.  
**Nominal Hours** 40 Hours; 4pts  
**Assessment** As per accredited curriculum |
| **EA701 Engineering (drawing detail).**  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA775 INTRODUCTION TO METROLOGY**  
**Prerequisite(s)** EA000 Basic statistics, EA080 Engineering measurement.  
**Content** SI systems, international agencies and treaty, Australia's national measurement system, tractability, measurement for quality, accuracy, precision, uncertainties, tolerance. Documentation.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA780 DESIGN FOR MANUFACTURE**  
**Prerequisite(s)** EA701 Engineering (drawing detail).  
**Content** Datums feature, functional/non-functional dimensions, detail drawings of machine components, dimensions from datums, functional surfaces on assembly drawings, dimensions between functional surfaces, dimensional chain, loop of dimension, machine drawings of devices.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA790 MANUFACTURING PROCESSES**  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA741 WORKSHOP PROCESSES (MACHINE SHOP)**  
**Content** The entry lathe, the milling machine, the grinding machine; a hands-on approach.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA803 CIVIL MATERIAL – SOILS A**  
**Content** Detailed and thorough qualitative understanding of the behaviour of Engineering soils, by the use of practical activities and tests (rather than the study of the various numerical analyses associated with soil mechanics). Thus the performance of standard tests, the physical handling of a variety of soils and the viewing of photographs and other media should be maximised in order to promote an understanding of the physical implications of the various concepts.  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum |
| **EA804 INTRODUCTORY STRENGTH OF MATERIALS**  
**Content** To enable student to define terms concerned with the mechanical properties of materials as they relate to problems of strength and stability in structures and mechanical components, and to determine values for these terms, using appropriate formulae and diagrams.  
**Nominal Hours** 40 Hours; 4pts  
**Assessment** As per accredited curriculum |
| **EA805 LOAD ANALYSIS**  
**Prerequisite(s)** EA804 Introductory Strength of Materials  
**Content** Calculate different kinds of loading on structural elements.  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum |
EA810 DRAFTING PIPELINES
Prerequisite(s) EA861 Surveying Measurement; EA813 Drafting Roads 1 (Rural); NM06 CAD A.
Content Prepare drawings for sewerage, water and stormwater drainage pipelines and reticulation networks, in accordance with the practices outlined in AS1100.401.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA812 DRAFTING REINFORCED CONCRETE 1
Content Interpretation and use of Concrete Structures Code AS-3600, Residential Reinforced Concrete Footings Code AS-2807.1, CIA Reinforced Concrete Detailing Manual and current local practice in placement of reinforcement; Plans, sections, views and details; Labelling and dimensioning of reinforcement; Display of bars and fabric; Bar schedules and steel quantities; Determination of splice and anchorage lengths; Detailing expansion and construction joints.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA813 DRAFTING ROADS 1
Content Plotting from survey data; Symbols, terminology, linework and lettering; Plotting horizontal alignment, vertical alignment and cross sections; Calculation of earthwork quantities; Plotting haulage diagrams.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA814 DRAFTING ROADS 2 URBAN
Prerequisite(s) EA861 Surveying Measurement 1; EA813 Drafting Roads 1 (Rural); NM06 CAD A
Content To produce drawings required in the construction of urban roads, to the standards of AS1100.401 and ‘AUSROADS’ publications: “Policy for the Geometrical Design of Rural Roads” and “Guide for the Design of Intersections at Grade”.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA815 DRAFTING STEELWORK 1
Content Interpretation and use of Steel Sections Handbook; Drafting structural steel line diagrams; Draw, label and dimension structural steel connections; Detailing base plates, column/bearer and beam/bearer joints, trusses, gusset plates, girts, purlins and bracing; Specification of protective coatings; calculation of member lengths; Member marking system.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EA817 RADIOGRAPHIC INTERPRETATION
Content To provide the theoretical knowledge and practical experience necessary to carry out simple interpretation of sample films.
Nominal Hours 20 Hours; 2pts
Assessment As per accredited curriculum

EA818 WELD INSPECTION PRACTICES
Prerequisite(s) NF16, NF75, NF76.
Content To enable the student to perform the duties of a certified inspector for welded fabrications, in accordance with the relevant Australian standards.
Nominal Hours 60 Hours; 6pts
Assessment As per accredited curriculum

EA819 WELD PROCEDURE DEVELOPMENT
Content Weld procedure development
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA820 SURVEY MEASUREMENT 2
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA821 WELD PROCESSES
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.
Nominal Hours 20 Hours; 2pts
Assessment As per accredited curriculum

EA822 BOILERS AND PRESSURE VESSEL CODES
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.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EA823 WELDING TECHNOLOGY 1
Prerequisite(s) NF16, NBB10.
Content To enable students to describe the range of welding processes and considerations, to appropriate national and international codes and specification, applicable to welding technology involved in the production of welded fabrication, and to adjust and operate arc welding systems, to check preparations of materials prior to assembly and to check weldments for compliance.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EA850 CIVIL CONSTRUCTION TECHNIQUES A
Content Describe the construction processes and equipment employed in earthworks and pipe works, and to describe the distinguishing features of common civil engineering structures.
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

EA851 CIVIL CONSTRUCTION TECHNIQUES B
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.
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

EA853 FABRICATION – STRUCTURAL STEEL
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.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum
EA854 GEOSCIENCE GEOLOGY

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.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA855 HYDRAULIC MECHANICS

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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA856 INTRODUCTION TO ROAD ENGINEERING

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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA857 PIPE AND CHANNEL FLOW

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.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA858 SITE INVESTIGATION

Prerequisite(s) EA032 Writing Technical Documents
Content Carry out a site investigation in accordance with AS1726.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA859 STATICS

Content Force and gravity, equilibrium of concurrent coplanar forces, moment and torque, equilibrium on non-concurrent coplanar forces, friction, couples, forces in frames.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EA860 SURVEY COMPUTATIONS

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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA861 SURVEY MEASUREMENT 1

Content Surveying fundamentals; Reconnaissance of construction/engineering sites; Detail measurement on a construction/engineering site; Third order levelling.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA862 WELD TESTING AND INSPECTION

Content Weld testing and inspection
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA865 HYDRAULIC MECHANICS

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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA866 CIVIL MATERIALS CONCRETE

Prerequisite(s) EA032 Writing Technical Documents
Content Design concrete mixes, carry out laboratory tests on concrete materials and concrete to Australian Standards, AS1141, AS2578.1 and AS2350.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA904 CONTROL CONCEPTS

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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA909 ELECTRONIC SWITCHING

Content An introduction to the operating modes of BJT, FET and MOSFET devices; Relay characteristics; The relationships of operating modes to industrial control circuits and modules; Voltage level shifting circuits and their applications; The 4-20mA current loop; Specialty interfacing ICs.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA927 ELECTRONIC SWITCHING

Content An introduction to the operating modes of BJT, FET and MOSFET devices; Relay characteristics; The relationships of operating modes to industrial control circuits and modules; Voltage level shifting circuits and their applications; The 4-20mA current loop; Specialty interfacing ICs.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA929 SCADA SYSTEMS

Prerequisite(s) EA160 Advanced PLC OR EA904 Control Concepts; AND EA903 Industrial Computer Systems
Content An overview of SCADA (Supervisory Control and Data Acquisition) packages and systems, describe the features and functionality of packages; discuss the applications of SCADA and the process of implementing SCADA systems.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB022 DEVELOPING INSTRUCTIONAL MATERIALS

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.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum
EB030 ADVANCED QUALITY CONCEPTS
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.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EB031 QUALITY MANAGEMENT
Content To enable student to describe the principles and techniques of Quality Management applicable to manufacturing situations.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EB040 QUALITY CONTROL AND COMPUTING
Prerequisite(s) EA050 Engineering computing.
Content Computerized manual development, quality manuals, procedure manuals, computer systems, process control data, statistical inputting, control data analysis, compute control.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EB041 QUALITY MANUAL DEVELOPMENT WRITING
Prerequisite(s) EA040 Occupational Health and Safety.
Content Quality manual planning, development, writing. Interoperation of AS9002.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EB050 ENGINEERING PROJECT
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.
Nominal Hours 80 Hours; 8pts
Assessment As per accredited curriculum

EB060 MANAGING CAD SYSTEMS
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB061 MANAGING CAD UTILITIES
Prerequisite(s) EA066 CAD C
Content Coordinate CAD operations and to apply extended customisation techniques to CAD operations.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB070 ENGINEERING MANAGEMENT
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB071 PROJECT MANAGEMENT
Prerequisite(s) EB040 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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB072 CRITICAL PATH AND PROJECT ANALYSIS
Content To provide the means of producing a production control bar chart schedule to enable efficient monitoring of a project.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB073 PROJECT PLANNING
Content To enable student to describe the principles and techniques of Quality Management applicable to manufacturing situations.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EB076 INTRODUCTION ENVIRONMENT MANAGEMENT
Content Introduction environment management
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EB078 IMPROVING WORKPLACE PERFORMANCE
Content The new workplace culture, skills development, flexible work practices, measuring and rewarding performances.
Nominal Hours 60 Hours; 6pts
Assessment As per accredited curriculum

EB079 INTRODUCTION TO MARKETING
Content The marketing concept and process, the marketplace, product planning and development, pricing, distribution, promotion.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EB122 COMPUTER GRAPHICS
Prerequisite(s) NM06 Computer aided drafting A.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB123 COMPUTER SYSTEMS MANAGEMENT
Content Installation practices/requirements, operational and administrative aspects of computer systems, and data security techniques and procedures.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB160 PROGRAMMABLE LOGIC CONTROL SYSTEMS (PLC) APPLICATIONS
Content The aim of this module is to provide students with an overview of advanced PLC system applications and to describe the features and functions of PID closed loop control, specialist instruction set, alternate programming styles and communications.
Nominal Hours 40-80 Hours
Assessment As per accredited curriculum
EB504 MATERIAL HANDLING SYSTEM DESIGNS 1
Prerequisite(s) EA060 Engineering design concepts.
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.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EB507 PRODUCTION PLANNING AND CONTROL – CHARTING TECHNIQUES
Prerequisite(s) EA501 Production planning and control – main functions.
Content Production control and charting, machine loading, Gantt charts. Production programming, Network analysis, CPM, PERT. Production process matrix. Cost benefits.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB508 PRODUCTION PLANNING AND CONTROL – ESTIMATING AND PLANNING TECHNIQUES
Prerequisite(s) EB507 Production planning and control – charting techniques.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB509 PRODUCTION PLANNING AND CONTROL – FORECASTING
Prerequisite(s) EB508 Production planning and control – estimating and planning techniques.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB520 STATISTICAL QUALITY CONTROL 1
Prerequisite(s) EA000 Basic statistics.
Content Manufacturing process and its control, data collection and presentation, process modelling, process capability, control charts, use of computer software.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB521 STATISTICAL QUALITY CONTROL 2
Prerequisite(s) EA000 Basic statistics.
Content Sampling plans, probability distributions, use of AS 1199 and AS 1399. Attribute sampling plans.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB650 MATERIAL FOR ENGINEERING
Prerequisite(s) EA010 Material Science.
Content To enable students to identify and describe the structure, properties and specification of metals and non-metals, to specify materials and heat treatment processes for engineering applications and to describe common failures of engineering materials.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EB656 METAL JOINING PROCESSES
Prerequisite(s) NBB09.
Content To enable student to describe welding, brazing and soldering processes used in industry, the knowledge of which is required in selection and quality control procedures.
Nominal Hours 40 Hours; 2pts
Assessment As per accredited curriculum

EB701 ADVANCED MACHINE DESIGN
Prerequisite(s) EB771 Advanced dynamics, EA001 Calculus, EB703 Machine design, EA780 Design for manufacture.
Content Stress, Design factors, Circular and Non-circular shaft systems, theory of parts, Theory of brakes and clutches, theory of gear drives, Fatigue failure analysis, Coupless. Shook, Fatigue and Stress raiser analysis.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB702 DYNAMICS OF INDUSTRIAL MACHINES
Prerequisite(s) EA001 Calculus, EB771 Advanced dynamics.
Content Simple harmonic motion, free vibration, forced vibration, damped vibration, balancing and static balance measurement, vibration measurement, static balance apparatus, vector analysis of velocity and acceleration of mechanisms, simple and compound gears, epicyclical gears.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB703 MACHINE DESIGN
Prerequisite(s) EB772 Introductory dynamics, EA804 Introductory strength of materials, EA711 Mechanical drive components, EB650 Material for engineering, EA060 Engineering design concepts.
Content Drive shaft materials, tensile, shear and bending straight, fatigue stress raisers and endurance, rigid couplings, flexible couplings, gear drives, electric motors, reducers.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB704 MECHANICAL DESIGN
Prerequisite(s) EB772 Introductory dynamics, EA804 Introductory strength of materials, EA711 Mechanical drive components, EB650 Material for engineering, EA060 Engineering design concepts.
Content Levers, keys and springs, couplings, journal bearings, rolling contact bearings, bolted and welded connections, helical springs, translation screws.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB705 PROJECT MECHANICAL DESIGN SYNTHESIS
Prerequisite(s) EB703 Machine design or EB704 Mechanical design, EA703 Engineering drawing (structural).
Content Tender documents and contracting, engineering project specifications, client interaction (interpersonal skills), assessment of client need, report writing, preliminary design sketches, preliminary design calculations, general arrangement drawing component design, detailed drawings, final report, oral presentation to peers.
Nominal Hours 80 Hours
Assessment As per accredited curriculum
<table>
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<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Nominal Hours</th>
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<tbody>
<tr>
<td>EB709</td>
<td>MECHATRONICS 4 – ANALOG AUTOMATION</td>
<td></td>
<td>This module takes the process model completed in EA715, connects and conditions the sensors and actuators and then automates it. The module adds at least 2 analog inputs and 1 analog output and using a PC interface or PLC and carry out an arithmetic calculation which conditions the output dependent upon the input/s.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB709</td>
<td>MECHATRONICS 4 – ANALOG AUTOMATION</td>
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<td>EB711</td>
<td>THERMODYNAMICS 2</td>
<td></td>
<td>Heat transfer methods, mechanisms of combustion, fuel, characteristics, steam properties and energy transfer, principles of refrigeration and heat pump systems.</td>
<td>40 Hours</td>
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<tr>
<td>EB712</td>
<td>PLANT LAYOUT</td>
<td></td>
<td>This module aims to provide the student with the basic skills necessary to design a plant layout taking into account the economic use of the associated materials handling and storage procedures.</td>
<td>40 Hours; 4pts</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB714</td>
<td>ELECTRO-FLUID CONTROL SYSTEMS</td>
<td></td>
<td>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.</td>
<td>40 Hours</td>
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<tr>
<td>EB717</td>
<td>COMPUTER BASED MODELLING DESIGN AND DRAFTING</td>
<td></td>
<td>This module aims to allow the students to produce a feasibility study for a fluid power system using a combination of hydraulic; pneumatic and PLC/electric/electronic areas of study.</td>
<td>40 Hours</td>
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<tr>
<td>EB740</td>
<td>DIMENSIONAL METROLOGY – COMPLEX FORMS</td>
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<td>Measurement of screw threads, spur gears, cam profiles.</td>
<td>40 Hours</td>
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<td>EB741</td>
<td>ROBOTICS 2</td>
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<td>40 Hours</td>
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<tr>
<td>EB755</td>
<td>FLUID POWER SYSTEMS PROJECT</td>
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<td>80 Hours</td>
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<tr>
<td>EB765</td>
<td>FLUID POWER (COMPONENT SELECTION AND TESTING)</td>
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<td>40 Hours</td>
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<tr>
<td>EB770</td>
<td>ROBOTICS 2</td>
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<tr>
<td>EB771</td>
<td>ADVANCED DYNAMICS</td>
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<td>40 Hours</td>
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<tr>
<td>EB775</td>
<td>DIMENSIONAL METROLOGY – ADVANCED TECHNIQUES</td>
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<td>40 Hours</td>
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<td>EB780</td>
<td>DIMENSIONAL METROLOGY – COMPLEX FORMS</td>
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<td>EB830</td>
<td>REINFORCED CONCRETE DESIGN 1</td>
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<td>40 Hours</td>
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<tr>
<td>EB831</td>
<td>REINFORCED CONCRETE DESIGN 2</td>
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<td>40 Hours</td>
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</tbody>
</table>
EB832 BEAM AND COLUMN ANALYSIS
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB833 ADVANCED JOINING TECHNIQUES
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.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EB834 WELDED JOINT DESIGN
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.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EB836 WELDING TECHNOLOGY 2
Content This module aims to build on the knowledge and skills gained in Welding Technology I and 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.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EB840 ADVANCED STRENGTH OF MATERIALS
Prerequisite(s) EA804 Introductory strength of materials.
Content Stress and Strain, Strain Energy, Bending and Shear in Beams, Combined Stresses, Buckling of Columns, Beam Deflection, Combined axial and Bending Stresses, Johnson or Euler formulae, Deflections, Impact loading.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB850 CIVIL ESTIMATING
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB851 ENVIRONMENTAL ENGINEERING
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB852 FOUNDATIONS 1
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB853 FOUNDATIONS 2
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.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EB854 STORMWATER DRAINAGE
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB855 STRUCTURAL STEEL DESIGN 1
Content AS4100 limit State Design, tension members, frames, welded plate girders, members in bending and tension, purlins and girts.
Nominal Hours 40-60 Hours
Assessment As per accredited curriculum

EB856 STRUCTURAL TIMBER DESIGN
Prerequisite(s) EA804 Introductory Strength of Materials; EA805 Load Analysis; EA859 Statics; EA832 Beam and Column Analysis
Content Interpret Australian Standards and design simple timber structures.
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

EB858 WASTE-WATER ENGINEERING
Prerequisite(s) EA855 Hydraulic Mechanics; EA857 Pipe & Channel Flow; EA810 Drafting-Pipelines
Content Apply Local Authority guidelines in the design of a sewerage reticulation system, and to investigate the principles of sewage treatment and thence proportion the elements of a small plant.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB859 WATER ENGINEERING
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum
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<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>EB860</td>
<td>GEOMETRIC ROAD DESIGN</td>
<td>EA856 Introduction to Road Engineering; EA860 Surveying Computations; EA861 Surveying Measurement 1; EA813 Drafting Roads 1 (Rural)</td>
<td>Skills necessary to design and calculate the geometry of both rural and urban roads.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB881</td>
<td>MINOR CIVIL ENGINEERING PROJECTS A</td>
<td></td>
<td></td>
<td>40 Hours</td>
<td></td>
</tr>
<tr>
<td>EB882</td>
<td>MINOR CIVIL ENGINEERING PROJECTS B</td>
<td></td>
<td></td>
<td>40 Hours</td>
<td></td>
</tr>
<tr>
<td>EB883</td>
<td>MINOR CIVIL ENGINEERING PROJECTS C</td>
<td></td>
<td></td>
<td>40 Hours</td>
<td></td>
</tr>
<tr>
<td>EB884</td>
<td>MINOR CIVIL ENGINEERING PROJECTS D</td>
<td></td>
<td></td>
<td>20 Hours each</td>
<td></td>
</tr>
<tr>
<td>EB885</td>
<td>MUNICIPAL DESIGN</td>
<td>EA870 Engineering Surveying 1</td>
<td>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).</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB886</td>
<td>PAVEMENT DESIGN</td>
<td>EA002 Engineering Maths A; EA032 Writing Technical Documents (NCS017); EA803 Civil Materials Soils A</td>
<td>Knowledge and skill necessary to determine and select the most economical pavement thickness and composition which will provide a satisfactory level of service for the anticipated traffic using procedures outlined in Pavement Design Manual by AUSTROADS or using procedures based on AUSTROADS but with results from research and investigation which relate specifically to local conditions.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB887</td>
<td>LAND INFORMATION SYSTEMS</td>
<td>EA061 Engineering Graphics; EA050 Engineering Computing; EA032 Writing Technical Documents</td>
<td>Basic concepts and applications of land information systems</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB870</td>
<td>ENGINEERING SURVEYING 1</td>
<td>EA820 Surveying Measurements 2</td>
<td>Opportunity to develop the skills and knowledge to determine the locations of engineering/construction elements from surveying and design information and accurately set out these elements.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB871</td>
<td>FRAME ANALYSIS</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>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB874</td>
<td>STRUCTURAL STEEL DESIGN 2</td>
<td>EB855 Structural Steel Design 1</td>
<td>Knowledge, understanding and training in the fundamental principles, concepts and AS4100 – 1990 Steel Structures Code requirements in the analysis and design of simple structural steelwork members.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB875</td>
<td>DRAFTING REINFORCED CONCRETE 2</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>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB878</td>
<td>CIVIL ENGINEERING COMPUTER APPLICATIONS</td>
<td>Topics: structural Engineering Programs; Civil Engineering Programs; Computer Aided Design Programs; Project Management Software; Finite Element Analysis and Design Software; Spreadsheet and Database Software.</td>
<td>Demonstrate an integration of knowledge and skills acquired through earlier study and work experience. Able to perform designs using a variety of appropriate civil engineering computer software applications.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ED009</td>
<td>INSTALLATION AND COMMISSIONING</td>
<td></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>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ED012</td>
<td>APPLIED MECHANICS 3A</td>
<td>EB703 Machine design, EB704 Mechanical design, EB771 Advanced dynamics, EB855 Structural steel design 1.</td>
<td>Beam/Column theory, arterial section, linear and rotational inertia, power transmission, variable speed drives, design techniques.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ED013</td>
<td>APPLIED MECHANICS 3B</td>
<td>ED012 Applied mechanics 3A.</td>
<td>Machine frames, machines and mechanism, balancing of reciprocating masses, rotational speed control and variation, pressure vessels, strain gauges.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
ED004 CADD SYSTEMS ENGINEERING
Prerequisite(s) ED007 or ED041.
Content CADD software and hardware considerations, operating systems, CADD software installation, CADD system management, symbol orbiters, command menus, tablet and keyboard customizing parameterized details, CADD system high level language propecies and graphics, conversion of graphics files to text and modifications for interfacing with other software packages or high level language routines.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ED015 FLEXIBLE MANUFACTURING SYSTEMS (FMS) DESIGNS
Content Flexible manufacturing systems (FMS) designs
Nominal Hours 8-80 Hours
Assessment As per accredited curriculum

ED016 INTERCHANGEABLE MANUFACTURE
Prerequisite(s) EA775 Introduction to metrology, EA710 Dimensional metrology–basic, EA701 Engineering (drawing detail).
Content Interchangeability, dimensioning of lengths and diameters, selected fits, measurement/checking of lengths and diameters, geometry tolerance, screw thread, surface texture, adaptive control, importation – jig/fixture design.
Nominal Hours 80 Hours; 8pts
Assessment As per accredited curriculum

ED023 HISTORY AND IMPACT OF TECHNOLOGICAL CHANGE
Content History and impact of technological change
Nominal Hours 4-40 Hours
Assessment As per accredited curriculum

ED031 QUALITY MANAGEMENT
Content Quality management
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ED043 TOTAL QUALITY MANAGEMENT (TQM)
Content TQM terminology and concepts, organisational requirements, Australian and International Standards, team management, group problem solving techniques, implementing TQM.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ED046 RESEARCH PROJECT A
Content This module is a research-based activity where scope for selection of an appropriate topic is available. The module is compulsory.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

ED049 ADVANCED ENGINEERING MATHS A
Prerequisite(s) EA002 Engineering maths A, EA003 Engineering maths B.
Content Exponential, trigonometric and hyperbolic functions, series, vectors, analytical geometry, graphing techniques, differential calculus, integral calculus, complex numbers differential equations, statistics, linear algebra.
Nominal Hours 40-60 Hours
Assessment As per accredited curriculum

ED050 ADVANCED ENGINEERING MATHS B
Prerequisite(s) EA002 Engineering maths A, EA003 Engineering maths B.
Content Exponential, trigonometric and hyperbolic functions, series, vectors, analytical geometry, graphing techniques, differential calculus, integral calculus, complex numbers differential equations, statistics, linear algebra.
Nominal Hours 40-60 Hours
Assessment As per accredited curriculum

ED053 INTRODUCTION TO ENVIRONMENTAL MANAGEMENT
Content Key areas of environmental concern for the planet, Australia and industry legislation, regulations and issues related to enterprises, management processes.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ED054 COMPUTER APPLICATIONS
Prerequisite(s) EA050 Engineering computing.
Content Spreadsheets and graphics, database software packages.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ED058 INTRODUCTION TO FINANCIAL MANAGEMENT
Content The accounting process, financial reports, budgeting, overheads, breakeven analysis, sources of business finance, credit control, capital equipment financing.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EPC173 FUNCTIONAL MATHEMATICS
Content The purpose of this module is to develop the knowledge and skills to perform workplace mathematical calculations.
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

FDFCORCOM1A COMMUNICATION IN THE WORKPLACE
Content Exchange verbal information; Locate and use workplace information; Record routine workplace information.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

FDFCORCOM2A COLLECT, PRESENT AND APPLY WORKPLACE INFORMATION
Content Select and present verbal information; Use and maintain workplace information.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FDFCORCOM3A ANALYSE AND CONVEY WORKPLACE INFORMATION
Content Manage information; Analyse information; Present information.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FDFCORHS2A IMPLEMENT OCCUPATIONAL HEALTH AND SAFETY SYSTEMS AND PROCEDURES
Content Identify, control and report OHS hazards; Conduct work safely; Follow emergency response procedures.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FDFCORHS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES
Content Ensure others in the work area are able to implement safe work practices; Monitor observance of safe work practices in the work area; Implement emergency procedures to respond to a hazardous event; Maintain and improve health and safety in the work area.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FDFCORFS1A APPLY BASIC FOOD SAFETY PRACTICES
Content Conduct self within hygiene standards; Handle product hygienically; Maintain work area in clean and orderly state.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

FDFCORFS2A IMPLEMENT THE FOOD SAFETY PLAN
Content Monitor food safety in work area or sub-system; Contribute to continuous improvement.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FDFCORFS3A MONITOR THE IMPLEMENTATION OF THE FOOD SAFETY PLAN
Content Monitor the implementation of the food safety plan; Respond to occurrences of non-compliance; Contribute to continuous improvement.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FDFCORNUM1A APPLY BASIC MATHEMATICAL CONCEPTS
Content Estimate routine workplace measures; Calculate routine workplace measures; Record routine workplace data.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

FDFCOROHS1A APPLY SAFE WORK PROCEDURES
Content Conduct work safely; Identify, control and report OHS hazards; Follow emergency procedures.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

FDFCOROHS2A IMPLEMENT OH&S PRINCIPLES AND PROCEDURES
Content Follow safe work procedures relating to own work; Contribute to continuous improvement in OHS practice; Follow emergency procedures.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FDFCOROHS3A MONITOR THE IMPLEMENTATION OF OH&S
Content Monitor the implementation of safe work practices and procedures; Contribute to continuous improvement; Respond to hazardous events and emergency situations.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FDFCORQA1A APPLY BASIC QUALITY ASSURANCE PRACTICES
Content Monitor quality of own work; Conduct routine inspections.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

FDFCORQA2A IMPLEMENT THE QUALITY SYSTEM
Content Monitor quality in work area or sub-system; Contribute to continuous improvement.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FDFCORQA3A MONITOR THE IMPLEMENTATION OF THE QUALITY SYSTEM
Content Monitor the implementation of the quality system; Respond to hazardous situations; Contribute to continuous improvement.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FDFCORQFS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES
Content Monitor quality of work outcome; Participate in maintaining and improving quality at work.
Nominal Hours 100 Hours
Assessment As per accredited curriculum

FDFCORWCM2A PRESENT AND APPLY WORKPLACE INFORMATION
Content Present information to suit workplace and audience requirements; Respond to information requests; Use and maintain workplace information.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FNAARFS22A DEVELOP FINANCIAL MODEL / PRODUCT
Content Identify requirements for model / product; Prepare and test scenarios; Follow up on model / product.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNACRM06B FACILITATE COMPLIANCE WITH STATUTORY LEGISLATIVE AND LEGAL REQUIREMENTS
Content Educate staff in statutory, legislative and legal requirements; Maintain appropriate records.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

FNACRM07B ESTABLISH SECURITIES TO MINIMISE RISK
Content Explain reasons and options for security; Negotiate suitable security and conditions; Establish agreed security and conditions.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

FNAMERC03B SERVE LEGAL PROCESS
Content Plan and prepare procedures; Serve documents; Prepare affidavit of service or non-service.
Nominal Hours 40 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>UNIT OF STUDY DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNARFS14A</td>
<td>DELIVER A SERVICE TO CUSTOMERS</td>
</tr>
<tr>
<td>Content</td>
<td>Electronic business communications; Negotiation skills; Conflict resolution; Customer interaction; Organization and time management skills; Developing client relations; Business correspondence.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>35 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

| FNBACC01B | PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION                                |
| Content   | Sources of finance; capital budgeting; ratios and analysis of financial statements; working capital management; cost of capital; preparation and distribution of management reports. |
| Nominal Hours | 60 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC02B | PREPARE INCOME TAX RETURNS                                                          |
| Content   | Gather and verify data; Calculate taxable income; Review compliance.                 |
| Nominal Hours | 60 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC03B | MANAGE BUDGETS AND FORECASTS                                                         |
| Content   | Prepare budgets; Forecast estimates; Document budget; Monitor budget outcomes.        |
| Nominal Hours | 50 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC04B | PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY                                       |
| Content   | Compile data; Prepare reports.                                                       |
| Nominal Hours | 60 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC06B | IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES                                    |
| Content   | Review corporate governance requirements; Implement operating procedures; Monitor policy. |
| Nominal Hours | 40 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC07B | PREPARE COMPLEX TAX RETURNS                                                          |
| Content   | Returns and assessments; tax collection for companies; capital gains tax; superannuation funds; tax collections for companies and superannuation funds; electronic lodgement of tax. |
| Nominal Hours | 60 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC09B | AUDIT AND REPORT ON FINANCIAL SYSTEMS & RECORDS                                        |
| Content   | Statutory rules and liability of external auditor; compliance and substantive testing; audit programs; sampling; materiality and audit risk; management letters; audit reports; subsequent events. |
| Nominal Hours | 40 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC10B | EVALUATE TAX COMPLIANCE                                                              |
| Content   | Tax planning and tax avoidance; payment and recovery of tax; objections, penalties and reviews; penalty tax and prosecution; tax scheduling. |
| Nominal Hours | 60 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC11B | MONITOR CORPORATE GOVERNANCE                                                          |
| Content   | Corporate governance standards, practices and compliance; legal capacity of corporate structures; Constitution and Replaceable Rules; powers and status of corporate structures; membership and share capital; capital raising; accounts, registers and returns; duties of officers; meetings, remedies of members; external administration; corporate takeovers. |
| Nominal Hours | 60 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC15B | EVALUATE ORGANISATION'S FINANCIAL PERFORMANCE                                          |
| Content   | Methods of raising equity capital; portfolio development and management; investment strategies and market influences; valuing shares and goodwill; financial management models in relation to investment and dividend decisions. |
| Nominal Hours | 60 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC16B | EVALUATE FINANCIAL RISK                                                                |
| Content   | Risk management; credit management principles; options, futures, and forward and spot markets. |
| Nominal Hours | 60 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC17B | DEVELOP AND IMPLEMENT FINANCIAL STRATEGIES                                            |
| Content   | Microeconomic principles; macroeconomic principles.                                  |
| Nominal Hours | 60 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC21A | SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM                                    |
| Content   | Implement an integrated accounting system; Process transactions within the system; Maintain the system; Produce reports; Ensure system integrity. |
| Nominal Hours | 80 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC22A | PROCESS BUSINESS TAX OBLIGATIONS                                                      |
| Content   | Maintain accounting records for tax purposes; establish and maintain a process for managing business tax returns; process business tax returns and lodgements. |
| Nominal Hours | 50 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC27A | PREPARE AND ANALYSE MANAGEMENT ACCOUNTING INFORMATION                               |
| Content   | Activity based costing; process costing; operations costing; joint and by-products; standard costing; factory management techniques. |
| Nominal Hours | 60 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |

| FNBACC28A | PREPARE COMPLEX CORPORATE FINANCIAL REPORTS                                          |
| Content   | Tax-effect accounting; consolidations; accounting for leases; compliance with Australian Accounting Standards. |
| Nominal Hours | 60 Hours                                                                           |
| Assessment | As per accredited curriculum                                                         |
FNBACC29A MAKE DECISIONS WITHIN A LEGAL CONTEXT
Content Functions of courts and regulatory bodies; Business structures; Negligence; Employment law; Consumer protection; consumer credit legislation; contract law; agency law; bankruptcy law.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC30A PROVIDE MANAGEMENT ACCOUNTING INFORMATION
Content Gather and record operating and cost data; Analyse data; Prepare budgeted reports; Review costing system integrity.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBASC01A ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS
Content Establish relationship with client; Identify clients objectives, needs and financial situation; Analyse client objective, needs, financial situation and risk profile.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

FNBASC02A DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS
Content Develop appropriate strategies and solutions; Present appropriate strategies and solutions to the client; Negotiate financial plan / policy / transaction with client; Co-ordinate implementation of agreed plan/policy/transaction; Complete and maintain necessary documentation; Provide on going service where requested by client.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

FNBASC03A DETERMINE CLIENT REQUIREMENTS AND EXPECTATIONS
Content Develop an awareness of the client's situation; Obtain relevant knowledge of client’s financial position and risk profile; Determine client expectations and requirements with respect to stock or portfolio advice; Prepare and update necessary documentation where required.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBASC03B PROVIDE APPROPRIATE AND TIMELY INFORMATION AND ADVICE TO CLIENTS
Content Analyse client expectations, requirements and investment strategies; Develop a response consistent with client investment strategies and agreed terms of business; ovide on-going financial advice and review of client portfolio where requested and within agreed terms of business; Market services and investment opportunities to client.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBASX01A RECORD AND IMPLEMENT CLIENT INSTRUCTIONS
Content Execute instructions to satisfy client requirements; Review and monitor implementation of client instructions; Provide additional/after sales service.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBCOM11A RESOLVE DISPUTES
Content Assess disputes; Resolve disputes.
Nominal Hours 25 Hours
Assessment As per accredited curriculum

FNBCN01A TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION
Content Establish the client's needs; Identify any conflict of interest between conveyancer and client; Identify parties, properties and other interests; Determine terms of engagement; Determine contingency strategies; Initiate the transaction.
Nominal Hours 120 Hours
Assessment As per accredited curriculum

FNBCN02A OBTAIN AND ANALYSE ALL INFORMATION FOR THE TRANSACTION
Content Identify information needs; Perform relevant document searches and investigations; Evaluate issues arising with transaction; Deal with third parties and other professionals; Present information relevant to the transaction to the client.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBCN03A LIAISE WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTIES
Content Develop trust and confidence in business relationships; Build and maintain business networks and relationships.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBCN05A PREPARE AND/OR ANALYSE AND EXECUTE DOCUMENTS
Content Prepare and/or analyse documentation; Present document for execution.
Nominal Hours 1000 Hours
Assessment As per accredited curriculum

FNBCN06A ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS
Content Review for compliance with trust account requirements; Establish and manage trust accounts; Maintain records of trust transactions; Monitor and review Trust Accounts.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

FNBCN07A FINALISE TRANSACTIONS
Content Arrange and attend settlement (if required); Determine contingency requirements for settlement where contractual obligations remain unfulfilled; Complete transaction.; Implement post-transaction procedures, as appropriate.
Nominal Hours 30 Hours
Assessment As per accredited curriculum
UNIT OF STUDY DETAILS

FNBCVN18A IMPLEMENT CLIENT SERVICE STRATEGY
Content Develop practice client service strategy; Implement and monitor practice client service strategy; Evaluate practice client service strategy.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FNBCVN02A OBTAIN AND ANALYSE ALL INFORMATION FOR THE TRANSACTION
Content Identify information needs; Perform relevant document searches and investigations; Evaluate issues arising with transaction; Deal with third parties and other professionals; Present information relevant to the transaction to the client.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBFIN61A PREPARE AND BANK RECEIPTS
Content Batch monetary items and prepare deposit facility.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

FNBFIN65A PROCESS JOURNAL ENTRIES
Content Check and verify supporting documentation; prepare journals; authorise journals; enter data into system; check journal processing report; file documentation.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

FNBFIN70A PREPARE FINANCIAL FORECASTS AND PROJECTIONS
Content Basic business mathematics; percentages; algebra; simple and compound interest; annuities; break-even analysis; introduction to statistics; data analysis and interpretation; parameter estimation; probability.
Nominal Hours 60-70 Hours
Assessment As per accredited curriculum

FNBLIF29A UNDERTAKE RISK ASSESSMENT
Content Identify risk; Evaluate proposal against risk assessment criteria; Obtain further information; Determine and advise terms and conditions of risk acceptability.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

FNBLIF30A ASSESS EXTRAORDINARY RISKS
Content Determine risk acceptance criteria; Seek information; Negotiate reinsurance; Determine and advise terms and conditions of acceptance.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FNBSUP36A REVIEW COMPLIANCE WITH REGULATORY AND CONTRACTUAL REQUIREMENTS
Content Identify performance requirements; Develop and implement systems and procedures to meet requirements; Monitor compliance with required performance; Report and advise on required changes.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

HLTCOM2A DEVELOP PROFESSIONAL EXPERTISE
Content Seek out and apply traditional, alternative and scientific information; Implement reflective learning practices; Contribute to the development of professional practices; Critically evaluate specific research.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HLTCOM3A MANAGE A PRACTICE
Content Establish the practice; Implement financial management procedures; Implement practice management strategies; Implement personnel management strategies.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

HLTCOM4A COMMUNICATE EFFECTIVELY WITH CLIENTS/PATIENTS
Content Establish professional relationship with the client/patient; Provide effective response to client/patient enquiries; Respond effectively to difficult or challenging behaviour; Use basic counselling skills as required to facilitate treatment.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

HLTCOM5A ADMINISTER A PRACTICE
Content Establish and maintain administrative systems; Conduct financial administration; Follow practice management strategies; Administer personnel management strategies.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

HLTCOM6A MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE
Content Formulate a referral plan for client/patients requiring further treatment; Interact with other health care professionals; Arrange a referral to an appropriate source for clients/patients with specific needs.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HLTCSD3A PREPARE AND MAINTAIN BEDS
Content Prepare area for bed making; Make bed; Leave bed ready for occupancy or continued occupancy.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

HLTCSD6A RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR
Content Plan responses; Apply response; Report and review incidents.
Nominal Hours 20 Hours
Assessment As per accredited curriculum
**Assessment**

**Nominal Hours**

**Assessment**

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**HLTCSD7A CARE FOR HOME ENVIRONMENT OF CLIENTS**

**Content** Obtain correct information regarding client and their environmental needs; Provide information for client; Monitor and maintain equipment; Implement home care or domestic assistance plan; Maintain a safe and hygienic home environment for clients; Monitor client service.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**HLTCSD8A TRANSPORT CLIENTS/ PATIENTS**

**Content** Prepare for transport; Transport client Deliver client.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**HLTFA1A APPLY BASIC FIRST AID**

**Content** Assess the situation; Apply basic First Aid techniques; Communicate details of the incident.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

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**HLTFA2A APPLY ADVANCED FIRST AID**

**Content** Assess the situation; Manage the casualty(s); Coordinate First Aid activities until arrival of medical assistance; Communicate essential incident details; Manage casualty in a remote and/or isolated area; Evaluate the incident.

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

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**HLTFA3A MAINTAIN FIRST AID EQUIPMENT AND RESOURCES**

**Content** Maintain resources; Record and manage records.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**HLTFSA PERFORM KITCHENWARE WASHING**

**Content** Prepare to wash dishes and associated items; Wash and dry dishes; Store dishes.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

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**HLTFSA FOLLOW BASIC FOOD SAFETY PRACTICES**

**Content** Maintain food safety while carrying out food handling activities; Comply with personal hygiene standards.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**HLTFSA TRANSPORT FOOD**

**Content** Prepare to transport food; Transport food.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**HLTGMA PERFORM ROUTINE SERVICING OF PLANT, EQUIPMENT AND MACHINERY**

**Content** Carry out routine assessment of plant, equipment and machinery; Prepare for routine servicing and/or minor repairs; Perform routine servicing and minor repairs.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**HLTGMA2 USE HAND AND POWER TOOLS**

**Content** Identify and select hand and power tools; Use hand tools; Use power tools; Clean Up.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**HLTGM3A PERFORM MINOR GENERAL MAINTENANCE**

**Content** Identify maintenance task to be undertaken; Identify tools and materials required; Prepare to undertake maintenance; Perform maintenance; Clean up work area; Notification of completion of task and complete documentation.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**HLTHR1A WORK EFFECTIVELY IN THE HEALTH INDUSTRY**

**Content** Work ethically; Demonstrate the importance of hygiene and infection control in the health industry; Participate in quality improvement activities; Take responsibility for personal skill development; Communicate effectively with colleagues and clients.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**HLTHR2A CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY**

**Content** Contribute to ethical work practice; All work undertaken reflects the health industry context of the organisation; Contribute to the improved performance of the organisation.

**Nominal Hours** 20-30 Hours

**Assessment** As per accredited curriculum

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**HLTHR3A WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS**

**Content** Follow work practices based on an awareness of culture as a factor in all human behaviour; Contribute to the development of work place and professional relationships based on acceptance of cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**HLTHR4A WORK EFFECTIVELY IN A CROSS CULTURAL CONTEXT WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE AND ORGANISATIONS**

**Content** Work practices in a cross cultural context are grounded in an awareness of one's own culture and the cultural realities of others; Communication between Aboriginal and Torres Strait Islander people and non-Indigenous people is effective; Workplace and professional relationships are based on mutual respect, tolerance of diversity and a shared understanding of cultural safety; Effective partnerships are developed between non-Indigenous staff, Aboriginal and Torres Strait Islander people and their communities which facilitate accessibility, affordability, accountability, acceptability of appropriate healthcare and workplace service delivery.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**HLTHOM12A WORK WITHIN A HOMEOPATHIC FRAMEWORK**

**Content** Demonstrate knowledge of homoeopathic paradigm; Identify and describe the principles and practices of homoeopathy; Demonstrate basic knowledge of other therapies; Represent homoeopathy to the community; Work within clinic and regulation guidelines.

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

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Aboriginal and Torres Strait Islander people and their communities which facilitate accessibility, affordability, accountability, acceptability of appropriate healthcare and workplace services.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTMS8A HANDLE WASTE IN A HEALTH CARE ENVIRONMENT
Content Determine job requirements; Identifies and segregates waste; Transports and stores waste appropriately; Conduct quality control activities; Cleans up work areas.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTNAT1A PROVIDE NATUROPATHIC TREATMENT
Content Manage treatment; Apply therapeutic techniques; Advise and resource the client/patient; Review treatment
Nominal Hours 120 Hours
Assessment As per accredited curriculum

HLTNAT2A PROVIDE THE WESTERN HERBAL MEDICINE TREATMENT
Content Manage treatment; Apply therapeutic techniques; Advise and resource the client; Review treatment.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

HLTNAT3A PLAN NATUROPATHIC NUTRITIONAL TREATMENT
Content Manage treatment; Apply therapeutic techniques; Advise and resource the client; Review treatment.
Nominal Hours 80 Hours
Assessment As per accredited curriculum
HLTNAT4A PROVIDE ACUTE HOMOEOPATHIC TREATMENT
Content Manage acute treatment using homoeopathic remedies within a naturopathic framework; Advise and resource the client/patient; Review treatment.
Nominal Hours 120 Hours
Assessment As per accredited curriculum

HLTNAT5A PLAN THE NATUROPATHIC NUTRITIONAL STRATEGY
Content Determine treatment strategy; Discuss the treatment strategy with the client/patient.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

HLTNAT6A PERFORM THE NATUROPATHIC HEALTH ASSESSMENT
Content Determine the scope of the assessment and the client/patient's needs; Obtain and record an accurate history of the client/patient; Manage the health assessment; Make a comprehensive assessment of the client/patient.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTNAT7A MANAGE WORK WITHIN THE NATUROPATHIC FRAMEWORK
Content Communicate knowledge of naturopathic philosophy, principles and practices; Demonstrate commitment to ethical work practices; Manage workplace relationships; Manage the achievement of quality standards; Ensure ongoing development of self and team.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HLTNAT8A APPLY NATUROPATHIC DIAGNOSTIC FRAMEWORK
Content Analyse and interpret information received; Critically evaluate the diagnosis; Inform the client/patient.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HLTNAT9A WORK WITHIN A NATUROPATHIC FRAMEWORK
Content Inform the client/patient; Identify and describe the principles and practices of naturopathy; Develop knowledge of complementary therapies; Represent naturopathic framework to the community; Work within clinic and regulation guidelines.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTNUT1A APPLY LITERATURE RESEARCH FINDING TO NUTRITIONAL PRACTICE
Content Manage information needs; Access information; Evaluate information; Apply information to treatment strategy.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HLTNUT2A PROVIDE SPECIALISED NUTRITIONAL CARE
Content Identify nutritional needs for specific health outcomes; Plan the specialised treatment; Provide the specialised nutritional treatment; Manage the specialised nutritional treatment.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

HLTPH1A ORIENTATION TO HOSPITAL PHARMACY SERVICES AND HOSPITAL PHARMACY ASSISTANT PRACTICES
Content Work within the pharmacy environment; Demonstrate commitment to the central philosophies of the organisation; Perform the duties of a pharmacy assistant.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTPH2A PROCURE AND STORE PHARMACEUTICAL PRODUCTS
Content Procure stock; Process new stock; Maintain stock; Ensure security of stock; Assist in stock-taking procedures; Monitor and maintain storage conditions; Maintain relevant documentation.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTPH3A DISTRIBUTE PHARMACEUTICAL PRODUCTS
Content Pack product orders; Despatch product orders; Handle returned stock; Maintain relevant documentation.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HLTPH4A MAINTAIN PHARMACEUTICAL IMPREST/WARD STOCK
Content Generate/receive and check stock requisition list; Select and despatch stock to recipients; Complete and maintain documentation; Record and collate drug usage.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

HLTPH5A ASSIST WITH PRESCRIPTION PREPARATION
Content Accept prescription for dispensing; Ensure clinical evaluation of prescription by pharmacist; Calculate prescription quantities; Assemble prescription items in accordance with good dispensing practice; Prepare labels in accordance with legal requirements; Ensure final check conducted by pharmacist; Complete and maintain documentation.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

HLTPH6A PACKAGE AND/OR PRE-PACK PHARMACEUTICAL PRODUCTS
Content Prepare packing/pre-packing process; Allocate bulk product/medicine to machinery/pre-packing apparatus; Pack or pre-pack products; Conduct quality control; Shut down packaging/pre-packaging process.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

HLTPH7A SMALL SCALE COMPOUND/MANUFACTURE OF PHARMACEUTICAL PRODUCTS
Content Prepare for production process; Obtain and process raw materials; Manufacture/compound products; Complete production process; Participate in quality control; Transport and store released product.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

HLTREM1A WORK WITHIN A MASSAGE FRAMEWORK
Content Demonstrate commitment to the central philosophies of massage practice; Identify and describe the principles and practices of massage; Develop knowledge of complementary therapies;
Represent massage framework to the community; Work within clinic and regulation guidelines.
**Nominal Hours** 20 Hours
**Assessment** As per accredited curriculum

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<tr>
<th>UNIT OF STUDY DETAILS</th>
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<tbody>
<tr>
<td><strong>HLTREM2A PROVIDE REMEDIAL MASSAGE TREATMENT</strong></td>
</tr>
<tr>
<td><strong>Content</strong> Manage treatment; Apply remedial massage techniques; Advise and resource the client/patient; Review treatment.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 380 Hours</td>
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<td><strong>Assessment</strong> As per accredited curriculum</td>
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<tbody>
<tr>
<td><strong>HLTREM3A PLAN THE REMEDIAL MASSAGE TREATMENT STRATEGY</strong></td>
</tr>
<tr>
<td><strong>Content</strong> Select the remedial massage principles to determine treatment strategy; Discuss the treatment strategy with the client/patient.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 40 Hours</td>
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<tbody>
<tr>
<td><strong>HLTREM4A APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK</strong></td>
</tr>
<tr>
<td><strong>Content</strong> Analyse and interpret information received; Inform the client/patient.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 40 Hours</td>
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<tbody>
<tr>
<td><strong>HLTREM5A PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT</strong></td>
</tr>
<tr>
<td><strong>Content</strong> 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.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 280 Hours</td>
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<tr>
<td><strong>ICAITAD041B DETERMINE CLIENT BUSINESS EXPECTATIONS AND NEEDS</strong></td>
</tr>
<tr>
<td><strong>Content</strong> Specify context of business need or problem; Specify interested parties; Plan the requirements phase; Gather requirements; Carry out preliminary analysis of information; Resolve conflicts and develop consensus.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 30 Hours</td>
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<tr>
<td><strong>ICAITAD042B CONFIRM CLIENT BUSINESS NEEDS</strong></td>
</tr>
<tr>
<td><strong>Content</strong> 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.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 20 Hours</td>
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<tr>
<td><strong>ICAITAD043B DEVELOP AND PRESENT A FEASIBILITY REPORT</strong></td>
</tr>
<tr>
<td><strong>Content</strong> Confirm that proposed solution is the best reasonable fit; Develop high level alternative scenarios; Prepare and publish feasibility report.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 30 Hours</td>
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<tbody>
<tr>
<td><strong>ICAITAD045B PRODUCE NETWORK/COMMUNICATION DESIGN</strong></td>
</tr>
<tr>
<td><strong>Content</strong> Design network; Evaluate network traffic; Finalise network design.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> To be advised</td>
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<tr>
<td><strong>ICAITAD046B MODEL PREFERRED SYSTEM SOLUTIONS</strong></td>
</tr>
<tr>
<td><strong>Content</strong> 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.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 30 Hours</td>
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<tr>
<td><strong>ICAITAD048C DEVELOP CONFIGURATION MANAGEMENT</strong></td>
</tr>
<tr>
<td><strong>Content</strong> Establish configuration management requirements; Establish control mechanisms; Establish monitoring mechanisms; Manage the release of the product to clients.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 20 Hours</td>
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<tr>
<td><strong>ICAITAD049A DEVELOP LOGICAL ABSTRACTION FROM REQUIREMENTS (OOA)</strong></td>
</tr>
<tr>
<td><strong>Content</strong> Analyse behaviour of objects; Prepare state model; Describe roles and responsibilities of classes; Iterate and review the object model.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 60 Hours</td>
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<tr>
<td><strong>ICAITAD050A DEVELOP DETAILED COMPONENT SPECIFICATION FROM PROJECT SPECIFICATION</strong></td>
</tr>
<tr>
<td><strong>Content</strong> Analyse components; Prepare schema; Prepare component model; Iterate and review model.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 40 Hours</td>
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<tr>
<td><strong>ICAITAD051B DEVELOP CLIENT USER INTERFACE</strong></td>
</tr>
<tr>
<td><strong>Content</strong> Prepare design for interface; Design and document the system user interface.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 20 Hours</td>
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<tr>
<td><strong>ICAITAD056B PREPARE DISASTER RECOVERY/CONTINGENCY PLANS</strong></td>
</tr>
<tr>
<td><strong>Content</strong> Evaluate impact of system on business continuity; Evaluate threats to system; Formulate prevention and recovery strategy; Develop project plan to support strategy.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 20 Hours</td>
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<tr>
<td><strong>ICAITAD057A MANAGE A REUSE LIBRARY</strong></td>
</tr>
<tr>
<td><strong>Content</strong> Specify components for reuse library; Document the reuse library; Set up library structure.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 20 Hours</td>
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<td><strong>Assessment</strong> As per accredited curriculum</td>
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<tbody>
<tr>
<td><strong>ICAITAD058A APPLY SKILLS IN OBJECT ORIENTED DESIGN</strong></td>
</tr>
<tr>
<td><strong>Content</strong> Derive the high level design from specification; Refine the design; Validate the design.</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong> 40 Hours</td>
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<tr>
<td><strong>Assessment</strong> As per accredited curriculum</td>
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</table>
ICAITAD139A DESIGN A DATABASE
Content Scope and functionality of database is determined; Logical data model is developed; Data structures are designed; Queries, screens and reports are designed; Access and security systems are designed; Database design is confirmed.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD142A DESIGN A WEBSITE TO MEET TECHNICAL REQUIREMENTS
Content Define the technical environment; Define the human computer interface; Determine site hierarchy; Design website.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD144A DETERMINE BEST FIT TOPOLOGY FOR A LOCAL NETWORK
Content Determine user needs; Determine LAN specification.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD145A DETERMINE BEST FIT TOPOLOGY FOR WAN NETWORK
Content Identify WAN needs; Identify WAN specification.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD146A DEVELOP WEB SITE INFORMATION ARCHITECTURE
Content Develop navigation system; Test and sign off.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD151A GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS
Content Identify the key information sources; Gather data through formal processes; Ensure analysis is accurate and complete; Gain consensus.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD152A IMPLEMENT RISK MANAGEMENT PROCESSES
Content Establish the risk context; Identify risk factors; Implement risk management plans; Monitor, update and report risk profile.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD158A TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS
Content Identify the business needs context; Identify input requirements; Identify output requirements; Identify interface requirements; Identify process flow requirements; Identify measurement requirements; Technical requirements are signed off.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB060B IDENTIFY PHYSICAL DATABASE REQUIREMENTS
Content Identify database scope; Identify database requirements.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITB061B MONITOR PHYSICAL DATABASE IMPLEMENTATION
Content Undertake DBMS modelling; Monitor database performance.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITB064B PREPARE SOFTWARE DEVELOPMENT REVIEW
Content Review software standards; Review implementation standards; Review software metrics and milestones.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITB069B DEVELOP SOFTWARE
Content Code each program module; Review each program module; Document each program module.
Nominal Hours 280 Hours
Assessment As per accredited curriculum

ICAITB070B CREATE CODE FOR APPLICATIONS
Content Declare and assign variables; Develop structure of code sections; Unit test each module; Identify range of exceptions; Determine handling and propagation procedures for exceptions; Use debugging and error handling techniques.
Nominal Hours 200 Hours
Assessment As per accredited curriculum

ICAITB075A USE A LIBRARY OR PRE-EXISTING COMPONENTS
Content Estimate potential reuse units from design program specifications; Identify components and assess their fit; Evaluate for new gaps; Link/use components.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITB076B IMPLEMENT CONFIGURATION MANAGEMENT
Content Identify and clarify configuration management requirements; Employ appropriate control mechanisms; Implement monitoring mechanisms; Manage release of product.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITB135A CREATE A SIMPLE MARK-UP LANGUAGE DOCUMENT TO SPECIFICATION
Content Determine document usage and structure; Create document structure with chosen mark-up language; Format document and import objects; Create tables; Generate links; Test and save document.
Nominal Hours 20 Hours
Assessment As per accredited curriculum
ICAITB166A USE SQL TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA
Content Execute a SQL statement to access and retrieve data; Perform SQL statement to limit and sort rows retrieved by a query; Perform SQL functions; Execute create table statement; Create and run subqueries; Create views.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITB167A PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES
Content Construct a script using basic syntax; Write scripts using methods, functions and events; Create objects for dynamic web pages; Test script and debug.
Nominal Hours 25 Hours
Assessment As per accredited curriculum

ICAITB159A BUILD A SECURITY SHIELD FOR A NETWORK
Content Security framework is developed; Security framework is implemented; Security framework is tested and monitored.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB162A CONFIGURE A PAYMENT GATEWAY
Content Server and e-business site is prepared; Payment gateway is installed; Payment gateway is tested.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB165A CREATE DYNAMIC PAGES
Content Prepare the technical environment; Create dynamic pages; Add functions to dynamic pages; Test and sign off dynamic pages.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB168A COMPILe AND RUN AN APPLICATION
Content Write basic application; Run the application; Document the application.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB169A USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE TO SPECIFICATIONS
Content Website structure developed; Build site; Test site.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB170A BUILD A DATABASE
Content Database design is confirmed; Data structures, queries, screens and reports are developed; Access and security systems are developed; Database prototype is created and tested; The live system is implemented.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB171A DEVELOP CASCADING STYLE SHEETS (CSS)
Content Prepare mark up pages; Apply styles to HTML elements; Attach CSS to HTML documents; Apply CSS inheritance rules to documents; Validate presentation style.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB173A INSTALL INTELLIGENT HUB
Content Hub specification is determined; Appropriate hardware is selected; Hub and supporting peripherals are installed; Hub and network is tested.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB174A INSTALL NETWORK BRIDGES/SWITCHES
Content Bridges/switches are identified; Bridges/switches are installed and configured; Bridges/switches are tested.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB176A INSTALL AND CONFIGURE ROUTER
Content Router is installed and configured; Router and network is tested.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB180A INTEGRATE A DATABASE WITH A WEBSITE
Content Database(s) is prepared; Database logins are created; Data source names are created; Database connectivity tested.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITB121A IMPLEMENT QUALITY ASSURANCE PROCESS FOR WEB SITES
Content Establish standards; Apply standards and track performance; Develop and apply continuous improvement process; Document quality assurance practices.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITD003B RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION
Content Receive and process oral communication; Receive and process written communication; Respond to incoming telephone calls; Make telephone calls.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITD128A CREATE USER AND TECHNICAL DOCUMENTATION
Content Determine documentation standards and requirements; Produce technical software documentation; Create client user documentation; Obtain endorsement/sign-off.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITD209A WRITING FOR THE WORLD WIDE WEB
Content Site content requirements are determined; Site content is written; Upload content.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITI090B CONDUCT PRE-INSTALLATION AUDIT FOR SOFTWARE INSTALLATION
Content Assess compatibility of existing software; Confirm interoperability of software with environment; Assess system capacity to install ordered software; Prepare and distribute audit report.
Nominal Hours 10 Hours
Assessment As per accredited curriculum
ICAITI1091B CONDUCT POST IMPLEMENTATION REVIEW
Content Schedule review; Carry out review; Document and publish results.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITI1097A INSTALL AND CONFIGURE A NETWORK
Content Confirm client requirements and network equipment; Install hardware; Install software; Configure and test network; Document and sign off.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI1097B INSTALL AND CONFIGURE A NETWORK
Content Confirm client requirements and network equipment; Install hardware; Install software; Configure and test network; Document and sign off.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI1099B BUILD AN INTRANET
Content Plan and design an intranet to meet business requirements; Install and configure intranet infrastructure to meet business requirements; Manage and support the intranet.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI1000B BUILD AN INTERNET INFRASTRUCTURE
Content Plan and design an Internet to meet business requirements; Install and configure Internet infrastructure to meet business requirements; Manage and support the Internet.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITI101A INSTALL AND MANAGE NETWORK PROTOCOLS
Content Install and configure network protocol environment; Install network protocol applications.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI101B INSTALL AND MANAGE NETWORK PROTOCOLS
Content Install and configure network protocol environment; Install network protocol applications.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI101A INSTALL AND MANAGE NETWORK PROTOCOLS
Content Install and configure network protocol environment; Install network protocol applications.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI091B CONDUCT POST IMPLEMENTATION REVIEW
Content Schedule review; Carry out review; Document and publish results.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITI097A INSTALL AND CONFIGURE A NETWORK
Content Confirm client requirements and network equipment; Install hardware; Install software; Configure and test network; Document and sign off.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI1097B INSTALL AND CONFIGURE A NETWORK
Content Confirm client requirements and network equipment; Install hardware; Install software; Configure and test network; Document and sign off.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI1099B BUILD AN INTRANET
Content Plan and design an intranet to meet business requirements; Install and configure intranet infrastructure to meet business requirements; Manage and support the intranet.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI1000B BUILD AN INTERNET INFRASTRUCTURE
Content Plan and design an Internet to meet business requirements; Install and configure Internet infrastructure to meet business requirements; Manage and support the Internet.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITI101A INSTALL AND MANAGE NETWORK PROTOCOLS
Content Install and configure network protocol environment; Install network protocol applications.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI101B INSTALL AND MANAGE NETWORK PROTOCOLS
Content Install and configure network protocol environment; Install network protocol applications.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI101A INSTALL AND MANAGE NETWORK PROTOCOLS
Content Install and configure network protocol environment; Install network protocol applications.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI101A INSTALL AND MANAGE NETWORK PROTOCOLS
Content Install and configure network protocol environment; Install network protocol applications.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI091B CONDUCT POST IMPLEMENTATION REVIEW
Content Schedule review; Carry out review; Document and publish results.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITI097A INSTALL AND CONFIGURE A NETWORK
Content Confirm client requirements and network equipment; Install hardware; Install software; Configure and test network; Document and sign off.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI097B INSTALL AND CONFIGURE A NETWORK
Content Confirm client requirements and network equipment; Install hardware; Install software; Configure and test network; Document and sign off.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI099B BUILD AN INTRANET
Content Plan and design an intranet to meet business requirements; Install and configure intranet infrastructure to meet business requirements; Manage and support the intranet.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI1000B BUILD AN INTERNET INFRASTRUCTURE
Content Plan and design an Internet to meet business requirements; Install and configure Internet infrastructure to meet business requirements; Manage and support the Internet.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITI101A INSTALL AND MANAGE NETWORK PROTOCOLS
Content Install and configure network protocol environment; Install network protocol applications.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI101B INSTALL AND MANAGE NETWORK PROTOCOLS
Content Install and configure network protocol environment; Install network protocol applications.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI101A INSTALL AND MANAGE NETWORK PROTOCOLS
Content Install and configure network protocol environment; Install network protocol applications.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITI188A INSTALL AND MAINTAIN A SERVER
Content Installation plan is developed; Server is installed; Server operation is monitored.
Nominal Hours To be advised
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITS021B</td>
<td>CONNECT INTERNAL HARDWARE COMPONENTS</td>
<td>This unit defines the competency required to connect internal hardware components according to specifications</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS021C</td>
<td>CONNECT INTERNAL HARDWARE COMPONENTS</td>
<td>Determine new components required; Obtain components; Install components; Provide instruction to meet new requirements</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS022B</td>
<td>DETERMINE CLIENT COMPUTING PROBLEMS AND ACTION</td>
<td>Determine client problem; Prioritise client problems; Refer maintenance to supervisor where required; Carry out maintenance; Prepare maintenance report; Confirm problem resolution</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS023B</td>
<td>PROVIDE ONE TO ONE INSTRUCTION</td>
<td>Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS024B</td>
<td>PROVIDE BASIC SYSTEM ADMINISTRATION</td>
<td>Record security access; Record software licences; Carry out system backup; Restore system backup; Document security access</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS024C</td>
<td>PROVIDE BASIC SYSTEM ADMINISTRATION</td>
<td>Record security access; Record software licences; Carry out system back-up; Restore system back-up; Document security access</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS025B</td>
<td>RUN STANDARD DIAGNOSTIC TESTS</td>
<td>Operate system diagnostics; Scan system for viruses.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS029B</td>
<td>INSTALL NETWORK HARDWARE TO A NETWORK</td>
<td>Determine hardware requirements of clients; Obtain hardware; Install network hardware; Provide support for installed products; Determine and provide instruction and support</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS030B</td>
<td>INSTALL SOFTWARE TO NETWORKED COMPUTERS</td>
<td>Determine clients software or software upgrade requirements; Obtain software of software upgrade; Install software or software upgrade; Determine and provide instruction and support</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS031B</td>
<td>PROVIDE ADVICE TO CLIENTS</td>
<td>Analyse client support issues; Provide advice on software; Provide advice on hardware; Provide advice on network; Obtain client feedback</td>
<td>36-40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS032B</td>
<td>PROVIDE NETWORK SYSTEMS ADMINISTRATION</td>
<td>Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS033B</td>
<td>ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES</td>
<td>Determine support issues; Determine management requirements; Provide recommended changes for client support policy; Update documented client support policy</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS034B</td>
<td>DETERMINE AND ACTION NETWORK PROBLEM</td>
<td>Determine client problem; Determine whether maintenance is covered by policy; Carry out maintenance; Prepare maintenance report</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS035C</td>
<td>ASSIST WITH ANALYSIS OF EMERGING TECHNOLOGY</td>
<td>Liaise with vendors, training providers and the information technology industry to determine technology to assist organisation; Prepare and present reports as required by management</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS102B</td>
<td>ESTABLISH AND MAINTAIN CLIENT USER LIASON</td>
<td>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</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS106B</td>
<td>ACTION AND COMPLETE CHANGE REQUESTS</td>
<td>Review change requests; Modify system to accept changes; Prepare and deliver training; Complete status evaluation; Implement changes.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS107B</td>
<td>RECTIFY SYSTEM FAULTS ON A LIVE SYSTEM</td>
<td>Determine maintenance methodologies and repositories; Implement change management system; Report review of results.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
ICAITS108B COMPLETE DATABASE BACK-UP AND RECOVERY

Content Review database architecture; Determine back-up methods appropriate to database requirements; Determine baselines and recovery procedures; Employ database alternatives.

Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS109B EVALUATE SYSTEM STATUS

Content Determine scope and evaluation parameters; Carry out evaluation; Report on evaluation.

Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS110B IMPLEMENT SYSTEM SOFTWARE CHANGES

Content Determine system change required; Carry out system change; Present changes to clients for acceptance; Perform hand-over to systems operations area.

Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS111A IMPLEMENT SYSTEM SOFTWARE CHANGES

Content Determine system change required; Carry out system change; Present changes to clients for acceptance; Perform hand-over to systems operations area.

Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS111B OPTIMISE SYSTEM PERFORMANCE

Content Identify areas of poor performance; Investigate methods to improve performance; Tune system and monitor performance.

Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS112A OPTIMISE SYSTEM PERFORMANCE

Content Identify areas of poor performance; Investigate methods to improve performance; Tune system and monitor performance.

Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS112B OPTIMISE SYSTEM PERFORMANCE

Content Identify areas of poor performance; Investigate methods to improve performance; Tune system and monitor performance.

Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS113A OPTIMISE SYSTEM PERFORMANCE

Content Identify areas of poor performance; Investigate methods to improve performance; Tune system and monitor performance.

Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS113B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS

Content Diagnose problems; Configure database; Tune database.

Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS114A OPTIMISE SYSTEM PERFORMANCE

Content Identify areas of poor performance; Investigate methods to improve performance; Tune system and monitor performance.

Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS114B IMPLEMENT MAINTENANCE PROCEDURES

Content Establish best practices for equipment and software maintenance; Identify resources to provide equipment and software maintenance; Revise practices, where appropriate.

Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITS115A MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER

Content Determine equipment maintenance required; Diagnose and repair fault; Document maintenance carried out and make recommendations for future maintenance.

Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER

Content Determine equipment maintenance required; Diagnose and repair fault; Document maintenance carried out and make recommendations for future maintenance.

Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITS116A UNDERTAKE CAPACITY PLANNING

Content Analyse existing system capacity; Determine future capacity requirements; Develop plan for capacity enhancements; Install capacity enhancements; Monitor on-going capacity requirements.

Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITS116B UNDERTAKE CAPACITY PLANNING

Content Analyse existing system capacity; Determine future capacity requirements; Develop plan for capacity enhancements; Install capacity enhancements; Monitor on-going capacity requirements.

Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITS117A MAINTAIN CUSTOM SOFTWARE

Content Determine the software fault to be corrected; Identify and isolate fault; Design the fix for the fault; Carry out the fix to the software; Test the fix and associated system areas; Hand over to systems operations area.

Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS117B MAINTAIN CUSTOM SOFTWARE

Content Determine the software fault to be corrected; Identify and isolate fault; Design the fix for the fault; Carry out the fix to the software; Test the fix and associated system areas; Hand over to systems operations area.

Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS118B MANAGE SYSTEM SECURITY

Content Identify threats to system; Review audit needs; Identify appropriate controls; Incorporate controls into the system; Implement additional security procedures.

Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITS119A MAINTAIN WEBSITE PERFORMANCE

Content Benchmark performance; Track site performance; Tune performance; Initiate performance improvement.

Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS119B MONITOR AND ADMINISTER SYSTEMS SECURITY

Content Ensure user accounts are controlled; Secure file and resource access; Monitor threats to the network.

Nominal Hours 30-50 Hours
Assessment As per accredited curriculum

ICAITS120A ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM

Content This unit defines the competency required to set up and use administrative tools to manage a network and create the network configuration required by client

Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITS120B ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM

Content Create an interface with existing system; Set up and manage the network file system; Review network policies; Manage user services; Monitor user accounts; Provide and support back-up security.

Nominal Hours 20-50 Hours
Assessment As per accredited curriculum

ICAITS121A ADMINISTER NETWORK PERIPHERALS

Content Install peripherals to a network; Configure peripheral services to manage peripherals; Administer and support peripheral services; Troubleshoot common problems.

Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS121B ADMINISTER NETWORK PERIPHERALS

Content Install peripherals to a network; Configure peripheral services to manage peripherals; Administer and support peripheral services; Troubleshoot common problems.

Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS122A ADMINISTER NETWORK PERIPHERALS

Content Install peripherals to a network; Configure peripheral services to manage peripherals; Administer and support peripheral services; Troubleshoot common problems.

Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS122B ADMINISTER NETWORK PERIPHERALS

Content Install peripherals to a network; Configure peripheral services to manage peripherals; Administer and support peripheral services; Troubleshoot common problems.

Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS123A ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM

Content Ensure user accounts are controlled; Secure file and resource access; Monitor threats to the network.

Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS123B ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM

Content Ensure user accounts are controlled; Secure file and resource access; Monitor threats to the network.

Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS124A ADMINISTER AND CONFIGURE A NETWORK SECURITY

Content Ensure user accounts are controlled; Secure file and resource access; Monitor threats to the network.

Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS124B ADMINISTER AND CONFIGURE A NETWORK SECURITY

Content Ensure user accounts are controlled; Secure file and resource access; Monitor threats to the network.

Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS125A ADMINISTER AND CONFIGURE A DATABASE

Content Start up a database; Manage database; Manage database access.

Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS125B ADMINISTER AND CONFIGURE A DATABASE

Content Start up a database; Manage database; Manage database access.

Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS126A MAINTAIN WEBSITE PERFORMANCE

Content Benchmark performance; Track site performance; Tune performance; Initiate performance improvement.

Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS127A MAINTAIN WEBSITE PERFORMANCE

Content Benchmark performance; Track site performance; Tune performance; Initiate performance improvement.

Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS127B MAINTAIN WEBSITE PERFORMANCE

Content Benchmark performance; Track site performance; Tune performance; Initiate performance improvement.

Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS130A CONFIGURE AN INTERNET GATEWAY

Content Confirm client requirements and network equipment; Security issues are reviewed; Gateway products and equipment are installed and configured; Node is configured and tested.

Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS130B CONFIGURE AN INTERNET GATEWAY

Content Confirm client requirements and network equipment; Security issues are reviewed; Gateway products and equipment are installed and configured; Node is configured and tested.

Nominal Hours To be advised
Assessment As per accredited curriculum
ICAITS195A ENSURE DYNAMIC WEBSITE SECURITY
Content Risk assessment is completed; Operating systems are secured; Site server is secured; Relevant data transactions are secured; Security framework is tested, monitored and documented.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS196A IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES
Content Method(s) of encryption are determined; Encryption method is applied; Encryption system is monitored.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITS197A INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES
Content Method(s) of authentication is determined; Authentication software/tools are configured; Authentication method is applied; Authentication system is monitored.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITT077C DEVELOP DETAILED TEST PLAN
Content Prepare test environment and gather tools; Prepare test data; Complete test plan.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITT078B PERFORM UNIT TEST
Content Prepare for unit test; Conduct unit test; Analyse and classify results.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITT079B PERFORM INTEGRATION TEST
Content Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITT080B PERFORM SPECIFIC UNIT TEST FOR OO CLASS
Content Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITT082C MANAGE THE TESTING PROCESS
Content Develop test schedule; Complete test procedures; Review the completeness and accuracy of the system.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITT083B DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST
Content Identify acceptance criteria and develop test plan; Perform functional testing on software modules; Validate test results against expected results; Sign off and acceptance obtained.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITT084B PERFORM STRESS AND LOADING TEST OF INTEGRATED PLATFORM
Content Create test plan; Undertake test; Diagnose and resolve faults; Update documentation.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITT184A ENSURE SITE USABILITY
Content Design a user test; Conduct user test; Evaluate user test; Document results.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITT081B PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS
Content Establish own work schedule; Participate in team structure.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITT082B COORDINATE AND MAINTAIN TEAMS
Content Establish, develop and improve teams; Coordinate team; Delegate responsibility and authority.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITT083B RELATE TO CLIENTS ON A BUSINESS LEVEL
Content Build and maintain business networks and relationships; Plan to meet internal and external client requirements; Negotiate client support service costs; Monitor, adjust and implement procedures to maintain client focus.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITT214A MAINTAIN ETHICAL CONDUCT
Content Protect the interests of clients; Produce quality products and services; Ensure correct representation; Maintain good work practices.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITU004B APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Content Determine Occupational Health and Safety (OH and S) issues relating to immediate work environment; Document and disseminate Occupational Health and Safety requirements; Provide basic ergonomic advice.
Nominal Hours 20 Hours
Assessment As per accredited curriculum
ICAITU004C APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Content  Determine Occupational Health and Safety (OH and S) issues relating to immediate work environment; Document and disseminate Occupational Health and Safety requirements; Provide basic ergonomic advice.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU005B OPERATE COMPUTER HARDWARE

Content  Use appropriate office peripherals; Operate and maintain a range of hardware; Use keyboard and equipment.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU005C OPERATE COMPUTER HARDWARE

Content  Use appropriate office peripherals; Operate and maintain a range of hardware; Use keyboard and equipment.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU006A OPERATE COMPUTING PACKAGES

Content  Prepare for program/activity; Establish effective communication; Assist the person with a disability to meet lifestyle and relationship needs through participation in a program/activity.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITU006B OPERATE COMPUTING PACKAGES

Content  This unit defines the competency required to identify, select and correctly operate desktop applications for a range of purposes
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITU006C OPERATE COMPUTING PACKAGES

Content  Use appropriate software; Access, retrieve and manipulate data; Access and use help; Use keyboard and equipment.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITU007B MAINTAIN EQUIPMENT AND CONSUMABLES

Content  Clean disc drives and peripherals; Replace and maintain consumables and supplies; Maintain peripherals.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU012A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Content  This unit defines the competency required to utilise computer applications to their full capacity employing all advanced features as required.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITU012B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Content  Manipulate data; Access and use support resources; Configure the computing environment.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITU008C DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS

Content  Determine macro or template requirement; Develop macro or template for client; Provide client support for the macro or template.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITU009C MIGRATE TO NEW TECHNOLOGY

Content  Apply existing knowledge and techniques to new technology; Apply advanced functions of the technology to solve organisational problems; Apply new functions of upgraded technology.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU018C CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS

Content  Determine customisation requirements of client; Analyse impact of customisation on system relationship; Provide support for customised application; Obtain client feedback.
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

ICAITU013B INTEGRATE COMMERCIAL COMPUTING PACKAGES

Content  Produce required organisational documents; Determine and use help.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITU013C INTEGRATE COMMERCIAL COMPUTING PACKAGES

Content  Produce required organisational documents; Determine and use help.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITU026A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Content  Produce required organisational documents; Determine and use help.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITU026B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Content  Maintain system software; Set up and manage the system files; Manage system usage; Monitor system security; Carry out system back-up; Restore system back-up.
Nominal Hours 50 Hours
Assessment As per accredited curriculum
ICAITU128A OPERATE A PERSONAL COMPUTER
Content: Start computer and access basic system information and features; Navigate and manipulate desktop environment; Organise basic directory and folder structures; Organise files for user and/or organisational requirements; Print information; Correctly shut down computer.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITU129A OPERATE A WORD PROCESSING APPLICATION
Content: Create documents; Customise basic settings to meet page layout conventions; Format document; Create tables; Add objects and images; Print word processing documents.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITU130A OPERATE A SPREADSHEET APPLICATION
Content: Create spreadsheets; Customise basic settings; Format spreadsheets; Incorporate objects and charts in spreadsheets; Print spreadsheets.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITU131A OPERATE A DATABASE APPLICATION
Content: Create a database; Customise basic settings; Create reports; Create forms; Retrieve information.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICAITU132A OPERATE A PRESENTATION PACKAGE
Content: Create presentations; Customise basic settings; Format presentations; Add slide show effects; Print presentation and notes.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

ICAITU133A SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL
Content: Access the internet; Search the internet; Send and organise messages; Create an address book.
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum

ICAITU207A APPLY A WEB AUTHORING TOOL TO CONVERT CLIENT DATA
Content: Identify authoring requirements; Create files; Create formatting templates; Define library items; Develop templates; Create simple forms; Create simple navigation.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITU208A USE SITE SERVER TOOLS FOR E-BUSINESS
Content: Task requirements are confirmed; Tools are selected; Tools are used; Tools and task requirements are reviewed.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITT001B WORK EFFECTIVELY IN AN INFORMATION TECHNOLOGY ENVIRONMENT
Content: Comply with general IT policies and procedures; Promote the organisation and the IT department in a manner consistent with the organisational mission; Identify Information Technology equipment/software and operating system supported by the organisation.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICAITT002B COMMUNICATE IN THE WORKPLACE
Content: Establish contact with clients; Process information.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICPMM11BA IDENTIFY COMPONENTS OF MULTIMEDIA
Content: Identify the electronic components of multimedia; Explore the scope of multimedia; Assess the features and functions of multimedia operating systems; Outline the role of multimedia.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICPMM13CA AUTHOR A MULTIMEDIA SEQUENCE
Content: Identify the elements of multimedia; Identify the scope of authoring software; Use authoring software; Create a multimedia presentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICPMM15DA DEVELOP A MULTIMEDIA SCRIPT
Content: Identify and describe multimedia script formats and processes; Use scripting techniques to create a multimedia production script.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICPMM21CA CAPTURE A DIGITAL IMAGE
Content: Assess digital camera qualities; Photograph and upload a digital image.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICPMM41CA INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS
Content: Use multimedia text software; Create multimedia text.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICPMM43CA INCORPORATE DIGITAL PHOTOGRAPHY INTO MULTIMEDIA PRESENTATIONS
Content: Use a digital camera; Incorporate digital photography into a multimedia sequence; Create a collage of digital photography and 2D graphics.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

ICPMM44CA INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS
Content: Identify and describe formats of digital audio; Use digital audio software; Design and edit digital audio; Construct a digital audio track.
Nominal Hours: 42 Hours
Assessment: As per accredited curriculum

ICPMM44CA INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS
Content: Identify and describe formats of digital audio; Use digital audio software; Design and edit digital audio; Construct a digital audio track.
Nominal Hours: 42 Hours
Assessment: As per accredited curriculum
ICPMM45CA INCORPORATE ANIMATION INTO MULTIMEDIA PRESENTATIONS
Content Identify and describe formats of digital animation; Use digital animation software; Design and edit digital animation; Present a digital animation sequence.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM46CA INCORPORATE VIDEO INTO MULTIMEDIA PRESENTATIONS
Content Identify and describe formats of digital video; Use digital video software; Design and edit digital video; Present a digital video sequence.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM47DA INCORPORATE 3D MODELLING INTO MULTIMEDIA PRESENTATIONS
Content Identify and describe formats of 3D Modelling; Use 3D modelling software; Design and edit a 3D model; Present a 3D modelling sequence.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM60DA PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS
Content Identify and describe multimedia delivery techniques; Prepare data for multimedia platforms.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICPMM61DA PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS
Content Identify and describe formats of digital animation; Use digital animation software; Design and edit digital animation; Present a digital animation sequence.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM62DA ACCESS THE INTERNET
Content Identify and use local resources and identify and use remote resources.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICPMM63DA CREATE WEB PAGES WITH MULTIMEDIA
Content Identify the tools and parameters of web page design; Produce Web pages; Validate and prepare for distribution.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICPMM64DA PLAN INTERFACE DESIGN
Content Identify the features of interface design; Develop interface design strategies; Produce user documentation.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM65DA UNDERTAKE A COMPLEX DESIGN BRIEF
Content Negotiate a complex design contract; Plan the design process; Render a complex graphic design; Ensure feasibility of production; Solve technical problems; Ensure quality output.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICPMM66DA USE TELECOMMUNICATIONS TECHNOLOGY IN RECEIVING AND MAKING CALLS IN THE CALL CENTRE ENVIRONMENT
Content Operate and effectively use telecommunications technology in the operational environment; Receive and respond to incoming calls; Make outgoing calls and transmit messages.
Nominal Hours 30 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>UNIT OF STUDY DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td>LCTA APPLY DRAFTING OFFICE ADMINISTRATION PROCESSES</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>Nominal Hours 40 Hours</td>
</tr>
<tr>
<td>LCTB APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO PRIVATE RESIDENTIAL DWELLINGS</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>Nominal Hours 90 Hours</td>
</tr>
<tr>
<td>LCTC CARRY OUT A SITE SURVEY OF AN EXISTING BUILDING</td>
</tr>
<tr>
<td>Prerequisite(s) LCTH Produce Working drawings for a Single Storey Private Residence</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>Nominal Hours 40 Hours</td>
</tr>
<tr>
<td>LCTD CREATE TECHNICALLY PROJECTED PRESENTATION VIEWS OF ARCHITECTURAL DESIGN CONCEPTS</td>
</tr>
<tr>
<td>Prerequisite(s) LCTN Using Sketching Presentation Techniques to Communicate Design Concepts</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Nominal Hours 40 Hours</td>
</tr>
<tr>
<td>LCTE EVALUATE MATERIALS FOR CONSTRUCTION OF RESIDENTIAL DWELLINGS</td>
</tr>
<tr>
<td>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).</td>
</tr>
<tr>
<td>Nominal Hours 40 Hours</td>
</tr>
<tr>
<td>LCTF PRODUCE 2D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE</td>
</tr>
<tr>
<td>Content This unit relates to producing 2D architectural drawings utilising Computer Aided Drafting software under limited supervision.</td>
</tr>
<tr>
<td>Nominal Hours 100 Hours</td>
</tr>
<tr>
<td>LCTG PRODUCE DRAWING DOCUMENTATION FOR PRIVATE RESIDENTIAL BUILDINGS</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Nominal Hours 40 Hours</td>
</tr>
<tr>
<td>LCTH PRODUCE WORKING DRAWINGS FOR A SINGLE STOREY PRIVATE RESIDENCE</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Nominal Hours 90 Hours</td>
</tr>
<tr>
<td>LCTI PRODUCE WORKING DRAWINGS FOR A TWO STOREY PRIVATE RESIDENCE</td>
</tr>
<tr>
<td>Prerequisite(s) LCTH Produce Working drawings for a Single Storey Private Residence</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Nominal Hours 90 Hours</td>
</tr>
<tr>
<td>LCTJ PROVIDE DESIGN SOLUTIONS FOR PRIVATE RESIDENTIAL DWELLINGS</td>
</tr>
<tr>
<td>Prerequisite(s) LCTN Using Sketching Presentation Techniques to communicate design concepts; LCTM Provide Design Solutions for Small Residential Living Units.</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>Nominal Hours 40 Hours</td>
</tr>
<tr>
<td>LCTK PROVIDE DESIGN SOLUTIONS FOR SMALL RESIDENTIAL LIVING UNITS</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Nominal Hours 40 Hours</td>
</tr>
<tr>
<td>LCTL USING SKETCHING PRESENTATION TECHNIQUES TO COMMUNICATE DESIGN CONCEPTS</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Nominal Hours 40 Hours</td>
</tr>
<tr>
<td>LCTP APPLY DRAFTING OFFICE PROJECT ADMINISTRATION PROCESSES</td>
</tr>
<tr>
<td>Prerequisite(s) LCTA Apply Drafting Office Administration Processes</td>
</tr>
</tbody>
</table>
| Content This unit relates to the Project responsibilities, administration duties and precautions, which are expected to be
performed by an architectural para-professional drafts person, working under minimal supervision.

Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCTR APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO TYPE 'B' AND 'C' COMMERCIAL BUILDINGS

Prerequisite(s) LCTB Apply Principles of Construction Technology to Private Residential Dwellings; LCTE Evaluate materials for construction of Residential Dwellings
Content This unit relates to the application of construction principles, methods and standards complying with the provisions of Volume 1, Class 2 to Class 9 of the Building Code of Australia (BCA) commonly used in Residential, Industrial and Commercial Type “B” and “C” buildings.
Nominal Hours 120 Hours
Assessment As per accredited curriculum

LCTS APPLY PRINCIPLES OF ENVIRONMENTAL SUSTAINABILITY TO BUILDING DESIGN

Content This unit relates to the application of environmental sustainability to building design principles and material selection.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LCWD PROVIDE DESIGN SOLUTIONS FOR TYPE 'B' BUILDING PROJECTS

Prerequisite(s) ALL core units in the Certificate IV in Residential Drafting, except LCTG Produce drawing documentation for Private Residential Buildings
Content This unit covers the skills required to read and interpret codes, plans/specifications and to undertake the production of architectural working drawings for Type “B” buildings.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LCTZ PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE ‘C’ BUILDING PROJECTS

Prerequisite(s) ALL core units in the Certificate IV in Residential Drafting, except LCTG Produce drawing documentation for Private Residential Buildings
Content This unit covers the skills required to read and interpret codes, plans/specifications and to undertake the production of architectural working drawings for Type “C” buildings.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LCWA PRODUCE DIGITAL RENDERINGS OF ARCHITECTURAL 3D CAD DRAWINGS

Prerequisite(s) LCTX Produce 3D Architectural Drawings using CAD Software
Content This unit relates to the production of a range of digitally rendered presentation drawings of 3D architectural CAD models utilising specialist rendering software.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LCWB PRODUCE DRAWING DOCUMENTATION FOR A COMMERCIAL BUILDING

Content This unit relates to demonstrating holistically the skills and knowledge required to produce a set of drawings for a Type “B”, class 2 to 9 commercial, industrial or residential building, that will meet the requirements of the local authority for planning and construction approval, for a nominated site.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LCWC PROVIDE DESIGN SOLUTIONS FOR TYPE ‘C’ BUILDINGS

Prerequisite(s) ALL core units in the Certificate IV in Residential Drafting, except LCTG Produce drawing documentation for Private Residential Buildings
Content This unit relates to creating design solutions for Type “C” Classification 2 to 9 commercial, industrial or residential buildings, and presenting them as design drawings from which construction documentation can be derived.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LCWD PROVIDE DESIGN SOLUTIONS FOR TYPE ‘B’ BUILDINGS

Prerequisite(s) LCWC Provide Design Solutions for Type ‘C’ Buildings
Content This unit relates to creating design solutions for Type “B” Classification 2 to 9 commercial, industrial or residential buildings, and presenting them as design drawings from which construction documentation can be derived.
Nominal Hours 90 Hours
Assessment As per accredited curriculum
### DCWE APPLY PRINCIPLES OF DESIGN, DOCUMENTATION AND PROJECT ADMINISTRATION TO BUILDINGS

- **Prerequisite(s):** Attainment of the Diploma of Building Design and Technology
- **Content:** This unit relates to the application of design, design resolution, contract documentation and project administration principles, methods and standards complying with the provisions of the Building Code of Australia (BCA) for all buildings up to and including Type A Construction. (This unit is intended to cover the competencies required to perform the typical role of a Project Team Leader on a large job in a medium to large office).
- **Nominal Hours:** 120 Hours
- **Assessment:** As per accredited curriculum

### LCWF UNDERTAKE RESEARCH FOR A BUILDING DESIGN RELATED PROJECT

- **Content:** This unit relates to the development of skills and knowledge to design, execute and document the research for a building design related project.
- **Nominal Hours:** 80 Hours
- **Assessment:** As per accredited curriculum

### LCWN APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO ONE OR TWO STOREY BUILDINGS

- **Prerequisite(s):** Where related units form an integral part of workplace responsibilities and roles, these units should be co-assessed.
- **Content:** Determine from plans and specifications, size, span and spacing of structural members for ceiling and roof framing; Determine from plans and specifications the permanent wind bracing requirements for nominated design gust wind speeds; Determine from plans and specifications the size, span and spacings of structural members for timber wall frames; Determine from plans and specifications the size, span and spacing of structural members for time stumps, floor bearers and joists.
- **Nominal Hours:** 50 Hours
- **Assessment:** As per endorsed training package

### MEM1.4FA PLAN TO UNDERTAKE A ROUTINE TASK

- **Content:** Identify task requirements; Plan steps required to complete task; Review plan.
- **Unit Weight Points:** 0-2 Points
- **Nominal Hours:** 20 Hours
- **Assessment:** As per endorsed training package

### MEM2.10C5A WRITE REPORTS

- **Content:** Communicate concepts in writing.
- **Unit Weight Points:** 2 Points
- **Nominal Hours:** 20 Hours
- **Assessment:** As per endorsed training package

### MEM2.11C5A RESEARCH AND PREPARE PRESENTATIONS AND REPORTS

- **Content:** Research information; Analyse information; Summarise and organise technical data.
- **Unit Weight Points:** 2 Points
- **Nominal Hours:** 20 Hours
- **Assessment:** As per endorsed training package

### MEM2.13C5A PERFORM MATHEMATICAL COMPUTATIONS

- **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.
- **Unit Weight Points:** 4 Points
- **Nominal Hours:** 40 Hours
- **Assessment:** As per endorsed training package

### MEM2.14C5A USE GRAPHICAL TECHNIQUES & PERFORM SIMPLE STATISTICAL COMPUTATIONS

- **Content:** Read and construct graphs from given or determined data; Perform basic statistical calculations.
- **Unit Weight Points:** 2 Points
- **Nominal Hours:** 20 Hours
- **Assessment:** As per endorsed training package

### MEM2.15C5A OPERATE IN AN AUTONOMOUS TEAM ENVIRONMENT

- **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.
- **Unit Weight Points:** 2 Points
- **Nominal Hours:** 20 Hours
- **Assessment:** As per endorsed training package

### MEM2.16C5A INTERPRET QUALITY SPECIFICATIONS AND MANUALS

- **Content:** Identify and access all documentation; Interpret documentation; Explain documentation; Monitor quality processes/systems.
- **Unit Weight Points:** 4 Points
- **Nominal Hours:** 40 Hours
- **Assessment:** As per endorsed training package

### MEM2.11C2A APPLY QUALITY SYSTEMS

- **Content:** Understand and follow standard operational or specification requirements; Engage in quality improvement.
- **Unit Weight Points:** 2 Points
- **Nominal Hours:** 20 Hours
- **Assessment:** As per endorsed training package
### MEM2.2C11A ORGANISE AND ANALYSE INFORMATION

**Content**
Access information and/or records; Give verbal and/or written reports.

**Unit Weight Points** 2 Points

**Nominal Hours** 20 Hours

**Assessment** As per endorsed training package

### MEM2.3C11A OPERATE IN A WORK BASED TEAM ENVIRONMENT

**Content**
Determine team role and scope; Identify own role and responsibility within a team; Plan team activities; Operate as a team member.

**Unit Weight Points** 2 Points

**Nominal Hours** 20 Hours

**Assessment** As per endorsed training package

### MEM2.3C11B OPERATE IN A WORK BASED TEAM ENVIRONMENT

**Content**
Determine team role and scope; Identify own role and responsibility within a team; Plan team activities; Operate as a team member.

**Unit Weight Points** 2 Points

**Nominal Hours** 40 Hours

**Assessment** As per endorsed training package

### MEM2.4C11A ASSIST IN THE PROVISION OF ON-THE-JOB TRAINING

**Content**
Determine role of on-the-job training; Provide on-the-job training; Report on trainee performance.

**Unit Weight Points** 2 Points

**Nominal Hours** 20 Hours

**Assessment** As per endorsed training package

### MEM2.5C11A MEASURE WITH GRADUATED DEVICES

**Content**
Use a range of graduated devices to measure/determine dimensions or variables; Maintain graduated devices.

**Nominal Hours** 20 Hours

**Assessment** As per endorsed training package

### MEM2.6C10A PLAN A COMPLETE ACTIVITY

**Content**
Identify activity requirements; Plan process to complete activity; Modify plan.

**Unit Weight Points** 4 Points

**Nominal Hours** 40 Hours

**Assessment** As per endorsed training package

### MEM2.7C10A PERFORM COMPUTATIONS – BASIC

**Content**
Apply four basic rules of calculation; Perform basic calculations involving fractions and decimals.

**Unit Weight Points** 2 Points

**Nominal Hours** 20 Hours

**Assessment** As per endorsed training package

### MEM2.8C10A PERFORM COMPUTATIONS

**Prerequisite(s)** MEM2.7C10 Perform Computations – Basic.

**Content**
Estimate approximate answers; Perform basic calculations involving percentages; Apply the four basic rules to algebraic expression; Perform basic calculations involving proportions; Interpret charts and graphs; Produce charts and graphs from given information.

**Unit Weight Points** 2 Points

**Nominal Hours** 20 Hours

**Assessment** As per endorsed training package

### MEM2.9C10A PERFORM COMPUTER OPERATIONS

**Content**
Identify uses of computers in the workplace; Access information using computers; Input data correctly into a computer; Output data using a computer system.

**Unit Weight Points** 2 Points

**Nominal Hours** 20 Hours

**Assessment** As per endorsed training package

### MEM3.1AA MANUAL PRODUCTION ASSEMBLY

**Content**
Read and understand job sheets; Select assembly equipment and components; Assemble components; Perform tests; Protect assembly from damage.

**Unit Weight Points** 4 Points

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

### MEM3.2AA PRECISION ASSEMBLY

**Content**
Read and understand job sheets; Select and use assembly tools and equipment; Assemble engineering components; Adjust mechanical assemblies; Protect assembly from damage.

**Unit Weight Points** 4 Points

**Nominal Hours** 40 Hours

**Assessment** As per accredited training package

### MEM5.10AA UNDERTAKE FABRICATION, FORMING, BENDING AND SHAPING

**Content**
Select and set up forming/shaping equipment for a specific operation; Operate forming/shaping equipment; Forming and shaping material.

**Unit Weight Points** 8 Points

**Assessment** As per accredited training package

### MEM5.11AB ASSEMBLE FABRICATED COMPONENTS

**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.

**Unit Weight Points** 8 Points

**Assessment** As per endorsed training package

### MEM5.12AB PERFORM ROUTINE MANUAL METAL ARC WELDING

**Content**
Determine weld requirement; Prepare materials for welding; Select welding machine settings, electrodes and/or wire; Perform routine welding.

**Unit Weight Points** 2-4 Points

**Nominal Hours** 20 Hours

**Assessment** As per endorsed training package

### MEM5.13AB PERFORM MANUAL PRODUCTION WELDING/FABRICATIONS

**Content**
Tack and/or weld material using appropriate welding process.

**Unit Weight Points** 2 Points

**Assessment** As per endorsed training package

### MEM5.14AB MONITOR QUALITY OF PRODUCTION WELDING/FABRICATIONS

**Content**
Monitor quality of welded products; Initiate testing when required; Undertake procedure's reporting.

**Unit Weight Points** 2 Points

**Assessment** As per endorsed training package
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Content</th>
<th>Unit Weight Points</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5.15AB</td>
<td>WELD USING MANUAL METAL ARC WELDING PROCESS</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>6 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.16AB</td>
<td>PERFORM ADVANCED WELDING USING MANUAL METAL ARC WELDING PROCESS</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>8 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.17AB</td>
<td>WELD USING GAS METAL ARC WELDING PROCESS</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>6 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.18AB</td>
<td>PERFORM ADVANCED WELDING USING GAS METAL ARC WELDING PROCESS</td>
<td>Prepare welding materials and equipment; Weld joints to code requirements using GMAW; Assess weld quality and rectify faults.</td>
<td>8 Points</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>MEM5.19AB</td>
<td>WELD USING GAS TUNGSTEN ARC WELDING PROCESS (GTAW)</td>
<td>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>6 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.20AB</td>
<td>PERFORM ADVANCED WELDING USING GAS TUNGSTEN ARC WELDING PROCESS</td>
<td>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>8 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.21A</td>
<td>WELD USING OXYACETYLENE WELDING PROCESS (OAW) FUEL GAS WELDING</td>
<td>Prepare materials for welding; Assemble welding equipment; Weld joints to Australian Standard 1554 GP or equivalent; Inspect welds; Correct welds.</td>
<td>4 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.22AB</td>
<td>PERFORM ADVANCED WELDING USING OXYACETYLENE WELDING PROCESS (OAW)</td>
<td>Select welding equipment and consumables; Assemble welding equipment; Weld joints to Australian 1554 SP or equivalent; Inspect welds; Correct faults; Maintain weld records.</td>
<td>8 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.23AB</td>
<td>WELD USING SUBMERGED ARC WELDING PROCESS</td>
<td>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.</td>
<td>6 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.24BA</td>
<td>PERFORM WELDING SUPERVISION</td>
<td>Prepare and determine welding procedure; Qualify welders to required procedures; Monitor/maintain quality assurance and safety procedures; Prepare documents; Arrange for non-destructive testing and destructive testing.</td>
<td>12 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.25BB</td>
<td>PERFORM WELDING/FABRICATION INSPECTION</td>
<td>Select and organise/conduct appropriate non-destructive test procedures or verify previous test procedures; Establish welding procedures; Validate welding procedures; Ensure quality assurance procedures are carried out; Monitor procedures in progress.</td>
<td>12 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.26AA</td>
<td>APPLY WELDING PRINCIPLES</td>
<td>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.</td>
<td>4 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.26AB</td>
<td>REPAIR/REPLACE/MODIFY FABRICATIONS</td>
<td>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.</td>
<td>4 Points</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>MEM5.37AA</td>
<td>GEOMETRIC DEVELOPMENT</td>
<td>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.</td>
<td>6 Points</td>
<td>As per endorsed training package</td>
</tr>
</tbody>
</table>
MEM5.3AA SOFT SOLDERING (BASIC)
Content Identify job requirements; Undertake soft soldering.
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.38AA ADVANCED GEOMETRIC DEVELOPMENT – CYLINDRICAL/RECTANGULAR
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.
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.39AA ADVANCED GEOMETRIC DEVELOPMENT – CONICAL
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.
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.4AA ADVANCED GEOMETRIC DEVELOPMENT – TRANSITION
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.
Unit Weight Points 4 Points
Assessment As per accredited curriculum

MEM5.41AA WELD USING POWDER FLAME SPRAYING
Content Prepare work for spray welding; Select spray welding equipment and powders; Set up spray welding equipment; Implement distortion prevention/control measures; Spray weld material; Inspect spray weld.
Unit Weight Points 4 Points
Assessment As per accredited curriculum

MEM5.4AB PERFORM ROUTINE OXYACETYLENE WELDING (FUEL GAS WELDING)
Content Prepare materials for welding; Assemble and set up welding equipment; Select welding equipment, setting and consumables.
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.5AA CARRY OUT MECHANICAL CUTTING
Content Determine job requirements; Select/set up machine tooling; Operate mechanical cutting machine; Check material for conformance to specification.
Unit Weight Points 2 Points
Nominal Hours 20 Hours
Assessment As per endorsed training package

MEM5.6AA PERFORM BRAZING AND/OR SILVER SOLDERING
Content Prepare materials and equipment; Braze and/or silver solder; Inspect joints.
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.7AB MANUAL HEATING AND THERMAL CUTTING
Content Assemble/disassemble plant, equipment for manual heating, thermal cutting and gouging; Operate heating and/or thermal cutting and gouging equipment.
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.8AB ADVANCED MANUAL THERMAL CUTTING GOUGING AND SHAPING
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.
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.9AB AUTOMATED THERMAL CUTTING
Content Set up material; Set up and use automated cutting machine; Use automated thermal cutting machine.
Unit Weight Points 2 Points
Assessment As per accredited curriculum

MEM6.3AB CARRY OUT HEAT TREATMENT
Content Determine requirements of job; Select heat treatment equipment; Set up equipment; Work safely with hot metals; Heat treat material; Identify hazardous conditions.
Unit Weight Points 6 Points
Assessment As per accredited curriculum

MEM6.4AA SELECT HEAT TREATMENT PROCESSES AND TEST FINISHED PRODUCT
Content Determine requirements of job; Maintain documentation of jobs; Test material.
Unit Weight Points 6 Points
Assessment As per accredited curriculum

MEM6.7AA PERFORM BASIC INCIDENTAL HEAT/QUENCHING, TEMPERING, AND ANNEALING
Content Determine job requirements; Setup equipment for heat/quenching tempering and annealing; Operate heating equipment.
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM7.1AA OPERATIONAL MAINTENANCE OF MACHINES/EQUIPMENT
Content Undertake programmed safety and maintenance checks; Undertake programmed maintenance.
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM7.10AA PERFORM TOOL AND CUTTER GRINDING OPERATIONS
Prerequisite(s) MEM12.3A Precision Mechanical Measurement, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM7.9A Perform Milling Operations, MEM7.5A Perform General Machining.
Content Observe safety precautions; Determine job requirements; Select appropriate tool and cutter grinding wheels and accessories; Perform tool and cutter grinding; Check components for conformance to specification.
Unit Weight Points 4 Points
Assessment As per endorsed training package
<table>
<thead>
<tr>
<th>Assessment</th>
<th>MEM7.1AA COMPLEX MILLING OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>MEM2.13C5A Perform mathematical Computations, MEM7.5A Perform general machining, 7.7A, MEM9.2A Interpret technical drawing, MEM12.3A Precision mechanical measurement, MEM18.1A Use hand tools.</td>
</tr>
<tr>
<td>Content</td>
<td>Setup work; Identify inserts from International Standard Organisation standards; Perform complex milling.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>4 Points</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per endorsed training package</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>MEM7.12AA COMPLEX GRINDING OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>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.</td>
</tr>
<tr>
<td>Content</td>
<td>Determine job requirements; Setup work; Perform complex grinding; Check components for conformance to specification.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>4 Points</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per endorsed training package</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>MEM7.1AA OPERATIONAL MAINTENANCE OF MACHINES/EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM18.1A Use Hand Tools.</td>
</tr>
<tr>
<td>Content</td>
<td>Undertake programmed safety and maintenance checks; Undertake programmed maintenance.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>2 Points</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per endorsed training package</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>MEM7.21AA PERFORM COMPLEX LATHE OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>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.</td>
</tr>
<tr>
<td>Content</td>
<td>Accurately setup work; Identify inserts from International Standard Organisation or other appropriate standards; Perform complex turning.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>4 Points</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per endorsed training package</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>MEM7.2AA PERFORM PRECISION SHAPING/PLANING/SLOTTING OPERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.</td>
</tr>
<tr>
<td>Content</td>
<td>Observe safety precautions; Determine job requirements; Perform precision shaping operations; Perform precision planing operations; Perform precision slotting operations; Check component for conformance to specification.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>4 Points</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per endorsed training package</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>MEM7.5A PERFORM GENERAL MACHINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>MEM2.5C11A Measure with Graduated Devices, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.</td>
</tr>
<tr>
<td>Content</td>
<td>Determine job requirements; Determine sequence of operations; Perform machining operations; Measure components; Adjust and maintain machine.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>8 Points</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per endorsed training package</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>MEM7.6AA PERFORM LATHE OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.</td>
</tr>
<tr>
<td>Content</td>
<td>Observe safety precautions; Determine job requirements; Mount job; Perform turning operations; Check components for conformance with specifications.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>4-8 Points</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>MEM7.7A COMPLEX MILLING OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM18.1A Use Hand Tools.</td>
</tr>
<tr>
<td>Content</td>
<td>Observe safety precautions; Determine job requirements; Check components for conformance to specification.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>4 Points</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per endorsed training package</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>MEM7.8A COMPLEX GRINDING OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM7.7A Perform Milling Operations, MEM18.1A Use Hand Tools.</td>
</tr>
<tr>
<td>Content</td>
<td>Observe safety precautions; Determine job requirements; Select appropriate tools and accessories; Mount job; Perform grinding operations; Check components for conformance with specifications.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>4 Points</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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<thead>
<tr>
<th>Assessment</th>
<th>MEM7.9AA PERFORM PRECISION JIG BORING OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM7.5A Perform General Machining, MEM7.7A Perform Milling Operations, MEM18.1A Use Hand Tools.</td>
</tr>
<tr>
<td>Content</td>
<td>Observe safety precautions; Determine job requirements; Select appropriate tools and accessories; Mount job; Perform jig boring; Check components for conformance to specification.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>4 Points</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per endorsed training package</td>
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<table>
<thead>
<tr>
<th>Assessment</th>
<th>MEM9.1AA APPLY BASIC ENGINEERING DESIGN CONCEPTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM7.5A Perform General Machining, MEM7.7A Perform Milling Operations, MEM18.1A Use Hand Tools.</td>
</tr>
<tr>
<td>Content</td>
<td>Determine design requirements; Create design.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>6 Points</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>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>MEM9.1A DRAW AND INTERPRET SKETCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>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.</td>
</tr>
<tr>
<td>Content</td>
<td>Prepare freehand sketch; Interpret details from freehand and sketch.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>2 Points</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>20 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per endorsed training package</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>MEM9.2AA INTERPRET TECHNICAL DRAWING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM7.5A Perform General Machining, MEM7.7A Perform Milling Operations, MEM18.1A Use Hand Tools.</td>
</tr>
<tr>
<td>Content</td>
<td>Interpret technical drawings; Select correct technical drawing.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>4 Points</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per endorsed training package</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>MEM9.3AA PREPARE BASIC ENGINEERING DRAWING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM7.5A Perform General Machining, MEM7.7A Perform Milling Operations, MEM18.1A Use Hand Tools.</td>
</tr>
<tr>
<td>Content</td>
<td>Identify drawing requirements; Prepare of make changes to engineering drawing; Prepare engineering parts list; Issue drawing.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>8 Points</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>MEM9.5AA BASIC ENGINEERING DETAIL DRAFTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM7.5A Perform General Machining, MEM7.7A Perform Milling Operations, MEM18.1A Use Hand Tools.</td>
</tr>
<tr>
<td>Content</td>
<td>Prepare assembly, layout and detail drafting; Determine component and/or material requirement.</td>
</tr>
<tr>
<td>Unit Weight Points</td>
<td>8 Points</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
MEM9.6BA ADVANCED ENGINEERING DETAIL DRAFTING
Content Prepare assembly, layout and detail drawing; Interpret specifications and select material, components and/or assemblies.
Unit Weight Points 4 Points
Assessment As per accredited curriculum

MEM9.7BA ADVANCED MECHANICAL DETAIL DRAFTING
Content Prepare mechanical assembly, layout and detail drawing.
Unit Weight Points 4 Points
Assessment As per accredited curriculum

MEM9.8BA ADVANCED STRUCTURAL DETAIL DRAFTING
Content Prepare fabrication/structural assembly, layout and detail drawing.
Unit Weight Points 4 Points
Assessment As per accredited curriculum

MEM10.10AA INSTALL PIPEWORK AND PIPEWORK ASSEMBLIES
Content Plan the installation; Pipework and pipework assemblies prepared for assembly; Install pipework and assemblies.
Unit Weight Points 4 Points
Assessment As per accredited curriculum

MEM10.1AB ERECT STRUCTURES
Content Inspect and prepare erection site; Erect structures.
Unit Weight Points 4 Points
Assessment As per accredited curriculum

MEM10.6AA INSTALL MACHINE/PLANT
Content Inspect and prepare installation site; Install machine/plant.
Unit Weight Points 4 Points
Assessment As per accredited curriculum

MEM11.1AA MANUAL HANDLING
Content Lift materials manually; Move/shift materials manually.
Unit Weight Points 2 Points
Assessment As per accredited curriculum

MEM11.4AA UNDERTAKE DOGGING/CRANE CHASING
Content Attach lifting gear to loads; Move loads.
Unit Weight Points 4 Points
Assessment As per accredited curriculum

MEM12.1AA USE COMPARISON & BASIC MEASURING DEVICES
Content Select and use comparison and/or basic measuring devices; Maintain comparison and/or basic measuring devices.
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM12.3AA PRECISION MECHANICAL MEASUREMENT
Content Use precision measuring equipment; Set comparative measuring devices; Maintain precision equipment.
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM12.6AA MARK OUT/OFF (GENERAL ENGINEERING)
Prerequisite(s) MEM9.2A Interpret Technical Drawing.
Content Determine job requirements; Transfer dimension; Make templates as required.
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM12.7AA MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES
Content Transfer dimensions from a detail drawing to work; Make templates as required; Develop patterns and/or transfer measurements to structure; Interpret relevant codes, standards and symbols; Estimate quantities of materials from detail drawings.
Unit Weight Points 2-4 Points
Nominal Hours 40 Hours
Assessment As per endorsed training package

MEM13.1AA PERFORM EMERGENCY FIRST AID
Content Perform emergency first aid.
Unit Weight Points 1 Point
Assessment As per accredited curriculum

MEM13.2AA UNDERTAKE OCCUPATIONAL HEALTH AND SAFETY ACTIVITIES IN THE WORKPLACE
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.
Unit Weight Points 2 Points
Assessment As per accredited curriculum

MEM13.3AA WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS
Content Use personal protection equipment; Identify emergency procedures; Observe safe working practices.
Unit Weight Points 2-3 Points
Nominal Hours 20 Hours
Assessment As per endorsed training package

MEM14.1BA SCHEDULE MATERIAL DELIVERIES
Content Identify material requirements; Schedule material delivery.
Unit Weight Points 8 Points
Assessment As per accredited curriculum

MEM14.2BA BASIC PROCESS PLANNING
Content Review process specifications; Determine production sequence.
Unit Weight Points 8 Points
Assessment As per accredited curriculum

MEM14.3BA UNDERTAKE BASIC PRODUCTION SCHEDULING
Content Identify production requirements and capacities; Prepare schedule for production of a component/part.
Unit Weight Points 8 Points
Assessment As per accredited curriculum

MEM15.10BA PERFORM LABORATORY PROCEDURES
Content Work under laboratory conditions; Perform calibration; Write reports; Verify quality status.
Unit Weight Points 8 Points
Assessment As per accredited curriculum
MEM15.4AA PERFORM INSPECTION (BASIC)
Content: Inspect products; Keep records; Provide feedback.
Unit Weight Points: 2 Points
Assessment: As per accredited curriculum

MEM15.5AA PERFORM INSPECTION (ADVANCED)
Content: Select inspection/test procedures; Control inspection/test environment and equipment.
Unit Weight Points: 4 Points
Assessment: As per Accredited curriculum

MEM16.1AA GIVE FORMAL PRESENTATIONS AND TAKE PART IN MEETINGS
Content: Participate in formal meetings; Give formal presentations.
Unit Weight Points: 2 Points
Assessment: As per accredited training package

MEM17.1AA ASSIST IN DEVELOPMENT AND DELIVER TRAINING IN THE WORKPLACE
Content: Plan for delivery of on-the-job training; Deliver on-the-job training; Review training program.
Unit Weight Points: 2 Points
Assessment: As per accredited curriculum

MEM17.2AA CONDUCT WORKPLACE ASSESSMENT
Content: Identify and plan assessment requirements; Carry out assessment; Record results and review the procedure.
Unit Weight Points: 2 Points
Assessment: As per accredited curriculum

MEM18.1AB USE HAND TOOLS
Content: Use hand tools.
Unit Weight Points: 2 Points
Nominal Hours: 20 Hours
Assessment: As per endorsed training package

MEM18.20AB MAINTAIN HYDRAULIC SYSTEM COMPONENTS
Prerequisite(s): MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components.
Content: Check hydraulic system components; Identify, repair/replace faulty hydraulic system components.
Unit Weight Points: 4 Points
Nominal Hours: 80 Hours
Assessment: As per endorsed training package

MEM18.21AA MAINTAIN AND REPAIR HYDRAULIC SYSTEMS
Prerequisite(s): MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components, MEM18.20A Maintain hydraulic systems.
Content: Undertake preventative maintenance checks/adjustments on hydraulic systems; Undertake fault finding on hydraulic systems; Repair and/or overhaul hydraulic systems; Recommission hydraulic system.
Unit Weight Points: 4 Points
Assessment: As per endorsed training package

MEM18.22AA USE HAND TOOLS/HAND HELD OPERATIONS
Content: Use power tools.
Unit Weight Points: 2 Points
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

MEM18.3AB USE TOOLS FOR PRECISION WORK
Prerequisite(s): MEM18.2A Use Hand Power Tools.
Content: Use tools to produce precision work to specifications; Tools and equipment stored appropriately.
Unit Weight Points: 4 Points
Assessment: As per endorsed training package

MEM18.5AA BEARINGS-FAULT DIAGNOSE, INSTALLATION & REMOVAL
Prerequisite(s): MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hand Power Tools, MEM18.3A Use Tools for Precision Work, 18.55A.
Content: Perform routine bearing checks during operation and non-operation; Diagnose bearing faults; Identify bearing requirements for replacement or installation; Remove bearings; Install plain bearings; Install anti-friction bearings.
Unit Weight Points: 4 Points
Assessment: As per endorsed training package

MEM18.55AA DISMANTLE, REPLACE & ASSEMBLE ENGINEERING COMPONENTS
Prerequisite(s): MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM18.1A Use Hand Tools, MEM18.2A Use hand power tools.
Content: Dismantle engineering components; Identify faulty components; Select replacement components; Assemble engineering components into assemblies or sub-assemblies.
Unit Weight Points: 3 Points
Assessment: As per endorsed training package
MEM18.6AA Dismantle/Repair/Replace/Assemble & Fit Engineering Components

Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hand Power Tools, MEM18.3A Use Tools for Precision Work, MEM18.5S5A Disassemble, Replace & Assemble Engineering Components.

Content Dismantle and inspect engineering components; Repair/Replace faulty components; Manufacture parts/components; Fit engineering components into assemblies or sub-assemblies.

Unit Weight Points 6 Points
Assessment As per accredited curriculum.

MPM021 Purchasing and Inventory Fundamentals

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.

Nominal Hours 50 Hours
Assessment As per accredited curriculum.

MPM022 Purchasing Policy

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.

Nominal Hours 50 Hours
Assessment As per accredited curriculum.

MTMMP4B Follow Safe Work Policies and Procedures

Content Fulfil OH&S responsibilities and recognise the OH&S responsibilities of key personnel; Follow workplace OH&S policies and procedures; Follow legal provisions related to OH&S; Contribute to OH&S; Follow workplace requirements for hazard identification and risk control; Follow emergency procedures; Operate machinery safely.

Nominal Hours 40 Hours
Assessment As per accredited curriculum.

MTMMP5B Communicate in the Workplace

Content Contribute to maintenance and improvement of workplace operations and requirements; Identify key personnel in the workplace; Contribute to positive workplace relations.

Nominal Hours 40 Hours
Assessment As per accredited curriculum.

MTMMP6B Overview the Meat Industry

Content Work within industry structure; Apply workplace policies; Follow award/employment agreement provisions; Identify appropriate organisations and associations; Follow equal employment opportunity (EEO) legislative requirements; Demonstrate awareness of environmental issues in the meat industry.

Nominal Hours 20 Hours
Assessment As per accredited curriculum.

MTMMP7B Participate in Occupational Health and Safety Risk Control Process

Content Participate in workplace inspections; Participate in OH&S risk control process; Monitor implementation of safe work practices; Assist development of safe work practices; Contribute to participative arrangements for the management of OH&S; Contribute to workplace rehabilitation program as appropriate.

Nominal Hours 20 Hours
Assessment As per accredited curriculum.

MTMMP7B2 Facilitate Hygiene and Sanitation Performance

Content Interpret statutory and workplace requirements relating to hygiene and sanitation; Monitor hygiene and sanitation performance; Respond to hygiene and sanitation problems.

Nominal Hours 30 Hours
Assessment As per accredited curriculum.

NAP710 Financial Accounting Applications 1

Prerequisite(s) NOS219 Accounting – Basic Reports.

Content Basic management reports and analysis; Incomplete/single entry systems; one-write systems; Not-for-profit organisations.

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

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.
Nominal Hours 50-68 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NAP720 BUSINESS MATHEMATICS

Content Application of percentages; Simple and compound interest; Present and future value of annuities; Depreciation; Straight line graphs.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NAP721 BUSINESS STATISTICS

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.
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

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.
Nominal Hours 50-68 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NAP723 MARKETING & PLANNING FOR SMALL BUSINESS

Content Develop a written business plan to enable a business to reach its maximum potential in a competitive environment; Planning for small business success; Small business marketing; and Business plans for small business.
Nominal Hours 54 Hours
Assessment As per accredited curriculum

NAP750 COMMERCIAL LAW PRINCIPLES

Content Origins of law; Civil liability; Legal entities and business names; Negotiable instruments; Financial Transactions; Reports; Act.
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

Content To provide the participant with the knowledge of basic contract law and a selection of speciality contracts applicable within recreation organisation.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NAP757 INCOME TAX LAW FOR ACCOUNTANTS

Content Introduction to Income Tax Law; Assessable & exempt income; Allowable deductions; Depreciation; Trading Stock; Rebates; Calculation of Tax Payable; Provisional Tax; Clubs and societies.
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

NBB01 COMMUNICATION AND INDUSTRIAL RELATIONS (PART 1 – COMMUNICATIONS)

Content Assist to communicate more effectively, both orally and in writing, with the emphasis on their vocational area.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB01 COMMUNICATION AND INDUSTRIAL RELATIONS (PART 2 – INDUSTRIAL RELATIONS)

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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB02 OCCUPATIONAL HEALTH & SAFETY

Content An overview and legal requirements of Occupational Health and Safety in an engineering environment.
Nominal Hours 20-80 Hours
Assessment As per accredited curriculum

NBB05 QUALITY CONCEPTS

Content To enable students who intend to work in the metal and engineering industry, particularly, manufacturing to operate effectively within a structured quality system.
Nominal Hours 20-80 Hours
Assessment As per accredited curriculum

NBB06 MACHINING

Content Develop fundamental machining skills.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB07 HAND AND POWER TOOLS

Content Develop fundamental skills and knowledge in the use of hand and power tools.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB08 ELECTRICAL FUNDAMENTALS

Content This module aims to provide the student with the knowledge and skills to develop fundamental electrical concepts and principles.
Nominal Hours 40 Hours
Assessment Short progressive tests. Practical exercises.
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBB09 WELDING AND THERMAL CUTTING</td>
<td>An overview of a range of welding processes, develop fuel gas cutting skills and apply basic welding techniques.</td>
<td>40-80 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>NBB10 FABRICATION TECHNIQUES 1</td>
<td>Knowledge and skills to develop fundamental fabrication techniques.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>NBB12 ENGINEERING DRAWING INTERPRETATION 1</td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>NBB44 INTRODUCTION TO ELECTRICITY AND ELECTRONICS</td>
<td>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.</td>
<td>20-80 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>NCS001 WORKPLACE COMMUNICATION</td>
<td>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.</td>
<td>20-80 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>NCS002 WRITING SKILLS FOR WORK</td>
<td>Competency based training in communication skills to write simple work related documents.</td>
<td>20-80 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>NCS003 JOB SEEKING SKILLS</td>
<td>Employment opportunities; Job applications and preparation; Interview techniques; Personal performance evaluation.</td>
<td>20-80 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>NCS004 WORK TEAM COMMUNICATION</td>
<td>Small group discussions to reach agreement on workplace related issues; Team co-operation to plan and prepare a presentation; Job-related presentations.</td>
<td>20-40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>NCS005 DEALING WITH CONFLICT</td>
<td>Identification of conflict; Strategies for resolving workplace conflict; The role of communication in conflict resolution.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>NCS006 WRITING WORKPLACE DOCUMENTS</td>
<td>Plan and write complex workplace letters and documents including: Complaints, Sales, Explanatory, Ministerial, Newsletter articles, Leaflet and Instructions.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>NCS007 PRESENTING INFORMATION</td>
<td>Gather, record and convey simple and routine work related information; Give and follow simple instructions; Employ effective writing skills and strategies to prepare simple work related documents.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>NCS008 NEGOTIATION SKILLS</td>
<td>Appropriate negotiating skills for resolving conflict and business issues.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>NCS010 TEAM BUILDING COMMUNICATION</td>
<td>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.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>NCS011 CLIENT INTERACTION</td>
<td>Plan for establishing and maintaining a working relationship with clients; Establish a working relationship with clients.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>NCS012 MEETINGS</td>
<td>Organising and conducting structured meetings; Recording the outcomes of meetings in the workplace.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
### NCS013 INTERVIEWER SKILLS

**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.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

### NCS014 SPEAKING IN PUBLIC

**Content**
Speak in a public forum.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum.

### NCS015 PRESENTING REPORTS

**Content**
Materials research; Information analysis; Solution identification and development; Oral presentation delivery.

**Nominal Hours** 20 Hours

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

### NCS018 DEALING WITH CUSTOMERS AND CLIENTS

**Content**
Communication Skills to effectively interact with customers and clients.

**Nominal Hours** 20 Hours

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

### NE05 POWER CONTROL DEVICES

**Prerequisite(s)** NE03 AC Principles

**Content**
Provide the knowledge and skills of power control using thyristors.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

### NE07 AMPLIFIER PRINCIPLES 1

**Prerequisite(s)** NE04 Power Supply Principles

**Content**
Provide the knowledge and skills to use amplifier principles and concepts.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

### NE30 ELECTRIC MOTOR PROTECTION AND CONTROL

**Prerequisite(s)** NE10 A.C. Machines; NE11 D.C. Machines

**Content**
To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

### NE41 CONTROL SYSTEM PRINCIPLES AND APPLICATIONS

**Prerequisite(s)** NE07 Amplifier Principles; NE30 Electric Motor Control and Protection

**Content**
Provide knowledge and skills to develop control system terminology, components and broad applications.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

### NE75 THYRISTOR APPLICATIONS

**Prerequisite(s)** NE05 Power Control Devices; NE04 Power Supply Principles

**Content**
Knowledge and skills of power control circuits that use thyristors.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

### NE177 PROGRAMMABLE LOGIC CONTROLLERS 1

**Content**
This module aims to provide students with the knowledge and skills in programmable control systems using the Programmable Logic Controller.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

### NE75 THYRISTOR APPLICATIONS

**Prerequisite(s)** NE05 Power Control Devices; NE04 Power Supply Principles

**Content**
Knowledge and skills of power control circuits that use thyristors.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

### NF13 THERMAL CUTTING AND ASSOCIATE PROCESSES

**Prerequisite(s)** (BB09 Welding and Thermal Cutting

**Content**
The knowledge and skills to carry out thermal cutting.

**Nominal Hours** 80 Hours

**Assessment** As per accredited curriculum

### NF65 WELDING CERTIFICATE 1/1E

**Content**
Welding certificate 1/1E.

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

### NF66 WELDING CERTIFICATE 2

**Content**
Welding certificate 2.

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

### NF67 WELDING CERTIFICATE 3/3E

**Content**
Welding certificate 3/3E.

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

### NF68 WELDING CERTIFICATE 4

**Content**
Welding certificate 4.

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

### NF69 WELDING CERTIFICATE 5

**Content**
Welding certificate 5.

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

### NF70 WELDING CERTIFICATE 6

**Content**
Welding certificate 6.

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

### NF71 WELDING CERTIFICATE 7

**Content**
Welding certificate 7.

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

### NF72 WELDING CERTIFICATE 8G

**Content**
Welding certificate 8G.

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum
NF73 WELDING CERTIFICATE 9

Content  Welding certificate 9
Nominal Hours  60 Hours
Assessment  As per accredited curriculum

NF74 WELDING CERTIFICATE 8 FLUX CORED

Content  Welding certificate 8 flux cored
Nominal Hours  60 Hours
Assessment  As per accredited curriculum

NGMS101 MANAGING INFORMATION

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.
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.

NGMS102 MANAGING OPERATIONS – CUSTOMER SERVICE

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.
Nominal Hours  20 Hours
Assessment  A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS103 MANAGING OPERATIONS – PRODUCTIVITY

Content  Sources of supply of products and services from both internal and external providers; Current systems and monitoring methods for the acquisition of resources, and the production and delivery of products and services; Systems for monitoring and controlling both resource input, and product quality and service levels; Disruption in the production, quality and/or delivery of products and services; Improvements, corrective actions, and contingency procedures.
Nominal Hours  20 Hours
Assessment  A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS104 MANAGING OPERATIONS – INNOVATION

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.
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 RELATIONSHIPS

Content  Establish and maintain effective working relationships with peers, colleagues, superiors and subordinates.
Nominal Hours  40 Hours
Assessment  As per accredited curriculum

NGMS107 MANAGING AND DEVELOPING TEAMS

Content  To enable participants to develop skills in managing and developing teams, with the emphasis on work teams.
Nominal Hours  40 Hours
Assessment  As per accredited curriculum

NGMS108 MANAGING AND ORGANISING WORK FOR GOAL ACHIEVEMENT

Content  Work methods and roles; Monitoring procedures; Goals achievement.
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

Content  Planning, organising and controlling work and operations to effectively achieve goals.
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

Content  Industrial issues affecting workplace practices; Industrial awards and agreements.
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.

NGMS112 MANAGING PEOPLE – RECRUITMENT, SELECTION AND INDUCTION

Content  Training in recruitment, selection and induction of candidates.
Nominal Hours  40 Hours
Assessment  As per accredited curriculum

NGMS113 MANAGING FINANCE – SETTING AND ACHIEVING BUDGETS

Content  Budgets; Institute related monitoring; Control methods; Actions to achieve budgets.
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.
NGMS114 MANAGING FINANCE – PERFORMANCE
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.
Nominal Hours 20-40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS115 MANAGING FINANCE – COST AND EFFICIENCY
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.
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
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.
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
Content Facilitation skills for group problem solving and decision making processes; Establishing group goals and objectives; Managing the group and achieving goals and objectives.
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
Content Training needs; Plan and promote training programs; deliver and evaluate training.
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
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.
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
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.
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
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.
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS204 MANAGING STRATEGICALLY
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.
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

Content The nature of relationships; Behaviours of complex systems and environments; Effectively managing conditions of change, uncertainty and ambiguity.

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

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.

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.

NGMS207 LEADING AND VISIONING

Prerequisite(s) NGMS106 Managing effective working relationships, NGMS108 Managing and organising work for goal achievement, NGMS109 Managing performance and goal achievement, NGMS117 Managing group problem solving and decision making, NGMS209 Managing self, NGMS202 Forecasting futures, NGMS203 Analysing environments and organisations.

Content Shared vision, mission and goals; Instilling a culture of cooperation, responsiveness, high performance, innovation and continual improvement; Organisational characteristics, attributes; Individual, group and leader behaviours; Vision and strategic leadership behaviours.

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

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.

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

Prerequisite(s) NGMS107 Managing and developing teams, NGMS106 Managing Effective Working Relationships, NGMS108 Managing and Organising Work for Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.

Content Identifying current competencies and areas for development against agreed criteria; Strategies and actions to extend and enhance personal competence.

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


Content Strategies for the implementation of operations and logistics management plans and associated systems and technologies.

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

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.

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


**Content** Quality, productivity enhancement; Continuous improvement; Culture, systems and processes of the organisation.

**Nominal Hours** 40 Hours

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

NGMS215 ADVOCACY AND INFLUENCE

**Prerequisite(s)** NGMS101 Managing Information, NGMS106 Managing Effective Working Relationships, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS203 Analysing Environments and Organisations, NGMS205 Managing in Ambiguity and Change, NGMS207 Leading and Visioning.

**Content** Personal skills and attributes, associations and organisational networks; Strategies and techniques to influence others and achieve desired results and goals.

**Nominal Hours** 20 Hours

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

NGMS216 TACTICAL MARKETING


**Content** Establishing market goals and objectives; Establishing operational strategies and tactics.

**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.

NM01 MILLING 1

**Prerequisite(s)** NBB12 Engineering Drawing Interpretation 1; NBB06 Machining

**Content** Knowledge and skills to operate milling machines and perform specific operations using milling machines.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum.

NM09 COMPUTER NUMERICAL CONTROL MACHINING

**Prerequisite(s)** NM05 or EA002 Engineering maths A.

**Content** Definitions, industrial applications, CNC machine sub units, CNC programming, FMS.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum.

NM10 COMPUTER NUMERICAL CONTROL TURNING 1

**Prerequisite(s)** NM09 CNC machining.

**Content** Lathe tooling, cutting conditions, external and internal machining, screw cutting, work holding, CNC programming, setup, program operation.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum.

NM11 COMPUTER NUMERICAL CONTROL TURNING 2

**Prerequisite(s)** NM10 CNC turning 1.

**Content** Automatic programming, unmanned projection, C axis, canned cycles, special operations, CNC production turning machines.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum.

NM12 COMPUTER NUMERICAL CONTROL MILLING 1

**Prerequisite(s)** NM09 CNC machining.

**Content** Milling tooling, external and internal machining, CNC programming, setting up milling machines, machine and program operation.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum.

NM13 COMPUTER NUMERICAL CONTROL MILLING 2

**Prerequisite(s)** NM12 CNC milling 1.

**Content** Automatic programming, unmanned production, fourth axis, thread milling, advanced programming, canned cycles, CNC production milling machines.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum.

NM14 ROBOTS 1


**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum.

NM15 FITTING TECHNIQUES 1

**Content** This module aims to provide the student with knowledge and skills to prepare and assemble engineering components.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum.

NM16 DRILLS & DRILLING MACHINES

**Prerequisite(s)** NM19 Tool Grinding Offhand; NBB12 Engineering Drawing Interpretation

**Content** Knowledge and skills to operate and perform specific operation on a drilling machine.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum.

NM22 MECHANICAL REPAIR AND INSTALLATION

**Prerequisite(s)** NM28 Fitting techniques 2.

**Content** This module aims to provide the student with knowledge and skills to install and repair machining.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum.
NM23 PLANT CONDITION MONITORING
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM27 TURNING 1 – PARALLEL
Prerequisite(s) NBB06 Machining; NBB12 Engineering Drawing Interpretation 1
Content Knowledge and skills to carry out parallel turning
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM28 FITTING TECHNIQUES 2
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM29 MECHANICAL POWER TRANSMISSION
Prerequisite(s) NBB07, NBB13.
Content This module aims to provide the student with knowledge and skills to select, identify the use of and maintain mechanical power transmission components.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM30 FLUID POWER
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM31 PNEUMATICS 1
Prerequisite(s) NM30 Fluid power.
Content This module aims to provide the student with knowledge and skills to maintain and construct pneumatic componentry and machine control circuitry.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM32 HYDRAULICS 1
Prerequisite(s) NM30 Fluid power.
Content This module aims to provide the student with knowledge and skills to maintain and construct hydraulic componentry and machine control circuitry.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM33 FLUID POWER CONTROL 1
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM34 AIR COMPRESSION AND DISTRIBUTION
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM35 ENGINE 1
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM42 WATER PUMPING
Prerequisite(s) NBB07.
Content This module aims to provide the student with knowledge and skills to select, install and commission simple water pumps.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM43 PUMPS APPLICATION AND MAINTENANCE/INSTALLATION
Prerequisite(s) NM42 Water pumping.
Content This module aims to provide the student with knowledge and skills to select, test and maintain pumping systems.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM45 ELECTRICAL DISCHARGE MACHINING 1 – PROCESS & OPERATION
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
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM46 PRESS TOOL 1 – INTRODUCTION
Prerequisite(s) NM44 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
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM47 PRESS TOOL 2 – BLANK AND PIERCE
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
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM48 PRESS TOOL 3 – BEND
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
Nominal Hours 40 Hours
Assessment As per accredited curriculum
UNIT OF STUDY DETAILS

NM49 PRESS TOOL 4 – DRAW DIES
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
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM50 PRESS TOOLS 5 – PROGRESSIVE DIES
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM57 HYDRAULICS 2
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM58 HYDRAULICS 3
Content This module aims to provide the student with knowledge and skills in hydraulic and electro-hydraulic componentry and control systems.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM59 HYDRAULICS 4
Content This module aims to provide the student with knowledge and skills of hydraulic components and machine control circuitry.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM60 PNEUMATICS 2
Content This module aims to provide the student with knowledge and practical skills in the design, construction and maintenance of pneumatic systems and plant.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM61 PNEUMATICS 3
Content This module aims to provide the student with knowledge and skills of pneumatic logic components and control circuitry.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM62 PNEUMATICS 4
Content This module aims to provide the student with knowledge and skills in designing and constructing pneumatic logic and sequential control circuitry.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM63 FLUID POWER CONTROL 2
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM64 PRESS TOOL–DRAWING
Prerequisite(s) NM46 Press Tools 1–Introduction
Content Provides instruction in the interpretation of press tool – Drawings and practice in the production of detail drawing of individual items.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM65 CAM 1 – CONCEPTS
Prerequisite(s) EA050 Engineering computing.
Content Compute aided machining software, CAM files, Drawing tools, File management, Geometry files, Tool path definition, File transfer, CNC files
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM66 CAM 2 – 2D PROGRAMMING
Prerequisite(s) NM09 CNC machining, NM81 Cam 1–concepts.
Content Drawing tools, Views, Mill and Lathe tool paths, File transfer, CNC Files.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM67 CAM 3 – 2D CNC MILL OPERATIONS
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM68 CAM 4 – CNC LATHE OPERATIONS
Prerequisite NM62 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 proving, machine operation.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM69 CAM 5 – 3D PROGRAMMING
Content 3D component geometry, create entities/elements, edit geometry, layers/levels, contraction and work planes, AXES, level, machining axes, graphics views viewing axes, 3D machining surfaces, boundary geometry, 3D toolpath surfaces, loft, rev/spun, swept/translated, coons/forms path.
Nominal Hours 40 Hours
Assessment As per accredited curriculum.
NM94 CAM 6 – 3D CNC MILL OPERATIONS

**Content**
- 3D component geometry, layers, workholding, non
- toolpath data, colours 3D CNC contour, ruled, loft, rev/spun, sweep/translated, coons. Form patch, machining considerations, surface tolerance roughing suits, combined toolpath surfaces, projected toolpath, trim/bend two 3D surfaces, graphically proving techniques, machine operation.

**Nominal Hours** 40 Hours

**Assessment**
As per accredited curriculum.

NM96 PRECISION FITTING & ASSEMBLY

**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.

**Nominal Hours** 40 Hours

**Assessment**
As per accredited curriculum

NMRK402 MARKETING LAW

**Content**
- Marketing industry practices; historical origins of common law and its growth into commercial law; tortious liability within the business environment; contractual agreements and their effect on business activities; consumer protection offered by common law and various State and Federal enactments; advertising in the workplace and the regulation of practices; regulation of business practices within the marketplace; intellectual and industrial property; consumers and credit contracts; Principal and Agent relationship and how it operates within a commercial context.

**Nominal Hours** 51 Hours

**Assessment**
As per accredited curriculum

NMRK441 SELLING PROCESS

**Content**
- Role and importance of personal selling; Personal Selling Techniques; Sales positions and human resource needs, communication, buyer behaviour and company knowledge; Company policies, products and competition; Effective sales presentations; Complex negotiation skills; Pre-sale and post-sale activities; territory management; Legal and ethical impacts.

**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.

NMRK632 INTERNATIONAL MARKETING

**Prerequisite(s)**
- NMRK531 Marketing Channels.

**Content**
- Basic marketing concepts to address international markets; Australia's current international standing and its operating environment; Methods to analyse opportunities and threats; Entering an International market; Culture.

**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.

NOSI18.V3 COMPUTER OPERATIONS – DATA RETRIEVAL

**Content**
- As per accredited curriculum.

**Nominal Hours** 20-80 Hours

**Assessment**
To be advised.

NOSI19 WORK ENVIRONMENT

**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.

**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.

NOSI24 ACCOUNTING TO TRIAL BALANCE

**Content**
- Accounting concepts and environment; Entry of details into journals from source documents; Posting to ledgers and extraction of trial balance; Bank reconciliations; Petty cash; Manual payroll.

**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.

NOSI39 MEETINGS – ORGANISATION

**Content**
- Different types of business meetings; documentation for meetings; meeting arrangements; minutes of meeting.

**Nominal Hours** 20 Hours

**Assessment**
As per accredited curriculum.

NOSI40.V2 VOCATIONAL PLACEMENT

**Content**
- Participate as a member of an office/workstream undertaking relevant tasks while under supervision.

**Nominal Hours** 40 Hours

**Assessment**
To be advised.

NOSI49 PLANNING FOR CHANGE

**Content**
- The external and internal environment; Strategies to optimise productivity and meet enterprise objectives; Strategies for supporting the workplace; Maximising productivity in a changing environment.

**Nominal Hours** 30 Hours

**Assessment**
A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.
### NOS211 KEYBOARDING – SPEED AND ACCURACY

**Prerequisite(s)** NOS116 Keyboarding techniques and operations.  
**Content** Occupational health and safety practices; Keying data from straight copy to acquire an Australian Standards Speed Statement; Recyling techniques.  
**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.

### NOS221 COMPUTER OPERATIONS

**Prerequisite(s)** NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.  
**Content** Occupational health and safety practices; Electronic file and disk management techniques; Input/output devices; LANS and common network alternatives.  
**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.

### NOS223 DATABASE FUNDAMENTALS

**Prerequisite(s)** NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals, NOS116 Keyboarding Techniques and Operations.  
**Content** Occupational health and safety practices; Manual and on-line help; Simple usable business documents; Retrieve, edit, name and save documents; File management; Recycling techniques.  
**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.

### NOS224 WORD PROCESSING FOR OPERATORS

**Prerequisite(s)** NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.  
**Content** Occupational health and safety practices; Manual and on-line help; Simple usable business documents; Retrieve, edit, name and save documents; File management; Recycling techniques.  
**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.

### NOS225 SPREADSHEET FUNDAMENTALS

**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.  
**Nominal Hours** 20 Hours  
**Assessment** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

### NOS226 ACCOUNTING – BASIC REPORTS

**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.  
**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.

### NOS227 ORGANISATIONAL BEHAVIOUR

**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.  
**Nominal Hours** 50-54 Hours  
**Assessment** As per accredited curriculum

### NOS228 INTRODUCTION TO THE INTERNET

**Prerequisite(s)** NOS143 Computer Operations – Fundamental.  
**Content** Basic knowledge of the internet; The purpose and development of the internet; Features of the internet; Services provided; Accessing and locating information on the internet.  
**Nominal Hours** 25 Hours  
**Assessment** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOS304</td>
<td>WORD PROCESSING – ADVANCED OPERATOR</td>
<td></td>
<td>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.</td>
<td>40 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
</tr>
<tr>
<td>NSW8395J</td>
<td>FINANCIAL INSTITUTIONS LAW</td>
<td></td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>NSW8395K</td>
<td>INTERNATIONAL BANKING AND FINANCE</td>
<td></td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>NUE052</td>
<td>APPLIED ELECTRICITY 1</td>
<td></td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>PMLCOM300A</td>
<td>COMMUNICATE WITH OTHER PEOPLE</td>
<td></td>
<td>Content Receive and act upon instructions; Receive and convey messages; Demonstrate appropriate interpersonal skills; Provide appropriate information.</td>
<td>40 Hours</td>
<td>As per accredited curriculum.</td>
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<tr>
<td>PMLDATA300A</td>
<td>PROCESS AND RECORD DATA</td>
<td></td>
<td>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.</td>
<td>70 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>PMLDATA500A</td>
<td>ANALYSE DATA AND REPORT RESULTS</td>
<td></td>
<td>Content Perform laboratory computations; Analyse trends and relationships in data; Determine variation and/or uncertainty in data distributions; Check for aberrant results; Report results.</td>
<td>80 Hours</td>
<td>As per accredited curriculum.</td>
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<td>Course Code</td>
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<tr>
<td>PMLDATA501A</td>
<td>Use Laboratory Application Software</td>
<td>Prerequisite(s): PMLDATA300A. Content: Access application software; Use software for specified purposes; Produce reports of retrieved data and/or processed data; Perform simple record housekeeping. Nominal Hours: 60 Hours. Assessment: As per accredited curriculum.</td>
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<tr>
<td>PMLMAIN300A</td>
<td>Maintain the Laboratory Fit for Purpose</td>
<td>Content: Clean work preparation areas; Clean and store glassware and equipment; Monitor stocks of laboratory materials and equipment; Contribute to maintenance of laboratory hygiene. Nominal Hours: 30 Hours. Assessment: As per accredited curriculum.</td>
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<tr>
<td>PMLOHS300A</td>
<td>Work Safely in Accordance with Defined Policies and Procedures</td>
<td>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. Nominal Hours: 40 Hours. Assessment: As per accredited curriculum.</td>
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<tr>
<td>PMLORG300A</td>
<td>Follow Established Work Plan</td>
<td>Content: Organise daily work activities; Follow work plan; Modify work plan. Nominal Hours: 20 Hours. Assessment: As per accredited curriculum.</td>
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<tr>
<td>PMLQUAL400A</td>
<td>Contribute to On-going Development of HACCP Plans</td>
<td>Content: Review HACCP plans; Provide support for the implementation of HACCP plans; Review the implementation plan. Nominal Hours: 60 Hours. Assessment: As per accredited curriculum.</td>
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<tr>
<td>PMLQUAL401A</td>
<td>Apply Quality System and Continuous Improvement Processes</td>
<td>Content: Satisfy quality system requirements in daily work; Analyse opportunities for corrective and/or optimisation action; Recommend corrective and/or optimisation actions; Participate in the implementation of recommended action(s); Participate in the development of continuous improvement strategies. Nominal Hours: 80 Hours. Assessment: As per accredited curriculum.</td>
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<tr>
<td>PMLSAMP400A</td>
<td>Obtain Representative Samples in Accordance with Sampling Plan</td>
<td>Content: Prepare for sampling; Obtain the samples; Prepare sample for testing; Store backup samples; Dispose of waste and spent samples. Nominal Hours: 40 Hours. Assessment: As per accredited curriculum.</td>
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<tr>
<td>PMLTEAM300A</td>
<td>Work Efficiently as Part of a Team</td>
<td>Content: Work in a team environment; Complete allocated work; Identify and resolve work problems. Nominal Hours: 20 Hours. Assessment: As per accredited curriculum.</td>
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<tr>
<td>PMLTEST300A</td>
<td>Perform Basic Tests</td>
<td>Content: Receive, label and store samples for testing; Prepare sample; Perform tests on samples. Nominal Hours: 60 Hours. Assessment: As per accredited curriculum.</td>
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<tr>
<td>PMLTEST301A</td>
<td>Perform Biological Laboratory Procedures</td>
<td>Content: Prepare specimens for microscopic examination; Stain smears, films, sections and whole mounts; Process plant and animal tissue; Cut sections of plant and animal tissue; Count cells; Work safely to protect the safety of self and other workers. Nominal Hours: 80 Hours. Assessment: As per accredited curriculum.</td>
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<tr>
<td>PMLTEST302A</td>
<td>Calibrate Testing Equipment and Assist with its Maintenance</td>
<td>Content: Perform set up and pre-use checks of laboratory equipment; Perform calibration checks; Assist with equipment maintenance; Maintain records. Nominal Hours: 50 Hours. Assessment: As per accredited curriculum.</td>
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<tr>
<td>PMLTEST303A</td>
<td>Prepare Working Solutions</td>
<td>Content: Safely use laboratory chemicals, glassware and equipment; Make up working solutions; Check existing stock solutions. Nominal Hours: 50 Hours. Assessment: As per accredited curriculum.</td>
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<tr>
<td>PMLTEST305A</td>
<td>Perform Aseptic Techniques</td>
<td>Content: Prepare for aseptic sampling or transfer; Transfer materials aseptically; Maintain work area and equipment to prevent cross-infection and contamination. Nominal Hours: 40 Hours. Assessment: As per accredited curriculum.</td>
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<tr>
<td>PMLTEST400A</td>
<td>Perform Instrumental Tests/Procedures</td>
<td>Prerequisite(s): PMLDATA300A. Content: PMLTEST300A Perform basic tests; PMLTEST301A Perform biological laboratory procedures. Nominal Hours: 120 Hours. Assessment: As per accredited curriculum.</td>
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<tr>
<td>PMLTEST401A</td>
<td>Perform Non-Instrumental Tests/Procedures</td>
<td>Prerequisite(s): PMLTEST300A. Content: Prepare sample; Test sample; Process data; Maintain a safe work environment; Maintain laboratory records. Nominal Hours: 120 Hours. Assessment: As per accredited curriculum.</td>
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</tr>
</tbody>
</table>
PMLTEST402A PREPARE, STANDARDISE AND USE SOLUTIONS
Prerequisite(s) PMLDATA300A Process and record data.
Content Prepare solutions; Standardise and use volumetric solutions; Calculate and record data; Monitor the quality of laboratory solutions.
Nominal Hours 100 Hours
Assessment As per accredited curriculum

PMLTEST500A CALIBRATE AND MAINTAIN INSTRUMENTS
Prerequisite(s) PMLTEST300A Perform basic tests or PMLTEST301A Perform biological laboratory procedures.
Content Perform set up and pre-use safety checks; Perform calibration checks; Maintain equipment.
Nominal Hours 100 Hours
Assessment As per accredited curriculum

PMLTEST501A PERFORM MICROBIOLOGICAL TESTS
Prerequisite(s) PMLTEST300A Perform basic tests or PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Receive samples and process associated request forms; Prepare for safe microbiological work and aseptic applications; Process samples for direct examination; Prepare pure cultures for microbiological work and aseptic applications; Perform procedures that can assist in the identification of micro-organisms; Estimate the number and/or size of micro-organisms in samples; Contribute to antibiotic sensitivity testing where required; Maintain records of laboratory work.
Nominal Hours 140 Hours
Assessment As per accredited curriculum

PMLTEST502A PERFORM HAEMATOLOGICAL TESTS
Prerequisite(s) PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Process samples and associated request details; Perform tests; Maintain a safe environment; Maintain laboratory records.
Nominal Hours 135 Hours
Assessment As per accredited curriculum

PMLTEST503A PERFORM HISTOLOGICAL TESTS
Prerequisite(s) PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Process specimens and associated request forms; Prepare specimens for cut-up; Process tissue; Embed tissue; Cut tissue sections; Stain tissue sections; Contribute to efficient provision of histological services; Maintain a safe environment; Maintain laboratory records.
Nominal Hours 150 Hours
Assessment As per accredited curriculum

PMLTEST504A PERFORM CHEMICAL PATHOLOGY TESTS
Prerequisite(s) PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Process samples and associated request forms; Perform tests; Maintain a safe work area and environment; Maintain laboratory records.
Nominal Hours 130 Hours
Assessment As per accredited curriculum

PMLTEST505A PERFORM HISTOLOGICAL TESTS
Prerequisite(s) PMLTEST300A Perform basic tests or PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Receive samples and process associated request forms; Prepare for safe microbiological work and aseptic applications; Process samples for direct examination; Prepare pure cultures for microbiological work and aseptic applications; Perform procedures that can assist in the identification of micro-organisms; Estimate the number and/or size of micro-organisms in samples; Contribute to antibiotic sensitivity testing where required; Maintain records of laboratory work.
Nominal Hours 140 Hours
Assessment As per accredited curriculum

PMLTEST506A APPLY SPECTROMETRIC TECHNIQUES
Prerequisite(s) PMLTEST400A Perform instrumental tests/procedures, PMLTEST402A Prepare, standardise and use solutions.
Content Prepare samples; Perform analytical procedures; Report and communicate test results.
Nominal Hours 200 Hours
Assessment As per accredited curriculum

PMLTEST507A APPLY CHROMATOGRAPHIC AND ELECTROPHORETIC TECHNIQUES
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.
Nominal Hours 200 Hours
Assessment As per accredited curriculum

PRMWM11A RESPOND TO WASTE EMERGENCY
Prerequisite(s) Nil
Content Identify nature of emergency; Respond to emergency; Review emergency response; Assist with clean-up; Document and report emergency.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PRMWM15A MOVE WASTE USING LOAD SHIFTING EQUIPMENT
Prerequisite(s) Nil
Content Organise for moving; Perform routine checks on load shifting equipment; Start and operate load shifting equipment; Organise for loading; Load and unload waste; Move waste; shut down and secure load shifting equipment; Carry out basic housekeeping and maintenance; Document moving activities. Required Reading to be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PRMWM44A IDENTIFY WASTES AND HAZARDS
Prerequisite(s) Nil
Content Identify wastes; Identify hazards.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

PRSSG01A MAINTAIN THE SECURITY OF PREMISES AND PROPERTY
Content Patrol premises; Monitor installed system on premises; Respond to security alarm calls; Undertake specific site observation.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG02A CONTROL ACCESS TO AND EXIT OF PREMISES
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.
Nominal Hours 10 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>PRSSG03A</td>
<td>MAINTAIN SAFETY OF PREMISES AND PERSONNEL</td>
<td>Respond to fire or safety alarm calls; Take preventative action on potential security hazards; Manage emergency situations; Conduct evacuations; Respond to bomb threat.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG04A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>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.</td>
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</tr>
<tr>
<td>PRSSG05A</td>
<td>MANAGE CONFLICT</td>
<td>Identify conflict situations; Manage conflict situation.</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG06A</td>
<td>MAINTAIN OCCUPATIONAL HEALTH AND SAFETY</td>
<td>Identify OH&amp;S risks; Contribute to the ongoing development of the organisation's OH&amp;S procedures.</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG07A</td>
<td>MANAGE OWN PERFORMANCE</td>
<td>Plan for completion of own workload; Maintain quality of own performance.</td>
<td>2 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG08A</td>
<td>OPERATE BASIC SECURITY EQUIPMENT</td>
<td>Operate communication equipment; Operate computer equipment; Check basic monitoring equipment.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG09A</td>
<td>APPREHEND OFFENDERS</td>
<td>Establish if lawful arrest should be effected; Prepare for apprehension; Perform the arrest; Detain arrested person.</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG10A</td>
<td>ESCORT AND CARRY VALUABLES</td>
<td>Prepare for escort assignment; Undertake escort.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG11A</td>
<td>PROVIDE FOR SAFETY OF PERSONS</td>
<td>Identify potential threats to client safety; Escort persons.</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG12A</td>
<td>CONTROL CROWDS</td>
<td>Inspect venue; Provide security presence; Monitor crowd size; Respond to potential crowd problems; Monitor crowd behaviour and safety; Direct crowds.</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG17A</td>
<td>MAINTAIN AN EFFECTIVE RELATIONSHIP WITH CLIENTS/CUSTOMERS</td>
<td>Maintain a professional image; Meet client/customer requirements; Build credibility with customers/clients.</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG18A</td>
<td>WORK AS PART OF A TEAM</td>
<td>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.</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG19A</td>
<td>LEAD SMALL TEAMS</td>
<td>Provide team leadership; Allocate responsibilities; Set performance expectations for team members; Maintain team performance; Represent team's concerns to management.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG20A</td>
<td>INTERPRET INFORMATION FROM ADVANCED SECURITY EQUIPMENT</td>
<td>Evaluate information from multiple sources; Respond to situations identified through security systems; Maintain control of security systems.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG21A</td>
<td>MONITOR FIELD STAFF ACTIVITY FROM CONTROL ROOM</td>
<td>Monitor safety of field staff; Monitor security activity of field staff; Coordinate responses to alarm signals.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG22A</td>
<td>OPERATE SECURITY VEHICLE</td>
<td>Maintain vehicle; Drive to/from assignment; Drive in response to an alarm signal or back-up request.</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG25A</td>
<td>PROVIDE EMERGENCY FIRST AID</td>
<td>Check site for danger; Provide appropriate emergency treatment; Monitor situation and arrange back-up; Prepare and provide an incident report.</td>
<td>24 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PRSSG28A</td>
<td>INTERPRET AND COMPLY WITH LEGAL AND PROCEDURAL REQUIREMENTS</td>
<td>Identify and apply regulatory guidelines to the requirements of the security function; Confirm assignment procedures; Complete relevant documentation.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPETHC301A</td>
<td>UPHOLD THE VALUES AND PRINCIPLES OF PUBLIC SERVICE</td>
<td>Apply ethical standards; Deal with ethical problems.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Content</td>
<td>Nominal Hours</td>
<td>Assessment</td>
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<tr>
<td>PSPGOV202A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>Use effective communication in the workplace; Follow routine instructions; Prepare routine written correspondence, notes and records</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPGOV301A</td>
<td>WORK EFFECTIVELY IN THE ORGANISATION</td>
<td>Evaluate and develop own expertise; Work within the organisational structure and culture; Manage own work.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPGOV302A</td>
<td>CONTRIBUTE TO THE WORKGROUP ACTIVITIES</td>
<td>Participate in the workgroup; Assist in training and development in the group; Provide assistance in supervising and guiding workgroup members</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPGOV308A</td>
<td>WORK EFFECTIVELY WITH DIVERSITY</td>
<td>Demonstrate respect for individual differences; Work effectively with diversity.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPGOV401A</td>
<td>APPLY KNOWLEDGE OF GOVERNMENT PROCESSES</td>
<td>Access information relating to the machinery of government; Apply a knowledge of organisational functions; Apply a knowledge of protocols; Apply a knowledge of legislation and regulations.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPGOV402A</td>
<td>DELIVER AND MONITOR SERVICE TO CLIENTS</td>
<td>Identify and define client needs; Deliver client service; Review client service.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPLEGN301A</td>
<td>COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR</td>
<td>Identify legislative requirements; Comply with legislative requirements; Report incidents of non compliance.</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPROHS201A</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES</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>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPROHS401A</td>
<td>IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS</td>
<td>This unit covers implementation and monitoring of the organisation’s occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards. The unit is based on the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards (NOHSC: 7025, 1998)</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPPM601A</td>
<td>DIRECT PROJECT ACTIVITIES</td>
<td>Identify project scope in a strategic context; Acquire project resources; Manage integration of project activities; Evaluate project activities.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPPOLI401A</td>
<td>SUPPORT POLICY IMPLEMENTATION</td>
<td>Identify relevant policy; Implement policy; Monitor and report policy implementation.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPPROC301A</td>
<td>PROCURE GOODS OR SERVICES</td>
<td>Plan for procurement of goods or services; Establish contractual arrangements; Manage contracts; Complete contractual arrangements.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPPROC401A</td>
<td>PLAN PROCUREMENT</td>
<td>Interpret procurement requirements; Specify procurement requirements; Plan procurement activities; Develop a procurement management strategy.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPPROC402A</td>
<td>REQUEST AND RECEIVE OFFERS</td>
<td>Develop a request for offers; Request and receive offers.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPPROC403A</td>
<td>AWARD CONTRACTS</td>
<td>Select a provider; Formalise contractual arrangements; Debrief market and other stakeholders.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>PSPPROC404A</td>
<td>MANAGE CONTRACTS</td>
<td>Establish a contract management strategy; Monitor and maintain the performance of a contract; Complete contracts and implement contract review strategy.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
**RTC2701A FOLLOW OHS PROCEDURES**

**Content**
Follow workplace procedures for hazard identification and risk control; Observe safe practices during work operations; Participate in arrangements for maintaining health and safety of all people in the workplace.

**Nominal Hours** To be advised

**Assessment** As per accredited curriculum

**RTC2702A OBSERVE ENVIRONMENTAL WORK PRACTICES**

**Content**
Follow environmental workplace practices; Contribute to improved environmental work practices; Recognise and report on a potential environmental threat; Maintain environmental records.

**Nominal Hours** To be advised

**Assessment** As per accredited curriculum

**RTC2704A PROVIDE BASIC FIRST AID**

**Content**
Assess the situation; Apply basic first aid techniques.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

**RTC2705A WORK EFFECTIVELY IN THE INDUSTRY**

**Content**
Obtain information about the industry; Observe employment requirements; Accept responsibility for quality of own work; Plan own work; Contribute to a productive work environment; Promote workplace co-operation; Undertake an activity to workplace requirements.

**Nominal Hours** To be advised

**Assessment** As per accredited curriculum

**RTC2801A PARTICIPATE IN WORKPLACE COMMUNICATIONS**

**Content**
Follow routine spoken messages; Perform workplace duties following routine written notices; Obtain and provide information in response to workplace requirements; Complete relevant work related documents; Participate in workplace meetings and discussions.

**Nominal Hours** To be advised

**Assessment** As per accredited curriculum

**RTC3310A OPERATE SPECIALISED MACHINERY AND EQUIPMENT**

**Content**
Select and prepare specialised machinery and equipment for use; Operate specialised machinery and equipment; Complete and report on specialised machinery and equipment operation.

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

**RTC3701A RESPOND TO EMERGENCIES**

**Content**
Prepare for emergency situations; Implement fire prevention and control on site and in the workshop; Evaluate the emergency; Act in an emergency; Apply essential first aid techniques.

**Nominal Hours** To be advised

**Assessment** As per accredited curriculum

**RTD3125A RESPOND TO WILDLIFE EMERGENCIES**

**Content**
Evaluate wildlife emergency; Implement response to emergency; Coordinate response; Care for affected animals; Determine management options; Remove carcase; Complete debrief and report.

**Nominal Hours** 70 Hours

**Assessment** As per accredited curriculum

**RUHHCORE1A MEET INDUSTRY REQUIREMENTS**

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

**Content**
Agree with employment conditions; Meet workplace employment requirements.

**Required Reading:** To be advised

**Nominal Hours:** 10 Hours

**Assessment** As per accredited curriculum

**RUV2601A CARRY OUT VETERINARY RECEPTION DUTIES**

**Content**
Compile patient and client histories; Consult the duty veterinarian; Identify information requirements; Maintain clinic records.

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

**RUV2602A CARRY OUT DAILY CLINIC ROUTINES**

**Content**
Maintain clinic hygiene; Carry out daily treatment of patients; Assist in stock control and clinic security.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

**RUV2603A ASSIST WITH SURGERY PREPARATIONS**

**Content**
Prepare animal for surgery under direction; Prepare theatre or surgical operating area for use; Provide pre- and postoperative patient care; Clean theatre equipment.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

**RUV3001A CARRY OUT WORKPLACE OHS PROCEDURES**

**Content**
Adapt OHS policies and procedures; Assist in workplace hazard identification and risk control; Observe safe practices during work operations; Participate in arrangements for maintaining the health and safety of all people in the workplace.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

**RUV3301A CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES**

**Content**
Prepare to carry out containment and/or exclusion procedures; Carry out site containment and exclusion procedures; Carry out animal care in a containment and/or exclusion area; Respond to site containment and/or exclusion breach or problem; Respond to site containment and/or exclusion breach or problem.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV3302A</td>
<td>CONDUCT EUTHANASIA OF RESEARCH ANIMALS</td>
<td>Prepare to conduct euthanasia of research animals; Carry out the euthanasia of animals; Complete the euthanasia of animals.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>RUV3303A</td>
<td>MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING</td>
<td>Monitor and maintain the physical wellbeing of animals; Identify and act on signs of ill health in animals.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>RUV3304A</td>
<td>PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS</td>
<td>Identify, provide and maintain accommodation of research animals; Identify and provide appropriate physical, social and food-related enrichment.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>RUV3305A</td>
<td>CARRY OUT SIMPLE BREEDING PROCEDURES</td>
<td>Select and prepare animals for breeding; Implement breeding procedures; Perform post-mating procedures.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>RUV3306A</td>
<td>WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION</td>
<td>Access and comply with relevant legislation and information; Work ethically with animals; Identify animals; Anticipate, recognise and respond to signs of distress or grief in self.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>RUV3307A</td>
<td>PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS</td>
<td>Prepare for anaesthesia; Prepare animals for anaesthesia procedures; Assist in administering anaesthesia and monitoring animals; Provide post-anaesthetic care for animals; Maintain anaesthetic facilities and equipment.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>RUV3402A</td>
<td>WORK WITHIN A CAPTIVE ANIMAL INSTITUTION</td>
<td>Work effectively within a captive animal institution; Identify and handle animals humanely; Communicate effectively.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>RUV3403A</td>
<td>PREPARE AND PRESENT INFORMATION TO THE PUBLIC</td>
<td>Prepare a presentation; Conduct presentation; Participate in other interpretive and learning activities.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
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<tr>
<td>RUV3404A</td>
<td>ASSIST WITH COLLECTION MANAGEMENT</td>
<td>Collect, analyse and record data; Assist with collection management.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>RUV3407A</td>
<td>MAINTAIN EXHIBITS AND ASSIST WITH THEIR DESIGN</td>
<td>Assist with enclosure and exhibit design and renovation; Maintain enclosures and exhibits on a daily basis; Detect and control pests.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3411A</td>
<td>CARE FOR YOUNG ANIMALS</td>
<td>Identify and assist with animal care needs; Monitor health and nutrition requirements for young animals.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3413A</td>
<td>CODITION ANIMALS</td>
<td>Develop a conditioning plan; Condition a behaviour; Monitor and review a conditioning plan.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3503A</td>
<td>WOK EFFECTIVELY IN THE ANIMAL COMPANION FIELD</td>
<td>Organise and complete daily work activities; Work ethically with companion animals; Communicate effectively with clients; Maintain companion animal records.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3504A</td>
<td>MONITOR AND MAINTAIN HEALTH OF COMPANION ANIMALS</td>
<td>Follow effective personal health management practices; Monitor animal health needs; Administer animal treatments.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3501A</td>
<td>PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE</td>
<td>Provide information and advice on companion animal selection; Advise on housing and environmental requirements; Advise on health and nutritional requirements; Advise on additional products and services; Complete transactions.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3505A</td>
<td>PROVIDE ENRICHMENT FOR COMPANION ANIMALS</td>
<td>Observe and record animal behaviour; Implement enrichment strategies; Record enrichment information.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3506A</td>
<td>CAPTURE, HANDLE AND TRANSPORT COMPANION ANIMALS</td>
<td>Plan the capture and restraint of companion animals; Capture animals; Prepare animals for movement.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3507A</td>
<td>CARRY OUT COMPANION ANIMAL BREEDING PROCEDURES</td>
<td>Facilitate reproduction; Implement breeding procedures; Perform post-mating procedures.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3508A</td>
<td>PREPARE COMPANION ANIMAL DIETS AND MONITOR FEEDING</td>
<td>Maintain food quality and hygiene standards; Prepare diets and feeding strategies; Breed and euthanase food animals as required; Feed animals.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3509A</td>
<td>MAINTAIN AQUASCAPES AND AQUATIC ANIMALS</td>
<td>Follow effective personal health management practices; Identify unhealthy aquatic animals; Sample, analyse and adjust aquascape water quality; Administer aquatic animal treatments.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3510A</td>
<td>PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE</td>
<td>Provide information and advice on companion animal selection; Advise on housing and environmental requirements; Advise on health and nutritional requirements; Advise on additional products and services; Complete transactions.</td>
<td>70 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3502A</td>
<td>PREPARE COMPANION ANIMAL DIETS AND MONITOR FEEDING</td>
<td>Maintain food quality and hygiene standards; Prepare diets and feeding strategies; Breed and euthanase food animals as required; Feed animals.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3503A</td>
<td>WOK EFFECTIVELY IN THE ANIMAL COMPANION FIELD</td>
<td>Organise and complete daily work activities; Work ethically with companion animals; Communicate effectively with clients; Maintain companion animal records.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3504A</td>
<td>MONITOR AND MAINTAIN HEALTH OF COMPANION ANIMALS</td>
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<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3505A</td>
<td>PROVIDE ENRICHMENT FOR COMPANION ANIMALS</td>
<td>Observe and record animal behaviour; Implement enrichment strategies; Record enrichment information.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3506A</td>
<td>CAPTURE, HANDLE AND TRANSPORT COMPANION ANIMALS</td>
<td>Plan the capture and restraint of companion animals; Capture animals; Prepare animals for movement.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>RUV3507A</td>
<td>CARRY OUT COMPANION ANIMAL BREEDING PROCEDURES</td>
<td>Facilitate reproduction; Implement breeding procedures; Perform post-mating procedures.</td>
<td>50 Hours</td>
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<tr>
<td>RUV3508A</td>
<td>PREPARE COMPANION ANIMAL DIETS AND MONITOR FEEDING</td>
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<td>PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE</td>
<td>Provide information and advice on companion animal selection; Advise on housing and environmental requirements; Advise on health and nutritional requirements; Advise on additional products and services; Complete transactions.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3505A</td>
<td>PROVIDE ENRICHMENT FOR COMPANION ANIMALS</td>
<td>Observe and record animal behaviour; Implement enrichment strategies; Record enrichment information.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3506A</td>
<td>CAPTURE, HANDLE AND TRANSPORT COMPANION ANIMALS</td>
<td>Plan the capture and restraint of companion animals; Capture animals; Prepare animals for movement.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV3507A</td>
<td>CARRY OUT COMPANION ANIMAL BREEDING PROCEDURES</td>
<td>Facilitate reproduction; Implement breeding procedures; Perform post-mating procedures.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
RUVD608A COORDINATE AND PERFORM THEATRE Routines
Content Prepare surgery schedules; Implement surgery preparations; Clean, maintain and store theatre instruments, equipment and supplies; Carry out postoperative theatre routines.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

RUVD609A PROVIDE SPECIFIC ANIMAL CARE ADVICE
Content Provide specific animal health advice; Offer animal care product advice; Advise on animal nutritional requirements; Provide animal behaviour advice.
Nominal Hours 120 Hours
Assessment As per accredited curriculum

RUVD610A CARRY OUT VETERINARY DENTAL NURSING PROCEDURES
Content Perform oral examination; Complete dental chart; Perform dental prophylaxis under veterinary supervision; Assist in the performance of a simple extraction under veterinary supervision.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

RUVD611A PREPARE, DELIVER AND REVIEW ANIMAL CARE EDUCATION PROGRAMS
Content Communicate with local community groups; Prepare animal care education material; Deliver and review animal care education programs.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

RUVD612A COORDINATE CLINIC PROMOTIONAL ACTIVITIES
Content Establish, market and implement promotional strategies; Promote clinic.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

RUVD613A DEVELOP AND IMPLEMENT SPECIFIC CLINIC POLICIES
Content Prepare, develop and implement clinic policies; Communicate clinic policies to all personnel.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

RUVD603A MANAGE NUTRITION OF RESEARCH ANIMALS
Content Determine the nutritional requirements of research animals; Formulate and modify effective feed regimes, diets and methods; Evaluate feed regimes, diets and methods; Manage feeding process.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

RUVD604A MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY
Content Manage animals in accordance with relevant codes of practice and legislative and institutional requirements; Manage the euthanasia of research animals; Manage the operation of and compliance with containment and exclusion procedures; Maintain records.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVD605A MONITOR AND MAINTAIN THE HEALTH OF RESEARCH ANIMALS
Content Monitor the health status of laboratory animals; Investigate and recognise disease processes in research animals; Treat, prevent and control disease in laboratory animals; Identify the way in which disease processes may influence the design and outcome of experiments in laboratory animals.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

RUVD606A PLAN AN ANIMAL TECHNOLOGY FACILITY
Content Identify and document user requirements; Plan accommodation for animals; Develop the facility design and construction brief; Monitor the design and construction of the facility.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

RUVD607A MANAGE LABORATORY PROCEDURES
Content Manage laboratory testing procedures; Manage biological laboratory procedures; Manage procedures for preparing working solutions; Manage laboratory cleaning procedures.
Nominal Hours 100 Hours
Assessment As per accredited curriculum

RUVD608A ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES
Content Prepare facilities, equipment and personnel; Prepare animals for anaesthesia and surgery for scientific purposes; Induce, maintain and monitor anaesthesia in animals; Perform basic surgery on animals; Provide post-anaesthetic and post-operative care for animals; Maintain facilities and equipment.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

RUVD609A CARRY OUT BREEDING PROCEDURES
Content Select animals and prepare for breeding; Implement breeding procedures; Perform post-mating procedures; Name and record animals.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

RUVD610A CARRY OUT POST MORTEM EXAMINATION OF A RESEARCH ANIMAL
Content Prepare to conduct the post-mortem examination; Carry out the post-mortem examination; Complete the post-mortem examination.
Nominal Hours 80 Hours
Assessment As per accredited curriculum
**SB01 AN INTRODUCTION TO SMALL BUSINESS**

**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.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**SB04 CUSTOMER RELATIONS**

**Content** Identification of customer needs; Staff training in customer service; Handling customer concerns and complaints; Strategies to increase average sales per customer; Quality standards.

**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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**SB05 TIME MANAGEMENT**

**Content** Reasons for effective time management; Common time wasters and ways to avoid them; A time management plan; Use of time management tools.

**Nominal Hours** 10 Hours

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

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**SRCCRD002A APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK**

**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.

**Nominal Hours** 15 Hours

**Assessment** As per accredited curriculum

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**SRCCRD003A PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION**

**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.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**SRCCRD006A IMPLEMENT COMMUNITY INCLUSION PROCESSES FOR PEOPLE WITH A DISABILITY**

**Content** Plan community support in conjunction with people with a disability; Empower people with a disability to communicate their needs and choices; Assist people with a disability to establish relationships with key people; Apply strategies for linking people with a disability to recreation opportunities.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**SRCCRD007A DEVELOP RECREATION PROGRAMS**

**Content** Access ongoing professional development; Operate in accordance with the legal responsibilities of an instructor; Operate in accordance with the ethical responsibilities of an instructor; Operate in accordance with the professional responsibilities of an instructor; Develop a philosophy of instruction.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**SRCCRD008A WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS**

**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.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**SRCCRD009A CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS**

**Content** Prepare for a recreation program; Establish effective communication; Assist the older person to meet physical welfare and social needs through a recreation program.

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum
SRCCRO010A CONDUCT A RECREATIONAL PROGRAM FOR PEOPLE WITH A DISABILITY

Content Prepare for program/activity; Establish effective communication; Assist the person with a disability to meet lifestyle and relationship needs through participation in a program/activity.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRCCRO012A MANAGE CONTRACTS

Content Establish contract administrative system; Monitor contract; Resolve contractual disputes; Implement contract transition.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRFFIT001A PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM

Content Establish rapport with client; Identify general client fitness requirements; Advise client on the benefits and procedures of fitness appraisal and exercise prescription; Deliver and process a basic health screening questionnaire.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRFFIT002A APPLY BASIC EXERCISE SCIENCE TO FITNESS ACTIVITIES

Content Apply basic exercise science to fitness activities; Report on the fitness outcomes.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRFFIT003A APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION

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.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRFFIT004A DEVELOP BASIC FITNESS PROGRAMS

Content Use the principles and variables of programming that underlie the exercise planning; Use a structured approach to exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plan for fitness industry clients.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRFFIT005A APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION

Content Use the principles and variables of programming that underlie the exercise planning; Use a structured approach to exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plan for fitness industry clients.
Nominal Hours 20 Hours
Assessment As per accredited curriculum
SRFFIT008A UNDERTAKE A POSTURAL SCREENING AND APPRAISAL

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRFFIT009A UTILISE A BROAD RANGE OF FITNESS EQUIPMENT

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 cardio-vascular equipment; Demonstrate and instruct the use of free weight equipment; Demonstrate and instruct the use of innovative exercise equipment.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRFFIT010A PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS

Content Screen clients for health, medical, or injury conditions; Apply exercise considerations and guidelines to clients with identified special requirements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRFFIT011A PLAN AND DELIVER PERSONAL TRAINING TO SPECIFIC POPULATIONS

Content Establish a personal training client base; Explain 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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRFFIT012A DEVELOP THE ADVANCED SKILLS OF AUSTRALIAN FOOTBALL

Content Analyse an advanced skill of Australian football; Undertake drills, activities and/or games to develop the advanced skills of Australian football; Perform the advanced skills of Australian football.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRFFIT013A UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS

Content Implement motivational theory in fitness activities; Utilise motivational psychology; Demonstrate effective non verbal communication; Describe and demonstrate barriers to communication; Utilise arousal techniques to motivate clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRFGYM001A INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT

Content Use the principles and variables of fitness that underpin planning and programming for a range of fitness outcomes; Develop basic fitness plans for apparently healthy clients, after taking into account the client’s fitness targets, current fitness level, and history of injuries or illness; Write a range of basic programs for a range of fitness adaptations, based on a prepared fitness plan; Instruct a range of basic programs for clients; Supervise a resistance training gym; Monitor the progress of clients on a range of basic fitness programs, and modify the programs as required to give progressive improvements in fitness; Motivate clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRFOLD001A PLAN AND DELIVER PERSONAL TRAINING

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRFPP001A PLAN AND DELIVER ADVANCED EXERCISE TO SPECIFIC POPULATIONS

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SROOPS001A IMPLEMENT MINIMAL ENVIRONMENTAL IMPACT PRACTICES

Content Determine the environmental impacts of outdoor recreation activities; Adopt minimal impact practices.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SROORE001A PREPARE TO PARTICIPATE IN A SUPERVISED OUTDOOR ACTIVITY REQUIRING BASIC SKILLS

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.

Nominal Hours 6 Hours

Assessment As per accredited curriculum

SROORE002A PARTICIPATE IN A SUPERVISED OUTDOOR ACTIVITY REQUIRING BASIC SKILLS

Content Use outdoor equipment correctly; Maintain physiological well-being; Participate in an outdoor activity.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRSAPT016A DEVELOP THE ADVANCED SKILLS OF AUSTRALIAN FOOTBALL

Content Analyse an advanced skill of Australian football; Undertake drills, activities and/or games to develop the advanced skills of Australian football; Perform the advanced skills of Australian football.

Nominal Hours 20 Hours

Assessment As per accredited curriculum
football under match conditions; Review and adapt the advanced
skills in response to feedback.
Nominal Hours 65 Hours
Assessment As per accredited curriculum

SRSAFT017A DEVELOP THE ADVANCED TACTICS OF
AUSTRALIAN FOOTBALL
Content Develop advanced tactics of Australian football;
Participate in a pre-match analysis and preparation session;
Demonstrate ability to implement agreed strategies and game plans,
and make decisions during the match; Participate in a post-match
analysis and follow-up.
Nominal Hours 65 Hours
Assessment As per accredited curriculum

SRSCGP001A OPERATE IN ACCORD WITH ACCEPTED
COACHING PRACTICES, STYLES AND LEGAL AND
ETHICAL RESPONSIBILITIES
Content Access ongoing coach education; Operate in accord with
the legal responsibilities of a coach; Operate in accord with the
ethical responsibilities of a coach; Address drugs in sport issues;
Work with officials and support personnel; Perform common
coaching styles; Develop a philosophy of coaching.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRSCGP002A INCLUDE SPECIAL INTEREST GROUPS OR
PEOPLE WITH SPECIAL NEEDS
Content Use preferred teaching methods and coaching/instructional styles to include special interest groups or people with special needs; Assess athlete's readiness to acquire and perform the activity specific skill/s; Conduct drills, activities and games to teach or develop the skills of special interest groups or people with special needs; Review and adapt the teaching of a skill in response to feedback; Demonstrate an understanding of the specific needs of each athlete.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSCGP003A IMPLEMENT THE FUNDAMENTAL
PRINCIPLES OF SPORTS PSYCHOLOGY
Content Present the fundamental principles of sports psychology to athletes; Implement strategies for using the fundamental principles of sports psychology.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSCGP004A PROVIDE INFORMATION ABOUT THE
FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK
PERFORMANCE
Content Collect information regarding the basic principles of nutrition for performance; Present the basic principles of nutrition for performance to athlete/s; Implement strategies for using principles of nutrition for performance.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSCGP009A WORK WITH OFFICIALS
Content Develop strategies to promote effective working relationships with officials; Implement strategies to develop working relationships with officials; Evaluate the strategies and relationships with officials.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCGP010A PROVIDE INFORMATION REGARDING
DRUGS IN SPORT ISSUES
Content Collect information regarding relevant drugs in sport issues; Discuss relevant drugs in sport issues with athletes; Develop and implement strategies for dealing with drugs in sport issues.
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRSCGP011A SUPPORT ATHLETES TO ADOPT THE
PRINCIPLES OF SPORTS PSYCHOLOGY
Content Inform athletes of the psychological approaches for peak sporting performance; Liaise with sports psychology support personnel to assist athletes; Assist athletes to implement psychological approaches to enhance peak performance; Evaluate the effect of psychological approaches on the performance of athletes.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRSCGP012A SUPPORT ATHLETES TO ADOPT THE
PRINCIPLES OF EATING FOR PEAK PERFORMANCE
Content Inform athletes of the nutritional requirements for peak sporting performance; Liaise with nutritional support personnel to assist athletes; Assist athletes to implement nutritional practices to enhance peak performance; Evaluate the effect of nutritional practices on the performance of athletes.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCGP013A MONITOR COACH WELFARE
Content Develop a plan to address coach welfare; Implement plan to improve coach welfare; Evaluate strategies.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSCGP014A IMPLEMENT RECOVERY PROGRAMS
Content Present the principles of recovery, and recovery methods to athlete/s; Implement a recovery program using the principles of recovery, and recovery methods; Evaluate the effect of the recovery program on the performance of the athlete/s.
Nominal Hours 25 Hours
Assessment As per accredited curriculum

SRSCO001A OPERATE IN ACCORD WITH ACCEPTED
COACHING PRACTICES, STYLES AND LEGAL AND
ETHICAL RESPONSIBILITIES
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.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRSCO002A PLAN INDIVIDUALISED TRAINING
PROGRAMS TO IMPROVE SKILLS
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.
Nominal Hours 40 Hours
Assessment As per accredited curriculum
SRSCOA003A CONDUCT, MONITOR AND ADJUST AN INDIVIDUALISED PROGRAM OF TRAINING SESSIONS TO IMPROVE SKILLS

Content
Assess conditions and prepare clients for participation; Coordinate 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.

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

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.

Nominal Hours
45 Hours

Assessment
As per accredited curriculum

SRSCOA005A INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS

Content
Identify preferred teaching methods and coaching styles to include special interest groups or people with special needs; Assess athletes readiness to acquire and perform the activity specific skill/s; Conduct drills, activities and games to teach or develop the skills of special interest groups or people with special needs; Review and adapt the teaching of an intermediate skill in response to feedback; Demonstrate an understanding of the specific needs of each athlete.

Nominal Hours
15 Hours

Assessment
As per accredited curriculum

SRSCOA006A IMPLEMENT FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY

Content
Identify fundamental principles of sports psychology for the activity; Explain the fundamental principles of sports psychology to clients; Implement strategies for using the fundamental principles of sport psychology.

Nominal Hours
15 Hours

Assessment
As per accredited curriculum

SRSCOA007A PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE

Content
Collect information regarding the basic principles of nutrition for performance; Explain the basic principles of nutrition for performance to clients; Implement strategies for using principles of nutrition for performance.

Nominal Hours
15 Hours

Assessment
As per accredited curriculum

SRSCOA008A WORK WITH OFFICIALS

Content
Identify issues regarding working with officials specific to the activity; Develop strategies to promote effective working relationships with officials; Implement strategies to develop working relationships with officials; Evaluate the strategies and relationships with officials.

Nominal Hours
10 Hours

Assessment
As per accredited curriculum

SRSCOA012A PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES

Content
Collect information regarding relevant drugs in sport issues; Discuss relevant drugs in sport issues with clients; Develop and implement strategies for dealing with drugs in sport issues.

Nominal Hours
5 Hours

Assessment
As per accredited curriculum

SRSCOA013A SUPPORT CLIENTS TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY

Content
Identify sports psychology approaches appropriate for peak performance of the activity; Discuss the psychological approaches for peak sporting performance to clients; Liaise with sports psychology support personnel to assist clients; Assist clients to implement psychological approaches to enhance peak performance; Evaluate the effect of psychological approaches on the performance of a client.

Nominal Hours
20 Hours

Assessment
As per accredited curriculum

SRSCOA014A SUPPORT CLIENTS TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE

Content
Identify nutritional requirements for peak performance of the activity; Discuss the nutritional requirements for peak sporting performance to clients; Liaise with nutritional support personnel to assist clients; Assist clients to implement nutritional practices to enhance peak performance; Evaluate the effect of nutritional practices on the performance of a client.

Nominal Hours
10 Hours

Assessment
As per accredited curriculum

SRSCOA015A MONITOR COACH WELFARE

Content
Identify issues regarding coach welfare specific to the activity and situation of the coach; Develop strategies to promote coach welfare; Implement strategies to develop coach welfare; Evaluate strategies.

Nominal Hours
10 Hours

Assessment
As per accredited curriculum

SRSCOA016A IMPLEMENT RECOVERY TRAINING PROGRAMS

Content
Identify recovery methods appropriate to the activity; Explain the principles of recovery, and recovery methods to clients; Implement a recovery program using the principles of recovery, and recovery methods; Evaluate the effect of the recovery program on the performance of the client.

Nominal Hours
25 Hours

Assessment
As per accredited curriculum

SRSCOP001A PREPARE FOR PUBLIC SPEAKING

Content
Prepare for public speaking; Present a talk to a public forum.

Nominal Hours
10 Hours

Assessment
As per accredited curriculum

SRSCOP002A PLAN FOR AND PARTICIPATE IN A MEDIA INTERVIEW

Content
Collect information to plan a media interview; Undertake a media interview.

Nominal Hours
10 Hours

Assessment
As per accredited curriculum
SRSCOP003A DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS  
Content Collect information on personal image and presentation techniques; Demonstrate personal image and presentation skills.  
Nominal Hours 5 Hours  
Assessment As per accredited curriculum

SRSCOP004A DEVELOP NEGOTIATION SKILLS  
Content Collect information to develop a plan on how to negotiate to achieve an agreed outcome; Participate in a negotiation to an agreed outcome.  
Nominal Hours 10 Hours  
Assessment As per accredited curriculum

SRSCOP005A DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS  
Content Collect information to develop an interpersonal communication action plan; Demonstrate effective use of the key skills required for assertive communication.  
Nominal Hours 10 Hours  
Assessment As per accredited curriculum

SRSCOP006A COMPLETE A TAX RETURN  
Content Collect information on income taxation liabilities in order to complete a tax return; Complete a tax return.  
Nominal Hours 10 Hours  
Assessment As per accredited curriculum

SRSCOP007A DEVELOP FINANCIAL GOAL SETTING PLAN  
Content Collect information to develop a personal budget; Develop a personal budget; Collect information to complete a bank reconciliation; Complete a bank reconciliation.  
Nominal Hours 10 Hours  
Assessment As per accredited curriculum

SRSCOP008A PREPARE A PRE OR POST EVENT MEAL  
Content Collect information to plan a pre or post event meal; Prepare a pre or post event meal which meets nutritional requirements for a person participating in a sporting activity.  
Nominal Hours 15 Hours  
Assessment As per accredited curriculum

SRSCOP009A DEVELOP AN INTEGRATED TIME MANAGEMENT PLAN  
Content Collect information for the development of a time management plan; Demonstrate the skills necessary to develop an integrated time management plan.  
Nominal Hours 10 Hours  
Assessment As per accredited curriculum

SRSCOP010A DEVELOP A TRAVEL AND ACCOMMODATION PLAN  
Content Determine appropriate travel and accommodation arrangements for a particular event; Make travel and accommodation bookings.  
Nominal Hours 5 Hours  
Assessment As per accredited curriculum

SRSCOP013A DEVELOP A CAREER GOAL SETTING PLAN  
Content Collect information to develop a career goal setting plan; Develop a career goal setting plan; Evaluate the plan.  
Nominal Hours 5 Hours  
Assessment As per accredited curriculum

SRSCOP014A PREPARE TO STUDY  
Content Develop study skills.  
Nominal Hours 5 Hours  
Assessment As per accredited curriculum

SRSCOP015A PREPARE A PUBLIC SPEAKING PRESENTATION FOR INFORMATIVE, MOTIVATIONAL AND PERSUASIVE TALKS  
Content Collect information on informative, motivational and persuasive talks; Prepare an action plan to enhance the speaker's presence during a presentation; Demonstrate the ability to effectively establish rapport with an audience and manage a presentation.  
Nominal Hours 5 Hours  
Assessment As per accredited curriculum

SRSCOP016A DEVELOP A TRAVEL AND ACCOMMODATION PLAN  
Content Collect information on the benefits of working cooperatively with the media; Collect information on the effective handling of questions during interviews; Prepare an action plan for an impromptu interview; Demonstrate the appropriate skills required to perform an impromptu interview.  
Nominal Hours 5 Hours  
Assessment As per accredited curriculum

SRSCOP018A DEVELOP ADVANCED ASSERTIVE COMMUNICATION SKILL  
Content Identify different behavioural styles; Develop an action plan for implementing active listening skills; Demonstrate effective use of active listening skills; Demonstrate an ability to successfully communicate with all styles of behaviour.  
Nominal Hours 5 Hours  
Assessment As per accredited curriculum

SRSCOP019A DEVELOP A SPONSORSHIP PROPOSAL  
Content Collect information to prepare a sponsorship proposal; Research the background of potential sponsors; Develop a sponsorship proposal; Develop a plan for on going servicing of sponsors.  
Nominal Hours 10 Hours  
Assessment As per accredited curriculum

SRSCOP020A DEVELOP A PERSONAL FINANCIAL PLAN  
Content Collect information to prepare a personal financial plan; Prepare a personal financial plan.  
Nominal Hours 5 Hours  
Assessment As per accredited curriculum

SRSCOP021A COLLECT INFORMATION ON CONTRACTS  
Content Collect information on the function of a contract as it applies to an athlete and their sport.  
Nominal Hours 5 Hours  
Assessment As per accredited curriculum

SRSCOP022A COLLECT INFORMATION ON ELITE ATHLETES  
Content Collect information on the characteristics of elite athletes.  
Nominal Hours 5 Hours
SRSNET001A INTERPRET AND APPLY THE FUNDAMENTAL RULES OF NETBALL AT THE BEGINNER LEVEL

Content Develop a time management plan; Evaluate the time management plan.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSNET002A USE BASIC COMMUNICATION STRATEGIES TO UMPIRE NETBALL AT THE BEGINNER LEVEL

Content Use basic oral communication skills; Provide oral reports; Use fundamental indications; Use fundamental auditory devices; Make effective use of body language; Receive feedback.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRSOFF001A OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK

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.
Nominal Hours 25 Hours
Assessment As per accredited curriculum

SRSOFF002A APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS

Content Assess conditions; Observe the conduct of an activity; Identify information on which to base decisions; Interpret and apply rules and regulations; Communicate decisions and manage outcomes of decision-making.
Nominal Hours 15 Hours
Assessment As per accredited curriculum
SRSOFF004A APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE

Content Prepare for a self reflection session; Identify personal development objectives; Conduct a self reflection session; Follow-up self reflection.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOFF005A RESOLVE CONFLICT RELATED TO OFFICIATING

Content Describe conflict resolution in an activity context; Implement conflict resolution procedures in an activity context.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOFF006A DEVELOP A FITNESS PROGRAM FOR OFFICIALS

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.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRSOFF007A EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE

Content Engage in a self reflection process; Establish and apply personal development objectives; Analyse and modify performance; Discuss outcomes of sessions with a mentor; Review the self reflection process.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOFF008A MANAGE CONFLICT RELATED TO OFFICIATING

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.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOFF009A PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

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.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRSOGP002A APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS

Content Assess conditions; Observe the conduct of an activity; Identify information on which to base decisions.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOGP004A APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE

Content Prepare for a self reflection session; Conduct a self reflection session; Modify performance; Review performance; Review the self reflection process.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOGP005A RESOLVE CONFLICT RELATED TO OFFICIATING

Content Develop conflict resolution procedures in an activity context; Implement conflict resolution procedures in an activity context.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOGP006A DEVELOP A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Content Collect information to prepare a fitness program; Implement a fitness program; Liaise with other officials/advisers of officials.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRSOGP007A EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE

Content Engage in a self reflection process; Establish and apply personal development objectives; Analyse and modify performance; Discuss outcomes of sessions with a mentor; Review the self reflection process.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOGP008A MANAGE CONFLICT RELATED TO OFFICIATING

Content Develop strategies to deal with conflict in sport events; Develop and implement conflict resolution procedures; Perform common officiating styles; Implement judicial procedures for activities; Evaluate the effectiveness of conflict resolution procedures.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOGP009A PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Content Prepare a fitness and recovery program; Implement and manage the training and recovery program; Evaluate a fitness and recovery program.
Nominal Hours 20 Hours
Assessment As per accredited curriculum
**SRSRUN012A PERFORM THE ADVANCED TACTICS AND ASSESSMENT OF RUGBY LEAGUE FOOTBALL**

**Content** Analyse an advanced skill of rugby league; Undertake drills, activities and/or games to develop the advanced skills of rugby league; Perform the advanced skills of rugby league under match conditions; Review and adapt the advanced skills in response to feedback.

**Nominal Hours** 65 Hours

**Assessment** As per accredited curriculum

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**SRSRLG009A DEVELOP ADVANCED SKILLS OF RUGBY LEAGUE FOOTBALL**

**Content** Develop advanced tactics and strategies of rugby league; Undertake drills, activities and/or games to develop the advanced skills of rugby union; Perform the advanced skills of rugby union under match conditions; Review and adapt the advanced skills in response to feedback.

**Nominal Hours** 65 Hours

**Assessment** As per accredited curriculum

---

**SRSSTR001A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID**

**Content** Operate as a sports first aider; Prepare and implement an injury prevention program; Assist with warm-up, stretching and cool-down; Assist with fluid replacement; Follow defined sports first aid immediate management strategies; Transport the injured athlete; Complete and process reports; Store and maintain equipment.

**Nominal Hours** 25 Hours

**Assessment** As per accredited curriculum

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**SRSRLG001A PERFORM THE ADVANCED TACTICS AND STRATEGIES OF RUGBY LEAGUE FOOTBALL IN A COMPETITIVE SITUATION**

**Content** Develop advanced tactics and strategies of rugby league; Participate in a pre-match analysis and preparation session; Participate in a post-match analysis and follow-up.

**Nominal Hours** TBA Hours

**Assessment** As per accredited curriculum

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**SRSSTR003A APPLY KNOWLEDGE OF THE ORGANISATION TO COMPLETE ROUTINE ADMINISTRATION TASKS**

**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 immediate management strategies; Transport the injured athlete; Complete and process reports; Store and maintain equipment.

**Nominal Hours** 25 Hours

**Assessment** As per accredited curriculum

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**SRSRU011A DEVELOP ADVANCED SKILLS OF RUGBY UNION**

**Content** Undertake drills, activities and/or games to develop the advanced skills of rugby union; Perform the advanced skills of rugby union under match conditions; Review and adapt the advanced skills in response to feedback.

**Nominal Hours** 65 Hours

**Assessment** As per accredited curriculum

---

**SRSRU012A PERFORM THE ADVANCED TACTICS AND STRATEGIES OF RUGBY UNION IN A COMPETITIVE SITUATION**

**Content** Develop advanced tactics and strategies of rugby union; Participate in a pre-match analysis and preparation session; Demonstrate ability to implement agreed strategies and game plans, and make decisions during the match; Participate in a post-match analysis and follow-up.

**Nominal Hours** 55 Hours

**Assessment** As per accredited curriculum

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**SRSST003A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID**

**Content** Operate as a sports first aider; Prepare and implement an injury prevention program; Assist with warm-up, stretching and cool-down; Assist with fluid replacement; Follow defined sports first aid immediate management strategies; Transport the injured athlete; Complete and process reports; Store and maintain equipment.

**Nominal Hours** 25 Hours

**Assessment** As per accredited curriculum

---

**SRSSTR001A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID**

**Content** Operate as a sports first aider; Prepare and implement an injury prevention program; Assist with warm-up, stretching and cool-down; Assist with fluid replacement; Follow defined sports first aid immediate management strategies; Transport the injured athlete; Complete and process reports; Store and maintain equipment.

**Nominal Hours** 25 Hours

**Assessment** As per accredited curriculum

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**SRXADM001A HANDLE MAIL TO FACILITATE COMMUNICATION**

**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 immediate management strategies; Transport the injured athlete; Complete and process reports; Store and maintain equipment.

**Nominal Hours** 25 Hours

**Assessment** As per accredited curriculum

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**SRXADM002A HANDLE INFORMATION TO MAINTAIN ACCESS TO AND SECURITY OF RECORDS**

**Content** File documents; Identify and retrieve documents.

**Nominal Hours** 12 Hours

**Assessment** As per accredited curriculum

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**SRXADM003A APPLY KNOWLEDGE OF THE ORGANISATION TO COMPLETE ROUTINE ADMINISTRATION TASKS**

**Content** File documents; Identify and retrieve documents.

**Nominal Hours** 12 Hours

**Assessment** As per accredited curriculum

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**SRXADM004A OPERATE A RANGE OF OFFICE EQUIPMENT TO COMPLETE ROUTINE TASKS**

**Content** Select and locate equipment to be used for task(s); Operate equipment.

**Nominal Hours** 15 Hours

**Assessment** As per accredited curriculum

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**SRXADM005A HANDLE MAIL TO FACILITATE THE INFORMATION FLOW OF THE ORGANISATION**

**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 immediate management strategies; Transport the injured athlete; Complete and process reports; Store and maintain equipment.

**Prerequisite(s)** SRXADM001A Handle mail to facilitate communication

**Nominal Hours** 5 Hours

**Assessment** As per accredited curriculum

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**SRXADM006A PROCESS AND ANALYSE INFORMATION TO PROVIDE ACCESS TO AND SECURITY OF RECORDS**

**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 immediate management strategies; Transport the injured athlete; Complete and process reports; Store and maintain equipment.

**Prerequisite(s)** SRXADM002A Handle information to maintain access to and security of records

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXADM007A</td>
<td>SELECT, OPERATE AND MAINTAIN A RANGE OF OFFICE EQUIPMENT TO COMPLETE A RANGE OF TASKS</td>
<td>SRXADM004A Operate a range of office equipment to complete routine tasks; SRXTEC001A Operate a computer to gain access to and retrieve data using keyboard skills</td>
<td>Select equipment to be used for task(s); Operate equipment; Identify and/or rectify minor faults.</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXADM008A</td>
<td>ORGANISE THE COPYING AND COLLATING OF DOCUMENTS</td>
<td>SRXADM004A Operate a range of office equipment to complete routine tasks</td>
<td>Select appropriate media; Copy and collate documents; Distribute documents.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXADM009A</td>
<td>MAINTAIN INFORMATION RECORDS SYSTEM TO ENSURE ITS INTEGRITY</td>
<td>SRXADM006A Process and analyse information to provide access to and security of records</td>
<td>Assemble new files; Identify and process inactive and dead files; Record documentation movements.</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXADM010A</td>
<td>USE THE ADVANCED FUNCTIONS OF A RANGE OF OFFICE EQUIPMENT TO COMPLETE DAILY TASKS</td>
<td>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</td>
<td>Operate equipment; Complete tasks; Ensure equipment is maintained.</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXADM011A</td>
<td>PREPARE MEETING DETAILS</td>
<td>SRXCOM003A Collect and provide information to facilitate communication flow</td>
<td>Make meeting arrangements; Prepare documentation prior to meeting; Record and produce minutes of meeting.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXADM012A</td>
<td>SUPERVISE AN ESTABLISHED RECORDS SYSTEM TO ENSURE ITS INTEGRITY</td>
<td>SRXADM009A Maintain information records system to ensure its integrity</td>
<td>Maintain existing filing arrangements; Ensure distribution of files and records; Maintain security of filing system; Train staff in records management.</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXADM013A</td>
<td>PLAN BUSINESS TRIP AND ASSOCIATED ITINERARY TO ENSURE EFFICIENT TRAVEL</td>
<td></td>
<td>Organise business itinerary; Identify credit facilities.</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXADM014A</td>
<td>MANAGE AND CO-ORDINATE PROJECTS</td>
<td>SRXORG006A Conduct projects</td>
<td>Plan project; Administer and monitor project; Evaluate project.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXADM015A</td>
<td>ESTABLISH AND MAINTAIN A RECORDS SYSTEM TO ENSURE INTEGRITY OF SYSTEM</td>
<td>SRXADM012A Supervise an established records system to ensure its integrity</td>
<td>Determine the needs of the organisation; Select appropriate system; Implement new/improved system; Identify and organise staff training in accessing and using records system.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXADM016A</td>
<td>ESTABLISH AND MAINTAIN LIBRARY/RESOURCE COLLECTION</td>
<td></td>
<td>Update incoming publications; Circulate publications; Store publications.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXADM017A</td>
<td>PLAN AND ESTABLISH ADMINISTRATION SYSTEMS AND PROCEDURES</td>
<td></td>
<td>Plan, implement and monitor office administration system.</td>
<td>24 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXADM018A</td>
<td>REVIEW OFFICE ADMINISTRATION PROCEDURES AND PROCESSES TO MEET CHANGING DEMANDS</td>
<td></td>
<td>Determine capacity of administrative structure to meet organisational goals; Enable administrative change; Implement change.</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXADM019A</td>
<td>MANAGE THE MEETING PROCESS</td>
<td>SRXORG005A Participate in the meeting process</td>
<td>Enforce meeting protocol; Take action on decisions reached; Supervise the election of office bearers.</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXCAI001A</td>
<td>ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR CLIENTS</td>
<td>SRXORG001A Organise work</td>
<td>Collect information to plan a session; Contribute suggestions towards planning for a session; Assist in making arrangements for a session.</td>
<td>6 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXCAI002A</td>
<td>ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR CLIENTS</td>
<td>SRXEME001A React safely in an emergency and help prevent emergencies</td>
<td>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.</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
SRXCAI003A PROVIDE EQUIPMENT FOR ACTIVITIES

**Content** Issue equipment to the client; Set up equipment; Take down equipment; check in equipment; Store equipment.

**Nominal Hours** 7 Hours

**Assessment** As per accredited curriculum

SRXCAI004A PLAN A SPORT AND RECREATION SESSION FOR CLIENTS

**Prerequisite(s)** SRXORG002A Work effectively in a sport and recreation organisation; 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; 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.

**Nominal Hours** 8 Hours

**Assessment** As per accredited curriculum

SRXCAI005A CONDUCT A SPORT AND RECREATION SESSION FOR CLIENTS

**Prerequisite(s)** PUXEME001A Provide emergency care; PUXEME002A Participate in the control of minor emergencies; SRXCAI002A Assist in conducting sport and recreation sessions for clients

**Content** Maintain client's physical welfare; Maintain a positive social environment; Establish effective communication; Ensure client safety; Prepare clients to end the session; Evaluate the session.

**Nominal Hours** 8 Hours

**Assessment** As per accredited curriculum

SRXCAI005B CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS

**Content** Maintain participant's physical welfare; Maintain a positive social environment; Establish effective communication; Ensure participant safety; Prepare clients to end the session; Evaluate the session.

**Nominal Hours** 8 Hours

**Assessment** As per accredited curriculum

SRXCAI006A ORGANISE A SPORT AND RECREATION PROGRAM

**Content** Collect information to plan activities; Produce a plan for a program of sessions; Coordinate and allocate program resources.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

SRXCAI006B ORGANISE A SPORT AND RECREATION PROGRAM

**Content** Collect information to plan activities; Produce a plan for a program of recreation sessions; Coordinate and allocate program resources.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

SRXCAI007A CONDUCT A SPORT AND RECREATION PROGRAM

**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.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

SRXCAI007B CONDUCT A SPORT AND RECREATION PROGRAM

**Content** Coordinate resources; Conduct a program and monitor participant's condition and performance; Adjust the program to meet new needs and circumstances; Conclude a program; Evaluate the effectiveness of a program of activities.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

SRXCAI008A PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM

**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.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

SRXCAI008B PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM

**Content** Plan a long-term program; Apply common reasons for participation and discontinuation in activity to planning the long-term program; Plan for competitive/performance situations within the long-term program; Plan rehabilitation programs; Assist participants to cope with retirement from activity; Liaise with other coaches/instructors of participants; Develop selection procedures.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

SRXCAI009A CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS

**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.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

SRXCAI009B CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS

**Content** Prepare the participant for involvement in a long-term training program; Implement a long-term program; Monitor participant during training sessions and competitions; Manage competitive/performance situations during the long-term program; Provide feedback to participants; Implement selection procedures; Implement and monitor rehabilitation programs.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCAI010A</td>
<td>EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS</td>
<td>Establish benchmarks prior to or early in the program; Undertake formative/ongoing evaluation; Obtain and evaluate information from other sources regarding participant progress; Define participants’ progress towards improved and/or high performance levels; Evaluate the program; Evaluate rehabilitation programs; Evaluate selection procedures; Establish personal development objectives through self-evaluation; Discuss outcomes of evaluation with participants and support personnel; Make program modifications.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXCAI010B</td>
<td>EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS</td>
<td>Establish benchmarks prior to or early in the program; Undertake formative/ongoing evaluation; Obtain and evaluate information from other sources regarding participant progress; Define participants’ progress towards improved and/or high performance levels; Evaluate the program; Evaluate rehabilitation programs; Evaluate selection procedures; Establish personal development objectives through self-evaluation; Discuss outcomes of evaluation with participants and support personnel; Make program modifications.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXCOM002A</td>
<td>RECEIVE AND PASS ON INFORMATION TO FACILITATE EFFECTIVE ROUTINE COMMUNICATION</td>
<td>Receive and relay messages; Respond to incoming telephone calls; Make telephone calls; Draft simple correspondence.</td>
<td>10 Hours</td>
<td></td>
</tr>
<tr>
<td>SRXCOM003A</td>
<td>COLLECT AND PROVIDE INFORMATION TO FACILITATE COMMUNICATION FLOW</td>
<td>Receive an process a request for information; Identify information source(s); Extract information; Prepare to provide information; Compose and deliver verbal response; Compose written response.</td>
<td>7 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXCOM004A</td>
<td>SOURCE AND PRESENT INFORMATION IN RESPONSE TO REQUESTS</td>
<td>Source and present information to facilitate communication flow</td>
<td>7 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXCOM005A</td>
<td>RESEARCH, PREPARE AND PRESENT INFORMATION</td>
<td>Source and present information in response to requests</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXCOM006A</td>
<td>PROVIDE ADVICE IN ORDER TO MEET CURRENT AND ANTICIPATED CLIENT REQUIREMENTS</td>
<td>Provide advice to meet current and anticipated client requirements</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXEME001A</td>
<td>REACT SAFELY IN AN EMERGENCY AND HELP PREVENT EMERGENCIES</td>
<td>React safely in an emergency and help prevent emergencies</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXEME002A</td>
<td>PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES</td>
<td>Participate in the control of minor emergencies</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRXEME003A</td>
<td>RESPOND TO EMERGENCY SITUATIONS</td>
<td>Respond to 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.</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
SRXEME004A COORDINATE EMERGENCY RESPONSE

**Content**
Coordinate response to emergency reports or signals; Anticipate the behaviour and characteristics of typical emergencies; Coordinate and apply operating instructions; Coordinate the rescue procedure; Coordinate, initiate and control evacuation; Coordinate operational procedures.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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SRXFAC001A MAINTAIN EQUIPMENT FOR ACTIVITIES

**Content**
Perform routine equipment maintenance; Carry out equipment repairs; Store equipment to maintain a serviceable condition; Complete documentation.

**Nominal Hours** 5 Hours

**Assessment** As per accredited curriculum

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SRXFAC005A COORDINATE FACILITY AND EQUIPMENT ACQUISITION AND MAINTENANCE

**Content**
Establish maintenance systems; Research and plan for facility and equipment maintenance; Develop maintenance plan; Implement and monitor maintenance plan; Monitor on-site maintenance contacts and contractors; Supervise the storage of equipment; Contribute to the selection of equipment and facilities.

**Nominal Hours** 15 Hours

**Assessment** As per accredited curriculum

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SRXFAD001A PROVIDE FIRST AID

**Content**
Assess the situation; Apply basic first aid techniques; Communicate details of the incident.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

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SRXFND007A MONITOR AND CONTROL DISBURSEMENTS WITHIN A GIVEN BUDGET

**Content**
Disburse funds; Administer financial control systems.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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SRXGCS002A DEAL WITH CLIENT FEEDBACK

**Content**
Handle client feedback; Record client feedback.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

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SRXGCS006A ADDRESS CLIENT NEEDS

**Content**
Assist client to articulate needs; Satisfy complex client needs.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

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SRXGCS007A DETERMINE NEEDS OF CLIENT POPULATIONS

**Content**
Analyse needs of client populations; Plan and develop client service; Evaluate client service relationship.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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SRXGCS05A COORDINATE CLIENT SERVICE ACTIVITIES

**Content**
Contribute to quality client standards; Implement client services systems.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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SRXGOV004A WORK EFFECTIVELY WITH THE BOARD OF AN ORGANISATION

**Content**
Identify the roles of governance and management; Facilitate the development of an effective board; Provide detailed information for the board to deal with the right matters; Ensure that board decisions are implemented properly; Ensure regular communication with the board.

**Nominal Hours** 25 Hours

**Assessment** As per accredited curriculum

---

SRXGOV001A FACILITATE A GROUP

**Content**
Plan the establishment of a group; Monitor group formation; Develop group commitment and co-operation; Facilitate group processes; Manage and facilitate group performance.

**Nominal Hours** 8-12 Hours

**Assessment** As per accredited curriculum

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SRXGOV002A DEAL WITH CONFLICT

**Content**
Identify conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

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SRXGRP001A FACILITATE A GROUP

**Content**
Plan the establishment of a group; Monitor group formation; Develop group commitment and co-operation; Facilitate group processes; Manage and facilitate group performance.

**Nominal Hours** 8 Hours

**Assessment** As per accredited curriculum

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SRXGRP002A PROVIDE LEADERSHIP TO GROUPS

**Content**
Demonstrate appropriate standards of performance; Influence individuals and groups; Make decisions; Facilitate group decision making; Demonstrate appropriate leadership styles.

**Nominal Hours** 6 Hours

**Assessment** As per accredited curriculum

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SRXHRM001A MANAGE VOLUNTEERS

**Content**
Research and document needs for volunteer involvement; Undertake volunteer recruitment; Maximise volunteer retention; Ensure a positive experience for volunteers.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

---

SRXHRM002A PARTICIPATE IN STAFF SELECTION TO ENSURE TEAM GOALS ARE ACHIEVED

**Content**
Identify requirements for new team position; Draft job vacancy advertisement; Select staff; Employ staff.

**Nominal Hours** 15 Hours

**Assessment** As per accredited curriculum

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SRXIND001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY

**Content**
Research basic information about the recreation industry in Australia; Apply industry information; Update sport and recreation industry knowledge.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum
SRXIND002A DEVELOP AND IMPLEMENT A CAREER PATH

**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.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

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SRXIND003A APPLY SPORT AND RECREATION LAW

**Prerequisite(s)** SRXIND001A Develop knowledge of the sport and recreation industry

**Content** Identify laws applicable to the sport and recreation industry; Conduct research about the sport and recreation industry; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements.

**Nominal Hours** 12 Hours

**Assessment** As per accredited curriculum

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SRXIND005A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES

**Content** Analyse the laws and legal principles which relate to the organisation; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements; Evaluate the effectiveness of workplace systems; Update legal knowledge.

**Nominal Hours** 12 Hours

**Assessment** As per accredited curriculum

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SRXINU001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY

**Content** Research basic information about the sport and recreation industry in Australia; Apply industry information; Update sport and recreation industry knowledge.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

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SRXINU003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY

**Content** Review and interpret the market for current leisure and recreation service delivery; Assess the basis for existing levels of interest by participants; Report outcomes on participation patterns analysis.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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SRXINU004A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES

**Content** Analyse the laws and legal principles which relate to the organisation; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements; Evaluate the effectiveness of workplace systems; Update legal knowledge.

**Nominal Hours** 12 Hours

**Assessment** As per accredited curriculum

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SRXINU005A MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE

**Content** Determine culture and education trends of current participation in a specific leisure and recreation service; Develop and implement culture and education strategies appealing to non-participants; Monitor and manage cultural and educational trends.

**Nominal Hours** 35 Hours

**Assessment** As per accredited curriculum

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SRXINU006A FOSTER THE VALUES AND ETHOS OF THE PHENOMENON OF PLAY

**Content** Evaluate the broader leisure and recreation market place; Seek and secure opportunities to foster the values and ethos of play; Promote the phenomenon of play in the community.

**Nominal Hours** 25 Hours

**Assessment** As per accredited curriculum

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SRXINU007A MANAGE EVOLVING PATTERNS OF WORK TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE

**Content** Determine evolving patterns of work impacting on participation in leisure and recreation services; Develop and implement strategies addressing patterns of work limiting accessibility to a specific leisure and recreation service; Monitor and manage trends in evolving patterns of work.

**Nominal Hours** 15 Hours

**Assessment** As per accredited curriculum

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SRXMKT003A PROMOTE ORGANISATION’S ACTIVITIES

**Content** Design and place advertisements; Obtain media coverage; Develop and maintain an industry network; Undertake educational activities; Generate positive image through public relations; Evaluate promotion.

**Nominal Hours** 15 Hours

**Assessment** As per accredited curriculum

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SRXMKT004A ANALYSE AND RESPOND TO CHANGING MARKETS

**Content** Review external operating environment; Identify and evaluate competitors; Assess internal strengths; Forecast trends and developments; Recommend and implement improvements; Respond to change; Communicate internally and externally.

**Nominal Hours** 15 Hours

**Assessment** As per accredited curriculum

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SRXOGN001A CONDUCT PROJECTS

**Content** Plan and prepare for project; Implement and administer project; Coordinate project administration; Finalise and review project administration.

**Nominal Hours** 15 Hours

**Assessment** As per accredited curriculum

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SRXOGN002A MANAGE PROJECTS

**Content** Plan project; Administer and monitor project; Evaluate project.

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum
SRXOHS001A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES RELATED TO THE WORK BEING UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE

Content Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXOHS001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES

Content Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXOHS002A IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS IN THE RELEVANT WORK AREA TO ACHIEVE AND MAINTAIN OCCUPATIONAL HEALTH AND SAFETY STANDARDS

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.
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXOHS002B IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS

Content Provide information to the work group about occupational health and safety and the organisation’s occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation’s procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement the organisation’s procedures for dealing with hazardous events; Implement and monitor the organisation’s procedures for providing occupational health and safety training; Implement and monitor the organisation’s procedures for maintaining occupational health and safety records.
Nominal Hours 22 Hours
Assessment As per accredited curriculum

SRXOHS003A ESTABLISH, MAINTAIN AND EVALUATE OCCUPATIONAL HEALTH AND SAFETY SYSTEMS IN ORDER TO ENSURE THAT THE WORKPLACE IS, AS FAR AS PRACTICABLE, SAFE AND WITHOUT RISKS TO HEALTH OF EMPLOYEES AND CLIENTS

Content Establish and maintain the framework for the OH&S system in the area of responsibility; Establish and maintain participative arrangements for the management of OH&S; Establish and maintain procedures for identifying hazards, assessing risk, controlling risks; Establish and maintain organisational procedures for dealing with hazardous events; Establish and maintain OH&S training program; Establish and maintain a system for OH&S records; Evaluate the organisation’s OH&S system and related policies, procedures and programs.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXOHS003B ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY SYSTEM

Content Establish and maintain the framework for the occupational health and safety system in the area managerial of responsibility; Establish and maintain participative arrangements for the management of occupational health and safety; Establish and maintain procedures for identifying hazards; Establish and maintain procedures for assessing risks; Establish and maintain procedures for controlling risks; Establish and maintain organisational procedures for dealing with hazardous events; Establish and maintain occupational health and safety training program; Establish and maintain a system for occupational health and safety records; Evaluate the organisation's occupational health and safety system and related policies, procedures and programs.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXORG001A ORGANISE WORK

Content Plan and organise a personal daily work routine; Maintain personal presentation; Organise work area; Clean work area.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXORG002A WORK EFFECTIVELY IN A SPORT AND RECREATION ORGANISATION

Content Manage own work; Maintain and develop own expertise; Manage work effectiveness; Promote cooperation; Contribute to improving workplace and quality of outcomes; Represent the organisation; Implement environmental procedures.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXORG003A CO-ORDINATE WORK AND WORK PRIORITIES IN A SPORT AND RECREATION ORGANISATION

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.
Nominal Hours 8 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXORG004A</td>
<td>PLAN, ALLOCATE AND EVALUATE WORK CARRIED OUT BY TEAMS, INDIVIDUALS AND SELF</td>
<td>SRXORG003A Coordinate work and work priorities in a sport and recreation organisation</td>
<td>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.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>SRXORG005A</td>
<td>PARTICIPATE IN THE MEETING PROCESS</td>
<td></td>
<td>Prepare for the meeting; Provide input to the meeting.</td>
<td>6 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>SRXORG006A</td>
<td>CONDUCT PROJECTS</td>
<td>SRXTEM003A Work autonomously</td>
<td>Plan and prepare for project; Implement and administer project; Coordinate project administration.</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>SRXORG007A</td>
<td>DEVELOP TEAMS AND INDIVIDUALS TO ENHANCE PERFORMANCE</td>
<td>SRXTEM005A Lead, manage and develop work teams</td>
<td>Develop and improve teams through planning and activities; Identify, review and improve development activities for individuals.</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>SRXPLA004A</td>
<td>EVALUATE ORGANISATION'S ACTIVITIES</td>
<td>SRXTEM005A Lead, manage and develop work teams</td>
<td>Develop and improve teams through planning and activities; Identify, review and improve development activities for individuals.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>SRXRES001A</td>
<td>EDUCATE THE PUBLIC ON THE SAFE USE OF A SPORT AND RECREATIONAL RESOURCE</td>
<td></td>
<td>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.</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>SRXRES002A</td>
<td>IMPROVE CLIENT AWARENESS AND IMPLEMENTATION OF ENVIRONMENTAL MANAGEMENT PRACTICES</td>
<td></td>
<td>Identify level of staff awareness and implementation of environmental management practices; Develop and rank methods to improve staff awareness and implementation of environmental management practices; Implement appropriate methods to improve staff awareness; Monitor and review the levels of community awareness; Inform external clients of environmental management practices.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>SRXRES005A</td>
<td>ACHIEVE AN EFFICIENT USE OF RESOURCES</td>
<td></td>
<td>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.</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>SRXRK001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
<td></td>
<td>Establish the context of the risk analysis; Identify risks associated with an activity; Conduct risk analysis of an activity; Undertake risk assessment of an activity; Treat risks associated with an activity; Monitor and review the risk management for an activity.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>SRXRK002A</td>
<td>MANAGE AN ORGANISATION'S RISK</td>
<td></td>
<td>Determine the organisation's risk management context; Identify organisational risks; Conduct an analysis of organisational risks; Undertake assessment of organisational risk; Treat organisational risks; Implement the organisation's risk management program; Monitor and evaluate the risk management program.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>SRXTC001A</td>
<td>ASSIST WITH ANALYSIS AND USE OF EMERGING TECHNOLOGY</td>
<td></td>
<td>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.</td>
<td>7 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>SRXRIS004A</td>
<td>CONDUCT A RISK AUDIT AND DEVELOP A RISK MANAGEMENT POLICY</td>
<td></td>
<td>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.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>SRXTEC001A</td>
<td>OPERATE A COMPUTER TO GAIN ACCESS TO AND RETRIEVE DATA USING KEYBOARD SKILLS</td>
<td></td>
<td>Open file; Retrieve data; Print data; Close file; Shutdown equipment.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>SRXTEC002A</td>
<td>OPERATE A COMPUTER AND PRINTER TO PRODUCE SIMPLE DOCUMENTS</td>
<td>SRXTEC001A Operate a computer to gain access to and retrieve data using keyboard skills</td>
<td>Create file; Produce document from written text using standard format; Edit information; Set printer for document requirements; Print document; Maintain printer; Save, exit and shutdown.</td>
<td>10-20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
UNIT OF STUDY DETAILS

SRXTEC003A DESIGN, DEVELOP AND PRODUCE DOCUMENTS, REPORTS AND WORKSHEETS USING ADVANCED FUNCTIONS
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.
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXTEC004A ASSIST WITH THE ANALYSIS AND USE OF EMERGING TECHNOLOGY
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.
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXTEC005A ASSIST IN THE MAINTENANCE OF A COMPUTER SYSTEM
Content Install hardware and software; Carry out preventative maintenance of computer equipment.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SRXTEC006A CUSTOMISE AND MAINTAIN SOFTWARE
Content Maintain effective performance of hardware and software; Customise software to maximise performance in producing complex documents; Maintain customised software.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRXTEC007A MANAGE THE ESTABLISHMENT AND MAINTENANCE OF A WORK GROUP NETWORK
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.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRXTEM001A WORK IN TEAMS
Content Follow routine instructions; Work with colleagues in a team.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEM002A SUPPORT THE WORK OF A TEAM
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.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEM003A WORK AUTONOMOUSLY
Prerequisite(s) SRXTEM002A Support the work of a team
Content Undertake work activities; Accept responsibilities; Set performance requirements; Maintain team performance; Act as a team leader as required; Contribute to team meetings; Respond to stress and conflict in the team.
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXTEM004A DEAL WITH CONFLICT
Content Identify conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEM005A LEAD, MANAGE AND DEVELOP WORK TEAMS
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.
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXTEM006A CREATE, MAINTAIN AND ENHANCE EFFECTIVE WORKING RELATIONSHIPS
Prerequisite(s) SRXTEM004A Deal with conflict; SRXTEM005A Lead, manage and develop work teams
Content Establish and maintain the trust and support of one’s staff; Establish and maintain the trust and support of one’s immediate manager/supervisor; Establish and maintain relationships with colleagues; Identify and manage conflict; Implement disciplinary and grievance procedures; Counsel staff.
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SUPER WELDING SUPERVISION/WELDING INSPECTION
Content Welding supervision; Welding inspection
Nominal Hours 240 Hours each
Assessment As per accredited curriculum

TDTA297B MAINTAIN CONTAINER/CARGO RECORDS
Content Process container/cargo documentation; Maintain records of container/cargo movements; Monitor container/cargo and maintain records.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA397B CONNECT AND DISCONNECT REEFER UNITS
Content Plug/unplug reefer units to power sources; Attach/detach clip-on units.
Nominal Hours 40 Hours
Assessment As per accredited curriculum
TDTA497B PROCESS RECEIPT AND DELIVERY OF CONTAINERS AND CARGO
Content Check stacking/discharge list at commencement of shift; Assess and plan container/cargo consolidation; Allocate stack positions; Identify and check containers/cargo; Check and complete documentation.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA597B CHECK AND EVALUATE RECORDS AND DOCUMENTATION
Content Check Documentation; Analyse and evaluate records
Nominal Hours 20 Hours Assessment As per accredited curriculum.

TDTA697B ORGANISE AND MONITOR TERMINAL/WHARF OPERATIONS
Content Organise equipment, machinery and personnel; Identify, assess and manage potential risks; Monitor work performance and progress; Monitor status of pending work; Solve problems and make decisions; Complete shift and prepare for next shift.
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum.

TDTA897B TRANSFER CARGO
Content Prepare for load transfer; Transfer cargo; Complete transfer.
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

TDTA997B COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION
Content Identify procedures required for documentation for import/export of goods; Complete and check documentation to meet regulatory and workplace requirements.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1097B COORDINATE GOODS TO BOND PREMISES
Content Identify and list goods for bonding; Arrange transfer of goods to bond store; Prepare and issue bond list.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1197B PACKAGE GOODS
Content Select materials and pack and unwrap products; Label packaged products/loads.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1297B PICK AND PROCESS ORDERS
Content Identify workplace order picking processes, policies and procedures; Pick and despatch an order; Record stock levels.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1397B RECEIVE GOODS
Content Identify workplace procedures and documentation requirements for the receipt of goods; Check and inspect goods on arrival and complete workplace documentation; Unload, unpack and store stock.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1497B USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS
Content Identify products in a subsection of a warehouse or other storage area; Examine quality and report on products; Use inventory and labelling systems to identify and locate products.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1597B COMPLETE RECEIVAL/DESPATCH DOCUMENTATION
Content Analyse order to identify work requirements to fill order; Follow workplace order documentation processes; Finalise documentation.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1697B USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL
Content Identify inventory and stock control systems in use in the workplace; Use re-order procedures to maintain stock levels; Organise cyclical stock counts and report discrepancies or variances; Produce reports on record keeping and inventory functions.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTA1797B APPLY PRODUCT KNOWLEDGE TO ORGANISE WORK OPERATIONS
Content Identify and categorise products; Match products to locations based on specified criteria; Assist individuals to solve stock identification and location problems; Identify appropriate transfer and handling requirements; Contribute to continuous improvement.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1897B ORGANISE DESPATCH OPERATIONS
Content Plan and organise despatch operations; Organise the storage and despatch of stock; Complete documentation.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1997B ORGANISE RECEIVAL OPERATIONS
Content Plan and organise receiveal operations; Organise the storage of stock; Complete documentation.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA2097B REPLENISH STOCK
Content Participate in stock rotation activities; Interpret and fill replenishment request; Complete stock replenishment.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2197B DESPATCH STOCK
Content Analyse order to identify work requirements; Follow workplace order picking processes to prepare goods for despatch; Complete despatch following workplace procedures and schedules.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2297B PARTICIPATE IN STOCKTAKES
Content Prepare for stocktake; Stocktake and count stock; Identify stock discrepancies; Complete documentation.
Nominal Hours 20 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTA2397B</td>
<td>COORDINATE STOCKTAKES</td>
<td>Plan stocktake; Coordinate stocktake; Identify stock discrepancies; Adjust documentation</td>
<td>20</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA2497B</td>
<td>ORGANISE WAREHOUSE RECORDS OPERATIONS</td>
<td>Identify record management databases, storage types and technologies; Store warehouse records; Use record management systems to retrieve information.</td>
<td>30</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA2597C</td>
<td>REGULATE TEMPERATURE CONTROLLED STOCK</td>
<td>Identify goods requiring temperature control; Monitor temperature; Identify and rectify problems.</td>
<td>20</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA2698B</td>
<td>MONITOR STORAGE FACILITIES</td>
<td>Determine site functions and operations; Monitor storage operations.</td>
<td>30</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA2798B</td>
<td>EVALUATE AND SELECT BULK HANDLING AND STORAGE RESOURCES</td>
<td>Analyse storage requirements; Schedule work; Organise activities; Evaluate and monitor dangerous goods and hazardous substances storage compliance.</td>
<td>40</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA2898B</td>
<td>ASSESS AND MONITOR OPTIMUM STOCK LEVELS</td>
<td>Assess projected demand; Assess variables that impact upon optimum stock levels; Determine optimum inventory levels; Monitor optimum inventory levels.</td>
<td>40</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>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>40</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3098B</td>
<td>ORGANISE CARGO FOR EXPORT</td>
<td>Confirm correct preparation of consignment; Organise the loading of cargo; Process documentation.</td>
<td>40</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3198B</td>
<td>CONSOLIDATE FREIGHT</td>
<td>Assess scope to consolidate freight; Prepare consignment documentation.</td>
<td>30</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3298B</td>
<td>ORGANISE TRANSPORT OF FREIGHT OR GOODS</td>
<td>Plan transport operations; Organise the transport of freight; Complete organisation process.</td>
<td>20</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3398B</td>
<td>ORGANISE INTERNATIONAL TRANSPORT OF FREIGHT</td>
<td>Confirm customer requirements; Organise freight arrangements; Communicate with shipping agents and authorities.</td>
<td>40</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3401A</td>
<td>MANAGE INTERNATIONAL FREIGHT TRANSFER</td>
<td>Analyse freight transfer requirements; Plan systems and processes for international freight transfer; Monitor and coordinate systems and processes for international freight transfer.</td>
<td>60</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3501A</td>
<td>MANAGE HANDLING AND STORAGE OF PERISHABLE FOOD PRODUCTS</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>60</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3601A</td>
<td>CONTROL AND ORDER STOCK</td>
<td>Maintain stock levels and records; Organise and administer stocktakes; Identify stock losses; Process stock orders; Follow up orders; Complete documentation.</td>
<td>40</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3701A</td>
<td>RECEIVE AND STORE STOCK</td>
<td>Take delivery of stock; Store stock; Rotate and maintain stock; Complete documentation.</td>
<td>40</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA3801A</td>
<td>MANUALLY SORT MAIL AND PARCELS</td>
<td>Prepare to sort mail and parcels manually; Sort mail and parcels manually; Complete process for manually sorting mail and parcels.</td>
<td>20</td>
<td>As per accredited training package documentation</td>
</tr>
<tr>
<td>TDTA3901A</td>
<td>DESPATCH MAIL</td>
<td>Prepare to despatch mail; Despatch mail; Complete despatch of mail.</td>
<td>20</td>
<td>As per accredited training package documentation</td>
</tr>
<tr>
<td>TDTA4001A</td>
<td>CONSOLIDATE MAIL</td>
<td>Prepare for consolidation of mail; Consolidate mail; Complete consolidation of mail.</td>
<td>20</td>
<td>As per accredited training package documentation</td>
</tr>
</tbody>
</table>
TDTA4401A CARRY OUT DELIVERY OPERATIONS
Content Prepare to deliver mail/consignment; Deliver mail/consignment to specific route; Report on delivery activity.
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4501A PROCESS INTERNATIONAL PARCELS AND LETTERS
Content Prepare to process international parcels and mail; Process air mail parcels and letters; Process economy air surface parcels.
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4601A PROCESS PARCELS AND LETTERS
Content Prepare to process parcels and mail manually; Process parcels and mail manually; Complete process for parcels and mail.
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4701A STREAM MAIL
Content Prepare to stream mail; Stream mail; Complete streaming of mail.
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTB197B CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT
Content Inspect equipment and work area; Check equipment operational capability; Identify and assess impact of faults on work requirements; Record and report results of inspection and testing.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB297B TEST EQUIPMENT AND ISOLATE FAULTS
Content Identify scope of operational check; Plan operational checks; Check unit through full operating range; Isolate fault and/or formulate recommendations.
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTB397B CARRY OUT VEHICLE MAINTENANCE
Nominal Hours 30 Hours
Assessment As per accredited training package documentation

TDTB397B CARRY OUT VEHICLE SERVICING AND MAINTENANCE
Content Maintain and service the vehicle systems; Carry out minor repairs to a vehicle; Diagnose minor vehicle faults and undertake repairs for the safe operation of a vehicle; Complete documentation.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB497B CARRY OUT VEHICLE INSPECTION
Prerequisite(s) Car driver’s licence and appropriate Learner’s Permit (if required).
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB497B CARRY OUT VEHICLE INSPECTION
Content Check the vehicle; Clean vehicle; Complete documentation.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB597B CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS
Content Diagnose vehicle faults and undertake repairs for the safe operation of a vehicle; Maintain the vehicle systems; Carry out minor repairs to a vehicle; Complete documentation.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB697B CARRY OUT VEHICLE MAINTENANCE
Content Check the vehicle; Clean vehicle and ancillary equipment; Complete documentation.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB797B CARRY OUT MAINTENANCE OF TRAILERS
Content Identify faults and perform routine maintenance; Carry out repairs on trailers; Complete documentation.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB897B CARRY OUT INSPECTION OF TRAILERS
Content Check the trailer; Clean trailer; Complete documentation.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB998B CHECK CONVEYOR OPERATIONAL STATUS
Content Inspect conveyor system and work area; Check equipment operational capability; Identify, assess faults and report results of inspection and testing.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB1098A PLAN AND IMPLEMENT MAINTENANCE SCHEDULES
Content Establish maintenance requirements; Organise maintenance activities; Assemble requirements; Complete maintenance procedures.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB1098A PLAN AND IMPLEMENT MAINTENANCE SCHEDULES
Content Establish maintenance requirements; Organise maintenance activities; Organise resources; Complete maintenance procedures.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB1988 SET UP AND RIG CRANE FOR LIFT
Content Position and stabilise crane; Assemble crane.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB1298B PLAN JOB AND SET UP WORK AREAS
Content Obtain and confirm job instructions/work specifications; Coordinate loading of gear and equipment; Assess job requirements and work area; Design job plan; Set up work area.
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTB1398B</td>
<td>MAINTAIN MOBILE CRANES</td>
<td>Plan maintenance operations; Complete pre-maintenance checks; Identify and assess any faults found; Conduct maintenance operations and safety check; Complete maintenance records.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB1498B</td>
<td>LOAD AND UNLOAD WHEELED OR TRACKED CRANE</td>
<td>Inspect site; Unload/load crane from/onto float; Secure crane for travel.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB1598B</td>
<td>UNDERTAKE SITE INSPECTION</td>
<td>Arrange site inspection; Clarify customer requirements; Define job requirements; Complete records.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB1698B</td>
<td>DE-RIG, PACK AND STORE TOOLS AND EQUIPMENT</td>
<td>Inspect tools and equipment; Secure outriggers; Pack and store tools and equipment; Complete records.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB1798B</td>
<td>ASSEMBLE AND DISMANTLE BOOM OR JIB</td>
<td>Plan assembly/dismantling; Assemble/dismantle boom or jib.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB1801A</td>
<td>CONDUCT FULL TRAIN EXAMINATION</td>
<td>Prepare for examination; Prepare train for examination; Examine rolling stock; Examine loads; Document and action examination results.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB1901A</td>
<td>TEST TRAIN BRAKING SYSTEM</td>
<td>Plan and prepare for train brake inspection and testing; Inspect and test train brake operation; Deal with identified faults; Record brake test.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB2001A</td>
<td>VISUALLY INSPECT STATIONARY TRAIN</td>
<td>Prepare for a visual inspection of a stationary train; Carry out a visual inspection of a stationary train; Document and action inspection results.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB2101A</td>
<td>CONDUCT TRAIN ROLL BY INSPECTION</td>
<td>Prepare for a roll-by inspection; Conduct a roll-by inspection of a moving train; Report and action roll-by inspection results.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB2201A</td>
<td>DIAGNOSE AND RECTIFY MINOR FAULTS</td>
<td>Identify maintenance/repair requirements; Conduct minor maintenance and routine repairs; Check and report minor repairs/maintenance; Provide support.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB2301A</td>
<td>PROVIDE SANITATION AND WATER SERVICES SUPPORT TO PASSENGER TRANSPORTATION UNITS</td>
<td>Plan decanting and watering of passenger vehicles/cargoes/vessels; Provide decanting service; Provide water service; Complete decanting and watering.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB2401A</td>
<td>PREPARE, START AND SHUT DOWN MOTIVE POWER UNIT</td>
<td>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.</td>
<td>150 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB2501A</td>
<td>PREPARE FOR TRAIN OPERATION</td>
<td>Implement pre-departure checks; Confirm train documentation.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB2601A</td>
<td>SET UP AND SHUT DOWN ON-TRAIN REMOTE CONTROL SYSTEM</td>
<td>Set up remote control system; Set up lead control system; Shut down remote control equipment.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB2701A</td>
<td>USE AND MAINTAIN MINOR MECHANICAL EQUIPMENT</td>
<td>Carry out pre-operation checks; Operate mechanical equipment; Conduct routine maintenance; Secure and store.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDC197A</td>
<td>DRIVE VEHICLE (CORE SKILLS)</td>
<td>Drive the vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDC197B</td>
<td>DRIVE VEHICLE</td>
<td>Drive the vehicle; Monitor and maintain vehicle performance; Monitor traffic and road conditions.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDC297B</td>
<td>DRIVE LIGHT RIGID VEHICLE</td>
<td>Drive the light rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Content</td>
<td>Nominal Hours</td>
<td>Assessment</td>
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</tr>
<tr>
<td>TDTC397B</td>
<td>DRIVE MEDIUM RIGID VEHICLE</td>
<td>Drive the medium rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC497B</td>
<td>DRIVE HEAVY RIGID VEHICLES</td>
<td>Drive the heavy rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC497C</td>
<td>DRIVE HEAVY RIGID VEHICLE</td>
<td>Drive the heavy rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC597B</td>
<td>DRIVE HEAVY COMBINATION VEHICLES</td>
<td>Drive the heavy combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC597C</td>
<td>DRIVE HEAVY COMBINATION VEHICLE</td>
<td>Drive the heavy combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC697B</td>
<td>DRIVE MULTI-COMBINATION VEHICLE</td>
<td>Drive the multi-combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC797B</td>
<td>OPERATE VEHICLE CARRYING SPECIAL LOADS</td>
<td>Carry out pre-operational checks; Drive a vehicle carrying special loads.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC897B</td>
<td>DRIVE COACH/Bus</td>
<td>Drive the coach; Monitor traffic and road conditions; Monitor and maintain coach/bus performance.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC997B</td>
<td>DRIVE TAXICAB</td>
<td>Drive the taxi; Monitor traffic and road conditions; Monitor and maintain vehicle performance.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC1097B</td>
<td>PILOT OR ESCORT OVERSIZED AND/OR OVERMASSED LOADS</td>
<td>Prepare for pilot or escort operation; Carry out communications regarding pilot or escort operation; Conduct pilot and/or escort operation.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC1197B</td>
<td>TRANSPORT PASSENGERS WITH DISABILITIES</td>
<td>Carry out pre-operational checks on vehicles; Drive a vehicle used by passengers with disabilities.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC1401A</td>
<td>PREPARE, OPERATE, MONITOR AND STABLE STEAM LOCOMOTIVE</td>
<td>Conduct pre-operational checks; Light fire and raise steam; Prepare locomotive for journey; Maintain operational conditions en route; Stable and secure steam locomotive.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC1501A</td>
<td>PREPARE, OPERATE, MONITOR AND STABLE MOTIVE POWER UNIT</td>
<td>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.</td>
<td>160 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC1601A</td>
<td>CONDUCT MARSHALLING OPERATIONS</td>
<td>Establish marshalling requirements; Plan rolling stock movements; Position rolling stock; Prepare and distribute documentation.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC1701A</td>
<td>SHUNT ROLLING STOCK</td>
<td>Carry out shunting control procedures; Plan and prepare for shunting operation; Shunt rolling stock; Finalise train consist.</td>
<td>120 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC1801A</td>
<td>OPERATE ON-TRAIN REMOTE CONTROL SYSTEM</td>
<td>Position equipment and motive power unit; Monitor and operate remote control equipment; Shut down remote control equipment.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC1901A</td>
<td>DRIVE TRAIN TO OPERATIONAL REQUIREMENTS</td>
<td>Drive train efficiently and effectively; Complete train journey; Respond effectively to external operating factors; Prepare train for crew hand-over; Stable train.</td>
<td>200 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTC2101A</td>
<td>DRIVE TRAM</td>
<td>Plan and prepare to drive tram; Carry out pre-operational checks; Manoeuvre and position tram; Drive tram safely; Drive tram efficiently; Berth and secure tram.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
**TDTC2201A OPERATE PASSENGER TRAM**

Content: Plan and prepare a passenger tram for operations; Carry out pre-operational checks; Operate the passenger tram; Operate revenue collection systems; Complete operator sequence.

Nominal Hours: 120 Hours

Assessment: As per accredited curriculum

**TDTC2301A OPERATE TRAIN WITH DUE CONSIDERATION OF ROUTE CONDITIONS**

Content: Identify route requirements; Apply route knowledge when planning a train journey; Use route knowledge during a train journey.

Nominal Hours: 200 Hours

Assessment: As per accredited curriculum

**TDTC2401A OPERATE URBAN PASSENGER TRAIN**

Content: Drive urban train efficiently and effectively; Assist passengers; Carry out train inspections; Respond effectively to abnormal situations and external operating factors; Stable urban train.

Nominal Hours: 200 Hours

Assessment: As per accredited curriculum

**TDTD197B SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS**

Content: Assess risks arising from the relocation of the load; Plan load relocation; Relocate load.

Nominal Hours: 20 Hours

Assessment: As per accredited curriculum

**TDTD397B HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES**

Content: Identify requirements for working with dangerous goods and/or hazardous substances; Confirm site incident procedures; Select handling techniques; Handle and store dangerous goods and hazardous substances.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**TDTD397C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES**

Content: Identify requirements for working with dangerous goods and/or hazardous substances; Confirm site incident procedures; Select handling techniques.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**TDTD497 LOAD AND UNLOAD GOODS/CARGO**


Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

**TDTD497B LOAD AND UNLOAD GOODS/CARGO**

Content: Load and unload goods/cargo; Secure and protect load; Complete documentation.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

**TDTD97B PREPARE CARGO FOR TRANSFER WITH SLINGS**

Content: Prepare for transfer of cargo; Calculate Safe Working Load or Working Load Limit of slings and loads; Sling cargo and unlashing cargo; Strap and unstrap Goods.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**TDTD897B MONITOR CRANE OPERATIONS**

Content: Monitor work performance and progress; Monitor personnel working in operational area; Solve problems and make decisions.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**TDTD997B DIRECT CRANE OPERATIONS**

Content: Perform check of work area; Perform check of cargo; Interpret and provide directions; Anticipate cargo transfer sequence; Direct crane operators and transfer loads.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**TDTD1097B OPERATE A FORKLIFT**

Content: Check forklift condition; Drive the forklift; Operate a forklift to handle loads; Monitor site conditions; Monitor and maintain forklift performance.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**TDTD1197B CONDUCT SPECIALISED FORKLIFT OPERATIONS**

Content: Check attachments and worksite for suitability; Select type of forklift and accessories for the required workplace task; Shift load and complete work.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**TDTD1297B OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT**

Content: Plan work for the current working conditions; Use controls and equipment operating systems to manage movement of the unit and accessory operations; Locate load and identify load characteristics; Move materials and loads; Monitor and operate controls; Stop, park and secure equipment.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**TDTD1397 MOVE MATERIALS MECHANICALLY**


Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**TDTD1397B MOVE MATERIALS MECHANICALLY USING AUTOMATED EQUIPMENT**

Content: Select load moving equipment; Move goods; Check goods and complete documentation.

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Content</th>
<th>Nominal Hours</th>
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<tbody>
<tr>
<td>TDTD1497B</td>
<td>LOAD AND UNLOAD VEHICLES CARRYING SPECIAL LOADS</td>
<td>Load and unload vehicle; Secure and protect vehicle and load; Complete documentation.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD1597B</td>
<td>IDENTIFY AND LABEL EXPLOSIVES AND DANGEROUS GOODS</td>
<td>Assess explosives/dangerous goods; Handle explosives/dangerous goods; Label explosives/dangerous goods; Complete documentation.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD1697B</td>
<td>LOAD AND UNLOAD EXPLOSIVES AND DANGEROUS GOODS</td>
<td>Prepare to load and unload vehicle; Load/unload vehicle; Secure and protect vehicle load; Check the vehicle.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD1897B</td>
<td>HANDLE FURNITURE AND EFFECTS</td>
<td>Prepare for removal; Move furniture items; Load vehicle.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD1997B</td>
<td>PACK AND UNPACK CARTONS DURING A REMOVAL</td>
<td>Prepare for packing; Pack and unpack cartons; Complete packing/unpacking process.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2097B</td>
<td>CARE FOR LIVESTOCK IN TRANSIT</td>
<td>Prepare to transport livestock; Care for and control livestock in transit; Use animal husbandry techniques.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2198B</td>
<td>USE SPECIALISED BULK TRANSFER EQUIPMENT (DRY)</td>
<td>Plan work; Transfer material; Monitor and operate controls; Complete operations.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2298B</td>
<td>CONDUCT WEIGHTBRIDGE OPERATIONS</td>
<td>Set up for weighbridge operations; Weigh loaded vehicles; Weigh unloaded vehicles; Complete weighbridge operations.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2398B</td>
<td>USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT</td>
<td>Plan work; Transfer material; Monitor and operate controls; Complete operations.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2498B</td>
<td>USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)</td>
<td>Plan work; Transfer material; Monitor and operate controls; Complete operations.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2598B</td>
<td>PLAN LOADING OF DANGEROUS GOODS</td>
<td>Assess goods/freight to be loaded; Plan transfer/loading operations; Document procedures; Review planning process.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2698B</td>
<td>PLAN AND ORGANISE MOVEMENT AND STORAGE OF BULK MATERIALS</td>
<td>Analyse work requirements; Schedule work; Organise transport and storage facilities; Document and communicate decisions; Monitor transportation and storage operations.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2798B</td>
<td>PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS</td>
<td>Check packaged dangerous goods load; Assess vehicle suitability to transport intended load; Check emergency procedures and equipment; Evaluate documented route plan; Complete documentation.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2898B</td>
<td>PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS IN BULK</td>
<td>Assess suitability of transport mode for intended load; Check bulk dangerous goods load; Identify and follow emergency procedures and equipment; Evaluate documented route plan; Complete documentation.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2998</td>
<td>PREPARE ARTICLES FOR DELIVERY</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD3098B</td>
<td>PREPARE ARTICLES FOR DELIVERY</td>
<td>Check and organise articles for delivery; Store articles for delivery; Maintain records.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD3198B</td>
<td>SUPERVISE MOBILE CRANE OPERATIONS</td>
<td>Implement operational plan; Direct operations; Support crane personnel; Resolve site problems on request.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD3298B</td>
<td>RIG LOAD</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
UNIT OF STUDY DETAILS

TDTD3198B RIG LOAD
Content: Prepare for transfer of load; Assess lifting requirements; Secure load; Detach load.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD3298B PLAN AND CONDUCT SPECIALISED LIFT
Content: Inspect site; Plan the lift; Set up lift; Work effectively in team; Lift and move load; Follow up on job.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD3397B OPERATE A VEHICLE-MOUNTED LOADING CRANE
Content: Position and stabilise crane; Operate vehicle-mounted crane; Monitor lift conditions; Pack up crane; Complete job records.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD3498B OPERATE A MOBILE CRANE UP TO AND INCLUDING 20 TONNES ON A DEMOLITION SITE
Content: Plan and prepare for demolition site operation; Lift equipment and materials.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTD3598 OPERATE A BOOM TYPE ELEVATING WORK PLATFORM
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTD3598B OPERATE A BOOM TYPE ELEVATING WORK PLATFORM
Content: Inspect and test elevating work platform; Assess job requirements and work; Plan work and set up for lift; Carry out elevation; Planned hazard control and strategies are implemented; Pack up work platform.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTD3698B LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES
Content: Operate mobile crane; Monitor lift conditions; Implement shut-down procedures; Pack up crane; Complete job records.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTD4098B CONTROL LIFT AND MOVEMENT OF CRANE
Content: Provide lift instructions; Monitor lift; Place and secure load.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTD4198B UNDERTAKE CASH-IN-TRANSIT LOADING AND UNLOADING IN AN UNSECURED ENVIRONMENT
Content: Select loading site; Undertake load transfer; Complete transfer documentation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTD4301A SHIFT LOADS USING GANTRY EQUIPMENT
Content: Plan work for the remaining 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 control; Stop, shut down and secure equipment.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

TDTD4401A SHIFT LOADS USING CRANES
Content: Plan work for the current working conditions; Use controls and crane operating systems; Locate load and identify load characteristics; Safely move load; Monitor and control; Stop, shut down and secure equipment.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

TDTD4501A OPERATE SPECIALISED LIGHT LOAD SHIFTING EQUIPMENT
Content: Plan work for the current working conditions; Use controls and equipment operating systems to manage movement of the unit and accessory operations; Locate load and identify load characteristics; Move materials and loads; Monitor and operate controls; Stop, park and secure light load shifting equipment.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

TDTE197B PRESENT ROUTINE WORKPLACE INFORMATION
Content: Prepare and present document; Prepare and deliver oral presentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTE297B ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS
Content: Estimate loads for transport or storage; Estimate load limits of transport and/or storage; Organise load.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTE497B PREPARE WORKPLACE DOCUMENTS
Content: Plan workplace document; Prepare workplace document; Complete workplace forms.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTE697B COLLECT AND PRESENT WORKPLACE DATA AND INFORMATION
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTE697C COLLECT, ANALYSE AND PRESENT WORKPLACE DATA AND INFORMATION
Content: Identify required information; Prepare information for use; Explain information; Present workplace information.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Content</th>
<th>Prerequisite(s)</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTE701A</td>
<td>USE COMMUNICATION SYSTEMS</td>
<td>Identify system features; Communicate using communications technology; Maintain communication equipment operational status; Complete documentation.</td>
<td>Nil</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE897B</td>
<td>PROCESS WORKPLACE DOCUMENTATION</td>
<td>Plan documentation; Complete documentation.</td>
<td></td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE997B</td>
<td>USE PILOT AND ESCORT COMMUNICATION</td>
<td>Operate communications equipment and resources; Maintain records.</td>
<td></td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE1097B</td>
<td>ESTIMATE FURNITURE REMOVALS JOBS</td>
<td>Estimate requirements of removals jobs; Interact with customers regarding removals; Prepare documentation for removals job.</td>
<td></td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE1298B</td>
<td>CONSOLIDATE MANIFEST DOCUMENTATION</td>
<td>Identify required documentation; Process documentation.</td>
<td></td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE1398B</td>
<td>APPLY WORKPLACE STATISTICS</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></td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE1498B</td>
<td>COMPILE AND PROCESS EXPORT DOCUMENTATION</td>
<td>Assess cargo for transport; Prepare regulatory and commercial documentation; Prepare transport documentation; Coordinate documentation requirements.</td>
<td>Nil</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE1598B</td>
<td>UNDERTAKE RIGGER/DOGGER AND DRIVER COMMUNICATION</td>
<td>Establishing agreed communications system; Trial and configure communications; Use communication methods during a lift.</td>
<td></td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE1698B</td>
<td>ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS FOR A MOBILE CRANE</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></td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

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<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>TDTE701A</td>
<td>UNDERTAKE INITIAL REMOVAL SURVEY</td>
<td>Park vehicle; Define job requirements; Complete records.</td>
<td>Nil</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE8801A</td>
<td>MAINTAIN FREIGHT RECORDS</td>
<td>Record freight receipt; Record freight despatch.</td>
<td></td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE9901A</td>
<td>WORK WITH TRAVEL AGENCIES AND SALES OUTLETS</td>
<td>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.</td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE997B</td>
<td>FOLLOW OHS PROCEDURES</td>
<td>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.</td>
<td></td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTF297B</td>
<td>CONDUCT HOUSEKEEPING ACTIVITIES</td>
<td>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.</td>
<td></td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTF397A</td>
<td>IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td></td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTF397B</td>
<td>IMPLEMENT AND MONITOR OHS PROCEDURES</td>
<td>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.</td>
<td></td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTF497B</td>
<td>ORGANISE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>Use information about OHS policies and procedures; Identify and assess hazards; Negotiate to control risks and resolve complaints about OHS; Institute risk management strategies.</td>
<td></td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
TDTF697B APPLY ACCIDENT-EMERGENCY PROCEDURES
Content: Respond to the incident; Control and assist at accident or emergency site; Finalise accident-emergency process and complete records.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTF797B IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES
Content: Respond to the incident; Coordinate on-site activities; Complete follow-up actions.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTF1097B APPLY FATIGUE MANAGEMENT STRATEGIES
Content: Identify and act upon signs of fatigue; Implement strategies to minimise fatigue.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTF1297B APPLY SAFE PROCEDURES WHEN HANDLING/TRANSPORTING DANGEROUS GOODS OR EXPLOSIVES
Content: Operate equipment and/or vehicle in a safe manner; Consult with relevant authorities/persons.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTF1397B COORDINATE BREAKDOWNS AND EMERGENCIES
Content: Evaluate breakdown and/or emergency situation; Consult with relevant persons and authorities; Coordinate breakdown and/or emergency situation; Complete documentation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTF1498A DEVELOP AND MAINTAIN A SAFE WORKPLACE
Nominal Hours: 50 Hours
Assessment: As per accredited training package documentation

TDTF1498B DEVELOP AND MAINTAIN A SAFE WORKPLACE
Content: Plan and implement safety requirements; Inform and train personnel on OHS legislation, codes and standards; Establish and maintain procedures for assessing and controlling safety risks; Monitor, adjust and report safety performance; Evaluate the occupational health and safety system and related policies, procedures and programs; Investigate and report non-conformance; Establish and maintain a system for OHS records.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

TDTF1701A INVESTIGATE RAIL SAFETY INCIDENTS
Content: Plan the investigation; Collect and analyse information; Prepare report.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTF1801A OPERATE AND MAINTAIN FIRE-FIGHTING EQUIPMENT
Content: Use fire-fighting equipment; Maintain fire-fighting equipment.
Nominal Hours: 20 Hours
Assessment: As per accredited training package documentation

TDTF1901A ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT
Content: Perform checks and inspections; Rectify and report work hazards and non-compliances; Complete documentation.
Nominal Hours: 30 Hours
Assessment: As per accredited training package documentation

TDTF2001A MANAGE EMERGENCIES
Content: Respond to emergency situations; Take required action during an emergency; Arrange follow-on support and assistance; Communicate with staff.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTF2101A RESPOND TO TRAIN-DRIVING EMERGENCIES AND ABNORMAL SITUATIONS
Content: Identify emergency or abnormal situation; Respond to emergency or abnormal situations; Arrange follow-on support and assistance; Communicate with staff and passengers.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTF2201A IMPLEMENT/MONITOR PROCEDURES WHEN WAREHOUSING/STORING DANGEROUS GOODS AND/OR HAZARDOUS SUBSTANCES
Content: Access/provide information on legislative requirements, workplace policies and procedures; Implement and monitor procedures for identifying and assessing hazards; Implement and monitor procedures for controlling risks.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

TDTF5101A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO TRAIN DRIVING
Content: Apply train-driving rules; Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow train authority protocols; Comply with signals and track-side signs; Follow track work protocols; Follow track work rules; Maintain safeworking records; Take required action during a major emergency; Take required action in a range of train-driving situations.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTF5201A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO TRAIN CONTROLLING
Content: Apply train controlling rules; Apply communication protocols; Follow train authority protocols; Follow track work protocols; Take required action in a range of train controlling situations; Follow procedures related to fixed signals; Take required action during a major emergency; Maintain safeworking records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
TDTF5401A APPLY ‘CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK’ TO SHUNTING ON THE NETWORK

Content: Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow track working rules; Take required action in a range of shunting situations; Maintain safeworking records.

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTF5701A APPLY THE 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO INTERFACE COORDINATION MANAGEMENT

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.

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTF5801A APPLY SAFEWORKING RULES AND REGULATIONS TO RAIL OPERATIONS

Content: Apply safeworking rules and regulations; Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow safeworking protocols; Take action in the event of unsafe situations or emergencies.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTF5901A APPLY THE ‘CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK’ TO THE MANAGEMENT OF OPERATIONS, HUMAN RESOURCES AND SAFEWORKING

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.

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTG197B WORK EFFECTIVELY WITH OTHERS

Content: Contribute to determination of appropriate work roles; Contribute to the planning of the activity; Work with others.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTG297B LEAD WORK TEAM OR GROUP

Content: Participate in team/group planning; Manage and develop team/group performance; Participate in and facilitate the work team/group; Document and review work team/group tasks.

Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTG598B ORGANISE TRANSPORT WORKLOAD

Content: Organise and accept responsibility for own workload; Participate in identifying and meeting own learning needs; Plan and organise a personal daily routine.

Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

TDTG698B FACILITATE WORK TEAMS

Content: Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Encourage and facilitate the work of teams.

Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

TDTG701A WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Content: Communicate with customers and colleagues from diverse backgrounds; Deal with cross-cultural misunderstandings.

Nominal Hours: 20 Hours
Assessment: As per accredited training package documentation

TDTGCSO01A CREATE CUSTOMER RELATIONSHIP

Content: Establish contact with customers; Present a positive organisational image.

Nominal Hours: 10 Hours
Assessment: As per accredited training package documentation

TDTGCSO02A DEAL WITH CUSTOMER FEEDBACK

Content: Handle customer feedback; Record customer feedback.

Nominal Hours: 10 Hours
Assessment: As per accredited training package documentation

TDTGCSO03A PROCESS CUSTOMER COMPLAINTS

Content: Respond to complaints; Refer complaints.

Nominal Hours: 10 Hours
Assessment: As per accredited training package documentation

TDTGCSO04A MEET CUSTOMER NEEDS AND EXPECTATIONS

Content: Identify customer needs and expectations; Provide the identified customer needs and expectations.

Nominal Hours: 10 Hours
Assessment: As per accredited training package documentation

TDTGCSO06A ADDRESS CUSTOMER NEEDS

Content: Assist customer to articulate needs; Satisfy complex customer needs.

Nominal Hours: 10 Hours
Assessment: As per accredited training package documentation

TDTH197C INTERPRET ROAD MAPS AND NAVIGATE PRE-DETERMINED ROUTES

Content: Identify and determine the pre-planned route; Complete necessary documentation.

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTH297C PLAN AND NAVIGATE ROUTES

Content: Interpret street maps; Plan routes; Follow planned route.

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTH398B PRIORITYSE COURIER/DELIVERY OPERATIONS

Content: Identify work requirements; Plan and prepare for work; Undertake work operations; Adjust to changing work priorities; Complete work operations.

Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
<table>
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</thead>
<tbody>
<tr>
<td>TDTH401A</td>
<td>IDENTIFY MAJOR ROADS, SERVICES AND ATTRACTIONS</td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTH197C</td>
<td>COORDINATE QUALITY CUSTOMER SERVICE</td>
<td>Plan to meet internal and external customer requirements; Ensure delivery of quality service; Monitor, adjust and report customer service.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTH397B</td>
<td>PROVIDE CUSTOMER SERVICE IN PASSENGER VEHICLES/VESSELS</td>
<td>Monitor and address passenger needs; Prepare and deliver commentaries; Implement conflict resolution strategies; Communicate with suppliers.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTH197C</td>
<td>PROVIDE FREIGHT FORWARDING SERVICES TO CUSTOMERS</td>
<td>Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTH197C</td>
<td>PROVIDE FREIGHT FORWARDING INFORMATION TO CUSTOMERS</td>
<td>Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTH898B</td>
<td>MONITOR TRANSPORT ACTIVITIES AT INTERCHANGES</td>
<td>Monitor transport and passenger movements; Identify coordination problems; Inform customers of irregularities.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTH998B</td>
<td>PROVIDE ON-BOARD SERVICES TO CUSTOMERS</td>
<td>Establish effective communication with customers; Identify and assess the needs and expectations of different customers; Provide the identified customer requirement.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTH1601A</td>
<td>SERVICE FREIGHT CUSTOMERS</td>
<td>Confirm freight customer needs; Provide quotations; Calculate freight charges; Modify products and services; Promote existing freight service.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTH1701A</td>
<td>DEVELOP FREIGHT CUSTOMERS</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>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTH197A</td>
<td>APPLY QUALITY PROCEDURES</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTH197B</td>
<td>APPLY QUALITY PROCEDURES</td>
<td>Apply quality concepts; Trial improvements; Implement improvements.</td>
<td>20-30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTH297B</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>Work within a quality improvement system; Use quality improvement systems, tools and techniques.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTH398B</td>
<td>APPLY GRAIN PROTECTION MEASURES</td>
<td>Prepare for application of pest control measures; Apply pest control measures; Ventilate fumigated storages; Maintain records.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTH498B</td>
<td>IMPLEMENT GRAIN MONITORING MEASURES</td>
<td>Install grain quality control equipment; Monitor the quality of stored commodities.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
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<td>Nominal Hours</td>
<td>Assessment</td>
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<tr>
<td>TDTJ598B</td>
<td>SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS</td>
<td>Content Establish specifications and test procedures; Select evidence; Conduct and interpret tests; Report findings.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Nominal Hours</strong> 20 Hours</td>
<td></td>
<td><strong>Assessment</strong> As per accredited curriculum</td>
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<tr>
<td></td>
<td></td>
<td><strong>TDTJ698B IMPLEMENT GRAIN PROTECTION PROCEDURES</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>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.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Nominal Hours</strong> 40 Hours</td>
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<td></td>
<td><strong>TDTJ798A CONDUCT INTERNAL QUALITY AUDITS</strong></td>
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<td></td>
<td></td>
<td>Content Contact Department for details. New Training Package being implemented for 2003.</td>
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<tr>
<td></td>
<td></td>
<td><strong>TDTJ798B CONDUCT INTERNAL QUALITY AUDITS</strong></td>
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<tr>
<td></td>
<td></td>
<td>Content Prepare for internal audit; Schedule internal audit; Conduct audit and document findings; Report audit results.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Nominal Hours</strong> 20 Hours</td>
<td></td>
<td><strong>Assessment</strong> As per accredited curriculum</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TDTK197B USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE</strong></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Content Identify infotechnology/computer equipment and systems; Set up and shut down equipment for use; Input, store, retrieve and present files/data; Implement workplace procedures for management and security of data.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td><strong>Assessment</strong> As per accredited curriculum</td>
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<tr>
<td></td>
<td></td>
<td><strong>TDTK397B APPLY KEYBOARD SKILLS</strong></td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td></td>
<td></td>
<td>Content Apply occupational health and safety principles; Enter data.</td>
<td>20 Hours</td>
<td><strong>Assessment</strong> As per accredited curriculum</td>
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<td></td>
<td></td>
<td><strong>Nominal Hours</strong> 20 Hours</td>
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<td><strong>TDTK397B APPLY KEYBOARD SKILLS</strong></td>
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<tr>
<td></td>
<td></td>
<td>Content Analyse requirements for improved computer; Evaluate software; Investigate hardware enhancements; Implement system improvement; Measure systematic improvement.</td>
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<tr>
<td></td>
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<td></td>
<td><strong>Assessment</strong> As per accredited curriculum</td>
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<td></td>
<td></td>
<td><strong>TDTK698B EVALUATE SOFTWARE REQUIREMENTS AND HARDWARE ENHANCEMENTS</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Content Analyse requirements for improved computer applications; Evaluate software; Investigate hardware enhancements; Implement system improvement; Measure systematic improvement.</td>
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<td><strong>Assessment</strong> As per accredited curriculum</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TDTK798B PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION</strong></td>
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<td></td>
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<td>Content Identify and establish document purpose and information sources; Compile data files; Transmit documentation; Receive documentation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Nominal Hours</strong> 10 Hours</td>
<td></td>
<td><strong>Assessment</strong> As per accredited curriculum</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TDTL197B COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Nominal Hours</strong> 30 Hours</td>
<td></td>
<td><strong>Assessment</strong> As per accredited curriculum</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TDTL297B UNDERTAKE EMPLOYEE PAYROLL ACTIVITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Content Compile and verify payroll data; Record payroll data; Organise payment of wages and salaries.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Nominal Hours</strong> 20 Hours</td>
<td></td>
<td><strong>Assessment</strong> As per accredited curriculum</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TDTL397B CONDUCT INDUCTION PROCESS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Content Outline the relationship between employee and the company; Establish requirements of position; Complete relevant workplace documentation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Nominal Hours</strong> 20 Hours</td>
<td></td>
<td><strong>Assessment</strong> As per accredited curriculum</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TDTL597C APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Content Identify potential conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Nominal Hours</strong> 40 Hours</td>
<td></td>
<td><strong>Assessment</strong> As per accredited curriculum</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TDTL797C COORDINATE FLEET CONTROL LOGISTICS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Content Carry out fleet control functions; Prepare for contingencies; Communicate with customers and drivers; Coordinate scheduling of operational tasks; Complete documentation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Nominal Hours</strong> 40 Hours</td>
<td></td>
<td><strong>Assessment</strong> As per accredited curriculum</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TDTL898B COMPLETE ROUTINE ADMINISTRATIVE TASKS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Content Receive and distribute incoming mail; Receive and despatch outgoing mail; File documents; Receive and relay written and oral messages.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Nominal Hours</strong> 10 Hours</td>
<td></td>
<td><strong>Assessment</strong> As per accredited curriculum</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Content</td>
<td>Nominal Hours</td>
<td>Assessment Note</td>
</tr>
<tr>
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<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TDTL998B</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
<td>Manage Self; Set and meet own work priorities; Develop and maintain professional competence.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTL1098B</td>
<td>ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS</td>
<td>Assess goods/stock to be transported; Determine transit requirements; Complete documentation.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTL1298B</td>
<td>APPLY WORKPLACE KNOWLEDGE TO PLAN IMPROVEMENTS TO OPERATIONS</td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTL1398B</td>
<td>ESTABLISH AND MANAGE EFFECTIVE WORKPLACE RELATIONS</td>
<td>Manage difficulties to achieve positive outcomes; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTL1498B</td>
<td>EVALUATE AND SELECT WAREHOUSE RESOURCES</td>
<td>Define objectives for required warehouse operations; Specify equipment and system performance functions; Evaluate and select equipment; Document processes.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTL1598B</td>
<td>MANAGE CHANGE PROCESSES WITHIN THE ORGANISATION</td>
<td>Participate in planning the introduction of change; Develop flexible approaches and solutions; Manage emerging challenges and opportunities.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTL1898B</td>
<td>SELECT EMPLOYEES</td>
<td>Identify future personnel requirements; Assess applicants; Maintain records and documentation.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTL1998A</td>
<td>IMPLEMENT AND MONITOR TRANSPORT LOGISTICS</td>
<td>Mobilise resources; Coordinate multi-modal transport activities; Monitor consignment(s) tracking; Implement contingency management strategy.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTL1998B</td>
<td>DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES</td>
<td>Plan and develop operational procedures; Monitor the implementation of the operational procedure(s); Evaluate the implementation of operational procedures.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTL2098B</td>
<td>COORDINATE THE ERECTION AND DISMANTLING OF TEMPORARY STORAGE FACILITIES</td>
<td>Plan for erection of temporary storage facility; Erect temporary storage facility; Dismantle temporary storage facility after outloading.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTL2601A</td>
<td>MANAGE EXPORT LOGISTICS</td>
<td>Plan efficient export logistics; Develop contingency management strategy; Produce operation schedules for export logistics; Monitor and coordinate systems for export logistics.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTL3001A</td>
<td>CONTROL A FURNITURE WAREHOUSE</td>
<td>Determine store functions and operations; Receive and despatch furniture; Maintain inventory; Maintain warehouse security; Monitor storage operations; Complete records.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTL3101A</td>
<td>MONITOR AND PROCESS ATTENDANCE RECORDS</td>
<td>Monitor attendance records; Process attendance records.</td>
<td>20 Hours</td>
<td>As per accredited training package documentation</td>
</tr>
<tr>
<td>TDTL3201A</td>
<td>IMPLEMENT EQUAL EMPLOYMENT EQUITY STRATEGIES</td>
<td>Identify and communicate agreed employment equity direction; Respond to enquiries regarding employment equity; Implement employment equity strategies; Contribute to policy development; Evaluate and report.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTL3301A</td>
<td>PROMOTE EFFECTIVE WORKPLACE PRACTICE</td>
<td>Contribute positively to the work team environment; Observe and promote work safety procedures; Maintain and promote well being of team; Participate in competency development.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
TDTL3401A ARRANGE ALTERNATIVE PASSENGER TRANSPORT
Content Identify and confirm transport requirements; Arrange alternative transport; Monitor and update transport arrangements.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3501A ALLOCATE MOTIVE POWER
Content Identify train operating requirements; Establish motive power requirements and availability; Allocate individual motive power units; Monitor and adjust motive power allocation.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3601A DEVELOP ROSTERS
Content Identify operating requirements; Identify tasks and responsibilities and work requirements; Establish work rosters; Finalise work rosters.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3701A APPLY AND AMEND ROSTERS
Content Identify changes to timetables, planned activities and support activities; Confirm changes to planned activities; Confirm personnel availability; Re-allocate personnel and amend rosters.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL3801A ORGANISE MARSHALLING AND SHUNTING OPERATIONS
Content Identify marshalling and shunting requirements; Identify required rolling stock movements; Plan rolling stock movements.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTL3901A ASSIST WITH TRAIN OPERATIONS
Content Assist with preparing for train operation; Assist with train operation; Hand over or stable train.
Nominal Hours 200 Hours
Assessment As per accredited curriculum

TDTL4001A PLAN AND CONTROL DAILY TRAIN OPERATIONS
Content Develop daily train plan; Implement daily train movements; Monitor daily train plan; Maintain documentation and workplace procedures.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL4101A MONITOR AND RECORD ROLLING STOCK LOCATIONS
Content Identify rolling stock; Identify planned movements; Verify and record movement.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL4201A CONTROL RAIL TRAFFIC MOVEMENT
Content Monitor status of current train area plan; Implement the daily working timetable; Control rail traffic movement; Implement contingency plans for system faults and failures, and for planned events; Update traffic movement documentation.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL4301A ALLOCATE FREIGHT
Content Confirm train consist; Review freight load plan; Allocate freight to wagons.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL4401A ORGANISE FREIGHT YARD MOVEMENT
Content Identify loading/unloading requirements and priorities; Coordinate freight yard movement activities.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTL4501A ORGANISE SERVICES FOR SPECIAL EVENTS
Content Determine transport requirements; Plan and prepare for the special event; Implement transport plan.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL4601A HANDLE CUSTOMER LUGGAGE/PROPERTY
Content Handle customer luggage/property; Process lost luggage/property.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL4701A COORDINATE TRAIN MOVEMENT ACTIVITIES
Content Communicate with drivers; Communicate with staff and customers; Oversee train disablement.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL4801A PREPARE FOR TRAIN DEPARTURE
Content Check train equipment; Check for any planned variations from normal routines; Check passenger facilities (where relevant); Check stock levels (where relevant).
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL4901A DEVELOP TRAIN PLANS AND SCHEDULES
Content Analyse train requirements; Establish train specifications; Establish train section run rimes; Monitor and update train requirements.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTL5001A ALLOCATE ROLLING STOCK
Content Identify train consists and passenger and/or freight requirements; Establish available rolling stock; Allocate rolling stock to trains; Monitor and amend rolling stock allocation.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL5101A PLAN TRAIN CONSISTS
Content Identify passenger requirements and resources; Plan stopping and loading patterns for passenger services; Plan connections with other passenger services; Identify freight requirements and resources; Plan consists and loads for freight trains.
Nominal Hours 20 Hours
Assessment As per accredited curriculum
TDTO398B UNDERTAKE LOADING AND UNLOADING IN A DESIGNATED SECURED ENVIRONMENT

**Prerequisite(s)** Nil

**Content** Select loading site; Undertake load transfer; Complete transfer documentation.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

TDTO498B CONDUCT CONTROL PROCEDURES FOR TRANSFERRING EXPLOSIVES AND DANGEROUS/SPECIALISED GOODS

**Content** Clarify movements of dangerous, hazardous or high risk goods; Implement safety and hazard control procedures for loading, unloading or goods movement activities; Review and complete goods transfer operation.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

TDTO598A PLAN AND MANAGE SECURITY PROCEDURES FOR THE ENTERPRISE

**Content** Assess security risks; Specify security requirements; Implement security plan; Monitor and review system performance.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

TDTO598B PLAN AND MANAGE SECURITY PROCEDURES FOR THE ENTERPRISE

**Content** Assess security risks; Specify security requirements; Implement security plan; Monitor and review system performance.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

TDTO698B PLAN AND MANAGE SECURITY PROCEDURES FOR TRANSFERRING AND TRANSPORTING DANGEROUS GOODS

**Content** Clarify movements of hazardous or high risk goods; Implement procedures for loading, unloading 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.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

TDTO798B UNDERTAKE EMERGENCY RESPONSE ACTION TO A SECURITY THREAT

**Content** Select emergency actions to be applied; Maintain communications; Report incident.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

TDTO898B IMPLEMENT CASH-IN-TRANSIT SECURITY EQUIPMENT

**Content** Check and monitor personnel and goods within the work area; Coordinate responses on security incidents/emergencies; Carry out surveillance of work areas; Complete reports.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

TDTO998B TEST AND INSPECT CASH-IN-TRANSIT SECURITY INCIDENTS

**Content** Inspect equipment and work area; Check equipment operational capability; Identify and assess the impact of faults on security requirements; Record and report results of inspection and testing.

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

TDTO1098B PROVIDE REVENUE PROTECTION MEASURES

**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.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

TDTO1198 PROVIDE REVENUE PROTECTION MEASURES

**Content** Prepare for revenue protection activities; Implement revenue protection procedures.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

TDTO1298B MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR

**Content** Monitor passenger behaviour; Identify and resolve disruptive/unlawful activity; Take action to control unlawful behaviour; Report and document incident(s).

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

TDTO1398B ADMINISTER SECURITY OF ASSETS AND FACILITIES

**Content** Assess security requirements; Develop and implement security programs; Monitor and evaluate security programs.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

TDTO1501A MAINTAIN SECURITY OF RAILWAY PROPERTY AND REVENUE

**Content** Monitor and maintain the security of railway property; Secure cash revenue; Secure railway property.

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

TDTO1601A APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES

**Content** Check and monitor personnel and goods entering the existing workplace; Carry out surveillance of work areas; Deal with reports on security incidents emergencies; Complete required documentation.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTP197B</td>
<td>Develop Plans to Meet Customer and Organisation Needs</td>
<td>Contribute to strategic planning; Analyse market needs; Contribute to business documentation; Communicate to other members of the organization.</td>
<td>30-40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Establish system requirements; Establish financial management system; Maintain financial reporting systems.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP297B</td>
<td>Facilitate and Capitalise on Change in the Workplace</td>
<td>Participate in planning the introduction of change; Develop creative and flexible approaches to solutions; Manage emerging challenges and opportunities.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Prepare invoices; Coordinate documentation; Process payments.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP598B</td>
<td>Manage Workplace Information</td>
<td>Identify and source information needs; Collect, analyse and report information; Use management information systems; Contribute to the preparation of operational plans; Prepare resource proposals.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Evaluate data for budget; Draft budget; Negotiate budgets; Implement and monitor budget performance.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP698B</td>
<td>Establish International Distribution Networks</td>
<td>Source potential networks; Establish potential service provider's profile; Contract service providers.</td>
<td>130 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Record and balance petty cash transactions; Balance all transactions; Rectify discrepancies as directed; Prepare invoices for debtors; Prepare and process banking documents.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP798B</td>
<td>Contribute to the Development of a Workplace Learning Environment</td>
<td>Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Negotiate contract; Complete contract negotiations; Complete enterprise contract requirements.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP898B</td>
<td>Assess Lift Requirements and Provide Quotation</td>
<td>Establish customer requirements; Determine credit rating of customer; Identify scope of work; Specify job requirements and methods with customers; Document quotation.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Record and balance petty cash transactions; Conduct cash transaction; Record cash transaction details.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP9197B</td>
<td>Conduct Financial Transactions</td>
<td>Operate point of sale equipment; Transact sale; Clear register; Maintain sales documents.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Establish and maintain customer credit accounts and services; Maintain customer information system.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP928B</td>
<td>Set and Achieve Budget</td>
<td>Plan budget requirements; Monitor budget and take corrective action; Monitor expenditure; Review and modify budget.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Prepare petty cash documentation; Conduct cash transactions.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP929B</td>
<td>Maintain Financial Records in a Small Business</td>
<td>Establish system requirements; Establish financial management system; Maintain financial reporting systems.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Source potential networks; Establish potential service provider's profile; Contract service providers.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP938B</td>
<td>Organise Freight Invoicing and Payment</td>
<td>Prepare invoices; Coordinate documentation; Process payments.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Evaluate data for budget; Draft budget; Negotiate budgets; Implement and monitor budget performance.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP959B</td>
<td>Set, Monitor and Evaluate Budgets for Business Units</td>
<td>Contribute to the preparation of operational plans; Prepare resource proposals.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Source potential networks; Establish potential service provider's profile; Contract service providers.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP969B</td>
<td>Maintain Workplace Information</td>
<td>Collect, analyse and report information; Use management information systems; Contribute to the preparation of operational plans; Prepare resource proposals.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Evaluate data for budget; Draft budget; Negotiate budgets; Implement and monitor budget performance.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP979B</td>
<td>Assess Lift Requirements and Provide Quotation</td>
<td>Establish customer requirements; Determine credit rating of customer; Identify scope of work; Specify job requirements and methods with customers; Document quotation.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Record and balance petty cash transactions; Balance all transactions; Rectify discrepancies as directed; Prepare invoices for debtors; Prepare and process banking documents.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP989A</td>
<td>Negotiate a Contract</td>
<td>Negotiate contract; Complete contract negotiations; Complete enterprise contract requirements.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Establish and maintain customer credit accounts and services; Maintain customer information system.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP999B</td>
<td>Conduct Courier/Delivery Cash Transactions</td>
<td>Establish price with customers; Conduct cash transaction; Record cash transaction details.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Prepare petty cash documentation; Conduct cash transactions.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTP1001A</td>
<td>Maintain Customer Credit Accounts and Services</td>
<td>Establish and maintain customer credit accounts and services; Maintain customer information system.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td>Establish price with customers; Conduct cash transaction; Record cash transaction details.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
UNIT OF STUDY DETAILS

TDTR198A CONTRACT TRANSPORT AND DISTRIBUTION SERVICES
Content
Prepare for financial transactions; Promote products and services; Sell products or services; Process refunds; Reconcile financial transactions.
Nominal Hours
30 Hours
Assessment
As per accredited curriculum

TDTR398A CONTRACT TRANSPORT AND DISTRIBUTION SERVICES
Content
Negotiate contract with contractor; Complete contract negotiations; Complete enterprise contract requirements.
Nominal Hours
40 Hours
Assessment
As per accredited curriculum

TDTR398B SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS
Content
Analyse supply requirements; Evaluate potential contractors.
Nominal Hours
30 Hours
Assessment
As per accredited curriculum

TDTR399B DOCUMENT A RECORDS SYSTEM
Content
Identify the records creators and their accountability requirements; Locate the records creators in their organisational structure; Identify the activities/function documented by the records; Analyse and describe the record keeping system in which the records are created to identify the series; Describe the links between record keeping series; Describe the anomalies to the normal order of the series; Document the records series and its relationships over time.
Nominal Hours
30 Hours
Assessment
As per accredited curriculum

TDTR399B IDENTIFY AND CLASSIFY RECORDS TO BE CAPTURED
Content
Identify records to be captured; Classify the record; Register the record.
Nominal Hours
40 Hours
Assessment
As per accredited curriculum

TDTR199B CAPTURE RECORDS INTO A RECORDS KEEPING SYSTEM
Content
Identify records to be captured; Register the record.
Nominal Hours
20 Hours
Assessment
As per accredited curriculum

TDTR298B SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS
Content
Analyse supply requirements; Evaluate potential contractors.
Nominal Hours
30 Hours
Assessment
As per accredited curriculum

TDTR399B DOCUMENT A RECORDS SYSTEM
Content
Identify the records creators and their accountability requirements; Locate the records creators in their organisational structure; Identify the activities/function documented by the records; Analyse and describe the record keeping system in which the records are created to identify the series; Describe the links between record keeping series; Describe the anomalies to the normal order of the series; Document the records series and its relationships over time.
Nominal Hours
30 Hours
Assessment
As per accredited curriculum

TDTR498B MAINTAIN CONTROL OF RECORDS
Content
Track record; Conduct a file audit; Prepare reports from records system; Prepare staff lists; Implement disaster recovery procedures.
Nominal Hours
20 Hours
Assessment
As per accredited curriculum

TDTR598B PROVIDE INFORMATION FROM AND ABOUT RECORDS
Content
Identify range of records required; Gather required records; Interpret and administer access rules and procedures; Provide the information in response to users’ requests.
Nominal Hours
20 Hours
Assessment
As per accredited curriculum

TDTR698B PROVIDE RECORDS RETRIEVAL SERVICE
Content
Locate/retrieve records required; Ensure security of records; Deliver the record or record information.
Nominal Hours
20 Hours
Assessment
As per accredited curriculum

TDTR798B SENTENCE RECORDS
Content
Identify records for sentencing; Examine records for sentencing; Select disposal status for records; Record the disposal status.
Nominal Hours
60 Hours
Assessment
As per accredited curriculum

TDTR898B UNDERTAKE DISPOSAL PROGRAM
Content
Prepare for disposal activities; Undertake disposal activities; Supervise disposal actions; Seek approval for disposal actions.
Nominal Hours
30 Hours
Assessment
As per accredited curriculum

TDTR998B UNDERTAKE MOVEMENT OF RECORDS
Content
Select records for movement; Maintain control of records; Transfer records.
Nominal Hours
20 Hours
Assessment
As per accredited curriculum

TDTR1098B DESTROY RECORDS
Content
Collect records to be destroyed; Select destruction mode; Destroy records; Document procedures.
Nominal Hours
30 Hours
Assessment
As per accredited curriculum

TDTU100A IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES
Content
Access information concerning environmental protection regulations and procedures; Implement and monitor procedures concerning environmental hazards; Implement and monitor environmental control procedures; Implement and monitor environmental protection training procedures; Implement and monitor environmental protection records procedures.
Nominal Hours
20 Hours
Assessment
As per accredited curriculum

TDTU601A CONDUCT ENVIRONMENTAL AUDITS
Content
Prepare for environmental audit; Schedule internal audit; Conduct environmental audit and document findings; Report environmental audit results.
Nominal Hours
80 Hours
Assessment
As per accredited curriculum

423
TDTV701A CARE FOR THE ENVIRONMENT
Content  Minimise the effects of pollution during operations; Minimise the effects of pollution during maintenance; Transport/handle environmentally hazardous materials safely.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV198B CUT AND JOIN MATERIALS
Content  Plan the cutting/joining process; Undertake the cutting/joining process; Complete the cutting/joining process.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV298B OPERATE HAND HELD AIR/POWER EQUIPMENT FOR PRODUCTION PROCESSES
Content  Identify equipment and power requirements; Set up equipment and complete pre-use checks; Operate hand held air/power equipment; Store equipment appropriately.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV398B APPLY SURFACE COATINGS USING A SPRAY GUN
Content  Plan surface coating process; Undertake surface preparation; Apply surface coating; Complete workplace operations.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV498B UNDERTAKE PALLET REPAIRS
Content  Inspect and assess pallet condition; Repair non-conforming pallets; Complete Operations.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV598B CLEAN AND INSPECT PALLETS
Content  Identify workplace procedures, resources and requirements for cleaning pallets; Inspect and clean pallets; Monitor and maintain cleanliness and tidiness of pallet cleaning and storage areas; Complete assigned pallet cleaning and inspection duties.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV698B MANUFACTURE PALLETS USING AUTOMATED METHODS
Content  Plan production of pallets; Set up pallet production; Operate automated pallet manufacturing equipment; Complete operations.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV798B MANUFACTURE PALLETS USING MANUAL METHODS
Content  Plan production of pallets; Set up pallet production; Undertake manual production of pallets; Complete operations.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTV998B DOCK BOARDS USING COMPUTER PROGRAMMED MACHINERY
Content  Prepare computer programmed machinery to dock boards; Operate programmed machinery to dock boards; Monitor and rectify the processing operations where necessary; Complete operations.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTW601A OPERATE COMPUTERISED MAIL AND PARCELS SORTING EQUIPMENT
Content  Prepare to video-code mail; Video-code mail; Resolve problems with video-coding process; Complete video-coding process.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTW701A CODE AND COORDINATE VIDEO-CODING OPERATIONS
Content  Prepare for docking with mechanical feed; Cut boards on mechanical feed; Monitor and correct processing; Complete operations.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHBCAT01B PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS
Content  Prepare and present foods to meet basic nutritional needs; Prepare and present foods to meet special dietary requirements; Prepare foods to satisfy specific cultural or religious needs.
Nominal Hours 70 Hours
Assessment As per accredited curriculum

THHBCAT02B PACKAGE PREPARED FOODSTUFFS
Content  Ensure food is suitable for packaging, storage and transportation; Select packaging appropriate to specific food; Package food according to needs.
Nominal Hours 6 Hours
Assessment As per accredited curriculum

THHBCAT03B TRANSPORT AND STORE FOOD IN A SAFE AND HYGIENIC MANNER
Content  Identify appropriate food transportation; Transport food safely and hygienically; Store food safely and hygienically.
Nominal Hours 12 Hours
Assessment As per accredited curriculum

THHBCAT06B APPLY CATERING CONTROL PRINCIPLES
Content  Identify procedures to reduce wastage; Carry out catering control procedures; Minimise waste.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHBC01B USE BASIC METHODS OF COOKERY
Content  Select and use cooking equipment and technology; Use methods of cookery.
Nominal Hours 45 Hours
Assessment As per accredited curriculum
## THHBCC02B PREPARE APPETISERS AND SALADS
**Content**
Prepare and present a variety of salads and dressings; Prepare and present a range of hot and cold appetisers; Store appetisers and salads.

**Nominal Hours** 25 Hours

**Assessment** As per accredited curriculum

## THHBCC03B PREPARE STOCKS, SAUCES AND SOUPS
**Content**
Prepare stocks, glazes and essences required for menu items; Prepare sauces required for menu items; Store and reconstitute stocks, sauces and soups.

**Nominal Hours** 35 Hours

**Assessment** As per accredited curriculum

## THHBCC04B PREPARE VEGETABLES, EGGS AND FARINACEOUS DISHES
**Content**
Prepare vegetable and fruit dishes; Prepare farinaceous dishes; Prepare and cook egg-based dishes; Store vegetables, egg and farinaceous foodstuffs.

**Nominal Hours** 45 Hours

**Assessment** As per accredited curriculum

## THHBCC05B PREPARE AND COOK POULTRY AND GAME
**Content**
Select and purchase poultry and game; Handle and store poultry and game; Prepare, cook and present poultry and game.

**Nominal Hours** 25 Hours

**Assessment** As per accredited curriculum

## THHBCC06B PREPARE AND COOK SEAFOOD
**Content**
Select and store seafood; Prepare and cook fish and shellfish; Present fish and seafood.

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

## THHBCC07B SELECT, PREPARE AND COOK MEAT
**Content**
Select meats; Prepare and portion meats; Cook and present meat cuts for service; Store meat.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

## THHBCC08B PREPARE HOT AND COLD DESSERTS
**Content**
Prepare and produce desserts; Decorate, portion and present desserts; Prepare sweet sauces; Prepare accompaniments, garnishes and decorations; Store desserts.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

## THHBCC09B PREPARE PASTRY, CAKES AND YEAST GOODS
**Content**
Prepare, decorate and present pastries; Prepare and produce cakes and yeast goods; Decorate pastry, pastry products, cakes and yeast goods; Portion and store pastry, cakes and yeast goods.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

## THHBCC10B PLAN AND PREPARE FOOD FOR BUFFETS
**Content**
Plan the buffet; Prepare, produce and present foods for buffets; Prepare and produce desserts for buffets; Store buffet items.

**Nominal Hours** 25 Hours

**Assessment** As per accredited curriculum

## THHBCC11B IMPLEMENT FOOD SAFETY PROCEDURES
**Content**
Identify food safety critical control points and hazards; Implement procedures for food safety.

**Nominal Hours** 25 Hours

**Assessment** As per accredited curriculum

## THHBCC13B PLAN AND CONTROL MENU-BASED CATERING
**Content**
Plan and prepare menus; Control menu-based catering.

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

## THHBKA01A ORGANISE AND PREPARE FOOD
**Content**
Prepare equipment for use; Assemble and prepare ingredients for menu items; Prepare dairy, dry goods, fruits and vegetables; Prepare meat, seafood and poultry.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

## THHBKA01B ORGANISE AND PREPARE FOOD
**Content**
Prepare equipment for use; Assemble and prepare ingredients for menu items; Prepare dairy, dry goods, fruits and vegetables; Prepare meat, seafood and poultry.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

## THHBKA02B PRESENT FOOD
**Content**
Prepare food for service; Portion and plate food; Work in a team.

**Nominal Hours** 6 Hours

**Assessment** As per accredited curriculum

## THHBKA03A RECEIVE AND STORE KITCHEN SUPPLIES
**Content**
Take delivery of stock; Store stock; Rotate and maintain stock.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

## THHBKA03B RECEIVE AND STORE KITCHEN SUPPLIES
**Content**
Take delivery of supplies; Store supplies; Rotate and maintain supplies.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

## THHBKA04B CLEAN AND MAINTAIN KITCHEN PREMISES
**Content**
Clean, sanitise and store equipment; Clean and sanitise premises; Handle waste and linen.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

## THHBTHS04A MANAGE INTOXICATED PERSONS
**Content**
Determine the level of intoxication; Apply appropriate procedures; Remove the person from premises; Provide customer service; Deal with underage drinkers; Comply with legislation.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCH01A</td>
<td>PREPARE, COOK AND SERVE FOOD (HOLISTIC UNIT)</td>
<td>Organise and prepare for food service; Cook and serve menu items for food service; Complete end of service requirements.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHCH02A</td>
<td>PREPARE, COOK AND SERVE FOOD FOR MENUS (HOLISTIC UNIT)</td>
<td>Coordinate, organise and prepare for food service; Cook and serve menu items for food service; Coordinate and complete end of service requirements.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHCH03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>Follow workplace procedures for health, safety and security; Deal with cross cultural misunderstandings; Provide feedback on health, safety and security.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHCH04A</td>
<td>DEVELOP AND UPDATE LOCAL KNOWLEDGE</td>
<td>Develop local knowledge; Update local knowledge.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHCH05A</td>
<td>PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS</td>
<td>Develop and maintain product/service and market knowledge; Encourage customers to use and buy products and services.</td>
<td>40-45 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHCH06B</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>Identify conflict situations; Resolve conflict situations; Respond to customer complaints.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHCH07B</td>
<td>MAKE PRESENTATIONS</td>
<td>Prepare for presentations; Make presentations.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHCS06B</td>
<td>PLAN &amp; IMPLEMENT SALES ACTIVITIES</td>
<td>Plan sales activities; Prepare for sales calls; Make sales calls; Review and report on sales activities.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHCS07B</td>
<td>CO-ORDINATE MARKETING ACTIVITIES</td>
<td>Plan and organise marketing and promotional activities; Undertake a general public relations role; Review and report on promotional activities.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHCS08B</td>
<td>ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS</td>
<td>Establish and conduct business relationships; Conduct negotiations; Make formal business agreements; Foster and maintain business relationships.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHFA01B</td>
<td>PROCESS FINANCIAL TRANSACTIONS</td>
<td>Process receipts and payments; Reconcile takings.</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHFA06A</td>
<td>INTERPRET FINANCIAL INFORMATION</td>
<td>Access and interpret financial information; Apply financial information to management activities.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGA01B</td>
<td>COMMUNICATE ON THE TELEPHONE</td>
<td>Respond to incoming telephone calls; Make telephone calls.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGA02B</td>
<td>PERFORM OFFICE PROCEDURES</td>
<td>Process office documents; Draft written communication; Maintain document systems.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGA04B</td>
<td>PREPARE BUSINESS DOCUMENTS</td>
<td>Determine document requirements; Conduct research; Prepare document; Follow up document.</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGA05B</td>
<td>PLAN AND MANAGE MEETINGS</td>
<td>Plan and prepare for meetings; Conduct meetings; Debrief and follow up meetings.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGA06B</td>
<td>RECEIVE AND STORE STOCK</td>
<td>Take delivery of stock; Store stock; Rotate and maintain stock.</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>Code</td>
<td>Title</td>
<td>Content</td>
<td>Nominal Hours</td>
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<tr>
<td>THHGGA07B</td>
<td>CONTROL AND ORDER STOCK</td>
<td>Maintain stock levels and records; Process stock orders; Minimise stock losses; Follow up orders; Organise and administer stocktakes.</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGGA09B</td>
<td>MANAGE PROJECTS</td>
<td>Plan project; Administer and monitor project; Evaluate project.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGHS01A</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>Follow hygiene procedures; Identify and prevent hygiene risks.</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
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<td>15 Hours</td>
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<tr>
<td>THHGHS03A</td>
<td>PROVIDE FIRST AID</td>
<td>Assess and respond to emergency first aid situations; Provide appropriate treatment; Monitor the situation; Prepare an incident report.</td>
<td>24 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGHS03B</td>
<td>PROVIDE FIRST AID</td>
<td>Assess the situation; Apply basic first aid techniques; Monitor the situation; Prepare required documentation.</td>
<td>24 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGLE01B</td>
<td>MONITOR WORK OPERATIONS</td>
<td>Monitor and improve workplace operations; Plan and organise workflow; Maintain workplace records; Solve problems and make decisions.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGLE02B</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>Provide information on health, safety and security; Coordinate staff participation in health, safety and security issues; Implement and monitor procedures for controlling hazards and risks; Implement and monitor health, safety and security training; Maintain health, safety and security records.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGLE03B</td>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
<td>Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
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<td>THHGLE04B</td>
<td>ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE</td>
<td>Establish and maintain a framework for health, safety and security; Establish and maintain participate 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>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGLE05B</td>
<td>ROSTER STAFF</td>
<td>Develop and implement staff rosters; Maintain staff records.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGLE06B</td>
<td>MONITOR STAFF PERFORMANCE</td>
<td>Monitor performance and provide feedback to staff; Recognise and resolve performance problems; Implement performance management systems.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGLE07B</td>
<td>RECRUIT AND SELECT STAFF</td>
<td>Identify recruitment needs; Administer recruitment; Select staff; Plan and organise induction programs.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGLE08B</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>Model high standards of performance and behaviour; Develop team commitment and cooperation; Manage team performance.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGLE09A</td>
<td>MANAGE WORKPLACE DIVERSITY</td>
<td>Encourage respect for diversity in the workplace; Use diversity as an asset; Deal with problems arising from diversity issues.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGLE11B</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>Develop approaches to enhance customer service quality; Manage the delivery of quality service; Monitor and adjust customer service.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGLE12B</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>Develop approaches to enhance customer service quality; Manage the delivery of quality service; Monitor and adjust customer service.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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</tbody>
</table>
THHGLE12B DEVELOP AND MANAGE MARKETING STRATEGIES
Content Collect and analyse information on the internal business environment; Collect and analyse information on the external business environment; Prepare marketing strategies or plans; Implement and monitor marketing activities; Conduct ongoing evaluation.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

THHGLE13B MANAGE FINANCES WITHIN A BUDGET
Content Allocate budget resources; Monitor financial activities against budget; Identify and evaluate options for improved budget performance; Complete financial/statistical reports.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE14B PREPARE AND MONITOR BUDGETS
Content Prepare budget information; Prepare budget; Monitor and review budget.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE15B MANAGE FINANCIAL OPERATIONS
Content Develop approaches to financial management; Develop and monitor financial procedures and systems; Make pricing decisions; Monitor financial performance; Prepare financial reports.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

THHGLE16A MANAGE PHYSICAL ASSETS
Content Develop strategies for systematic maintenance, repair and purchase of physical assets; Monitor the performance of physical assets in the workplace; Co-ordinate financing of physical assets.
Nominal Hours 39-40 Hours
Assessment As per accredited curriculum

THHGLE16B MANAGE PHYSICAL ASSETS
Content Develop strategies for systematic maintenance, repair and purchase of physical assets; Monitor the condition and performance of physical assets in the workplace; Coordinate financing of physical assets.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHGLE19B DEVELOP AND IMPLEMENT A BUSINESS PLAN
Content Analyse the internal and external business environment; Formulate business plans and strategies; Implement the business plan; Monitor the business plan.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHGLE20B DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE
Content Research the legal information required for business compliance; Ensure compliance with legal requirements; Update legal knowledge.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

THHGLE22A MANAGE RISK
Content Develop risk management strategies; Implement risk management strategies; Monitor risk management strategies.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGTR01B COACH OTHERS IN JOB SKILLS
Content Prepare for on job coaching; Coach colleagues on the job; Follow up coaching.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHHCO01B DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE
Content Seek information on the hospitality industry; Source and apply information on legal and ethical issues for the hospitality industry; Update hospitality industry knowledge.
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THTFME01B CO-ORDINATE GUEST/DELEGATE REGISTRATIONS AT VENUE
Content Prepare for registration; Set up registration area; Process registrations.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THTFME03A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE
Content Source and apply information on the structure and operation of the event industry; Source and apply information on ethical and legal issues for the event industry; Source and apply information on event industry technology; Update event industry knowledge.
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THTFTG01B WORK AS A GUIDE
Content Apply knowledge of the guiding sector; Guide tours according to legal, ethical and safety requirements; Develop guiding skills and knowledge; Communicate with tourism industry operators in English.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

THTFTG03B DEVELOP AND MAINTAIN THE GENERAL KNOWLEDGE REQUIRED BY GUIDES
Content Research information on Australia and the local region; Prepare information for guiding activities; Update general knowledge of Australia and the local region.
Nominal Hours 100 Hours
Assessment As per accredited curriculum

THTFTG05B LEAD TOUR GROUPS
Content Co-ordinate group movements; Encourage group morale and goodwill; Deal with conflicts and difficulties.
Nominal Hours 30 Hours
Assessment As per accredited curriculum
<table>
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<tr>
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<tbody>
<tr>
<td>THTFTG06B</td>
<td>PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES</td>
<td>Prepare commentaries or activities for presentation to customers; Present commentaries or activities to customers; Interact with customers.</td>
<td>70 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSMA02B</td>
<td>CREATE A PROMOTIONAL DISPLAY/STAND</td>
<td>Make preparations for display/stand; Create the display.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP02B</td>
<td>SOURCE AND PROVIDE DESTINATION INFORMATION AND ADVICE</td>
<td>Develop destination knowledge; Update destination knowledge; Provide destination information and advice.</td>
<td>85 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP03B</td>
<td>ACCESS AND INTERPRET PRODUCT INFORMATION</td>
<td>Identify and access product information; Interpret product information.</td>
<td>65 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP04B</td>
<td>SELL TOURISM PRODUCTS AND SERVICES</td>
<td>Identify customer needs; Suggest products to meet customer needs; Provide product information and advice; Follow up sales opportunities.</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP05B</td>
<td>PREPARE QUOTATIONS</td>
<td>Calculate costs of products and services; Provide quotations to customer; Update and amend quotations.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP07B</td>
<td>BOOK AND CO-ORDINATE SUPPLIER SERVICES</td>
<td>Administer customer file and identify booking requirements; Request services; Record request and confirmation; Update and finalise bookings.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP08B</td>
<td>OPERATE A COMPUTERISED RESERVATIONS SYSTEM</td>
<td>Access and manipulate reservation system information; Create and process reservations; Send and receive reservation communications.</td>
<td>120 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP09B</td>
<td>PROCESS NON AIR DOCUMENTATION</td>
<td>Interpret information required for processing of documentation; Process documentation.</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP15B</td>
<td>PROCESS AND MONITOR EVENT REGISTRATION</td>
<td>Process registrations; Monitor registrations; Finalise registrations and produce materials.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP18A</td>
<td>PROCESS AIR DOCUMENTATION</td>
<td>Interpret the information required to process air tickets; Process air travel documentation.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP19A</td>
<td>CONSTRUCT DOMESTIC AIRFARES</td>
<td>Interpret domestic airfare information; Construct and cost domestic airfares and itineraries; Record customer quotations and administer customer file.</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP20A</td>
<td>CONSTRUCT NORMAL INTERNATIONAL AIRFARES</td>
<td>Interpret international airfare information; Construct and cost international airfares and itineraries; Record customer quotations and administer customer file.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP21A</td>
<td>CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES</td>
<td>Interpret promotional airfare information; Construct and cost promotional airfares and itineraries; Record customer quotations and administer customer file.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTTCO01B</td>
<td>DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE</td>
<td>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.</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES002A</td>
<td>ATTEND TO BREAKDOWN</td>
<td>Prepare to attend breakdown; Evaluate extent of work; Confirm completion.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES005A</td>
<td>CO-ORDINATE MATERIALS</td>
<td>Plan and prepare to co-ordinate materials; Coordinate materials; Inspect and notify completion of work.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES007A</td>
<td>SUPPLY PROJECTS</td>
<td>Plan and prepare to supply projects; Supply projects; Receipt, inspect, dispatch and notify completion of supply.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>UTENES008A</td>
<td>PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE</td>
<td>Provide technical leadership in the workplace appropriate to the level of autonomy accorded to individuals and teams.</td>
<td>280 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>UTENES008B</td>
<td>PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE</td>
<td>Provide technical leadership in the workplace appropriate to the level of autonomy accorded to individuals and teams.</td>
<td>280 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>UTENES009A</td>
<td>PARTICIPATE IN THE TRAINING OF OTHERS</td>
<td>Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES050A</td>
<td>IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECH WORK ACTIVITIES</td>
<td>Prepare to identify components, accessories and materials; Select components, accessories and materials; Confirm selection of components, accessories and materials.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES051A</td>
<td>USE OF ROUTINE EQUIPMENT/PLANT/TECHNOLOGIES IN AN ELECTROTECH ENVIRONMENT</td>
<td>Prepare to use routine equipment, plant and technologies; Use routine equipment, plant and technologies; Complete use of routine equipment, plant and technologies.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES052A</td>
<td>INTERACT WITH CUSTOMERS/CLIENTS FOR QUALITY SERVICE</td>
<td>Prepare to interact with customers or clients; Interact with customers or clients; Confirm results of interaction with customers or clients.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES053A</td>
<td>PARTICIPATE IN JOB DATA RECORDS COLLECTION OF THE BUSINESS</td>
<td>Prepare to contribute to operating plant and equipment; Contribute to operating plant and equipment; Complete contribution to operating plant and equipment.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES054A</td>
<td>PRODUCE ROUTINE PRODUCTS FOR CARRYING OUT ELECTROTECH WORK ACTIVITIES</td>
<td>Prepare to produce routine products; Produce routine products; Check results of products produced.</td>
<td>200 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES055A</td>
<td>PRODUCE ROUTINE TOOLS/DEVICES FOR CARRYING OUT ELECTROTECH WORK ACTIVITIES</td>
<td>Prepare produce routine tools and devices; Produce routine tools and devices; Check results routine tools and devices produced.</td>
<td>216 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES056A</td>
<td>APPLY TECHNOLOGIES AND CONCEPTS TO ELECTROTECH WORK ACTIVITIES</td>
<td>Prepare to apply technologies and concepts; Use technologies and apply concepts to the carrying out of work; Check results in the use of technologies and applications of concepts.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES057A</td>
<td>APPLY COMPUTATION WHEN USING EQUIPMENT/MATERIALS/CONCEPTS IN AN ELECTROTECH ENVIRONMENT</td>
<td>Prepare to apply computations when using equipment, materials and concepts; Carry out computations when using equipment, materials and concepts; Confirm results of computations when using equipment, materials and concepts.</td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES058A</td>
<td>IDENTIFY AFFECTS OF ENERGY ON MACHINERY/MATERIALS IN AN ELECTROTECH ENVIRONMENT</td>
<td>Prepare to identify affects of energy on machinery and materials; Identify affects of energy on machinery and materials; Check results of the affects of energy on machinery and materials.</td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES059A</td>
<td>IDENTIFY BUILDING TECHNIQUES, METHODS AND MATERIALS USED IN ELECTROTECH WORK ACTIVITIES</td>
<td>Prepare to identify building techniques, methods and materials; Identify building techniques, methods and materials; Confirm building techniques, methods and materials used.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES060A</td>
<td>CARRY OUT ROUTINE WORK ACTIVITIES IN AN ELECTROTECH ENVIRONMENT</td>
<td>Prepare to undertake routine work activities; Carry out work as instructed; Check results of the completed work.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>UTENES063A</td>
<td>CONTRIBUTE TO THE OPERATION OF SUPPORT PLANT AND EQUIPMENT USED IN ELECTRICITY SUPPLY</td>
<td>Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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</tbody>
</table>
UTENES102CA ASSEMBLE & ERECT ANTENNAE & ASSOCIATED HARDWARE (ELECTRONICS)
Content Plan and prepare for assembly and erection of antennae and associated hardware; Assemble and erect antennae and associated hardware; Inspect and notify completion of work.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

UTENES105GA INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION)
Content Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

UTENES105IA INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL – EXTRA LOW VOLTAGE)
Content Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

UTENES105JA INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL – LOW VOLTAGE)
Content Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

UTENES106AA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (COMPUTER SYSTEMS)
Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES106BA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRICAL)
Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES106CA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRONICS)
Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES201AB PERFORM BASIC REPAIR TO ELECTRICAL/ELECTRONIC APPARATUS (COMPUTER SYSTEMS)
Content Prepare to carry out basic repair work; Carry out basic repair work; Inspect and notify completion of work.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

UTENES202AB ASSEMBLE/DISASSEMBLE ELECTRICAL/ELECTRONIC COMPONENTS (COMPUTER SYSTEMS)
Content Plan and prepare to assemble/ disassemble electrical/electronic components; Assemble/disassemble electrical/electronic components; Inspect and notify completion of work.
Nominal Hours 100 Hours
Assessment As per accredited curriculum

UTENES206AA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)
Content Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES206BA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRICAL)
Content Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES209PA ATTACH FLEXIBLE CORDS & PLUGS TO ELECTRICAL EQUIPMENT 250 VOLT SUPPLY (SINGLE ENCLOSED C/DEVICE)
Content Plan and prepare to attach flexible cord(s) and plug(s); Attach flexible cord(s) and plug(s); Test equipment for operation and safety; Provide status report(s).
Nominal Hours 20 Hours
Assessment As per accredited curriculum

UTENES206CA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRONICS)
Content Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES301AA UNDERTAKE COMMISSIONING OF APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)
Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES301BA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND CIRCUITS (ELECTRICAL)
Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Nominal Hours 180 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>UTENES301CA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)</th>
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<tr>
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<th>UTENES304AA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (COMPUTER SYSTEMS)</th>
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<tr>
<th>UTENES401AA PERFORM FUNCTIONAL APPARATUS CHECKS (COMPUTER SYSTEMS)</th>
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<th>UTENES402AA TEST APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)</th>
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<th>UTENES406CA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (ELECTRONICS)</th>
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<th>UTENES501AA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)</th>
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<th>UTENES504AA DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND APPARATUS (COMPUTER SYSTEMS)</th>
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<th>UTENES702AA DESIGN ELECTRICAL/ELECTRONIC APPARATUS AND SYSTEMS (COMPUTER SYSTEMS)</th>
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UNIT OF STUDY DETAILS

Nominal Hours: 680 Hours
Assessment: As per accredited curriculum

VA020 ENGLISH 1 & 2
Content: Extending language skills through developing the capacity to speak and write effectively for a range of purposes and audiences in a variety of ways.
Nominal Hours: 72 Hours each
Assessment: As per accredited curriculum

VA028 INFORMATION TECHNOLOGY 1
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.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA028 INFORMATION TECHNOLOGY 2
Content: Processing and management of information in organisations that use information systems; How organisations use systems to assist in problem solving.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA030 PHYSICS 1: HEAT, LIGHT, RADIOACTIVITY AND NUCLEAR ENERGY
Content: Introduction to the nature and scope of physics.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA030 PHYSICS 2: MOVEMENT AND ELECTRICITY
Content: Key concepts of mechanics and electricity.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA032 CHEMISTRY 1: MATERIALS
Content: Range of chemical processes through a study of common materials; Properties of both useful and waste materials and their modification.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA032 CHEMISTRY 2: CHEMISTRY IN EVERYDAY LIFE
Content: Chemical reactions that occur in the biosphere; appropriate chemical concepts; Evaluation of the environmental impact of human activity.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA034 BIOLOGY 1: ORGANISMS IN THEIR ENVIRONMENT
Content: Characteristics of living things and their environmental requirements; Complex interactions that sustain life on earth; Interplay between activities and ecosystems.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA034 BIOLOGY 2: ORGANISMS IN THEIR ENVIRONMENT
Content: Biological processes common to all organisms; Similarities and differences between plants and animals; Use of technology to explore, maintain and modify biological functions and issues arising.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA036 HISTORY 1: TWENTIETH CENTURY HISTORY (1900-1945)
Content: Momentous events and new ideas that occurred in the first half of the 20th century; Challenges to the ‘Old World’; New forms of economic and political organisations and cultural expression. Possible topics include World War II, the jazz age, the Russian Revolution, the rise of fascism, the Spanish Civil War and World War II.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA036 HISTORY 2: TWENTIETH CENTURY HISTORY (SINCE 1945)
Content: Main events; Competing ideologies and social movements since 1945; Inter-play between domestic events and international developments. Possible topics include the Cold War, the Vietnam War, the civil rights movement in the USA, the Chilean coup, the revolution in Nicaragua.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA038 ACCOUNTING 1: PERSONAL ACCOUNTING
Content: Basic skills and approaches of accounting; gathering, recording, analysing, interpreting and reporting financial information for personal use in everyday life.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA038 ACCOUNTING 2: SINGLE ENTRY ACCOUNTING FOR SMALL BUSINESS
Content: Single entry procedures in a business environment with a focus on trading and service-type small businesses; Recording of transactions from verifiable evidence without the use of ledger accounts.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA046 PSYCHOLOGY 1: DEVELOPMENT OF BEHAVIOUR
Content: How important developmental events unfold in childhood; Development of individual and social behaviour.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA046 PSYCHOLOGY 2: SELF AND OTHERS
Content: Differences between people; Idea of normality and its applications to the constructs of intelligences and personality; Influences of groups and society on the individual.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA052 BUSINESS MANAGEMENT 3: HUMAN RESOURCES MANAGEMENT
Content: Role of management in the development and implementation of human resource policy; Links between management and human resources; Industrial relations and changes occurring in human resource management policies.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

433
VA052 BUSINESS MANAGEMENT 4: CORPORATE MANAGEMENT
Content: Broad range of management functions within the context of large business; Methods used by management to achieve the objectives of the organisation; Management styles; How change is managed in large organisations.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VA054 ENGLISH AS A SECOND LANGUAGE 1 & 2
Content: Extension of language skills through developing the capacity to speak and write effectively for a range of purposes and audiences.
Nominal Hours: 108 Hours each
Assessment: As per accredited curriculum

VA056 ENGLISH AS A SECOND LANGUAGE 3 & 4
Content: Extension of language skills through developing the capacity to speak and write effectively for a range of purposes and audiences.
Nominal Hours: 102 Hours each
Assessment: As per accredited curriculum

VA060 LEGAL STUDIES 1: THE INDIVIDUAL AND THE LAW
Content: Introduction to the nature of law, The Need of laws and their effect on the individual; Identify problems which might be resolved by access to the law; Avenues of legal assistance; Two basic types of law-criminal and civil.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA060 LEGAL STUDIES 2: THE LAW IN OPERATION
Content: Links between the law and the community; Dilemmas facing the law and measures for assessing the appropriateness of the law as it responds to the expectations of the community.
Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VA203 ACCOUNTING 3: DOUBLE ENTRY ACCOUNTING FOR SERVICE FIRMS
Content: Double entry accounting procedures for recording from verifiable evidence; Accrual method of recognition of revenue and expenses. Focuses on service firms that rely predominantly on the skill or expertise of personnel to satisfy client needs.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VA204 ACCOUNTING 4: DOUBLE ENTRY ACCOUNTING FOR TRADING FIRMS
Content: Further development of double entry accounting procedures through the introduction of trading firms: Accounting for management; Design of appropriate reports; Alternative available to accountants both in recording and reporting transactions. The unit focuses on trading firms which are engaged in selling goods to customers for a profit.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VA210 ENGLISH 3 & 4
Content: Extending language skills through developing the capacity to speak and write effectively for a range of purposes and audiences in a variety of ways.
Nominal Hours: 68 Hours each
Assessment: As per accredited curriculum

VA212 CHEMISTRY 3: CHEMISTRY AND THE MARKET PLACE
Content: A global perspective of larger-scale industrial production of some chemicals, the work of chemists in these industries. Modification of molecular structure; Surface chemistry; Quality control; analytical techniques and the work of analytical chemists.
Nominal Hours: 85 Hours each
Assessment: As per accredited curriculum

VA215 CHEMISTRY 4: ENERGY AND MATTER
Content: Relationship between the production and use of energy in inanimate and living systems; Reviews the concept of moles, chemical reactions, stoichiometry, equilibrium, organic chemistry and atomic structure; Development of chemical ideas within the context of the Periodic Table.
Nominal Hours: 85 Hours
Assessment: As per accredited curriculum

VA220 LITERATURE UNITS 3 AND 4
Content: This subject develops knowledge and enjoyment of a wide range of literary text. If focuses on texts that are valued for their use of language to recreate and interpret experience imaginatively.
Nominal Hours: 136 Hours
Assessment: As per accredited curriculum

VA221 HEALTH AND HUMAN DEVELOPMENT 3: PEOPLE, FOOD AND NUTRITION
Content: This unit examines the vital role of food in people's lives, its importance in physiological development and its role in the development of social and cultural patterns; The numerous influences on food choice and the effect of the availability of a great variety of foods on food trends in Australia are also examined.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VA221 HEALTH AND HUMAN DEVELOPMENT 4: GROWTH AND DEVELOPMENT
Content: This unit examines growth and development across the human life span, including factors affecting growth and development, the management of resources at different stages of the life span, and community resources available to assist growth and development.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum
UNIT OF STUDY DETAILS

VA239 LEGAL STUDIES 3: MAKING AND CHANGING THE LAW
Content Institutions and processes that determine laws in Australia; Process by which laws are changed; Roles of parliament and the courts as law-making bodies.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA239 LEGAL STUDIES 4: DISPUTE SETTLEMENT AND THE ATTAINMENT OF JUSTICE
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.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA241 PHYSICS 3: INVESTIGATION, SOUND, ELECTRONICS AND ELECTRICAL POWER
Content Sound; Electronics; Electric power; Principles of investigation.
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA241 PHYSICS 4: MOTION, GRAVITY, STRUCTURES, LIGHT AND MATTER
Content Overview of physics; Universal gravitation; Force-energy relationships; Ideas of modern physics
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA245 PSYCHOLOGY 3: EXPERIENCING THE WORLD
Content Ways in which people receive, interpret and act on information about the world.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA245 PSYCHOLOGY 4: LEARNING, MEMORY AND THINKING
Content Cognitive processes that underlie effective functioning in the world.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA247 AUSTRALIAN HISTORY 3 & 4
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.
Nominal Hours 68 Hours each
Assessment As per accredited curriculum

VA249 INFORMATION TECHNOLOGY 3: INFORMATION PROCESSING AND MANAGEMENT
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.
Nominal Hours 68-85 Hours
Assessment As per accredited curriculum

VA249 INFORMATION TECHNOLOGY 4: INFORMATION PROCESSING AND MANAGEMENT
Content Factors affecting the design of information systems; Management of change to systems; Impact of developments in technology on systems.
Nominal Hours 68-85 Hours
Assessment As per accredited curriculum

VA253 GENERAL MATHEMATICS 1
Content Statistics; Arithmetic; Functions and graphs; Algebra, Additional material involving trigonometry, geometry and/or probability may also be included.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA253 GENERAL MATHEMATICS 2
Prerequisite(s) Geometry plus some or all of: Arithmetic; Functions and graphs; Trigonometry; Algebra; Probability.
Content
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA255 MATHEMATIC METHODS 1
Content Probability; Functions and graphs; Calculus; Algebra. Together with Mathematical Method 2, is a preparation for Mathematical Methods 3 and 4.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA255 MATHEMATICS METHOD 2
Content Probability; Functions and graphs; Calculus; Algebra. Together with Mathematical Method 2, is a preparation for Mathematical Methods 3 and 4.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA257 FURTHER MATHEMATICS 3
Content Further Mathematics Units 3 and 4 consist of a compulsory core and then a selection of three from six possible optional modules. Unit 3 involves the study of the core material in probability and statistics and one of the optional modules. The optional modules are Mathematical applications to solve problems in real-life situations; Learn and practice mathematical algorithms, routines and techniques, and use them to find solutions to standard problems; Undertake a statistical investigation based on the course material.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA257 FURTHER MATHEMATICS 4
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.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA259 MATHEMATICAL METHODS 3 & 4
Content Co-ordinate geometry; Trigonometry functions; Calculus; Algebra; Statistics and Probability.
Nominal Hours 68 Hours each
Assessment As per accredited curriculum
VA285 INFORMATION TECHNOLOGY 1 (EVENING)

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.

Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA285 INFORMATION TECHNOLOGY 2 (EVENING)

Content Processing and management of information in organisations that use information systems; How organisations use systems to assist in problem solving.

Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA289 SPECIALIST MATHS 3 AND 4 (EVENING)

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

VA353 FOUNDATION MATHS UNITS 1 AND 2

Content To be advised

Required Reading To be advised

Content This Unit is designed for those students who do not wish to continue with Units 3 and 4 Mathematics.

Nominal Hours 144 Hours
Assessment As per accredited curriculum

VAA131 ADVANCED GASFITTING

Content Electricity and electronics in gas appliances; Component servicing; Appliance servicing; Commercial and industrial gas supply; L.P.G. installations.

Nominal Hours 3 Hours
Assessment As per accredited curriculum

VAA149 ADVANCED MECHANICAL SERVICES

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.

Nominal Hours 3 Hours
Assessment As per accredited curriculum

VAA156 INSTALLING AN ABOVE GROUND UPVC DRAIN

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

Nominal Hours 16 Hours
Assessment As per accredited curriculum

VAA164 ADVANCED PUBLIC RELATIONS 1


Content In house public relations; External consultancy; Financial public relations; Community public relations; Government relations; Suppliers; and Consumer relations.

Nominal Hours 51 Hours
Assessment Administration Training Package Guidelines for assessment of Qualification

VAA165 ADVANCED PUBLIC RELATIONS 2

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.

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.

VAA166 ADVANCED ROOFING

Content Size and design industrial roof draining components; Industrial roof installations; Industrial roof components; External metal ceiling and wall cladding; P.V.C. welding for roof plumbers.

Nominal Hours 3 Hours
Assessment As per accredited curriculum

VAA177 ADVANCED WASTE DISPOSAL AND DRAINAGE

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.

Nominal Hours 3 Hours
Assessment As per accredited curriculum

VAA178 ADVANCED WATER SUPPLY

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.

Nominal Hours 40 Hours
Assessment As per accredited curriculum

VAA209 ADVANCED NOVEL 2

Prerequisite: 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
Assessment As per accredited curriculum

VAA408 APPLIED WRITING FOR PUBLIC RELATIONS 1

Content The purpose of this module is to provide training in effective writing styles required of a public relations practitioner.

Nominal Hours 51-68 Hours
Assessment As per accredited curriculum
UNIT OF STUDY DETAILS

VAA409 APPLIED WRITING FOR PUBLIC RELATIONS 2
Content The purpose of this module is to provide training in writing advanced styles required of a public relations practitioner.
Nominal Hours 51-68 Hours
Assessment As per accredited curriculum

VAA410 APPLIED WRITING FOR PUBLIC RELATIONS 3
Prerequisite(s) VAA408 Applied Writing for Public Relations 1; VAA409 Applied Writing for Public Relations 2
Content Extending skills to writing for specific media including: News Release, Backgrounders and Positions Papers; Print media; Radio media; Television media.
Nominal Hours 51-68 Hours
Assessment As per accredited curriculum

VAA411 APPLIED WRITING FOR PUBLIC RELATIONS 4
Prerequisite(s) VAA410 Applied Writing for Public Relations 3.
Content The purpose of this module is to build on the techniques applied in Applied Writing for Public Relations 3 which dealt with the Media over which the writer has little control and apply them to writing circumstances where the writer will have some control.
Nominal Hours 51-68 Hours
Assessment As per accredited curriculum

VAA547 BUILDING CONSTRUCTION–PENETRATIONS
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
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAA825 BUILDING CONSTRUCTION
Content Recognise and demonstrate how to penetrate and flush 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
Nominal Hours 10-27 Hours
Assessment As per accredited curriculum

VAA828 FIXING DEVICES
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.
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VAA910 CORPORATE WRITING 2A
Content The purpose of this module is to develop skills in researching, planning and writing corporate documentation, technical and scientific documents and corporate advertising material.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VAA923 DATABASE – PLUMBING GOODS CATALOGUE
Content To create a list of Plumbing pipes and fittings, appliances, devices and accessories, from an Industry software package
Nominal Hours 2 Hours
Assessment As per accredited curriculum

VAA964 CALCULATIONS
Content Knowledge and skills relating to the safe and efficient use and handling of standard tools and equipment.
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VAA980 DESKTOP PUBLISHING 2A
Prerequisite(s) VAC412 Desktop Publishing 1.
Content Production of professional publications form authors’/designers’ specifications using grids, style sheets and templates, development of proof reading and job estimating skills, comparison of electronic publishing with traditional typesetting and typography.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VAB313 FIXTURES AND APPLIANCES
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
Nominal Hours 4 Hours
Assessment As per accredited curriculum

VAB330 BUILDING CONSTRUCTION–SERVICES
Prerequisite(s) 1.3.4. Drawing Interpretation
Content The purpose of this module is to develop skills in researching, planning and writing corporate documentation, technical and scientific documents and corporate advertising material.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VAB548 CONSUMER BEHAVIOUR CONCEPTS
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.
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.

VAB907 DISPOSAL SYSTEM JOINTS
Content Recognise and list the characteristics of materials used to make plumbing fixtures; install components and controls for plumbing fixtures and appliances; calculate – Capacity of a Mains Pressure Hot Water Service (MPHWS); Flow rates of a selected Hot Water Service (HWS); Volume of gas used by an appliance
Nominal Hours 4 Hours
Assessment As per accredited curriculum

VAB933 MYTHS AND SYMBOLS A
Content These subjects examine the use of myths and symbols in a range of literary fiction. Student study the ways writers use these as well as studying the concept of archetype, the nature and function of symbol and the context and interpretation of a symbol.
Nominal Hours 68 Hours
Assessment As per accredited curriculum
VAC057 EDITING FOR PUBLIC RELATIONS

**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.

**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

**Prerequisite(s)** OHS units 1-10, 12

**Content** To safely set up and operate electric arc welding equipment; calculate the quantity of electrodes used for a given welding project.

**Nominal Hours** 16 Hours

**Assessment** As per accredited curriculum

VAC313 OCCUPATIONAL HEALTH & SAFETY

**Content** Knowledge and skills relating to the safe and efficient use and handling of standard tools and equipment.

**Nominal Hours** 4 Hours

**Assessment** As per accredited curriculum

VAC389 PERFORMANCE WORKSHOP 2

**Content** The purpose of this module is to develop performance writing material through workshop methods to test effectiveness of writing and performance. Participants will experience the role of performer, director, editor and dramaturge as a part of the learning process.

**Nominal Hours** 68 Hours

**Assessment** As per accredited curriculum

VAC391 INTERNET SKILLS FOR WRITERS & EDITORS

**Prerequisite:** VBK382 Computer Skills for Writers & Editors

**Content** The purpose of this module is to access and use the Internet, with skills in updating web pages. It will also provide skills in creating web pages with multimedia.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

VAC421 DESKTOP PUBLISHING 1

**Prerequisite(s)** VBK384 Computer skills for Writers & Editors

**Content** Introduction to desktop publishing concepts within word processing software; introduction to industry standard desktop publishing software.

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

VAC474 INDUSTRY OVERVIEW

**Prerequisite:** Nil

**Content** Series of lectures on issues involving the writing industry – agents, contracts, copyright, manuscript presentation, industry opportunity in various fields of writing, occupational health and safety, costing etc.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

VAC587 FIXTURES APPLIANCES & APPROPRIATE VALVES

**Content** Tap and Valve Types; Variations in Design; Available Finishes; Function; Inlet/Outlet Connections; Provision for Securing; Maintenance

**Nominal Hours** 6-12 Hours

**Assessment** As per accredited curriculum

VAC607 FIXTURE CLASSIFICATION

**Content** To categorise a selection of domestic plumbing fixtures

**Nominal Hours** 1 Hour

**Assessment** As per accredited curriculum

VAC608 BUILDING CONSTRUCTION–STRUCTURES

**Content** to identify classes of building (office, warehouse, 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

**Nominal Hours** 4 Hours

**Assessment** As per accredited curriculum

VAC724 FUNDRAISING

**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.

**Nominal Hours** 51 Hours

**Assessment** As per accredited curriculum

VAC845 GOVERNMENT STRUCTURES AND INFLUENCES

**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.

**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.

VAD202 INDUSTRY INDUCTION

**Content** Calculation and Comprehension Skills; Trade Background; Occupational Health & Safety

**Nominal Hours** 38 Hours

**Assessment** As per accredited curriculum

VAD260 PLAYWRITING 2A

**Prerequisite(s)** Highly recommended – Performance Writing 1A & Performance Writing 1B.

**Content** Scripts development within context of student’s writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length play script. Seminars on performance industry.

**Nominal Hours** 68 Hours

**Assessment** As per accredited curriculum
UNIT OF STUDY DETAILS

VAD349 INTERNATIONAL ECONOMIC GEOGRAPHY
Content: World population and urbanisation issues and relationships to limited resources; Changing international relationships; Recent trends in work trade and business globalisation.
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
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.
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VAD728 EDITING 2A
Prerequisite(s): VBA382 Editing 1A; VBK383 Editing 1B; VBK395 Role of the Editor.
Content: Application of copy-editing/typesetting/page proof editing symbols. Editing of drafts appropriate to "in-house" style, the reader, variety of readers levels. Editing for content, errors of English construction. Editing functions in word processing software. Negotiations with printers, steps in self-publishing, client/employer needs, organisation of materials-group work on 5000 word commercial document.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAD950 THE MARKETING CONCEPT
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.
Nominal Hours: 50-68 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

VAD964 DESIGN AND LAYOUT
Prerequisite: Nil
Content: The purpose of this module is to introduce learners to basic processes of design and layout which are fundamental to all print production. It focuses on traditional applications which provide grounding for the software applications which provide grounding for the software applications covered in other modules.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE281 NOVEL 1A
Content: The purpose of this module is to introduce writers to the novel form. It develops basic novel writing techniques of construction and criticism and commences the construction of a novel to outline stage.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE282 NOVEL 2A
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.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE344 CORPORATE WRITING 1A
Prerequisite: Nil
Content: Analysis and practice of a variety of writing styles for commercial and corporate communications.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE502 OXY/ACETYLENE WELDING AND CUTTING
Content: Safety in Welding; Mild Steel Welding; Mild Steel Cutting; Lead Welding
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VAE544 SCIENTIFIC/TECHNICAL WRITING 2
Prerequisite(s): VBK382 Computer Skills for Writers & Editors; VAC412 Desktop Publishing 1. It is recommended that participants undertake VAA980 Desktop Publishing 2A & VAN029 Desktop Publishing 2B concurrently with or prior to this module.
Content: Develop skills in characteristics of good reader-based writing for technical and scientific documents.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE552 SCREENWRITING 1A
Content: The purpose of this module is to develop the skills required to originate and develop a screenplay for both fiction and non-fiction, and to examine preparation of proposals and synopses.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE831 POETRY 1A
Prerequisite: 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.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE863 POPULAR FICTION 1A
Prerequisite: Nil
Content: 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.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE272 NON FICTION 1A
Content: Emphasis on professionalism. Quality work to a given deadline. Economy of words, interviewing techniques, observation/research techniques, feature and review writing style and presentation, marketing strategies, journalism and ethics, communication techniques.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE273 NON FICTION PROJECT 2A
Content: Edit and compare a variety of examples of non-fiction in workshops. Study techniques for verifying the topic, planning and writing chapters/titles/heading, using illustrations, through workshopping synopses and chapters of non-fiction book. Analysis of the market.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE281 NOVEL 1A
Content: The purpose of this module is to introduce writers to the novel form. It develops basic novel writing techniques of construction and criticism and commences the construction of a novel to outline stage.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE282 NOVEL 2A
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.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE344 CORPORATE WRITING 1A
Prerequisite: Nil
Content: Analysis and practice of a variety of writing styles for commercial and corporate communications.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE502 OXY/ACETYLENE WELDING AND CUTTING
Content: Safety in Welding; Mild Steel Welding; Mild Steel Cutting; Lead Welding
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VAE544 SCIENTIFIC/TECHNICAL WRITING 2
Prerequisite(s): VBK382 Computer Skills for Writers & Editors; VAC412 Desktop Publishing 1. It is recommended that participants undertake VAA980 Desktop Publishing 2A & VAN029 Desktop Publishing 2B concurrently with or prior to this module.
Content: Develop skills in characteristics of good reader-based writing for technical and scientific documents.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE552 SCREENWRITING 1A
Content: The purpose of this module is to develop the skills required to originate and develop a screenplay for both fiction and non-fiction, and to examine preparation of proposals and synopses.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE831 POETRY 1A
Prerequisite: 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.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE863 POPULAR FICTION 1A
Prerequisite: Nil
Content: 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.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum
Nominal Hours

VAE913 SHORT STORY 1A

Content Theory and practice of short story writing. Theory-character, plot, dialogue, point of view, theme, setting, story structure, preparing for publication. Practical writing exercises, editing, writing and rewriting complete short stories.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VAE919 PRACTICAL PLACEMENT

Prerequisite(s) VAC474 Industry Overview 1
Content Students undertake 68 hours in a workplace of their choice, such as publishing, editing, PR, promotion, TV or film.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VAF066 SHORT STORY 2A

Prerequisite(s) VAE913 Short Story 1A; VAE913 Short Story 1B. It is highly recommended that participants present already drafted and refined material for workshop. A participant may seek recognition through the RPL process for competencies already held.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VAF128 SMALL PRESS PUBLISHING 2

Prerequisite(s) There are no prerequisites for this module, however it is important to note that this is a two point module which must be taken continuously. The nature of publication management is such that two semesters are required to manage a publishing project from beginning to end. It is recommended that Computer Skills for Writers & Editors, Desktop Publishing 1 and Design Layout 1 be taken prior to this module. A participant may seek recognition through the RPL process for competencies already held.
Content The purpose of this module is to develop skills required to manage a small press publication. It focuses on the creativity of book production. It includes liaison with authors, editorial control, negotiations with printers and others involved in publishing decisions and marketing and distribution knowledge.
Nominal Hours 68-136 Hours
Assessment As per accredited curriculum

VAF673 SHEETMETAL PRACTICES

Content Introduction to Drawing Equipment and Practices; Basic Plane Geometry; Developments; Pattern Cutting
Nominal Hours 24-81 Hours
Assessment As per accredited curriculum

VAF725 SIMPLE WASTE PIPE

Content Function of Waste Discharge Pipe Installation; The Trap; Components of Waste Discharge Pipe Installation; Approved Materials; Installation Requirements
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAF762 SMALL DIAMETER PIPES AND TUBES

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
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAF979 PLUMBING INDUSTRY

Content Provide knowledge of The Building Construction Industry; The Plumbing Services Industry; The work environment; The scope of the industry
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VAG443 TRUST ACCOUNTING FOR LEGAL EXECUTIVES

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.
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.

VAG831 WRITER AND RESEARCH

Content Students will learn to gather and analyse data using appropriate research methods and present their findings in a written document.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VAJ314 COOKER INSTALLATION

Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370
Content Location of Cooker; Gas Connection; Electrical Connection; Ventilation of Cookers; Commissioning
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ327 APPLIANCE SERVICING

Content Hot Water Services, Storage; Instantaneous; Space Heaters; Central Heating Furnaces; Cookers
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VAJ334 CLOTHES WASHING MACHINE–INSTALLATION

Content Water Supply; Methods of Connection to the Property Drain
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ335 COLLECTION AND STORAGE OF WATER SUPPLY FOR AN ISOLATED COUNTRY DWELLING

Content Catchment Sources – Roof, Ground Surface, Subterranean; Storage
Nominal Hours 4 Hours
Assessment As per accredited curriculum
UNIT OF STUDY DETAILS

VAJ339 COMBUSTION OF GASES AND FLAME

**Content**
Combustion of Gases; The Bunsen Burner; Recognition of Flame Zones; Bunsen Burners in Gas Appliances, and their Adjustment; Heat Value of Gases

**Nominal Hours** 4 Hours

**Assessment** As per accredited curriculum

VAJ340 COMMERCIAL AND INDUSTRIAL GAS SUPPLY

**Content**
Commercial and Industrial Gas Supply; Gas Pipe Sizing; Design Principles; Materials and Jointing; Control Equipment; Purging; Commissioning

**Nominal Hours** 26-46 Hours

**Assessment** As per accredited curriculum

VAJ341 CUTTING A BRANCH INTO AN EXISTING DRAIN

**Content**
Organisation Procedures; Excavation; Cutting the Branch; Installing the Branch; Testing the Installation; Backfilling the Excavation

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

VAJ342 DESIGNING FLUSHING SYSTEMS

**Content**
Types of Flushing Systems; Flush Valve System- Storage Tank Design Requirements, Design of Service Pipe from Supply Tank to Fixture; Cistern System – Storage Tank Design Requirements, Design of Service Pipe from Supply Tank to Cisterns

**Nominal Hours** 15 Hours

**Assessment** As per accredited curriculum

VAJ343 DESIGNING SANITARY PLUMBING SYSTEMS

**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

**Nominal Hours** 45 Hours

**Assessment** As per accredited curriculum

VAJ345 DESIGNING SEWERAGE DRAINS

**Content**
Basic Function of a Property Services Drain; Liquid Flow in the Drainage System; Air Flow in the Drainage System; Unvented Branch Drain; Inspection Shafts; Boundary Trap; Alignment of Drains; Surcharge in Drains; Methods of Fixture Connection to the Drain; Inspection Openings in Drains; Drains Laid Under Buildings – Below Ground, Suspended; Zones of Prohibited Connection in Relation to Drains; Applying Principles of Drainage Design

**Nominal Hours** 35 Hours

**Assessment** As per accredited curriculum

VAJ353 DISH WASHING MACHINE INSTALLATION

**Content**
Water Supply; Methods of Connection to the Property Drain

**Nominal Hours** 5 Hours

**Assessment** As per accredited curriculum

VAJ354 DOMESTIC SEPTIC TANK

**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

**Nominal Hours** 15 Hours

**Assessment** As per accredited curriculum

VAJ355 FIXING ROOF COVER (CONCEALED FIXED METHOD)

**Content**
Materials; Insulation; Installation Methods; Safe Working Procedure

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

VAJ356 FIXING ROOF COVER (PIERCED FIXED METHOD)

**Content**
Materials; Calculating Quantities; Insulation; Power Tools – Safe handling of: Double Cut Shears, Niblers, Power Saws, Power Screw Fasteners; Installation Methods; Safe Working Procedures

**Nominal Hours** 8-10 Hours

**Assessment** As per accredited curriculum

VAJ357 FLUSHOMETER INSTALLATION

**Content**
Water Supply – Mains Pressure; Gravity feed; Operation of the Flusher; Installation; Commissioning; Maintenance

**Nominal Hours** 6 Hours

**Assessment** As per accredited curriculum

VAJ358 GAS CONTROLS

**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; Flam Failure Safety Devices – thermo-electric flame failure device, electronic flame failure device

**Nominal Hours** 8 Hours

**Assessment** As per accredited curriculum

VAJ359 INDUSTRIAL ROOF INSTALLATION

**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

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

VAJ360 INSTALLING A GAS FIRED SMALL BORE HEATING SYSTEM

**Prerequisite(s)**
VAJ339; VAJ410; VAJ358; VAJ370

**Content**
Selection and Placement of Unit; 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 Convector; Fan Convector; Ducted Warm Air Convector (fan coil); Slab Floor Manifolds and Lines; Controls

**Nominal Hours** 12 Hours

**Assessment** As per accredited curriculum

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>VAJ362</td>
<td>LPG INSTALLATIONS</td>
</tr>
<tr>
<td>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.</td>
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<td>Nominal Hours: 8-14 Hours</td>
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<tbody>
<tr>
<td>VAJ363</td>
<td>MEASURING AND LEVELLING</td>
</tr>
<tr>
<td>Content: Plan Reading; Interpretation of Scales; Constructing right angles using 3, 4 &amp; 5 triangles; Setting out procedures; Care of Tapes; Use and care of levelling equipment; The Spirit Level; Levelling Instruments: Automatic Level; Rotating Laser Datum Level (Class 1); Staff Reading; Calculating the Grade; Grading Trenches</td>
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<tr>
<td>Nominal Hours: 8 Hours</td>
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<tr>
<td>VAJ364</td>
<td>MECHANICAL SERVICES WELDING</td>
</tr>
<tr>
<td>Content: Safety; Equipment; Pipe Joining; Mild Steel Welding – Arc, Oxy-Acetylene; Silver Brazing; Oxy-Acetylene Cutting</td>
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<tr>
<td>Nominal Hours: 24 Hours</td>
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<tbody>
<tr>
<td>VAJ365</td>
<td>PVC WELDING FOR ROOF PLUMBERS</td>
</tr>
<tr>
<td>Content: Operation of plastic welding equipment; Joint preparation; Filler rod selection; Junction preparation; Bend preparation; Tackling and checking; Roof gap size; Penetration; Butt welding technique; Fillet welding technique</td>
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<tr>
<td>Nominal Hours: 30 Hours</td>
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<tr>
<td>VAJ366</td>
<td>FLASHING LARGE PENETRATIONS THROUGH ROOF</td>
</tr>
<tr>
<td>Content: Tiled Roof; Pierced Fixed Roof; Concealed Fixed Roof</td>
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<tr>
<td>Nominal Hours: 16 Hours</td>
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<tbody>
<tr>
<td>VAJ367</td>
<td>EXTERNAL METAL CEILING AND WALL CLADDING</td>
</tr>
<tr>
<td>Content: Cladding profiles and materials; Fixing methods and expansion provision; Finishes and surface protection; Estimating quantities; Designing cappings; Designing flashings; Designing trims; Designing moulds</td>
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<tr>
<td>Nominal Hours: 30 Hours</td>
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<tr>
<td>VAJ368</td>
<td>IDENTIFICATION AND PRINCIPLE OF OPERATION OF WATER HEATING SYSTEMS</td>
</tr>
<tr>
<td>Content: Heat; Temperature; Heat Transmission; Expansion; System Components; Boiler; Piping; Emitters; Controls</td>
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<tr>
<td>Nominal Hours: 6 Hours</td>
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<tr>
<td>VAJ369</td>
<td>INSTALLING A GAS FIRED WARM AIR FURNACE AND DUCTED SYSTEM</td>
</tr>
<tr>
<td>Prerequisite(s): VAJ339; VAJ410; VAJ358; VAJ370</td>
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<tr>
<td>Content: Selection and Placement of the Unit; Connection of Gas supply to the Unit; Installing the Air Distribution Systems;.balancing the Air Distribution System</td>
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<td>Nominal Hours: 12 Hours</td>
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<tr>
<td>VAJ370</td>
<td>NATURAL GAS FITTING LINE INSTALLATION</td>
</tr>
<tr>
<td>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</td>
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<tr>
<td>Nominal Hours: 12 Hours</td>
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<tr>
<td>VAJ371</td>
<td>OXY-ACETYLENE PIPE WELDING AND ARC WELDING OF MILD STEEL PLATE</td>
</tr>
<tr>
<td>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 are equipment: Run of beads on 8mm Plate; Pad Weld – 75mm Square; Fillet Weld on 8mm Plate</td>
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<td>Nominal Hours: 22-24 Hours</td>
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<tr>
<td>VAJ372</td>
<td>PLAN READING &amp; IDENTIFICATION OF IN-LINE EQUIPMENT ON WATER HEATING &amp; VENTILATION SYSTEMS</td>
</tr>
<tr>
<td>Content: Standard Symbols used on Drawings; Types of Drawings; Using a Scale Rule; Tracing Pipelines and Listing Materials; Tracing Ducting and Listing Materials</td>
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<td>Nominal Hours: 6 Hours</td>
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<tr>
<td>VAJ373</td>
<td>INSTALLING &amp; TESTING A PROPERTY DRAIN</td>
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<tr>
<td>Content: To be advised</td>
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<td>Nominal Hours: 24 Hours</td>
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<tr>
<td>VAJ378</td>
<td>RETICULATED SYSTEMS</td>
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<tr>
<td>Content: Chilled Water Systems; Condenser Water Systems; Steam &amp; Steam Condensate; Compressed Air; High Temperature Hot Water; Refrigeration</td>
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<td>Nominal Hours: 18 Hours</td>
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<tr>
<td>VAJ379</td>
<td>FLOOR WASTE GULLY INSTALLATION (F.W.G.)</td>
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<tr>
<td>Content: Use and Siting of F.W.G.; Fixture Connections to a F.W.G.; F.W.G. Connections to the Drain</td>
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<td>Nominal Hours: 10 Hours</td>
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<tr>
<td>VAJ380</td>
<td>INSTALLING CONCEALED ROOF GUTTERS</td>
</tr>
<tr>
<td>Content: Roof Gutter Design; Roof Gutter Support; Prevention of Overflow; Downpipe Connections; Provision for Expansion</td>
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<td>Nominal Hours: 16 Hours</td>
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<tr>
<td>VAJ381</td>
<td>LOCATING AND CLEARING BLOCKAGES IN DRAINS</td>
</tr>
<tr>
<td>Content: Causes and Prevention of Blockages; Blockage Location Procedures; Operation of Clearing Equipment</td>
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<td>Nominal Hours: 15 Hours</td>
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UNIT OF STUDY DETAILS

VAJ382 FLASHING PIPE PENETRATIONS THROUGH ROOFS
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
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VAJ383 ELECTRICITY AND ELECTRONICS IN GAS APPLIANCES
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
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ384 DESIGNING STORM WATER DRAINS
Content Materials; Stormwater Design; Construction Requirements; Testing of Stormwater Installations
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VAJ385 COMPONENT SERVICING
Content Systematic Testing; Safety Devices; Regulators; Control Valves; Thermostats; Gas Meters
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAJ386 COMMISSIONING WATER AND AIR SYSTEMS
Content Commissioning Water Systems; Commissioning Air Systems
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ387 COMMISSIONING A GAS APPLIANCE
Prerequisite(s) VAJ39; 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
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ391 BATH INSTALLATION
Content Bath Support; Flashing of Baths; Water Connection; Discharge Pipe Connections to the Drain
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ392 BASIN & BIDET INSTALLATION
Content Types of Basins and Bidets; Materials of Manufacture; Installation Requirements of Basins & Bidets; Connection between a basin and an existing Floor Waste Gully
Nominal Hours 19 Hours
Assessment As per accredited curriculum

VAJ410 FLUEING OF GAS APPLIANCES
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
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ411 IDENTIFICATION OF COMPONENTS OF MECHANICAL SERVICES EQUIPMENT
Content Boilers; Furnaces; Pumps (Centrifugal); Fans; Heating Coils; Cooling Coils; Filters; Expansion Tanks – Open, Closed; Valves; Dampers
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VAJ412 INDUSTRIAL ROOF COMPONENTS
Content Installation procedures for dome lights; Installation procedures for strip lights; Installation procedures for ridge vents; Installation procedures for natural vent components; Installation procedures for mechanical vent components; Installation procedures for heat, smoke and explosion
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAJ413 INSTALLING DOWN-PIPES
Content Materials; Jointing Techniques; Support; Thermal Expansion; Disimilar Catchments; Sizing; Connections to Stormwater
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ414 MAINS PRESSURE HOT WATER SERVICE INSTALLATION
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
Nominal Hours 8-12 Hours
Assessment As per accredited curriculum

VAJ418 TRENCH SHORING
Content Safety in Trenching Operations; Controlling Authorities; Purpose of Shoring; Selection of Shoring methods; Types of Shoring; Installation of Shoring
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VAJ419 LAYING A BELOW GROUND UNVENTED BRANCH DRAIN USING U.P.V.C. PIPE & FITTINGS
Content Ventilation Principles; Method of Connection to Vented Drain; Fixture Connections to Unvented Branch Drains; Excavating; Installing Drains; Testing Drains
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ429 INSTALLING EAVES GUTTERS
Content Materials; Profiles; Fabrication of: Internal Angles, External Angles, Stop Ends, Return Stop Ends, Down-Pipe Outlets; Installation Procedure; Calculation of Material Quantities
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VAJ430 PLAN READING & SITE ORGANISATION
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
Nominal Hours 24 Hours
Assessment As per accredited curriculum
VAJ451 INSTALLING A TWIN CYLINDER L.P.G. SYSTEM AND FITTING LINE
Prerequisite(s) VAJ339; VAJ410; VAJ358
Content Liquefiable Petroleum Gas (L.P.G.); components of L.P.G. System; Cylinder Installation Requirements; Installing Fitting Lines; Commissioning the L.P.G. System
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ452 SINK & TROUGH INSTALLATION
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
Nominal Hours 21 Hours
Assessment As per accredited curriculum

VAJ454 INSTALLING HEATING WATER SYSTEMS IN COPPER TUBE
Prerequisite(s) VAJ411; VAJ368; VAJ372
Content Equipment; Interpretation of Plans; Copper Tube – Joints; Testing; Mild Steel Sections for Supports; Pipe Supports
Nominal Hours 26-29 Hours
Assessment As per accredited curriculum

VAJ460 INSTALLING HEATING WATER SYSTEMS IN MILD STEEL PIPE
Prerequisite(s) VAJ411; VAJ368; VAJ372; VAJ371
Content Equipment; Interpretation of Plans; Mild Steel Pipe – Joining; Butt Welds, Flanges, Bending
Nominal Hours 28-30 Hours
Assessment As per accredited curriculum

VAJ461 WALL FURNACE INSTALLATION
Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370; VAJ387; VAJ382
Content Classification and Operation of Heater; Preparation of Heater for Installation; Selection of Heater Position; Preparation of Wall Opening; Fluencing; Gas Connection; Electrical Connection; Installation of Heater; Commissioning
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ462 FABRICATE BRANCHES INTO A 50MM DISCHARGE PIPE IN COPPER ALLOY
Content Preparation of Working Drawing; Fabrication of Assembly
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ463 OPERATION OF SINGLE DUCT AIRCONDITIONING SYSTEMS
Content Furnaces; Types of Fuel Gas: Natural, L.P.G., T.L.P.G.; Air Heating – Plenum; Type of System; Ducting; Outlets
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VAJ464 MECHANICAL SERVICES EQUIPMENT
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 Condensors; Hot Air Furnaces
Nominal Hours 28 Hours
Assessment As per accredited curriculum

VAJ465 FLASHING ROOFS TO WALLS
Content Materials; Flashing Design and Size for: Apron Flashing, Soaker Flashing, Hanging Flashing, Step Flashing, Cappings; Flashing Installation
Nominal Hours 14 Hours
Assessment As per accredited curriculum

VAJ500 INSTALLATION OF ROOF COVER ON ROOF INTERSECTIONS
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
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VAJ501 SIZE & DESIGN OF INDUSTRIAL ROOF DRAINAGE COMPONENTS
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
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAJ502 WATER CLOSET INSTALLATION
Content Installing the Pan; Installing the Cistern; Discharge Pipe Connection to the Drain
Nominal Hours 13 Hours
Assessment As per accredited curriculum

VAJ503 INSTANTENEOUS H.W.S. INSTALLATION
Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370
Content Types of Units Available and their operation; Location of Fluid Heaters; Location of Balanced Flue Heaters; Cold Water Connection; Gas Connection; Hot Water Installation; Commissioning
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ522 URINAL INSTALLATION
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
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VAJ523 SHOWER INSTALLATION
Content Cast In-Situ Shower Base Installation; Pre-Cast Shower Base Installation; Water Connection; Discharge Pipe Connections to the Drain
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VAJ524 OPERATION OF CENTRAL HEATING SYSTEMS
Content Heat Transmission; Boilers – Gas Fired; Piping; Heat Emitters – Heating Hot Water, High Temperature Hot Water; Pumps; Valves; Insulation; Pipe Supports; Control Systems; Controllers; Mediums; Controlled Devices
Nominal Hours 24 Hours
Assessment As per accredited curriculum
UNIT OF STUDY DETAILS

VAJ558 PRINCIPLES OF SOLAR HEATING FOR DOMESTIC HOT WATER SYSTEMS
Content
Principles of Solar Heating – Active Systems, Passive Systems; Systems that are Commercially Available; Component Parts of the Systems; Types of Installations in Buildings; Commissioning
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ559 SPACE HEATER INSTALLATION
Content
Space Heater Operation; Space Heater Location and Size; Flueing Requirements; Gas Connection; Electrical Connection; Commissioning
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ560 INSTALLING A WATER SERVICE MAIN TO METER
Content
Safety Public and Personal; Location of Road Conduits; Location of the Water Main; Location of Other Services; Excavation; Tapping Hole, Size and Location; Tapping the Main; Approved Materials for Service Pipe Lines; Positioning and Fixing the Meter; Electrolysis – Effect and Prevention
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ580 WORD PROCESSING
Content
To type a one page letter to a set standard. This will enable the students to have a basic knowledge of word processing so that they may improve their skill in written communication
Nominal Hours 2 Hours
Assessment As per accredited curriculum

VAJ582 LOW PRESSURE HOT WATER SERVICE AND COLD WATER STORAGE TANK INSTALLATIONS
Content
Operation of Heater; Selection of Heater or Tank Position; Hot Water Service Pipe Installation; Electrical Connection; Commissioning of Unit; Purpose and Use of Storage Tanks; Installation of Storage Tank Assembly; Overflows; Tank Outlet; Water Supply to Tank; Commissioning2sw
Nominal Hours 10-12 Hours
Assessment As per accredited curriculum

VAJ618 THE ROLE OF EMPLOYERS AND EMPLOYEES
Content
To provide the knowledge of the rights and responsibilities of employer and employees
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAJ921 CONSUMER LAW AND ADVOCACY
Content
The purpose of this module is to provide a thorough overview of consumer advocacy and financial counselling in the context of the justice system, to critically examine the structural nature of the issues in which consumer advocates work, and develop skills and knowledge to enable community justice workers to broaden their practice of community justice work. This module examines the framework of consumer law as it currently exists and provides students with advocacy and casework skills to manage individual problems as they arise within the justice system.
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VAJ949 FOUNDATIONS OF LAW 1.

VAK060 CUSTOMS
Content
The purpose of this module is for students to define customs enforcement authority. Students will be expected to explain customs control infrastructure, and its investigation and enforcement powers.
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VAK247 WORK ENVIRONMENT – PLANNING WORK TASKS
Prerequisite(s) VAJ949 Foundations of Law 1.
Content
Placements provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAK262 WORK ENVIRONMENT – SUPERVISION
Prerequisite(s) VAJ949 Foundations of Law 1.
Content
Placements provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAK327 FIELD PLACEMENT 3 – WORK ENVIRONMENT – STAFFING
Content
This module will provide participants with the knowledge, skills and experience required to perform middle level management tasks of planning and organising work of a division or analogous management unit.
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAK602 FIELD PLACEMENT 4 – WORK ENVIRONMENT – PLANNING AND ORGANISING
Content
This module will provide participants with the knowledge, skills, and experience required to perform the middle level management tasks related to staffing a host organisation.
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAL651 SHERIFF AUTHORITY AND FUNCTION
Content
To familiarise the student with the authority and function of the Sheriff. Students should also be familiar with the Courts system, the Sheriff's role in the executive of Court orders and the provision of Jurors.
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VAL689 SOCIOLOGY
Content
Theory and practice of community justice in terms of the dominant structures of Australian society regarding the nature and extent of inequality, and its manifestation in terms of class, gender, race and ethnicity.
Nominal Hours 68 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAM123 WRITING HISTORIES 2A
Prerequisite: VAG831 Writer and research. A participant may seek recognition through the RPL process for competencies already held.
Content: Develop skills in historical research techniques and giving and receiving of client briefs on history writing projects, preparing for publication.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAN031 WRITING FOR YOUNG ADULTS A

Content: Students will learn fiction writing specific to the YA genre, including a focus on voice, character and issues.

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAN028 CORPORATE WRITING 2B

Prerequisite(s): VAA910 Corporate Writing 2A.

Content: The purpose of this module is to further develop the skills of corporate writing begun in Corporate Writing 2A. It applies those skills to the production of materials for a publicity campaign.

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAN029 DESKTOP PUBLISHING 2B

Prerequisite(s): VAA980 Desktop Publishing 2A.

Content: The purpose of this module is to continue development of desktop publishing skills begun in previous modules. It also introduces the skill of working with colour and preparing material for a bureau.

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAN030 MYTHS AND SYMBOLS B

Prerequisite(s): VAB933 Myths and Symbols A

Content: These subjects examine the use of myths and symbols in a range of literary fiction. Student study the ways writers use these as well as studying the concept of archetype, the nature and function of symbol and the context and interpretation of a symbol.

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAN034 PLAYWRITING 2B

Prerequisite(s): VAD260 Playwriting 2A.

Content: Script development within context of student’s writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars on performance industry.

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAN035 EDITING 2B

Prerequisite(s): VAD726 Editing 2A.

Content: Application of copy-editing/typesetting/page proof editing symbols. Editing of drafts appropriate to “in-house” style, the reader, variety of readers levels. Editing for content, errors of English construction. Editing functions in word processing software. Negotiations with printers, steps in self-publishing, client/employer needs, organisation of materials-group work on 5000 word commercial document.

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAN037 NON FICTION 1B

Prerequisite(s): VAE272 Non Fiction 1A.

Content: Emphasis on professionalism. Quality work to a given deadline. Economy of words, interviewing techniques, observation/research techniques, feature and review writing style and presentation, marketing strategies, journalism and ethics, communication techniques.

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAN038 NON FICTION PROJECT 2B

Prerequisite(s): VAE273 Non Fiction Project 2A.

Content: Edit and compare a variety of examples of non-fiction in workshops. Study techniques for verifying the topic, planning and writing chapters/titles/heading, using illustrations, through workshopping synopses and chapters of non-fiction book. Analysis of the market.

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAN039 NOVEL 1B

Prerequisite(s): VAE281 Novel 1A OR VBK385 Introduction to Fiction Writing 1

Content: The purpose of this module is to develop the skills of novel writing begun in Novel 1A. It expands a story outline to first draft stage.

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAN040 NOVEL 2B

Prerequisite(s): VAE282 Novel 2A

Content: Students will study novel writing through an examination of a range of novels, as well as on their own novels, and workshopping other students’ work.

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAN041 CORPORATE WRITING 1B

Prerequisite(s): VAE344 Corporate Writing 1A.

Content: A focus on house styles, commercial documents and use of client briefs.

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAN042 SCREENWRITING 1B

Prerequisite(s): VAE552 Screenwriting 1A.

Content: The purpose of this module is to further develop the skills of screenplay writing which were introduced in Screenwriting 1A, with an emphasis on television formats and an extended screenwriting project.

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAN043 POETRY 1B

Prerequisite(s): VAE831 Poetry 1A.

Content: The purpose of this module is to develop a sustained voice in poetry produced to specified standard and presented in a public forum.

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAN044 POPULAR FICTION 1B

Prerequisite(s): VAE863 Popular Fiction 1A OR VBK385 Introduction to Fiction Writing 1

Content: The purpose of this module is to continue the development of novel writing skills begun in Popular Fiction 1A.

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>VBD745 STUDY SKILLS</td>
<td>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.</td>
<td>Nominal Hours 20 Hours</td>
<td>Assessment As per accredited curriculum</td>
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<tr>
<td>VBD746 RESEARCH PROJECT: SPECIALISATION 1</td>
<td>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.</td>
<td>Nominal Hours 48 Hours</td>
<td>Assessment As per accredited curriculum</td>
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<tr>
<td>VBD163 PRINCIPLES OF ISO ACCREDITATION AND QUALITY AUDIT</td>
<td>Prerequisite(s) VBF181 Introduction to Quality Management Principles</td>
<td>Content Quality management and improvement, links between quality and productivity, economic advantage and standard of living.</td>
<td>Nominal Hours 12 Hours</td>
<td>Assessment As per accredited curriculum</td>
<td></td>
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<tr>
<td>VBD164 FOOD PACKAGING</td>
<td>Content Reasons for packaging food, different packaging materials and their suitability.</td>
<td>Nominal Hours 36 Hours</td>
<td>Assessment As per accredited curriculum</td>
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<tr>
<td>VBD264 ELECTRONIC IMAGING 2</td>
<td>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.</td>
<td>Nominal Hours 48 Hours</td>
<td>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.</td>
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<td>VBD259 ELECTRONIC IMAGING 1</td>
<td>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.</td>
<td>Nominal Hours 48 Hours</td>
<td>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.</td>
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<tr>
<td>VBC858 NUMERACY AND MATHEMATICS I</td>
<td>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.</td>
<td>Nominal Hours 80 Hours</td>
<td>Assessment To be advised</td>
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<tr>
<td>VBB223 INTRODUCTION TO THE INTERNET</td>
<td>Prerequisite(s) Basic Keyboard Skills, Basic Computer Skills.</td>
<td>Content Access and retrieve information from the Internet; Participate in on-line discussions; Discuss the impact and future of the “Information Super Highway”.</td>
<td>Nominal Hours 20 Hours</td>
<td>Assessment Short answer, practical, assignments.</td>
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<tr>
<td>VAF066 SHORT STORY 2A</td>
<td>Prerequisite(s) VAF066 Short Story 2A</td>
<td>Content Continues the study of use of language, structure, tension, tone and style in contemporary short story writers. Analysis and editing of own and other students’ short stories in workshopping. Tradition of constructive criticism. Discussion of markets.</td>
<td>Nominal Hours 68 Hours</td>
<td>Assessment As per accredited curriculum</td>
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<tr>
<td>VAN048 WRITING HISTORIES 2B</td>
<td>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.</td>
<td>Content Develop a major history project with appropriate production/presentation format.</td>
<td>Nominal Hours 68 Hours</td>
<td>Assessment As per accredited curriculum</td>
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<td>VAN050 WRITING FOR YOUNG ADULTS B</td>
<td>Prerequisite(s) VAM131 Writing for Young Adults A. A participant may seek recognition through the RPL process for competencies already held.</td>
<td>Content This module continues from A, developing longer pieces of fiction or novels with workshopping. Includes an analysis of YA publishing.</td>
<td>Nominal Hours 68 Hours</td>
<td>Assessment As per accredited curriculum</td>
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<td>VBF161 INTRODUCTION TO FOOD PACKAGING</td>
<td>Prerequisite(s) VBF181 Introduction to Quality Management Principles</td>
<td>Content Quality management and improvement, links between quality and productivity, economic advantage and standard of living.</td>
<td>Nominal Hours 12 Hours</td>
<td>Assessment As per accredited curriculum</td>
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<td>Prerequisite(s)</td>
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<td>Assessment As per accredited curriculum</td>
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</table>
VBF166 FOOD BIOLOGY
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.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBF167 THERMAL PROCESSING 1
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 toasting, microwave and infrared radiation.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

VBF168 MEAT AND MEAT PROCESSING
Content: Meat and the various processed meat derivatives, processing to meat, processing techniques and technology.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

VBF169 DAIRY PROCESSING
Prerequisite(s): AAA640 Introductory Mathematics.
Content: Processing of raw milk, processing techniques and terminology, manufacture of milk products.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

VBF170 FRUIT AND VEGETABLE PROCESSING
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.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

VBF171 FISH AND SEAFOOD PROCESSING
Content: Varieties of fish and seafood, harvesting and storage practices, processing techniques and technology.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

VBF172 POULTRY AND EGG PROCESSING
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.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

VBF173 EDIBLE FATS AND OILS
Content: Raw material sources of edible fats and oils, processing of edible fat and oils, plasticised fats.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

VBF174 CONFECTIONERY AND SUGAR TECHNOLOGY
Content: Chemical nature and general properties of sugar, processing techniques and technology, confectionary products.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

VBF175 BEVERAGES
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.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

VBF176 CEREAL AND BAKING TECHNOLOGY
Content: Definition and examples of cereals, use of cereals in the food industry, value and quality of cereals, milling of cereals/flour based products.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

VBF177 NUTS, PULSES AND OTHER GRAPNS
Content: Nuts, pulses and other seeds used in the food processing industry, manufacturing processes.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

VBF178 FOOD ADDITIVES
Content: Food additives and their functions.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

VBF179 DAIRY PRODUCTION AND INDUSTRY
Content: Structure of the Dairy industry, production process of milk, markets for milk and dairy products.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBF180 LIQUID PRODUCTS
Content: Market milk products, production systems, problem diagnosis, rectification and reporting.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBF181 INTRODUCTION TO QUALITY MANAGEMENT
Content: Concepts of Quality Management, elements of quality management.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

VBF188 PROCESS CONTROL
Content: Production processes, principles of process control, control mechanisms and modes of control.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBF195 INTRODUCTION TO SENSORY ANALYSIS
Content: Organoleptic qualities of food, sensory evaluation techniques, conducting a taste panel.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

VBF196 HYGIENE AND SANITATION
Prerequisite(s): VBF199 Principles of Food Spoilage and Control.
Content: Causes of food contamination and food poisoning, good manufacturing practices, cleaning and sanitisation procedures.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

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VBF197 PRINCIPLES OF HAZARDS ANALYSIS AND CRITICAL CONTROL POINTS

Prerequisite(s) VBF181 Introduction to Quality Management, VBF196 Hygiene and Sanitation, VBF200 Unit Operations.

Content Hazard analysis and critical control points.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF198 INTRODUCTION TO FOOD TECHNOLOGY

Content Structure of the food processing industry, food preservation and processing, hygiene and sanitation, quality management principles.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF199 PRINCIPLES OF FOOD SPOILAGE AND CONTROL

Content Type of spoilage and control techniques.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF200 UNIT OPERATIONS

Content Unit operations required in the processing of foods, major unit operations including material transfer, separation, size reduction, heat exchange and biochemical transformation.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF201 LOW TEMPERATURE PRESERVATION

Prerequisite(s) VBF199 Principles of Food Spoilage and Control.

Content Effects of low temperature preservation, current freezing methods, freezer systems.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF207 HIGH TEMPERATURE PRESERVATION

Prerequisite(s) VBF199 Principles of Food Spoilage and Control

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

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF281 FERMENTATION/CONCENTRATION/DRYING

Prerequisite(s) VBF199 Principles of Food Spoilage and Control.

Content Principles of fermentation, concentration and drying in food processing.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF302 INTRODUCTION TO BUSINESS MATHS

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;

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

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.

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


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.

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

Content An introduction to comedy writing, focusing on gags, stand-up, one-liners and short pieces. Some history and theory.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VBF961 WRITING COMEDY FOR PERFORMANCE 1B

Content Development of comedy writing skills and longer scripts, including workshoping.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VBG138 EXHIBITION MANAGEMENT

Content Viability of an exhibition; theme for an exhibition; plan an exhibition; stage an exhibition; evaluate the success of an exhibition.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBG758 INDIVIDUAL LEARNING PLAN 1

Content To provide learners with the skills, knowledge and confidence to collaboratively design, implement and evaluate a customised plan, to maximise development throughout the course and to facilitate transition into selected adult option/s.

Nominal Hours 100 Hours

Assessment As per accredited curriculum
### VBG759 PERSONAL DEVELOPMENT

**Content** To provide the learner with the skills and confidence to participate more effectively in the community.

**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

### VBG760 TRAVEL AND ORIENTATION AND MOBILITY

**Content** To provide learners with the skills to travel independently, use the most appropriate mode/modes of travel and to access a broad range of services, facilities and options.

**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

### VBG761 EXPLORING ADULT OPTIONS

**Content** To provide learners with the knowledge and skills to explore realistic options for future involvement in further training, work or community activities.

**Nominal Hours** 150 Hours  
**Assessment** As per accredited curriculum

### VBG762 FUNCTIONAL COMMUNICATION AND NUMERACY SKILLS

**Content** To provide the learner with the skills to operate more effectively and independently in the community, by applying communication and numeracy skills to meet everyday needs.

**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

### VBG763 TECHNOLOGY FOR LIFE

**Content** To provide the learner with the knowledge and skills to use technology in everyday life.

**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

### VBG764 DRIVER PERMITS

**Content** To provide the learner with the knowledge and skills to undertake the learner driver permit test associated with the vehicle licences (car, motorcycle, forklift etc).

**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

### VBG766 COMMUNITY ACCESS

**Content** To provide the learner with the skills and knowledge to participate effectively in the community by accessing a range of services and facilities and systems to meet needs.

**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

### VBG768 RECREATION LEISURE

**Content** To provide the learner with the skills to plan and participate in one or more recreational and leisure options appropriate to budget, interests and needs.

**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

### VBG769 CREATIVE OPTIONS

**Content** To provide the learner with the knowledge and skills to develop creative aspects, to enhance quality of life.

**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

### VBG774 FORMAL LETTERS

**Content** To provide the learner with the knowledge and skills to plan, write and edit a range of formal letters.

**Nominal Hours** 25 Hours  
**Assessment** As per accredited curriculum

## VBG847 CROSS-CULTURAL FAMILIARISATION

**Content** The concept of 'culture'; Cultural complexity, cultural integration or separation; Social and cultural norms and imperatives; Business and social 'internationalism' requirements.

**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

**Content** Business organisations and contract law relevant to domestic and international business activities; Sole traders, partnerships, trusts, companies, subsidiary companies, agencies, distributorships, bailiages, 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.

**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

**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)

**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

**Content** The various structures and processes of International trade finance, including optional finance models and practices.

**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

**Content** Concepts of quality management; Forces that can impinge on the attainment of organisational goals; Quality management systems; International organisational for standardisation; International electro technical commission; ISO standards; Best practice and continuous improvement; Management responsibility; Project planning; Benchmarking; Key performance indicators; Internal audits; Process controls; Training.

**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

Prerequisite(s) ITF004 Advanced Operations–Word Processing, ITF005 Advanced Operations–Spreadsheet, ITF415 Commercial Database Packages 1, ITF405 Business and Presentation Graphics, NOS250 Introduction to the Internet, NC8002 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.

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)

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.

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

Prerequisite(s) 8870A International Trade and Export Procedures.

Content Transport and logistics system for an international trade organisation; Best practice procedures; Sourcing and purchasing and procedures; The impact of technology; Automated and manual systems; Just in time systems; Transport methods; Warehousing distribution; Tracking systems; Transport and storage of hazardous materials; Local and international trends; Cost/benefit analysis; Legislative requirements; Materials handling equipment; Inventory control; Loss and damage minimisation.

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

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.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBG856 REVIEW OF A TARGETED BUSINESS CULTURE AND ENVIRONMENT

Content Business culture and behaviours; Religious impacts; Political infrastructure; Business environments; Customs and social practice; Behavioural norms.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

VBG857 BUSINESS AND CULTURAL PREPARATION FOR ESTABLISHING AND MAINTAINING INTERNATIONAL TRADING RELATIONSHIPS

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.

Nominal Hours 155 Hours

Assessment As per accredited curriculum

VBG858 TRANSPORT AND LOGISTICS – SYSTEMS DEVELOPMENT

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.

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

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.

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.

VBG851 WORKPLACE OCCUPATIONAL HEALTH AND SAFETY

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG952 BOATBUILDING TERMINOLOGY

Content Define a range of boating terms and components; Describe the different types of components associated with sailing boats.

Nominal Hours 20 Hours

Assessment As per accredited curriculum
VBG953 BOATBUILDING CALCULATIONS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBG954 HAND AND POWER TOOLS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG955 BOATBUILDING DRAFTING

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBG956 CRAFT DEVELOPMENT

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 setting 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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBG958 INTRODUCTION TO STATIC MACHINES

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBG959 CRAFT CONSTRUCTION (GENERAL)

Content Describe the different types of backbone structures and associated components used in boat construction; Describe the construction of moulds and the different types of longitudinal and transverse framings used in hull construction; Describe the methods of planking, sheeting and lay-up procedures used in hull construction; Describe the methods used for deck planking, sheathing and the components used in deck structure of boats.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBG960 CONSTRUCTION MATERIALS

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.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBG961 CRAFT CONSTRUCTION–TIMBER

Prerequisite(s) VBG954 Hand and power tools, VBG975 Lofting, VBG966 Small craft construction, VBG967 Decking, VBG970 Paints, coatings, sealants and adhesives.

Content Construct keel stern apron moulds and transom for a timber hull according to a specified plan; Install keel stern apron moulds and transom onto a formerly constructed jig and apply fairing techniques in conjunction with a specified plan; Apply planking materials to a timber hull; Perform hand fairing techniques to fair a timber hull to a specified standard; Demonstrate finishing techniques on a timber hull in accordance with specifications.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBG962 CRAFT CONSTRUCTION–FIBREGLASS

Prerequisite(s) VBG951 Workplace occupational health and safety, VBG959 Craft construction (general), VBG960 Construction materials, VBG954 Hand and power tools, VBG978 Advanced static machines.

Content Prepare a hull and deck mould for the lay-up of a canoe according to specified procedures and occupational health and safety considerations and practices; Apply gelcoat to a full coverage stage onto a prepared hull and deck mould, according to manufacturer's specifications; Perform hull and deck hand lay-up procedures according to a construction plan and manufacturer's specifications; Assemble hull and deck structures according to construction plan specifications.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBG963 CRAFT CONSTRUCTION–ALUMINIUM

Prerequisite(s) VBG951 Workplace occupational health and safety, NBB09 Welding and thermal cutting, VBG954 Hand and power tools, VBG978 Advanced static machines.

Content Describe the use of aluminium in boatbuilding; Describe the types of corrosion that affect aluminium and the prevention methods used; Describe the tools and fastenings used in aluminium boatbuilding; Perform a conic development of a boat; Fabricate external deck fitting components to specified standards; Demonstrate techniques used for welding and finishing deck fitting components.

Nominal Hours 60 Hours

Assessment As per accredited curriculum
UNIT OF STUDY DETAILS

**VBG964 CRAFT CONSTRUCTION–STEEL**

*Prerequisite(s)* VBG951 Workplace occupational health and safety, NBB09 Welding and thermal cutting, VBG975 Lofting, VBG966 Small craft construction, VBG954 Hand and power tools.

*Content* Describe the features of steel boats; Fabricate hull and internal support components for a small steel boat; Strengthen sheet metal using plate forming operations; Assemble a small steel boat.

*Nominal Hours* 60 Hours

*Assessment* As per accredited curriculum

**VBG966 SMALL CRAFT CONSTRUCTION**

*Prerequisite(s)* VBG951 Workplace occupational health and safety, VBG959 Craft construction (general).

*Content* Perform the procedures for the assembly of a building jig for boat construction purposes; Demonstrate procedures for constructing components of the boat’s backbone; Demonstrate the setting up sequence for the backbone frame or mould, transom, stem and bracing arrangements for a small boat.

*Nominal Hours* 40 Hours

*Assessment* As per accredited curriculum

**VBG967 DECKING**

*Prerequisite(s)* VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG959 Craft construction (general), VBG978 Advanced static machines.

*Content* Demonstrate the construction of different types of deck beams used in deck frames for timber boats; Demonstrate the installation of a range of deck frame joints used in timber boats; Demonstrate the laying of a straight timber deck; Perform deck lay-up and reinforcing procedures for a fibreglass boat in accordance with industry standards; Fit metal deck frame components.

*Nominal Hours* 40 Hours

*Assessment* As per accredited curriculum

**VBG968 BOATBUILDING PATTERNS**

*Prerequisite(s)* VBG951 Workplace occupational health and safety, VBG953 Boatbuilding calculations, VBG970 Paintings, coatings, sealants and adhesives, VBG954 Hand and power tools, VBG978 Advanced static machines.

*Content* Describe the procedures used in the construction of a boatbuilding pattern; Construct a wooden pattern and produce a fibreglass plug and mould according to a specified plan; Produce a boatbuilding pattern; Construct a wooden pattern and produce a boatbuilding pattern; Describe the construction methods and range of materials used in composite construction of a boat; Apply the procedures used in foam sandwich construction according to a specified plan.

*Nominal Hours* 40 Hours

*Assessment* As per accredited curriculum

**VBG969 BACKBONE STRUCTURES**

*Prerequisite(s)* VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG978 Advanced static machines.

*Content* Demonstrate the use of a spindle moulder to perform rebating operations on boat components; Assemble a keel wedge into a keel according to specified plans; Describe the construction and uses of ballast keels; Construct a stern for a boat and attach it to the keel according to specified plans; Perform the construction of a transom to plan and specifications; Set up the backbone for a boat and assemble the associated components to the structure.

*Nominal Hours* 40 Hours

*Assessment* As per accredited curriculum

**VBG970 PAINTS, COATINGS, SEALANTS AND ADHESIVES**

*Prerequisite(s)* VBG951 Workplace occupational health and safety, VBG957 Boatbuilding materials.

*Content* Demonstrate the preparation of fibreglass, metal and timber surfaces for the application of marine coatings; Apply filler materials to fibreglass, metal and timber surfaces prior to the application of marine coatings; Apply sheathing materials to timber boats according to manufacturer’s specifications; Demonstrate paint procedures and application techniques on timber, fibreglass and metal boats according to manufacturer’s specifications.

*Nominal Hours* 40 Hours

*Assessment* As per accredited curriculum

**VBG971 COMPOSITE FIBRES 1**

*Prerequisite(s)* VBG962 Craft construction – fibreglass, VBG951 Workplace occupational health and safety, VBG954 Hand and power tools.

*Content* Apply material management practices to the use of composite materials according to appropriate plans and specifications; Demonstrate application methods for a range of composite materials; Apply vacuum bagging construction techniques including setting up and application procedures according to given specifications.

*Nominal Hours* 40 Hours

*Assessment* As per accredited curriculum

**VBG972 COMPOSITE FIBRES 2**

*Prerequisite(s)* VBG971 Composite fibres 1, VBG951 Workplace occupational health and safety.

*Content* Demonstrate the operation of a gelcoat, resin/glass depositor according to manufacturer’s specifications; Describe the use of foams in boatbuilding; Describe the construction methods and range of materials used in composite construction of a boat; Apply the procedures used in foam sandwich construction according to a specified plan.

*Nominal Hours* 40 Hours

*Assessment* As per accredited curriculum

**VBG973 FITOUT AND FINISH**

*Prerequisite(s)* VBG954 Hand and power tools, VBG951 Workplace occupational health and safety.

*Content* Explain the methods used for the fabrication of superstructures in timber, metal and fibreglass; Explain the procedures and safety factors to be considered in the installation of internal and external openings; Explain the methods used for the fitout installation of a small boat; Install a range of exterior trims and deck hardware according to plans and specifications.

*Nominal Hours* 40 Hours

*Assessment* As per accredited curriculum

**VBG974 BOATYARD OPERATIONS**

*Prerequisite(s)* VBG953 Boatbuilding calculations, VBG996 Problem solving.

*Content* Describe the boatyard layout and slipping procedures; Demonstrate the slipping, support and relaunch of a boat on a cradle slipway; Describe the possible environmental hazards that may arise from work carried out in a boatyard.

*Nominal Hours* 40 Hours

*Assessment* As per accredited curriculum

**VBG975 LOFTING**

*Prerequisite(s)* VBG955 Boatbuilding drafting.

*Content* Produce a plan drawing of a hard chine dinghy showing profile view, plan view and cross sections; Develop a lofted plan of a hard chine dinghy; Apply Simpson’s Rule to calculations relevant to the lofted plan.

*Nominal Hours* 40 Hours

*Assessment* As per accredited curriculum
**VBG976 MAINTENANCE AND REPAIR TECHNIQUES**

**Prerequisite(s)**: VBG954 Hand and power tools, VBG970 Paints, coatings, sealants and adhesives, VBG951 Workplace occupational health and safety.

**Content**
- Demonstrate appropriate maintenance procedures for environmental damage on boats in accordance with enterprise standards and procedures; Apply appropriate procedures for the prevention of electrolytic attack on metals used in boat construction in accordance with enterprise standards and manufacturer's specifications.

**Nominal Hours**: 40 Hours

**Assessment**: As per accredited curriculum

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**VBG982 INTRODUCTION TO FIBREGLASS**

**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.

**Nominal Hours**: 40 Hours

**Assessment**: As per accredited curriculum

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**VBG977 FIRST AID**

**Prerequisite(s)**: VBG951 Workplace occupational health and safety.

**Content**
- Describe relevant legislation and regulatory guidelines; Demonstrate correct procedures for cardio pulmonary resuscitation on a mannequin; Demonstrate appropriate first aid treatment of a range of injuries; Demonstrate procedures to summon assistance; Record details of treatment given.

**Nominal Hours**: 40 Hours

**Assessment**: As per accredited curriculum

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**VBG978 ADVANCED STATIC MACHINES**

**Prerequisite(s)**: VBG951 Workplace occupational health and safety, VBG938 Introduction to static machines, VBG954 Hand and power tools.

**Content**
- Demonstrate the correct adjustment of fences and guards on static machines; Demonstrate the safe and efficient use of a range of static machines; Perform routine maintenance procedures on workshop machinery.

**Nominal Hours**: 40 Hours

**Assessment**: As per accredited curriculum

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**VBG984 RIBBING AND LONGITUDINAL FRAMING**

**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.

**Nominal Hours**: 40 Hours

**Assessment**: As per accredited curriculum

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**VBG979 INSTALLATION OF FITTINGS AND ENGINES**

**Prerequisite(s)**: VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG978 Advanced static machines.

**Content**
- Demonstrate the installation of a range of internal and external fittings according to supplied plans, specifications and enterprise standards; Construct and install engine beds for boats in accordance with supplied plans, specifications and enterprise standards; Describe the requirements for the construction of fuel and water tanks for boats in accordance with enterprise and manufacturer's specifications.

**Nominal Hours**: 40 Hours

**Assessment**: As per accredited curriculum

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**VBG980 COMPUTERS AND TECHNOLOGY**

**Content**
- Describe the function and components of a range of computer technology systems in the boatbuilding industry; Access information from a computer system in accordance with standard operating procedures and manufacturer's specifications; Input information into a computer system in accordance with standard operating procedure.

**Nominal Hours**: 20 Hours

**Assessment**: As per accredited curriculum

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**VBG981 PLANKING**

**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.

**Nominal Hours**: 40 Hours

**Assessment**: As per accredited curriculum

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**VBG987 ESTIMATING AND COSTING**

**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.

**Nominal Hours**: 40 Hours

**Assessment**: As per accredited curriculum

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**VBG990 COMPUTER AIDED DRAFTING**

**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.

**Nominal Hours**: 40 Hours

**Assessment**: As per accredited curriculum
<table>
<thead>
<tr>
<th>UNIT OF STUDY DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VBG991 CENTREBOATS, RUDDERS AND STEERING GEAR</strong></td>
</tr>
<tr>
<td><strong>Prerequisite(s)</strong>: VBG986 Steambending and laminating timber, VBG951 Workplace occupational health and safety.</td>
</tr>
<tr>
<td><strong>Content</strong>: 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.</td>
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<tr>
<td><strong>Nominal Hours</strong>: 40 Hours</td>
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<tr>
<td><strong>Assessment</strong>: As per accredited curriculum</td>
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</tbody>
</table>

| **VBG992 ROUND BILGE LOFTING**  |
| **Prerequisite(s)**: VBG975 Lofiting.  |
| **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.  |
| **Nominal Hours**: 40 Hours  |
| **Assessment**: As per accredited curriculum  |

| **VBG993 FAIRING OPERATIONS**  |
| **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.  |
| **Nominal Hours**: 40 Hours  |
| **Assessment**: As per accredited curriculum  |

| **VBG994 BREASTHOOKS, KNEES, THWARTS, MASTS AND SPARS**  |
| **Prerequisite(s)**: VBG954 Hand and power tools, VBG978 Advanced static machines, VBG951 Workplace occupational health and safety, VBG952 Boatbuilding terminology, VBG953 Boatbuilding calculations.  |
| **Content**: Demonstrate the fitting of breasthooks and quarter knees into a round bilge hull; Demonstrate the fitting of thwarts and knees into a round bilge hull; Demonstrate the fitting of floor boards into a round bilge dinghy; Describe the function, construction and maintenance of masts, rigging and spars on a sailing boat.  |
| **Nominal Hours**: 40 Hours  |
| **Assessment**: As per accredited curriculum  |

| **VBG996 PROBLEM SOLVING**  |
| **Content**: Assess own work; Determine quality of received materials, in accordance with boatbuilding enterprise standards and procedures; Participate in corrective action regarding faults and quality deviations in accordance with enterprise standards and procedures and scope of responsibility; Investigate causes of quality deviations, in accordance with enterprise standards and procedures and scope of responsibility.  |
| **Nominal Hours**: 20 Hours  |
| **Assessment**: As per accredited curriculum  |

| **VBG997 CUSTOMER SERVICE**  |
| **Content**: Receive and deal with internal customer enquiries; Respond to customer dissatisfaction; Respond to customer complaints in line with enterprise policy and procedures.  |
| **Nominal Hours**: 20 Hours  |
| **Assessment**: As per accredited curriculum  |

| **VBG998 SMALL BUSINESS MANAGEMENT**  |
| **Content**: List and describe the key factors in running a small business in the boatbuilding industry; Describe the financial and legal requirements of a small business operation; Develop a business plan.  |
| **Nominal Hours**: 40 Hours  |
| **Assessment**: As per accredited curriculum  |

| **VHB064 INTRODUCTION TO ELECTRONIC COMMERCE**  |
| **Content**: Define and explain “electronic commerce” (e-commerce); Identify current trends and developments of electronic commerce in relation to SME’s (Small to Medium Enterprises); Discuss global legal and security issues in relation to electronic commerce; Explain the importance of marketing strategies in relation to electronic commerce; Demonstrate a practical understanding of electronic commerce technology and its implementation.  |
| **Nominal Hours**: 20 Hours  |
| **Assessment**: As per accredited curriculum  |

| **VHB332 THEMATIC STUDIES IN ART AND DESIGN**  |
| **Content**: Investigates the various influences on the development in Art, Design and Multimedia.  |
| **Nominal Hours**: 48 Hours  |
| **Assessment**: As per accredited curriculum  |

| **VHB336 CONSUMER PSYCHOLOGY AND MARKETING**  |
| **Content**: Examines consumer behaviour towards art and design products and services.  |
| **Nominal Hours**: 16 Hours  |
| **Assessment**: As per accredited curriculum  |

| **VHB338 INTRODUCTION TO 3D STUDIES**  |
| **Content**: Construction of 3D models for application within a 2 dimensional space for both print and screen based mediums.  |
| **Nominal Hours**: 48 Hours  |
| **Assessment**: As per accredited curriculum  |

| **VHB339 DESIGN PRINCIPLES AND ELEMENTS 2**  |
| **Content**: To further develop the skills to resolve basic and more complex problems through the application of design principles and elements using appropriate technology and techniques.  |
| **Nominal Hours**: 48 Hours  |
| **Assessment**: As per accredited curriculum  |

| **VHB340 DESIGN LAW**  |
| **Content**: A study of the legal issues associated with artwork production.  |
| **Nominal Hours**: 16 Hours  |
| **Assessment**: As per accredited curriculum  |

| **VHB341 DESIGN AND THE ENVIRONMENT**  |
| **Content**: Establishes an awareness of responsible design and its implications on the environment.  |
| **Nominal Hours**: 16 Hours  |
| **Assessment**: As per accredited curriculum  |

| **VHB342 COLOUR**  |
| **Content**: Understanding colour and its use in a range of applications.  |
| **Nominal Hours**: 48 Hours  |
| **Assessment**: As per accredited curriculum  |

<p>| <strong>VHB344 ILLUSTRATION ELEMENTS AND TECHNIQUES</strong>  |
| <strong>Content</strong>: Develops skills in drawing and illustration techniques.  |
| <strong>Nominal Hours</strong>: 48 Hours  |
| <strong>Assessment</strong>: As per accredited curriculum  |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Content</th>
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</thead>
<tbody>
<tr>
<td>VBH347</td>
<td>TYPOGRAPHY ELEMENTS AND TECHNIQUES</td>
<td>Develops an appreciation in the practical use of type.</td>
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<td>48 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH352</td>
<td>INTRODUCTION TO PHOTOGRAPHY</td>
<td>Provides theoretical and practical introduction in both traditional and digital photography.</td>
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<td>48 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH354</td>
<td>INTRODUCTION TO COMPUTERS</td>
<td>Provides training at a basic skill level in current software programs.</td>
<td></td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH393</td>
<td>MOTOR CONTROL FUNDAMENTALS</td>
<td>The purpose of this module is to introduce motor control system concepts and to provide the learner with the ability to design, modify, test, operate and fault-find basic motor control circuits used to control three-phase AC squirrel cage induction motors.</td>
<td>NUE054; NUE056; NBB02; NBB02 (equivalent)</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH394</td>
<td>MOTOR CONTROL 1</td>
<td>The purpose of this module is to provide the learner with a knowledge of the principles of motor control and protection and the ability to design, connect, operate, test and fault-find complex industrial motor control systems designed to meet given specifications.</td>
<td>VBH393 Motor control fundamentals</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH395</td>
<td>MOTOR CONTROL 2</td>
<td>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 System).</td>
<td>NBB02; VBH394 Motor Control 1</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH722</td>
<td>CAREER STUDIES</td>
<td>The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake basic career planning activities.</td>
<td></td>
<td>16-40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH723</td>
<td>INDUSTRY FAMILIARISATION</td>
<td>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.</td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH724</td>
<td>WORKPLACE SKILLS</td>
<td>The purpose of this module is to provide participants with the skills, knowledge and attitudes required to perform basic workplace functions.</td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH726</td>
<td>WORKPLACE RESEARCH PROJECT</td>
<td>The purpose of this module is to provide participants with the skills, knowledge and attitudes required to investigate basic workplace conditions and practices.</td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ098</td>
<td>PUBLIC RELATIONS INDUSTRY AND THE AUSTRALIAN MEDIA</td>
<td>Broadcast, print and mass media in Australia; Other major mass media in Australia; Mass media philosophies.</td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ099</td>
<td>BUSINESS AND FINANCE FOR PUBLIC RELATIONS</td>
<td>Operations of the Australian Stock Exchange; financial accounting reports; budgets.</td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ206</td>
<td>IDENTIFY POTENTIAL CLIENTS AND PROVIDE ADVICE ON SERVICES</td>
<td>Source potential client; Provide information and advice to the potential client</td>
<td></td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ207</td>
<td>PRACTISE IN A LEGAL ENVIRONMENT</td>
<td>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.</td>
<td></td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ208</td>
<td>MANAGE LEGAL PRACTICE OPERATION RESOURCES</td>
<td>Source potential client; Provide information and advice to the potential client; Practice in an area of legal interest.</td>
<td></td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ300</td>
<td>ACTING 1</td>
<td>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.</td>
<td></td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
### VBJ301 Voice 1
**Content**
- Demonstrate a vocal warm-up technique; Analyse the vocal techniques of major theorists; Demonstrate vocal techniques of a major theorist; Demonstrate vocal techniques by performing script.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### VBJ302 Movement 1
**Content**
- Demonstrate a warm-up routine; Perform a short sequence which demonstrates kinaesthetic awareness; Perform a short sequence using movement in response to stimuli such as language, music, text, sound and mask; Analyse and evaluate Twentieth Century movement styles and techniques.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### VBJ303 Improvisation 1
**Content**
- Compare and contrast improvisation in traditional and contemporary theatre; Demonstrate a range of improvisation techniques; Apply improvisation techniques in story writing; Apply improvisation techniques to character development.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### VBJ304 Australian Theatre
**Content**
- Analyse the development of Australian theatre; Analyse and evaluate a range of productions of Australian theatre; Write a submission to a funding organisation for an Australian theatre production; Identify the vocational opportunities in Australian theatre and write a resume for a selected company.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### VBJ305 Australian Community Theatre
**Prerequisite(s)** VBJ304 Australian Theatre

**Content**
- Analyse the development of community theatre, festivals and events in Australia; Identify the origins, development and current practices of a small theatre company, community festival or event; Analyse a range of community theatre performances, festivals or events; Identify the vocational opportunities in community theatre.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### VBJ306 Script Writing
**Content**
- Write a twenty minute script for rehearsal; Conduct a rehearsal of the twenty minute script and revise draft following rehearsal.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### VBJ308 Circus Skills
**Content**
- Develop and perform a warm-up routine for circus work; Demonstrate a range of basic circus routines; Select a set of circus skills, apply to a character in rehearsal; Demonstrate a range of circus skills in performance.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### VBJ310 Puppetry
**Content**
- Design and construct a puppet for a specific event; Manipulate puppet in performance.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### VBJ311 Acting 2
**Prerequisite(s)** VBJ300 Acting 1

**Content**
- Select, rehearse and perform a duologue; Demonstrate a major acting method in a performance; Demonstrate a range of acting techniques in ensemble performance.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### VBJ312 Voice 2
**Prerequisite(s)** VBJ301 Voice 1

**Content**
- Perform a vocal technique of a major theorist; Analyse and evaluate the vocal technique of major theorist; Conduct a vocal warm up for a group; Apply vocal techniques to a script in a performance.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### VBJ313 Movement 2
**Prerequisite(s)** VBJ302 Movement 1

**Content**
- Design and perform a warm up routine; Perform a solo work using a range of movement motifs; Create a unified composition using personal movement vocabulary; Compare and constrast the work of two major Twentieth Century choreographers or physical theatre directors.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### VBJ314 Improvisation 2
**Prerequisite(s)** VBJ303 Improvisation 1

**Content**
- Interpret a given text using improvisation techniques; Apply improvisation techniques to the interpretation of a character; Apply improvisation techniques in production of a play.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### VBJ316 Music in Performance
**Content**
- Analyse the role of music in a range of performance contexts; Develop and perform a musical piece to accompany a performance using percussion instruments.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

### VBJ362 Industrial Relations/Employment Relations
**Content**
- Current workplace industrial relations/employment relations issues; The theoretical system framework; The preparation of agreements within the current human resources climate.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

### VBJ369 Competency Analysis
**Content**
- Conduct competency audit, prepare competency portfolio.

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

### VBJ370 Career Planning & Skills Assessment
**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.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum
VBJ373 PRODUCTIVITY AND WORK METHODS IMPROVEMENT

**Content**
Productivity and operations management; Industrial engineering and work study; Selection and recording; Critical examination and development of improved methods.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

VBJ374 RESOURCE REQUIREMENT PLANNING

**Content**
Resource requirements planning; Plant manufacturing capacity; Material Requirements Planning (MRP); Capacity requirements planning.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

VBJ375 PRODUCTION PLANNING, SCHEDULING AND CONTROL

**Content**
Forecasting techniques; The production plan; Scheduling shop floor operations; Computerised scheduling.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

VBJ376 SUPPLY CHAIN MANAGEMENT PRINCIPLES

**Content**
The principles of supply chain management; Requirements for a successful supply chain; Perform a range of Economic Order Quantity (EOQ) calculations; Perform a range of ordering calculations; Explain the Pareto Principle; Demonstrate the principles of Manufacturing Resources Planning (MRPII).

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

VBJ377 MANAGEMENT OF WAREHOUSE SYSTEMS

**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.

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

VBJ382 PREDETERMINED MOTION TIME STANDARDS SYSTEMS

**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.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

VBJ383 FACILITY LAYOUT & WORKPLACE DESIGN

**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.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

VBJ384 PROJECT MANAGEMENT

**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.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

VBJ386 COMPUTER APPLICATIONS FOR OPERATIONS MANAGEMENT

**Content**
Computer operating systems; Commercially available software packages applicable to operations management; Use software packages for a range of operations management applications.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

VBJ387 MAINTENANCE MANAGEMENT

**Content**
The rationale approach to repair programs; Principles and practices underpinning preventative maintenance strategies; Principles and practices underpinning predictive maintenance strategies; Systems concept of machinery and equipment reliability and failure; Principles and practices of sound maintenance management.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

VBJ389 STATISTICAL & ESTIMATING TECHNIQUES

**Content**
Calculations using the activity sampling technique, in management investigations; Calculations using the group timing technique for setting time standards; Calculations dealing with machine interference; Types of standard data systems that may be developed and installed.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

VBJ391 INDUSTRY PROJECT/PRACTICUM

**Content**
Apply the relevant knowledge and practical skills to perform a range of operations management functions.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

VBJ392 DEVELOP AN ENVIRONMENTAL PLAN

**Content**
An environmental plan; Development of an environmental plan; Resource requirements for an environmental plan; Evaluate environmental assets, activities, challenges and opportunities; Present an environmental plan.

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

VBJ377 INTRODUCTION TO PUBLIC RELATIONS 1

**Content**
Define, outline and explain the historical development of public relations; Public relations in business, government and other institutions; Functions performed by public relations professionals; Public relations planning for the organisation; Theories and processes of communication; Internal public relations.

**Nominal Hours** 51 Hours

**Assessment** As per accredited curriculum
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>VBJ578</td>
<td>INTRODUCTION TO PUBLIC RELATIONS 2</td>
<td>Operating procedures of Public Relations organisations; Stages of the public relations program; Structure, roles and techniques used in various media; Categories of media; Develop programs for special events; Techniques used in ‘issues management’ and ‘crisis Public Relations’; speech presentation; Interrelationships between public relations and advertising functions.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ579</td>
<td>TECHNIQUES FOR PRODUCTION</td>
<td>Demonstrate an understanding of print layout; Applications and functions of desktop publishing; Elements of an in-house newsletter and annual report; Uses of photographs, line drawings and cartoons in print publications; Processes used in printing; Audio-visual and film production and scripting.</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ685</td>
<td>PERMITS AND CONTROLS IN INTERNATIONAL TRADE</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>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ710</td>
<td>USING ELECTRONIC TEXTS 1B</td>
<td>This module focuses on the consolidation of beginning electronic texts in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ715</td>
<td>ELECTRONIC TEXTS 2</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>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ711</td>
<td>USING DIAGRAMMATIC TEXTS 1B</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>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ712</td>
<td>ORAL COMMUNICATION 2</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>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ713</td>
<td>READING &amp; WRITING 2</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>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ714</td>
<td>NUMERACY 2</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>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ716</td>
<td>DIAGRAMMATIC TEXTS 2</td>
<td>This module focuses on the extension of initial skills for using diagrammatic texts in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ706</td>
<td>TECHNOLOGICAL PRODUCTS</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ708</td>
<td>READING &amp; WRITING 1</td>
<td>This module focuses on the consolidation of beginning reading and writing skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ709</td>
<td>NUMERACY 1</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>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ717</td>
<td>INDIVIDUAL VOCATIONAL PLAN</td>
<td>Prerequisites Nil. Content: To provide learners with an introduction to the training organisation. This includes the expectations of individuals and the range of facilities and services available. This module helps participants examine the personal arrangements they will need to make in order to take part in the training program.</td>
<td>80 Hours</td>
<td>To be advised</td>
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<tr>
<td>VBJ718</td>
<td>USING DIAGRAMMATIC TEXTS 1B</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>10 Hours</td>
<td>To be advised</td>
</tr>
<tr>
<td>VBJ719</td>
<td>READING &amp; WRITING 1</td>
<td>This module focuses on extending initial reading and writing skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.</td>
<td>80 Hours</td>
<td>To be advised</td>
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<tr>
<td>VBJ720</td>
<td>USING ELECTRONIC TEXTS 1B</td>
<td>This module focuses on the consolidation of beginning electronic texts in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ721</td>
<td>ORAL COMMUNICATION 1</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>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ722</td>
<td>READING &amp; WRITING 1</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>80 Hours</td>
<td>As per accredited curriculum</td>
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### VBK158 Interpersonal Communication Skills

**Prerequisites:** Nil  
**Content:** To provide learners with interpersonal and conversational skills.  
**Nominal Hours:** 30 Hours  
**Assessment:** To be advised

### VBK159 Workplace Communication Skills

**Prerequisites:** VBK158 Interpersonal Communication Skills  
**Content:** To provide learners with the skills to perceive and respond to social situations, thereby increasing their ability to obtain and maintain employment and develop meaningful relationships.  
**Nominal Hours:** 30 Hours  
**Assessment:** To be advised

### VBK160 Team Work

**Prerequisites:** VBK158 Interpersonal Communication Skills  
**Content:** To provide learners with the skills and confidence to participate effectively as members of a team.  
**Nominal Hours:** 30 Hours  
**Assessment:** To be advised

### VBK161 Personal Management Skills

**Prerequisites:** Nil  
**Content:** To provide learners with the skills and tools for applying personal independence in everyday situations.  
**Nominal Hours:** 65 Hours  
**Assessment:** To be advised

### VBK162 Community Skills

**Prerequisites:** Nil  
**Content:** To provide learners with the knowledge and skills to use facilities and technologies in order to participate more fully in their communities.  
**Nominal Hours:** 95 Hours  
**Assessment:** To be advised

### VBK163 Career Planing

**Prerequisites:** Nil  
**Content:** To develop personal organisation and job search skills.  
**Nominal Hours:** 80 hours  
**Assessment:** To be advised

### VBK164 Workplace Education

**Prerequisites:** Nil  
**Content:** To provide learners with a variety of experiences in work settings in order to assess aptitudes, develop interests and to refine skills, work attitudes and behaviours.  
**Nominal Hours:** 300 Hours: Class contact – 60 Hours, Placement – 240 Hours  
**Assessment:** To be advised

### VBK165 Vocational Electives

**Prerequisites:** Nil  
**Content:** To provide learners with specific vocational skills related to employment and appropriate workplace behaviours and attitudes.  
**Nominal Hours:** 400 Hours  
**Assessment:** To be advised

### VBK280 Legal Aspects 1 for Justice Studies

**Content:** This module will provide students with a general introductory framework of Australian law including its law making bodies and various aspects of the law within which to critically examine the criminal justice system and develop legal research skills.  
**Nominal Hours:** 75 Hours  
**Assessment:** As per accredited curriculum

### VBK281 Legal Aspects 2 for Justice Studies

**Content:** The purpose of this module is to enable students to develop a comprehensive understanding of the judicial system, procedures of conducting an investigation, case file management, preservation and recording of evidence, the law of evidence, presentation of evidence in a court of law and witness responsibilities, court procedure and etiquette.  
**Nominal Hours:** 75 Hours  
**Assessment:** As per accredited curriculum

### VBK283 Australian Criminal Justice System

**Content:** The purpose of this module is to provide students with the knowledge and understanding of the relevant Criminal Justice functions of law-enforcement systems, sentencing, correctional and court systems, within the framework of the Australian social environment. Students should also be familiar with recent changes in legislation, government policy interpretation and implementation and the introduction of privatisation within the fields of the constituent subject content.  
**Nominal Hours:** 54 Hours  
**Assessment:** As per accredited curriculum

### VBK284 Criminology

**Content:** To introduce students to the study of crime, substantive areas of offending behaviour, and the implications of criminological knowledge for policy formulation and crime prevention strategy.  
**Nominal Hours:** 68 Hours  
**Assessment:** As per accredited curriculum

### VBK285 Justice Delivery

**Content:** The purpose of this module is to develop an understanding of the role and function and organisation of the departments and agencies, which comprise the justice delivery system. An emphasis will be placed on current issues relevant to community justice workers.  
**Nominal Hours:** 54 Hours  
**Assessment:** As per accredited curriculum

### VBK286 Juvenile Justice

**Content:** This module provides for an application of knowledge and skills regarding the law, procedures of institutions and structures involved within the juvenile justice system.  
**Nominal Hours:** 54 Hours  
**Assessment:** As per accredited curriculum

### VBK287 Crime Prevention

**Content:** This module will enable students to develop a comprehensive knowledge of crime prevention strategies. It also aims to provide students with the ability to analyse techniques and theories used in early intervention and developmental approaches to crime prevention. A further module purpose is to enable students to evaluate, design and implement crime prevention strategies.  
**Nominal Hours:** 54 Hours  
**Assessment:** As per accredited curriculum
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</thead>
<tbody>
<tr>
<td>VBK288</td>
<td>SOCIAL RESEARCH AND ANALYSIS</td>
<td>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.</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK289</td>
<td>APPLIED PSYCHOLOGY</td>
<td>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.</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK290</td>
<td>CULTURAL DIVERSITY</td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK291</td>
<td>JUSTICE COMMUNICATION</td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK293</td>
<td>WORKPLACE PRACTICE</td>
<td>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.</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK294</td>
<td>ORGANISATIONAL PRINCIPLES AND PRACTICE 1</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>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK295</td>
<td>ORGANISATIONAL PRINCIPLES AND PRACTICE 2</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>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK296</td>
<td>MUNICIPAL LAW ENFORCEMENT</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>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 provide students with an understanding of all aspects of the concept of Best Value in Local Government.</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 introduce students to principles of business practice relevant to the management of local government service delivery.</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 introduce students to the rationale for business planning in Local Government and how to conduct this type of planning.</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 introduce concepts, approaches and methods of application of town planning principles and provisions by local authorities.</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK301</td>
<td>CORRECTIONAL SYSTEMS</td>
<td>To provide a critical understanding of historical perspectives and current management principles and practices of correctional systems.</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK302</td>
<td>HUMAN RIGHTS</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>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
VBK303 CURRENT ISSUES IN COMMUNITY LAW

Content: The purpose of this module is to consolidate and refine skills gained in introductory modules and provide students with advanced knowledge and skills to identify current legal issues and to practice legal advocacy within a community justice framework.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK304 CONTEMPORARY POLICING

Content: The purpose of this module is to provide the student with a general knowledge of the structure and function of policing and the role of police in a contemporary society.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK305 ECONOMICS FOR JUSTICE STUDIES

Content: To provide students with an understanding of economic concepts, objectives, policy and the relationships between economic events, outcomes and the operation of the legal system. To apply the language and tools of economics to express, present, interpret and analyse economic information.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBK306 COMPUTER SKILLS FOR WRITERS AND EDITORS

Content: Students learn basic to intermediate computer skills in Word. This module is a prerequisite for all other computer-based subjects.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK307 INTRODUCTION TO FICTION WRITING 1

Prerequisite: Nil
Content: This module introduces the basics of fiction writing – character, plot, dialogue etc, in a variety of forms and genres. Leads to Novel 1B and/or Short Story 1B.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK308 SCRIPTWRITING 1A

Prerequisite: Nil
Content: This module is used to create new short scripts and understand the structure of play writing, including action, scenario, conflict, character status, dialogue and reading or performance of short scripts.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK309 SCRIPTWRITING 1B

Prerequisite: VBK308 Scriptwriting 1A
Content: Builds on the skills learned in 1A, leading to a longer script. Focus on structure, format and audience.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK310 WRITING FOR CHILDREN (YOUNGER READERS) A

Prerequisite: Nil
Content: The purpose of this module is to develop skills in writing for young children. The focus is on picture books.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK311 WRITING FOR CHILDREN (YOUNGER READERS) B

Prerequisite: VBK308 Writing for Children (Young Readers) 1A
Content: The purpose of this module is to continue development of the skills of writing and marketing literature for children begun in Writing for Children A. Focus on chapter books.
Required Reading: To be advised
Nominal Hours: 68 Hours, 1Point
Assessment: As per accredited curriculum

VBK312 WRITING FOR RADIO

Prerequisite: Nil
Content: This subject involves drafting and scripting a 30 minutes magazine program, scripting a 30 minute radio drama as well as voice production and microphone techniques.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK313 LITERATURE FOR WRITERS 1A

Prerequisite: Nil
Content: The purpose of this module is to develop the awareness and analysis of the historical and critical context of a chronological range of literature, and to develop own writing through exploration of writing of contemporary Australian writers.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK314 LITERATURE FOR WRITERS 1B

Prerequisite: VBK313 Literature for Writers 1A
Content: The purpose of this module is for the participants to further develop an awareness and analysis of the historical and critical context of a chronological range of literature, and to develop an overview of contemporary writing other than Australian in relation to their own writing.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VBK315 PHOTOGRAPHY FOR WRITERS

Prerequisite: Nil
Content: Students will learn how to take quality photos aimed at professional publications. Folio development and written tasks.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum
UNIT OF STUDY DETAILS

**VBK395 ROLE OF THE EDITOR**

**Prerequisite:** VPK385 Editing 1A

**Content:** The purpose of this module is to outline the purpose of editing, the techniques involved and the tools which are used to facilitate the process.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

**VBK396 ADVANCED SCREENWRITING PROJECT 2**

**Prerequisite:** Nil

**Content:** The purpose of this module is to develop a screenwriting project into a format suitable for marketing. The project will be developed from either an initial screenwriting project or another writing/performance project which could be marketed in the screenwriting industry.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

**VBK397 AUTHORING A MULTIMEDIA PRODUCT 2**

**Prerequisite:** VBK406 Writing an Interactive Multimedia Sequence 2

**Content:** To author a multimedia product using an industry standard authoring tool.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

**VBK398 INDUSTRY OVERVIEW 2**

**Prerequisite:** Nil

**Content:** The purpose of this module is to develop freelance and small business skills in managing financial and structural issues, and paperwork associated with running a small business. The module develops skills in planning and scheduling activities related to the freelance writer or small business involved in the writing industry. Includes a range of speakers from the industry.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

**VBK399 LITERARY NON FICTION PROJECT 2**

**Prerequisite:** VAE272 Non Fiction 1A; VAN037 Non Fiction 1B; VPK385 Introduction to fiction writing 1 (or equivalent)

**Content:** The purpose of this module is to identify principals and techniques involved in the writing of extended literary non fiction projects.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

**VBK400 POETRY 2A**

**Prerequisite:** VAE331 Poetry 1A & VAN043 Poetry 1B

**Content:** Students will explore various styles of poetry in order to assist them to write their own poetry.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

**VBK401 POETRY 2B**

**Prerequisite:** VPK401 Poetry 2A

**Content:** Students will look at other forms of poetry such as song writing and formal structures to advance their techniques. Workshopping is a large component.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

**VBK402 SCREENWRITING 2A**

**Prerequisite:** Nil

**Content:** Develop material and themes, complete synopsis of proposed screenplay, either documentary or fiction. Film analysis/criticism. Written exercises on dialogue, character development, plot, narrative, leading to workshopping of sequence.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

**VBK403 SCREENWRITING 2B**

**Prerequisite:** VBK402 Screenwriting 2A. A participant may seek recognition through the RPL process for competencies already held.

**Content:** Script development within context of student's writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars on performance industry.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

**VBK404 WRITING FOR CHILDREN (OLDER READERS) A**

**Prerequisite:** Nil. A participant may seek recognition through the RPL process for competencies already held.

**Content:** The purpose of this module is to develop skills in writing and marketing for older readers in the children's market. It develops the longer works such as junior novels for 8-10 age group and the 10-13 age group.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

**VBK405 WRITING FOR CHILDREN (OLDER READERS) B**

**Prerequisite:** VBK404 Writing for Children (Older Readers) A. A participant may seek recognition through the RPL process for competencies already held.

**Content:** The purpose of this module is to develop the skills in writing and marketing for older readers in the children's market.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

**VBK406 WRITING AN INTERACTIVE MULTIMEDIA SEQUENCE 2**

**Prerequisite:** VPK382 Computer skills for Writers & Editors 1; VPK391 Internet Skills for Writers & Editors; VAc412 Desktop Publishing 1; It is recommended that participants have completed or are currently studying VAK980 Desktop Publishing 2A & VAN029 Desktop Publishing 2B

**Content:** To develop an understanding of the skills required to create, develop and write an interactive sequence for multimedia productions and to use an authoring tool to create a discrete interactive sequence.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

**VBK407 INTRODUCTION TO SCIENCE**

**Content:** The purpose of this module is to provide learners with an introduction into scientific experimentation, scientific method and development of scientific theories.

**Nominal Hours:** 20 Hours

**Assessment:** As per accredited curriculum
<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM500</td>
<td>OCCUPATIONAL HEALTH AND SAFETY</td>
<td>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.</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBM560</td>
<td>INTRODUCTORY MATHEMATICS</td>
<td>Fractions and decimals; Ratio; Proportions and percentage; Measurement and mensuration.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBM064</td>
<td>INTRODUCTION TO SCIENTIFIC COMPUTING</td>
<td>Terminology; Modification of existing document; Equation editor; Manage files; Use printed manuals and on-line help.</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBM510</td>
<td>LEARNING TO LEARN</td>
<td>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.</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBM511</td>
<td>INQUIRY AND PRESENTATION</td>
<td>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.</td>
<td>72 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBM512</td>
<td>PUBLIC LIFE – PAST AND PRESENT</td>
<td>To enable students to participate effectively in debates about public issues and in debates about the role and value of democracy in contemporary society. Within this context, the module aims to develop students’ capacity to read and write about a diverse range of texts in public life. An introduces students to frameworks of understanding that will enable them to appreciate key issues within other subjects of the liberal arts course, in further study and in public life in general.</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBM513</td>
<td>STORIES CULTURES TELL THEMSELVES</td>
<td>To enable students to appreciate the significance of stories for themselves as individuals and for cultures in which individuals participate. Another aim of the module is to enable students to recognise many forms stories can take. The module also aims to provide students with the skills and language with which to critically evaluate stories in a range of social contexts.</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBM514</td>
<td>NATURE AND ITS HUMAN TRANSFORMATION</td>
<td>To provide students with knowledge and skills to examine the way nature is viewed and represented within different cultures and how these views impact upon contemporary environmental issues. The module poses the fundamental question of how we should live with nature and aims to raise environmental awareness. In addition, the module introduces students to a range of written and visual texts about nature and equips students with the necessary language and concepts to discuss and analyse these texts.</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBM515</td>
<td>ECONOMY AND SOCIETY</td>
<td>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.</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBM516</td>
<td>TEXT AND CULTURE 1</td>
<td>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.</td>
<td>72 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBM517</td>
<td>TRADITION AND MODERNITY</td>
<td>To enable students to enter contemporary debates about the significance of tradition in contemporary cultures and to enter debates about modernity and postmodernity. Within this context, the module also aims to enable students to enter contemporary debates about the significance of history including the uses of history in contemporary culture.</td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBM518</td>
<td>RESEARCH PROJECT</td>
<td>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.</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
VBMS19 HISTORY AND SOCIOLOGY OF HUMAN RELATIONSHIPS

Content: Provide students with the knowledge and skills to understand sociological concepts and apply these to explain the change in family structures, personal/intimate relationships and relationships between different cultures over time.

Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBMS20 URBAN STUDIES

Content: Provide students with an overview of urbanisation, urban forms and cultures and their impact on human life, past and present. The module also introduces students to a range of urban theorists. In addition, it offers students the necessary language and skills with which to participate in academic and non-academic debate concerning urban issues and problems.

Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBMS21 INTRODUCTION TO THEORIES OF HUMAN PERSONALITY

Content: Provide students with an introduction to ways in which human personality has been theorised and critiqued. To equip students with the skills to apply the theories in a range of contexts such as critiquing films, understanding group dynamics and analysing public and private relationships.

Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBMS22 TEXT AND CULTURE II

Content: Aims to develop students' capacities to be critical and creative participants in a range of cultural spheres. Texts are examined not just as forms of entertainment and not just as a collections of art works, but also as exercises of power. The module aims to develop students' understanding of how different forms of power are exercised through the cultural processes of reading, viewing and producing texts. This is to enable students to understand, and participate in, the cultural process through which these exercises of power are contested, challenged and transformed.

Nominal Hours: 72 Hours
Assessment: As per accredited curriculum

VBMS566 ORAL COMMUNICATIONS III

Content: The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In addition, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presentations at a basic level. The course also prepares students for entry into Adult VCE English.

Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBMS568 DELIVER NURSING CARE TO CLIENTS

Content: This subject provides the student with knowledge of Anatomy and Physiology and Clinical Nursing required to develop competency to nurse clients requiring acute/episodic nursing care. Using a developmental, and life span approach, the condition of the client is evaluated. Utilising the skills and knowledge of skills acquired throughout this subject, the student learns assess, plan, deliver and evaluate nursing care. They learn to utilise an integrated and contextualised approach to nursing care, within the multi-disciplinary nursing team.

Nominal Hours: 140 Hours
Assessment: As per accredited curriculum
**VBM589 DEVELOP RESEARCH SKILLS TO SUPPORT NURSING PRACTICE**

**Content** This subject introduces the student to the concepts of nursing research and evidenced based practice. It covers the issues related to nursing research, introduction to the critical analysis of research articles. Students are required, in collaboration with colleagues in the classroom and clinical setting to develop a research proposal, learning about the implications for conducting research through these processes.

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

**VBM590 APPLY PROFESSIONAL NURSING PRACTICE TO CLIENT CARE IN RESIDENTIAL AGED CARE FACILITIES**

**Content** Professional nursing practice in residential aged care involves a partnership with residents and significant others to assess their capabilities, needs and expectations to ensure provision of quality care. This subject covers the assessment, documentation and reporting requirements undertaken by nurses in collaboration with the health care team, specific to residential aged care services as specified by policy, legislature and aged care standards.

**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

**VBM591 IMPLEMENT INFECTION PREVENTION AND UNDERTAKE SIMPLE WOUND MANAGEMENT**

**Content** This subject introduces the student to principles of infection prevention, especially in relation to contemporary wound management processes. The student is required to undertake wound management in a variety of health care contexts. They will be required to carry out wound assessments and contemporary wound care working with the wound management health care team and then evaluating the progress of the wound status.

**Nominal Hours** 80 Hours  
**Assessment** As per accredited curriculum

**VBM592 PROVIDE INDIVIDUALISED HEALTH EDUCATION TO CLIENTS**

**Content** Using developmental, lifespan and ecological themes, health promotion and education is planned, delivered and evaluated utilising an integrated and contextualised approach within the health care team. Client education and health promotion will focus on significant national health priority areas: cardiovascular health, cancer control, injury prevention and control, mental health, diabetes mellitus and asthma.

**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

**VBM593 CONTRIBUTE TO THE HEALTH AND WELLBEING OF CLIENTS (REHABILITATION AND COMMUNITY)**

**Content** This subject describes competencies for the nurse whose role may include assisting clients to improve their health and wellbeing within a rehabilitation and community setting. Working in conjunction with the multidisciplinary health care team, the nurse will contribute to assessments, act and communicate to contribute to the health and wellbeing of the client.

**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

**VBM594 PARTICIPATE IN PROVIDING PALLIATIVE CARE**

**Content** This subject introduces palliative care using a holistic life span approach and utilises the issues related to death and dying, to explore the complexity of nursing care in this field of nursing. The student is required to understand the value of establishing supportive relationships with their client and significant others. This enables them to learn to provide nursing care to client and carers with differing reaction, needs and socio-cultural values in relation to the dying process.

**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

**VBM595 PARTICIPATE AS A PRECEPTOR IN A WORK TEAM**

**Content** This subject introduces the role of preceptor within the work team by developing teaching, learning and reflective skills. These skills will enable the registered nurse division 2 to take an active role in orientation of new staff and students on placement as part of their own work plan. The subject will also provide the knowledge and skills to manage conflict within the work team constructively and use it as an opportunity to improve processes and interactions.

**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

**VBM596 PARTICIPATE IN PROVIDING THERAPEUTIC INTERVENTIONS FOR CLIENTS EXPERIENCING ALTERATIONS TO MENTAL HEALTH AND MENTAL DISORDERS**

**Content** This subject describes how the registered nurse division 2 participates as one of the multidisciplinary team in providing care and support to meet the needs of consumers in a range of clinical settings. It encourages the student to learn that the nursing care in a mental health context is holistic – and the client’s physical, spiritual and psychosocial needs are to be met as well mental health needs. It also gives the student the opportunity to reflect on their own stress levels and learn ways of managing themselves in this specialty area.

**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

**VBM685 READING AND WRITING - INTRODUCTORY**

**Content** Writing for self expression; Writing for practical purposes; Writing for knowledge; Writing for public debate; Reading for self expression; Reading for practical purposes; reading for knowledge; Reading for public debate.

**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

**VBM686 NUMERACY AND MATHEMATICS - INTRODUCTORY**

**Content** Numeracy for practical purposes – design; Numeracy for practical purposes – measuring; Numeracy for personal organisation – money & time; Numeracy for personal organisation – location; Numeracy for interpreting society – data; Numeracy for interpreting society – numerical information.

**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

**VBM687 GENERAL CURRICULUM OPTIONS - INTRODUCTION**

**Content** The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake testing for the Victorian Learner Permit, Vic Roads.

**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

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UNIT OF STUDY DETAILS

VBM688 READING AND WRITING I

**Prerequisite(s)** VBM685 – Reading and Writing (Introductory)
**Content** Writing for self expression; Writing for practical purposes; Writing for knowledge; Writing for public debate; Reading for self expression; Reading for practical purposes; Reading for knowledge; Reading for public debate.
**Nominal Hours** 100 Hours
**Assessment** As per accredited curriculum

VBM689 NUMERACY AND MATHEMATICS I

**Prerequisite(s)** VBM686 – Numeracy and Mathematics (Introductory) or equivalent
**Content** Numeracy for practical purposes – design; Numeracy for practical purposes – measuring; Numeracy for personal organisation – money & time; Numeracy for personal organisation – location; Numeracy for interpreting society – data; Numeracy for interpreting society – numerical information.
**Nominal Hours** 100 Hours
**Assessment** As per accredited curriculum

VBM690 READING AND WRITING II

**Content** The curriculum is designed for students who wish to extend their reading, writing and oral skills in order to construct a wide variety of text types and expand their general knowledge. The curriculum is designed to develop basic study and research skills, self confidence and general knowledge throughout the study of a variety of topics. The program is particularly suitable for students returning to study, includes an introduction to the library and self-access facilities at the University and uses teaching strategies which encourage students to work together as well as independently on topics of interest and research projects.
**Nominal Hours** 100 Hours
**Assessment** As per accredited curriculum

VBM691 NUMERACY AND MATHEMATICS

**Content** Numeracy for practical purposes-design; Numeracy for practical purposes-measuring; Numeracy for personal organisation-location; Numeracy for interpreting society-data; Numeracy for interpreting society-numerical information; Numeracy for knowledge-further study in maths (formulæ); Numeracy for knowledge-further study in maths (problem solving).
**Nominal Hours** 54-100 Hours
**Assessment** As per accredited curriculum

VBM692 GENERAL CURRICULUM OPTIONS II

**Content** A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

VBM693 GENERAL CURRICULUM OPTIONS III

**Content** The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In 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.
**Nominal Hours** 100 Hours
**Assessment** As per accredited curriculum

VBM694 READING AND WRITING III

**Content** The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In 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.
**Nominal Hours** 100 Hours
**Assessment** As per accredited curriculum

VBM695 NUMERACY AND MATHEMATICS III

**Content** The curriculum is designed to extend students with a sound knowledge of basic maths who may need extended maths skills either for further study or work. A thematic curriculum approach is used which allows the skills identified in the Numeracy and Mathematics streams to be developed practical exercises.
**Nominal Hours** 100 Hours
**Assessment** As per accredited curriculum

VBM696 GENERAL CURRICULUM OPTIONS III

**Content** A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.
**Nominal Hours** 80 Hours
**Assessment** As per accredited curriculum

VBM740 MATHEMATICS 1

**Content** Basic set notation, formulæ and equations, polynomials; Introduction to trigonometry, indices.
**Nominal Hours** 50 Hours
**Assessment** As per accredited curriculum

VBM894 LAW OF TORTS

**Content** Law of Tort; Interference with another person; Negligence; Negligent misrepresentation and nervous shock; Public and private nuisance; Conversion; Liability; No-fault compensation.
**Nominal Hours** 51 Hours
**Assessment** As per accredited curriculum

VBM895 LAW OF CONTRACT

**Content** Nature of contracts; Agreement; Intention to create legal relations; Consideration and estoppel; The terms of a contract and types of contracts; Capacity to contract; Defective contracts lacking consent; Illegal and void contracts; Privity of contract and assignment of contract; Discharge of contract; Remedies for breach of contract.
**Nominal Hours** 51 Hours
**Assessment** As per accredited curriculum

VBM896 LAW OF PROPERTY

**Content** Property, land holdings and transfer; Real estate holdings; Proving the existence of Estates in Land; The General or Common Law Holding; The Torrens System; Adverse Possession; Estates of Certain Duration; Mortgages; Easements and Covenants.
**Nominal Hours** 51 Hours
**Assessment** As per accredited curriculum

VBM897 PROPERTY LAW

**Content** Property, land holdings and transfer; Real estate holdings; Proving the existence of Estates in Land; The General or Common Law Holding; The Torrens System; Adverse Possession; Estates of Certain Duration; Mortgages; Easements and Covenants.
**Nominal Hours** 51 Hours
**Assessment** As per accredited curriculum
VBM897 LAW OF EVIDENCE

Content: Concept and nature of evidence; Standard and burden of proof; No case to answer submission; Examination of witnesses; Relevance of evidence; Hearsay evidence; Competence and compellability of witnesses; Opinion evidence; Evidence of character; Corroboration; Preparation for trial; Evidence Act 1995 (Commonwealth).

Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM898 LEGAL PROCESS

Content: Sources of Australian Law; Australia's federal system of government; Resolving disputes in the legal system; The trial process; Alternative dispute resolution; Judicial law making; Legislation; Interpretation of legislation; Finding sources of legal information.

Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM899 COMMERCIAL LAW

Content: Partnerships; Bankruptcy; Business and association names and trademarks; The authority of representatives of companies, partnerships, trusts and associations; Franchises.

Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM900 THE CONVEYANCING PROCESS

Content: Revision of the law of Contract; Formality required to achieve a binding contract for the sale of land; Terms commonly implied or expressed in a contract for the sale of land; Statutory intervention in contracts for the sale of land; The Sale of Land Act 1962; Estate Agents Act 1980; Secret Commissions by Agents; Domestic Building Contracts and Tribunal Act 1995; Trade Practices Act (Commonwealth) 1974; Fair Trading Act 1985; Investigation of title and quality of the land.

Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM901 FAMILY LAW

Content: Legal definition of marriage; Family Law Act and Family Court; Matrimonial Causes Act; Dissolving of a marriage; Custody and guardianship; Spousal maintenance; Property Law; Act in relation to de facto relationships; Family Law Act and Crimes Act in relation to orders; Adoption Act; Organisations which help parties in a relationship under stress; Appeals against judges decisions.

Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM902 LEGAL ASPECTS OF INTERNATIONAL COMMERCE

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.

Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM903 LAND CONTRACTS

Content: Duties of Care owed by the conveyancer; Appropriate contracts for the sale of different land interests; Investigating the vendors title; Land titles office, stamps office and council procedures; Dealing with specific parties to contracts for the sale of land; Competing equitable interests in land.

Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM904 MORTGAGES, LEASES AND BUILDING CONTRACTS

Content: The nature of a mortgage as a security; Mortgages and Mortgagors rights and obligations; Priorities amongst mortgagees; Commercial Mortgage transactions; Leases for commercial premises; Contracts for the sale of small businesses; Typical building contracts for premises on land.

Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM905 CONSUMER PROTECTION LAW

Content: Need for consumer protection; Obligations of suppliers of goods and services; Liabilities of manufacturers for faulty products; Liabilities of manufacturers for unsafe products; Product safety and product information; Occupational licensing; Consumer credit; Redress for consumer complaints.

Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM906 PROBATE AND ADMINISTRATION

Content: The law relating to wills; Caveats and contesting the validity of a will; The testators Family Maintenance Provisions; The administration and Probate Act and Intestate estates; The duties of executors, trustees and bankers; Obtaining a grant of probate and letter of administration.

Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM907 CIVIL PROCEDURE

Content: Court structure in Victoria; Rules of procedure; Conduct of a Supreme Court action; Conduct of a County Court action; Pleadings; Interlocutory proceeding.

Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM908 ADMINISTRATIVE LAW

Content: Development of the Administrative arm of government; Supervision of subordinate legislation; Judicial review and review on the merits; Judicial review of administrative decisions; Scope of, and grounds for, judicial review; Merits review and the Administrative Appeals Tribunal; The ombudsman as an alternative avenue of review; Access to reasons for administrative decisions.

Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM909 CRIMINAL LAW

Content: The concept of crime; Criminal procedure in Victoria; Homicide; Murder and Manslaughter; Assault and sexual offences; Defences; Participation in crime and attempts; Property offences; Strict liability offences.

Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBM910 COMPANY AND ASSOCIATIONS LAW

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.

Nominal Hours: 51 Hours
Assessment: As per accredited curriculum
UNIT OF STUDY DETAILS

VBM911 RESTRICTIVE TRADE PRACTICES
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.
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBM912 LAW OF MARKETING
Content Insurance law; Negotiable instruments; Misleading and deceptive conduct and false or misleading representations; The Law of Agency; Law relating to Copyright; Industrial and intellectual property rights and the common law; Trademarks and designs; Passing off and confidential information; Law of Patents and Inventions; Raffles, market games and competitions; Gift promotions
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBM913 LEGAL RESEARCH METHOD
Content Identifying legal questions and legal categories; Sources of legal information; Computer searching techniques; Citing legal information; Searching for case law, secondary sources of legal information, legislation and delegated legislation.
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBM974 DEVELOP BASIC ILLUMINATED SIGNFACES
Content Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VBM975 PRODUCE BASIC COMPUTER AIDED MANUFACTURED SIGNS - VINYL
Content Plan and prepare work; Start up and operate computer; Solve routine operating problems; Clean up.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBM976 PRODUCE A BASIC SIGN
Content Plan and prepare work; Apply materials to layout; Clean up.
Nominal Hours 76 Hours
Assessment As per accredited curriculum

VBM978 SOLVE MATHEMATICAL PROBLEMS IN INDUSTRIAL SITUATIONS
Content This unit provides participants with mathematical knowledge and skills to undertake problem solving in industrial situations.
Nominal Hours 120 Hours
Assessment As per accredited curriculum

VBM979 USE STATISTICS FOR DATA MINING
Content This unit provides participants with the skills and knowledge to undertake a range of statistical techniques, demonstrate statistical thinking and use statistical techniques in industrial situations and the computing industry context.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBM980 DESIGN EXPERIMENTS USING TIME SERIES AND FORECASTING TECHNIQUES
Content This unit provides participants with the skills and knowledge required to use time series, forecasting techniques, sample survey and experimental design techniques in industrial situations and the computing industry.
Required Reading 30 Hours
Assessment As per accredited curriculum

VBM981 MANAGE SIGNAGE CONTRACTS
Content Define a signage contract; Select a signage contract; Administer a contract; Finalise a contract.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBM982 CREATE DECORATIVE BACKGROUNDS
Content Plan and prepare work; Prepare application area; Apply broken colour effects; Produce imitation marble effects; Produce imitation wood grain effects; Clean up and store equipment.
Nominal Hours 76 Hours
Assessment As per accredited curriculum

VBM983 USE AN AIRBRUSH TO CREATE SPECIAL EFFECTS ON SIGNAGE
Content Plan and prepare work; Prepare materials, unit and application area; Set up and test airbrush equipment; Apply paint by spray; Clean up and store equipment.
Nominal Hours 76 Hours
Assessment As per accredited curriculum

VBM984 USE ADVANCED FEATURES OF CAM APPLICATIONS TO PRODUCE SIGNS
Content Plan and prepare work; Manipulate data; Access and use support resources; Configure the computing environment; Present work to client.
Nominal Hours 76 Hours
Assessment As per accredited curriculum

VBM985 BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS
Content Detail the background and scope of the Australian Building and Construction Industry; Describe the responsibilities of employers and employees in the Building and Construction Industry; Demonstrate OH&S work practices in the building industry; Demonstrate safe workplace maintenance practices; Handle basic hand tools and equipment; Handle materials manually; Read basic plans and drawings.
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBM986 WORKPLACE DOCUMENTS AND PLANS
Content Use appropriate terminology related to documents and plans; Use appropriate symbols related to plans and drawings; Recognise key features and scales on plans and drawings; Select appropriate documents and plans representative of construction industry applications; Use plan and drawing techniques for specific applications.
Nominal Hours 20 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Content</th>
<th>Assessment</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH987</td>
<td>CAREER STUDIES</td>
<td>The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake basic career planning activities.</td>
<td>As per accredited curriculum</td>
<td>16 Hours</td>
</tr>
<tr>
<td>VBM988</td>
<td>WORKPLACE SAFETY</td>
<td>Use appropriate terminology related to workplace safety; Minimise the OH&amp;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.</td>
<td>As per accredited curriculum</td>
<td>8 Hours</td>
</tr>
<tr>
<td>VBM990</td>
<td>BUILDING STRUCTURES</td>
<td>Use appropriate technology related to construction activities; Define different components of a building structure; Identify the sequence of major construction activities.</td>
<td>As per accredited curriculum</td>
<td>8 Hours</td>
</tr>
<tr>
<td>VBM991</td>
<td>SAFE HANDLING OF POWER TOOLS</td>
<td>Describe applications for portable power tools; Observe safety precautions when using electrical power supplies; Use portable power tools safely.</td>
<td>As per accredited curriculum</td>
<td>16 Hours</td>
</tr>
<tr>
<td>VBM992</td>
<td>INTRODUCTION TO SCAFFOLDING</td>
<td>Describe the legal requirements associated with the application, erections and disassembly and use of restricted height scaffolding; Use terminology related to the assembly/disassembly and use of restricted height scaffolding; Describe the assembly/disassembly sequence for restricted height scaffolding; Apply techniques to erect/disassemble restricted height scaffolding.</td>
<td>As per accredited curriculum</td>
<td>24 Hours</td>
</tr>
<tr>
<td>VBM993</td>
<td>BRICKLAYING HAND TOOLS</td>
<td>Recognise hand tools commonly encountered in the bricklaying industry; Use appropriate terminology related to bricklaying hand tools; Describe the applications of different hand tools used in the bricklaying industry; Use the different hand tools encountered in the bricklaying industry.</td>
<td>As per accredited curriculum</td>
<td>20 Hours</td>
</tr>
<tr>
<td>VBM994</td>
<td>BRICKLAYING SET OUT, BASE AND VENEER CONSTRUCTION</td>
<td>Use terminology related to brickwork set out, base and veneer construction; Describe the brickwork construction sequence; Apply construction techniques to set out, base and veneer construction.</td>
<td>As per accredited curriculum</td>
<td>100 Hours</td>
</tr>
<tr>
<td>VBM995</td>
<td>MASONRY BLOCKWORK</td>
<td>Use terminology related to masonry blockwork; Describe the masonry blockwork construction sequence; Apply construction techniques to set out and construct masonry blockwork.</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
</tr>
<tr>
<td>VBM996</td>
<td>BRICKLAYING CAVEY, PIERS AND WALL CONSTRUCTION</td>
<td>Use terminology related to brickwork bonds, solid brickwork, multi thickness walls and piers and walls without square corners; Describe the brickwork construction sequence for solid brickwork, multi thickness walls and piers and walls without square corners; Apply construction techniques to set out and construct solid brickwork, multi thickness walls and piers and walls without square corners.</td>
<td>As per accredited curriculum</td>
<td>100 Hours</td>
</tr>
<tr>
<td>VBM997</td>
<td>CONCRETE TECHNOLOGY</td>
<td>Use terminology related to concrete technology; Describe the concrete construction sequence; Apply construction techniques to set out and construct concrete work.</td>
<td>As per accredited curriculum</td>
<td>20 Hours</td>
</tr>
<tr>
<td>VBM998</td>
<td>MULTITHICKNESS WALLS AND OBTUSE ANGLES CONSTRUCTION</td>
<td>Use terminology related to masonry blockwork; Describe the applications for masonry blockwork construction sequence; Apply construction techniques to set out and construct masonry blockwork.</td>
<td>As per accredited curriculum</td>
<td>60 Hours</td>
</tr>
<tr>
<td>VBM999</td>
<td>CARPENTRY HAND TOOLS</td>
<td>Recognise hand tools commonly encountered in the carpentry sector; Use appropriate terminology related to carpentry hand tools; Describe the applications of different hand tools used in the carpentry sector; Use different hand tools encountered in the carpentry sector.</td>
<td>As per accredited curriculum</td>
<td>80 Hours</td>
</tr>
<tr>
<td>VBN001</td>
<td>CARPENTRY POWER TOOLS</td>
<td>Describe applications for carpentry specific portable power tools; Observe safety precautions when using electrical power supplies; Use portable power tools safely.</td>
<td>As per accredited curriculum</td>
<td>64 Hours</td>
</tr>
<tr>
<td>VBN002</td>
<td>EXCAVATION AND INSTALLING SUPPORTS LESS THAN 1.5M DEPTH</td>
<td>Describe the legal requirements associated with the excavation and support of trenches/excavations not exceeding 1.5 m in depth; Use appropriate terminology related to the excavation of trenches/excavations and their support; Select appropriate excavation/shoring systems for specific applications; Apply excavation/shoring techniques.</td>
<td>As per accredited curriculum</td>
<td>12 Hours</td>
</tr>
</tbody>
</table>
UNIT OF STUDY DETAILS

VBN003 FLOOR AND WALL FRAMING
Content: Use appropriate terminology related to framing; Select appropriate construction materials for framing; Apply construction techniques to floor framing; Identify the sequence of installation of building framing.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN004 ROOF FRAMING
Content: Use appropriate terminology related to roof framing; Select appropriate construction materials for roof framing; Apply construction techniques to roof framing.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN005 INSTALLATION OF WINDOWS AND DOOR FRAMES
Content: Use appropriate terminology related to windows and doors; Select appropriate installation materials for fitting windows and doors; Apply installation techniques to windows and doors.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

VBN006 INTERIOR FIXING
Content: Use appropriate terminology related to fixing interior wood work; Select appropriate construction materials for interior wood work; Apply construction techniques to interior wood work.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN007 BASIC SETTING OUT
Content: Use appropriate terminology related to setting out a site; Select appropriate levelling devices to set out site; Apply construction techniques to setting out site.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

VBN008 FORMWORK FOR CONCRETING
Content: Use terminology related to erection and stripping of formwork; Select appropriate formwork systems for specific applications; Select appropriate formwork materials for specific applications; Identify the sequence of formwork erection and stripping activities; Apply formwork techniques; Apply concrete techniques.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN009 EXTERNAL CLADDING
Content: Use appropriate terminology related to fixing external cladding; Select appropriate cladding materials for specific applications; Identify the sequence of installation of building cladding; Apply building cladding techniques.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

VBN010 INTRODUCTION TO EXPLOSIVE POWER TOOLS
Content: Describe the Australian Standard requirements for using explosive power tools; Use appropriate terminology related to using explosive power tools; Select appropriate explosive power tool for specific applications; Apply explosive power tools techniques.
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VBN034 OH&S ASPECTS OF DEMOLITION
Content: Use appropriate terminology related to demolition; Select appropriate demolition processes; Apply demolition technique.
Nominal Hours: 16 Hours
Assessment: As per accredited curriculum

VBN035 PAINTING AND DECORATING HAND TOOLS
Content: Recognise hand tools commonly encountered in the painting and decorating industry; Use appropriate terminology related to painting and decorating hand tools; Describe the applications of different hand tools used in the painting and decorating industry; Use the different hand tools encountered in the painting and decorating industry.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN036 SURFACE PREPARATION
Content: Use appropriate terminology related to surface preparation; Select substrate materials; Identify substrate coating surface defects; Apply substrate cleaning processes; Remove surface coating; Use appropriate surface stopping and filling techniques; Use appropriate abrasives to prepare surfaces.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBN037 PAINT PRINCIPLES
Content: Use appropriate terminology related to paint systems; Identify paint ingredients; Describe the paint drying processes; Describe paint film defects.
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

VBN038 PAINT APPLICATION – BRUSH AND ROLLER SKILLS
Content: Use appropriate terminology related to paint application; Select appropriate equipment for paint application; Select appropriate surface coatings for the application; Apply surface coatings to substrates.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN039 COLOUR MIXING PRINCIPLES
Content: Use appropriate terminology related to colour theory and colour mixing; Select appropriate materials for colour mixing; Select appropriate colours to comply with standards and codes; Apply colour mixing techniques; Apply paint to comply with a specification.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

VBN040 TIMBER FINISHING, STAINING AND PRESERVATION PRINCIPLES
Content: Use appropriate terminology related to timber finishing, staining and preservation; Select materials appropriate for the preparation of timber surfaces for finishing, staining and preservation; Select appropriate application materials for the finishing, staining and preservation of timber surfaces; Apply finishing, staining and preservation techniques for timber surfaces.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBN041 PAPER HANGING PRINCIPLES
Content: Use appropriate terminology related to paperhanging; Select appropriate surface preparation materials/techniques; Select appropriate levelling devices to set out site; Apply construction techniques to setting out a site; Select appropriate levelling devices to set out site; Apply construction techniques to setting out site.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

471
### VBN042 SPRAY PAINTING

**Content** Use appropriate terminology related to spray painting; Identify the OH&S implications relating to protective metal coatings; Select appropriate protective metal coating materials; Select appropriate application equipment to apply protective metal coatings; Apply protective metal coating techniques.

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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### VBN043 PROTECTIVE METAL COATINGS

**Content** Use appropriate terminology related to protective metal coatings; Identify the OH&S implications relating to protective metal coatings; Select appropriate protective metal coating materials; Select appropriate application equipment to apply protective metal coatings; Apply protective metal coating techniques.

**Nominal Hours** 32 Hours

**Assessment** As per accredited curriculum

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### VBN048 HUMANITIES LECTURE PROGRAM THEORY AND PRACTICUM

**Content** Identify and discuss the key issues arising from a lecture; Interpret and apply lecture content in relation to a research topic; Identify degree courses offered in Humanities and the application process necessary for entry into these courses; Identify and discuss key concepts and theoretical positions associated with the Humanities

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

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### VBN049 HUMAN BIOLOGY FOR HEALTH SCIENCES

**Content** Identify the anatomical features and state physiological functions of digestive, cardiovascular and respiratory systems; Participate and observe routine dissection procedures on available mammalian body systems; Define homeostasis including its purpose and role; Use basic medical terminology; Redefine details of cellular structures and processes; State the function of genes and solve simple Mendelian based genetics problems; Work safely and efficiently with common chemicals and laboratory equipment

**Nominal Hours** 70 Hours

**Assessment** As per accredited curriculum

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### VBN050 CHEMISTRY FOR THE LIFE SCIENCES

**Content** Use the Bohr Rutherford model of an atom to explain the structure of an atom; Use knowledge of periodicity and bonding to define chemical behaviour and physical properties of elements; Identify systematic names and formulae for simple inorganic compounds; Explain acids and bases and the concept of pH; Define and compare the chemical structures and biological functions of carbohydrates, lipids, proteins and nucleic acids; Define solutions, suspensions and colloids and electrolytes; Explain the balance of energy inputs and outputs in the human body.

**Nominal Hours** 50 Hours

**Assessment** As per accredited curriculum

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### VBN097 BRICKLAYING BASIC SKILLS

**Content** Use terminology related to brickwork; Define basic brick construction principles; Apply construction techniques to construct brickwork.

**Nominal Hours** 100 Hours

**Assessment** As per accredited curriculum

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### VBN098 APPLICATION OF WATER BASED PAINTS

**Content** Use appropriate terminology related to timber finishing, staining and preservation; Select materials appropriate for the preparation of timber surfaces for finishing, staining and preservation; Select appropriate application materials for the finishing, staining and preservation of timber surfaces; Apply finishing, staining and preservation techniques for timber surfaces.

**Nominal Hours** 70 Hours

**Assessment** As per accredited curriculum

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### VBN099 APPLICATION OF OIL BASED PAINTS

**Content** Use appropriate terminology related to timber finishing, staining and preservation; Select materials appropriate for the preparation of timber surfaces for finishing, staining and preservation; Select appropriate application materials for the finishing, staining and preservation of timber surfaces; Apply finishing, staining and preservation techniques for timber surfaces.

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

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### VBN462 LISTENING (ACCESS I)

**Content** Recognise greetings and short requests for personal information; Follow short, simple everyday verbal instructions or directions; Respond to a simple request or inquiry; Demonstrate understanding of simple oral texts; Identify simple details in a short, simple creative oral text.

**Nominal Hours** 100 Hours

**Assessment** As per accredited curriculum

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### VBN463 SPEAKING (ACCESS I)

**Content** Exchange greetings and personal information; Give short, simple everyday verbal instructions or directions; Make a simple request or inquiry; Give simple information; Describe a creative work and give a personal opinion.

**Nominal Hours** 100 Hours

**Assessment** As per accredited curriculum

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### VBN464 READING (ACCESS I)

**Content** Write short messages for immediate social purposes; Write short texts to record information for immediate personal and social purposes; Complete a simple form or a guided note for immediate personal and social purposes; Write a short, simple description on a personal or familiar topic; Write a short, simple imaginative or reflective text.

**Nominal Hours** 100 Hours

**Assessment** As per accredited curriculum

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### VBN465 WRITING (ACCESS I)

**Content** Write short messages for immediate social purposes; Write short texts to record information for immediate personal and social purposes; Complete a simple form or a guided note for immediate personal and social purposes; Write a short, simple description on a personal or familiar topic; Write a short, simple imaginative or reflective text.

**Nominal Hours** 100 Hours

**Assessment** As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN466</td>
<td>LISTENING (ACCESS II)</td>
<td>Demonstrate understanding in simple casual conversation; Follow a set of simple everyday verbal instructions or directions; Demonstrate understanding of a persuasive oral text; Demonstrate comprehension of a simple creative oral text.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN467</td>
<td>SPEAKING (ACCESS II)</td>
<td>Participate in simple casual conversation; Give a set of simple everyday; Make requests and respond in short everyday transactions; Give a short talk on a familiar and personal topic; Respond orally to a creative work.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN468</td>
<td>READING (ACCESS II)</td>
<td>Read simple personal letters and emails; Follow simple everyday written directions or instructions; Read a range of forms and formatted advisory texts; Read an informational written text; Read a simple creative written text.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN469</td>
<td>WRITING (ACCESS II)</td>
<td>Write a simple personal letter or email message; Write information from written or oral texts for a range of purposes; Fill out forms for a range of personal and social purposes; Write a short text about a familiar situation, event or personal experience; Write a short imaginative or reflective text.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN470</td>
<td>LISTENING (ACCESS III)</td>
<td>Demonstrate understanding in casual conversation; Follow a set of verbal instructions for a familiar process or Procedure; Demonstrate understanding of a range of everyday transactions; Demonstrate understanding of informational oral texts; Demonstrate understanding of a creative oral text.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN471</td>
<td>SPEAKING (ACCESS III)</td>
<td>Participate in casual conversation; Give a set of verbal instructions on a familiar process or Procedure; Participate in a range of everyday transactions; Give detailed information in a talk; Give a detailed oral response to a creative work.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN472</td>
<td>READING (ACCESS III)</td>
<td>Read personal messages in a formal letter or email; Follow a set of written instructions on a familiar process or procedure; Analyse a range of a detailed formatted texts; Read a range of informational written texts; Read a creative written text.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN473</td>
<td>WRITING (ACCESS III)</td>
<td>Write a personal message in a formal communication; Take notes from oral or written texts for a range of purposes; Complete formatted texts which require some detailed information; Write a descriptive or narrative text; Write an imaginative or reflective text.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN474</td>
<td>LISTENING (FURTHER STUDY III)</td>
<td>Demonstrate understanding of spoken discourse in a study context; Follow verbal instructions or questions for study tasks; Demonstrate understanding of a formal verbal interaction in a study context; Demonstrate understanding of short oral presentations in a study context; Demonstrate comprehension of informational audio-visual texts; Demonstrate understanding of key language terminology in spoken discourse.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN475</td>
<td>SPEAKING (FURTHER STUDY III)</td>
<td>Make verbal requests and suggestions in a study context; Relate instructions or steps in a study related process; Participate in a formal verbal interaction in a study context; Give an oral presentation on a researched topic; Participate in an informal class discussion; Describe orally some features of language structure.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN476</td>
<td>READING (FURTHER STUDY III)</td>
<td>Read messages or letters in a study context; Read instructional or advisory texts; Read a range of formatted texts found in the study environment; Read a range of informational texts; Evaluate creative texts; Use language reference texts for study purposes.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN477</td>
<td>WRITING (FURTHER STUDY III)</td>
<td>Write a personal message in a study context; Record specific information from written and oral texts; Complete forms relevant to a study context; Write an informational text based on research; Write a reflective text related to further study; Complete language reference writing tasks for study purposes.</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN478</td>
<td>LISTENING (EMPLOYMENT III)</td>
<td>Demonstrate understanding in casual conversations in a workplace context; Demonstrate understanding in a formal interaction with one or more people; Follow spoken instructions or directions in a workplace context; Demonstrate understanding of information from a spoken text.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN479</td>
<td>SPEAKING (EMPLOYMENT III)</td>
<td>Participate in a casual conversation in a workplace context; Participate in a formal conversation with one or more people; Give spoken instructions or directions in a workplace context; Give information orally to a group.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN480</td>
<td>READING (EMPLOYMENT III)</td>
<td>Read a note or message in a workplace context; Read a formal letter in a workplace context; Follow written instructions for a workplace task; Read a range of workplace documents.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
VBN481 WRITING (EMPLOYMENT III)
Content: Write a note or message in a workplace context; Write a formal letter in a workplace context; Write instructions for a workplace task; Write a text to present information.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBN482 LISTENING (ACCESS IV)
Content: Demonstrate critical understanding in a sustained casual conversation; Follow multi step verbal instructions for a complex process or procedure; Demonstrate critical comprehension of complex proposals; Demonstrate critical understanding of extended oral presentations or reports; Demonstrate critical understanding of a sustained creative oral text.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN483 SPEAKING (ACCESS IV)
Content: Participate in a sustained casual conversation; Give multi step verbal instructions for a complex process or procedure; Raise an issue and present a proposal; Give an extended oral presentation; Give a sustained critical oral response to a creative work or works.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN484 READING (ACCESS IV)
Content: Critically read formal letters for a range of community purposes; Critically read multi step complex instructions or advisory texts; Analyse information from a range of complex formatted texts; Critically read a range of extended written presentations or Reports; Critically read an extended creative written text.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBN485 WRITING (ACCESS IV)
Content: Write a formal communication for personal or social purposes; Reproduce information from complex oral or written texts for personal, social and community purposes; Produce formatted texts for personal, social and community purposes; Write an extended text to describe an event, a complex process, or complex ideas; Write detailed imaginative or reflective texts.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN486 LISTENING (FURTHER STUDY IV)
Content: Demonstrate critical understanding of persuasive or advisory oral texts; Follow complex verbal instructions or questions for study tasks; Demonstrate critical understanding of sustained formal interactions in study contexts; Demonstrate critical understanding of extended oral presentations in a study context; Demonstrate critical comprehension of complex audio visual texts; Participate in discussions about metalanguage.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN487 SPEAKING (FURTHER STUDY IV)
Content: Present a proposal or argue a case in a study context; Give complex instructions or description of a complex process or procedure; Participate in a sustained formal group interaction in a study context; Give an extended oral presentation on a researched topic; Participate in a sustained informal interaction on topics of general interest.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN488 READING (FURTHER STUDY IV)
Content: Critically read messages or letters in a study context; Critically follow formal instructions and explanations in instructional or advisory written texts; Analyse information from complex formatted texts commonly found in study contexts; Compare a range of texts related to study tasks; Critically evaluate reflective written texts; Conduct a literature search.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN489 WRITING (FURTHER STUDY IV)
Content: Write a message relevant to a study context; Reproduce information or ideas from a range of sources; Construct formatted documents for study purposes; Produce an extended written text based on research; Produce a reflective written text appropriate to a study context; Produce a reference list according to required conventions.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN490 LISTENING (EMPLOYMENT IV)
Content: Demonstrate critical understanding in an informal discussion in a workplace context; Demonstrate critical understanding in a formal discussion with one or more people; Follow complex verbal instructions in a workplace context; Demonstrate critical understanding of a range of information from an oral presentation.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBN491 SPEAKING (EMPLOYMENT IV)
Content: Participate in an informal discussion in a workplace context; Give complex spoken instructions in a workplace; Give an oral report or demonstration.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBN492 READING (EMPLOYMENT IV)
Content: Critically read an informal message in a workplace context; Critically read formal written workplace communications; Critically read complex written workplace instructions or procedures; Analyse and evaluate a range of complex workplace documents.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBN493 WRITING (EMPLOYMENT IV)
Content: Write an informal message in a workplace context; Write a formal workplace text; Write instructions for a range of workplace purposes; Write a report or a brief.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBN494 LISTENING (PROFESSIONAL IV)
Content: Demonstrate critical understanding in formal and informal discussions with another person in a work context; Demonstrate critical understanding of an oral presentation on a topic related to the profession; Demonstrate critical understanding of verbal accounts related to the profession; Respond to instructions and questions relating to grammatical structure and features.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBN495 SPEAKING (PROFESSIONAL IV)
Content: Participate in formal and informal discussions with another person in a work context; Give an oral report in a professional...
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN504</td>
<td>AUSTRALIAN LAW</td>
<td>Describe the features of the Australian legal system; Describe the process of accessing legal representation.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN505</td>
<td>DRIVING IN AUSTRALIA</td>
<td>Describe the requirements for driving in Australia; Use a map or street directory for a range of purposes; Describe the process of buying a car.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN506</td>
<td>EDUCATION IN AUSTRALIA</td>
<td>Describe the organisational features of the education system in your state; Describe the cultural features of the Australian education system.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN507</td>
<td>HEALTH AND MEDICINE</td>
<td>Describe a range of factors in relation to personal health; Describe common household medicines and health equipment and their uses; Describe the purpose and use of a Medicare card; Describe appropriate action in the event of a medical emergency.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN508</td>
<td>AUSTRALIAN ART AND CULTURE</td>
<td>Describe the features of one of the visual arts in Australia; Investigate concepts of Australian identity and culture; Investigate a local example of Australian art or culture; Describe the features of an Australian film.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN509</td>
<td>INDIGENOUS AUSTRALIA</td>
<td>Describe Indigenous Australia prior to European invasion; Describe the role of European settlers and Indigenous Australians in the 18th and 19th centuries; Describe the key features of Indigenous Australian history during the 20th century; Investigate a key issue in present day Indigenous Australia.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN510</td>
<td>AUSTRALIAN HISTORY</td>
<td>Describe coastal exploration of Australia prior to 1788; Describe the role of convicts in the European settlement of Australia; Describe the key features of a particular period or event in Australia; Describe the reasons for immigration to Australia and the impact on Australia's development.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN511</td>
<td>CURRENT AFFAIRS</td>
<td>Describe a current issue of significance in Australia; Describe a current issue of international significance.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBN512</td>
<td>VOCATIONAL ELECTIVE</td>
<td>Execute tasks in accordance with safe working practices and procedures; Demonstrate a range of vocational tasks.</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
VBS633 DRAWING FOR ILLUSTRATIONS
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.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS634 COMPUTER AIDED DESIGN
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.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS635 OCCUPATIONAL HEALTH AND SAFETY
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.
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBS636 BUSINESS PRACTICES
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.
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBS637 FOCUS ON INDUSTRY
Content The purpose of this module is to allow participants to identify careers and pathways in industry through research, placement and/or visiting specialists.
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBS638 DESIGN PRINCIPLES AND ELEMENTS
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.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS639 CONTEMPORARY ART AND/OR DESIGN
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.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS640 COMPUTER AIDED DESIGN
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.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS641 DRAWING
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to create sketches and drawings both from observation and through the process of conceptualisation.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS642 LIFE DRAWING
Content Use a range of drawing methods and selected materials to draw the human figure from observation within specified pose times, translating structure and preparation into an expressive form on a 2D drawing surface.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS643 PHOTOGRAPHY
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use either traditional or electronic photographic methods for image manipulation and reproduction.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS644 DRAWING LEVEL 2
Prerequisite(s) VBS641 Drawing.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use drawings and sketches to represent imagery, to express ideas and to explore themes.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS645 DRAWING LEVEL 3
Prerequisite(s) VBS644 Drawing Level 2.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to extend their knowledge of drawing and drawing mediums and techniques and to apply these concepts to a major area of study.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS646 DRAWING LEVEL 4
Prerequisite(s) VBS644 Drawing Level 2, VBS645 Drawing Level 3.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to extend, utilise and interpret their knowledge of drawing and drawing practices in the production of a series of works which reflect and reinforce a major area of study, and which display a degree of personal philosophy or style.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS647 LIFE DRAWING LEVEL 2
Prerequisite(s) VBS642 Life Drawing (Generic).
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to incorporate new information and skills in the production of life drawings. To employ a diverse range of figure model poses and time spans to produce a folio of life drawing.
Nominal Hours 32 Hours
Assessment As per accredited curriculum
UNIT OF STUDY DETAILS

VBS649 ART BUSINESS LEVEL 3
Prerequisite(s) VBS636 Business Practices, VBS648 Art Business Level 2.
Content The purpose of this module is to provide the participants
with the skills, knowledge and attitudes required to apply sound
business practice within the legal responsibilities of self employed
art practitioner.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS650 CONTEMPORARY ART STUDIES LEVEL 2
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.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS651 CONTEMPORARY ART STUDIES LEVEL 3
Prerequisite(s) VBS639 Contemporary Art Studies Level 1, VBS650
Contemporary Art Studies Level 2, VBS653 Context and Culture Level
3.
Content The purpose of this module is to provide the participants
with the skills, knowledge and attitudes required to analyse in detail
the influence of specific prominent philosophical concerns upon
contemporary art and design.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS652 CONTEXT AND CULTURE LEVEL 2
Prerequisite(s) VBS656 Context and Culture Level 1.
Content The purpose of this module is to provide the participants
with the skills, knowledge and attitudes required to identify and
analyse diverse cultures/sub-cultures and their relationship to the
arts. A visiting artists program is an essential aspect of this study.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS653 CONTEXT AND CULTURE LEVEL 3
Prerequisite(s) VBS656 Context and Culture Level 1, VBS652 Context
and Culture Level 2.
Content The purpose of this module is to provide the participants
with the skills, knowledge and attitudes required to analyse
philosophical theory and its relationship to art production.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS654 CONTEXT AND CULTURE LEVEL 4
Prerequisite(s) VBS656 Context and Culture Level 1, VBS652 Context
and Culture Level 2, VBS653 Context and Culture Level 3
Content The purpose of this module is to provide the participants
with the skills, knowledge and attitudes required to evaluate their
own work in terms of aesthetics, social context and philosophical
foundations. Students are also required to prepare for an exhibition
of their work.
VBS662 PAINTING MAJOR STUDY 2
Prerequisite(s) VBS661 Painting Major Study 1 or equivalent.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to initiate, plan and execute paintings which are a vehicle for personal expression.
Nominal Hours 144 Hours
Assessment As per accredited curriculum

VBS663 PRINTMAKING LEVEL 1
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.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS664 PRINTMAKING LEVEL 2
Prerequisite(s)
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to explore printmaking techniques and materials as a means of expressing ideas and concepts in printed imagery.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS688 ELECTRONIC DESIGN LEVEL 1
Prerequisite(s) VBS640 Computer Aided Design
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 for the creation and manipulation of images and illustration.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS689 ELECTRONIC DESIGN LEVEL 2
Prerequisite(s) VBS640 Computer Aided Design; VBS688 Electronic Design Level 1
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to: use industry standard 2D software and hardware for graphic production; create and manipulate images and illustration for the presentation of visual information which will lead to satisfactory design solutions.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS744 DESIGN PROCESS LEVEL 1
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to conceptualise, source and develop designs and imagery by applying creative, analytical and problem solving approaches to design problems.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS746 REPROGRAPHICS AND PREPRESS LEVEL 1
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use industry standard software to prepare designs to prepress stage ready for printing.
Nominal Hours 128 Hours
Assessment As per accredited curriculum

VBS747 REPROGRAPHICS AND PREPRESS LEVEL 2
Prerequisite(s) VBS746 Reprographics and Prepress level 1
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use industry standard software to prepare designs to prepress stage ready for printing.
Nominal Hours 128 Hours
Assessment As per accredited curriculum

VBS748 FINISHED ART LEVEL 1
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 industry standard software to prepare designs to prepress stage ready for printing.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS749 FINISHED ART LEVEL 2
Prerequisite(s) VBS748 Finished Art level 1.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to produce manual and computer finished art from a designer’s brief or rough on time and within budget.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS750 FINISHED ART LEVEL 3
Prerequisite(s) VBS749 Finished Art Level 2.
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to create initial design concepts and produce artwork to finished art stage.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS752 TECHNICAL COLOUR APPLICATIONS
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.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS753 TECHNICAL ILLUSTRATION
Content The purpose of this module is to provide the participants with the skills, knowledge and understanding required to produce technical illustrations in response to design briefs using a range of methods and projections capable of electronic reproduction to meet design brief requirements.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS754 COMMERCIAL PRODUCT ILLUSTRATION
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.
Nominal Hours 32 Hours
Assessment As per accredited curriculum
VBS763 VOCATIONAL STUDIES
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to critically analyse designs using industry standard terminology, concepts, theories and analytical processes.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS635 Occupational Health and Safety.

WFSABO101A PROCESS FUNERAL SERVICES INDUSTRY DOCUMENTATION
Content Complete and check documentation; Submit, store and dispose of documentation.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WFSBCR310A PERFORM GRAVE PROBES
Content Identify gravesite; Undertake probe; Determine gravesite vacancy status.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

WFSBCR311A PREPARE FOR GRAVEDIGGING
Content Determine gravedigging requirements; Prepare for digging.
Nominal Hours 10 Hours
Assessment As per accredited curriculum

WFSBCR312A PERFORM MANUAL GRAVEDIGGING
Content Conduct manual grave excavation and shoring; Minimise risk of grave collapse; Clean up and make safe open gravesite.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WFSCCR101A COMMUNICATE APPROPRIATELY WITH COLLEAGUES AND CLIENTS
Content Demonstrate appropriate communication techniques; Demonstrate effective verbal communication; Demonstrate effective telephone communication; Demonstrate effective written communication.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WFSCCR102A DEAL WITH GRIEF AND TRAUMA
Content Interact with grieving clients; Provide support for colleagues in grief situations; Deal with personal grief.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WFSCCR201A PROVIDE SERVICE TO CUSTOMERS
Content Deal with customer enquiries; Handle customer feedback and complaints; Exercise judgement to resolve issues.
Nominal Hours 20 Hours
Assessment As per accredited curriculum
WFSPCS101A WORK EFFECTIVELY IN THE FUNERAL SERVICES INDUSTRY

Content Develop professional knowledge and skills; Identify and comply with workplace requirements; Manage daily work activities; Work effectively with others.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WFSPCS102A CARRY OUT GENERAL OHS PROCEDURES

Content Follow workplace safety, security and emergency procedures; Perform safe manual handling; Implement strategies to prevent infection and contamination in the workplace; Utilise strategies to prevent workload overload; Carry out general housekeeping; Comply with documentation and reporting requirements.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WFSTVM201A CARRY OUT WORKPLACE MEASUREMENTS AND CALCULATIONS

Content Select measuring equipment and calculation method; Interpret graphical representations of mathematical information; Carry out measurements and calculations; Prepare estimates.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WFSPMG301A COORDINATE TEAM

Content Facilitate team development; Motivate and build the team; Facilitate and develop team performance; Coach on the job.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WFSPMG401A SUPERVISE STAFF

Content Organise and monitor staffing levels and workload; Monitor and maintain effective individual and team performance; Identify and develop individual employee potential; Maintain staffing records.
Nominal Hours 35 Hours
Assessment As per accredited curriculum

WRB02A WORK EFFECTIVELY IN A SALON/STORE ENVIRONMENT

Content Professional behaviour and communication in salon/store; Staff rights and responsibilities in salon/stores environment.
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRB03A APPLY SAFE WORKING PRACTICES

Content Observe basic safety procedures; Observe emergency procedures; Comply with health and hygiene regulations; Apply First Aid procedures.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRB03A-A INFECTION CONTROL

Content Causative agents of disease and disease transmission; Interpretation and implementation of Health Regulations; human body defences against microorganisms; Safe practices management of electrical and other equipment as well as chemicals in the salon; Potential hazards in the salon; fire, evacuation and other emergency procedures; Procedure for reporting accidents/incidents/emergencies; Manual handling, OH&S arrangements and safe lifting practices.
Nominal Hours 32 Hours
Assessment As per accredited curriculum

WRB03B FIRST AID

Content Level 1 first aid plus some additional first aid procedures.
Nominal Hours 8 Hours
Assessment As per accredited curriculum

WRB04A PERFORM SALON/STORE CLEANING DUTIES

Content Personal hygiene, tidiness and cleanliness of the workplace; Disposal of waste and hazardous materials; Care of furniture, tools and equipment; Stock control.
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRB05A MERCHANDISE BEAUTY PRODUCTS

Content Arrangement and presentation of product displays; Setting up and maintenance of displays and checking, maintaining and labeling or pricing stock.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB06A SELL BEAUTY PRODUCTS

Content Use of sales techniques; Key selling skills from approaching the client to closing the sale.
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRB07A CONDUCT FINANCIAL TRANSACTIONS

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.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB08A PROVIDE SERVICE TO CLIENTS

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.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB09A PERFORM STOCK CONTROL PROCEDURES

Content Receive and process incoming goods, Rotate stock, Participate in stocktake, Reorder stock, Dispatch goods.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB10A MINIMISE THEFT

Content Apply routine salon/store security, Minimise theft.
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRB11A OPERATE RETAIL EQUIPMENT

Content Maintain retail equipment, Apply keyboard skills, Operate data entry equipment.
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRB12A DEMONSTRATE RETAIL SKIN CARE PRODUCTS

Content Prepare client for skin cleansing, Cleanse face, Apply skin care products, Advise on further product use.
UNIT OF STUDY DETAILS

WRB13A ADVISE ON BEAUTY SERVICES
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.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB14A PIERCE EARS
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Ear piercing in accordance with health regulations.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB15A PROVIDE LASH AND BROW TREATMENTS
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Eyelash and eyebrow tinting treatments; Eyelash extensions; eyebrow shaping.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB16A PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS
Content Prepare client for service; Perform waxing treatments; Perform bleaching treatments; Provide aftercare advice.
Nominal Hours 100 Hours
Assessment As per accredited curriculum

WRB16A-A PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content 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 services/services.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRB16A-B SKIN BIOLOGY
Content The appearance, gross anatomy and microscopic anatomy of the skin; The effects of beauty treatments on the hair and nails.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB17A PROVIDE MANICARE AND PEDICARE SERVICE
Content Prepare client for manicure/pedicure service; Perform a basic manicure/pedicure service; Provide aftercare advice.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRB18A APPLY NAIL ENHANCEMENT
Content Apply, refill and remove artificial nails; Sequential services.
Nominal Hours 45 Hours
Assessment As per accredited curriculum

WRB19A USE ELECTRICAL EQUIPMENT FOR NAILS
Content Use of electrical equipment for nail decoration and artificial nail application services.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRB20A APPLY NAIL ART
Content Decorative techniques for nails.
Nominal Hours 15 Hours
Assessment As per accredited curriculum

WRB21A DESIGN AND APPLY MAKE UP
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Design and colour concepts; Client characteristics; Make-up for domestic street wear, business, pleasure, social, time of day and special occasions.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRB22A DESIGN AND APPLY MAKE UP FOR PHOTOGRAPHY
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 apply suitable make-up techniques for photography.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRB23A DESIGN AND APPLY REMEDIAL CAMOUFLAGE
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.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB24A ASSESS CLIENT’S TREATMENT NEEDS
Content Determine clients’ requirements; Analyse client characteristics; Identify contraindications/precautions; Determine treatment plan.
Nominal Hours 153 Hours
Assessment As per accredited curriculum

WRB24A-A1 ANATOMY AND PHYSIOLOGY A
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.
Nominal Hours 41 Hours
Assessment As per accredited curriculum
WRB24A-A2 NUTRITION

**Content**
Healthy food choices; Recommended dietary intake; Absorption and role of major nutrients; The application of dietary principles in everyday situations.

**Nominal Hours**
30 Hours

**Assessment**
As per accredited curriculum

WRB24A-B.1 SKIN

**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.

**Nominal Hours**
42 Hours

**Assessment**
As per accredited curriculum

WRB24A-B.2 ANATOMY AND PHYSIOLOGY B

**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.

**Nominal Hours**
41 Hours

**Assessment**
As per accredited curriculum

WRB25A PROVIDE FACIAL TREATMENTS

**Content**
Prepare client for facial treatment; Assess client requirements; Prepare face; Perform massage; Apply skin care products; Advise on further treatments.

**Nominal Hours**
152 Hours

**Assessment**
As per accredited curriculum

WRB25A-A PROVIDE FACIAL TREATMENTS

**Prerequisite(s)**
WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB22A Provide Client's Treatment Needs.

**Content**
Prepare client 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.

**Nominal Hours**
145 Hours

**Assessment**
As per accredited curriculum

WRB26A PROVIDE ADVANCED FACIAL TREATMENTS

**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.

**Nominal Hours**
145 Hours

**Assessment**
As per accredited curriculum

WRB26A-A ADVANCED FACIALS

**Prerequisite(s)**

**Content**
Assess client's requirements for machine facial treatments; Physiological effects and practical use of brush, galvanic, vapopore, 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.

**Nominal Hours**
80 Hours

**Assessment**
As per accredited curriculum

WRB26A-B COSMETIC CHEMISTRY

**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.

**Nominal Hours**
41 Hours

**Assessment**
As per accredited curriculum

WRB26A-C BASIC ELECTRICITY

**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.

**Nominal Hours**
24 Hours

**Assessment**
As per accredited curriculum

WRB27A PROVIDE BODY TREATMENTS

**Prerequisite(s)**
WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client’s Treatment Needs.

**Content**
Assess client’s requirements; Relaxation body massage; Designing and performing a massage including machine massage treatments as required; Neuromuscular electronic stimulation; Contraindications; Post massage advice.

**Nominal Hours**
116 Hours

**Assessment**
As per accredited curriculum

WRB28A PROVIDE AESTHETIC AROMATHERAPY

**Content**
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.

**Nominal Hours**
116 Hours

**Assessment**
As per accredited curriculum
UNIT OF STUDY DETAILS

Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client’s Treatment Needs, WRB25A Provide Facial Treatments, WRB27A Provide Body Treatments

Content: Assess client’s requirements; Design and perform aesthetic aromatherapy massage; Provide after care advice.

Nominal Hours: 60 Hours

Assessment: As per accredited curriculum

WRH02A COMMUNICATE IN THE WORKPLACE

Content: This unit encompasses those competencies required to follow routine instructions, participate in workgroup and teams, apply professional ethics, support the organisation and receive and refer client complaints.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

WRB29A PROVIDE PERMANENT EPILATION

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.

Nominal Hours: 160 Hours

Assessment: As per accredited curriculum

WRB29A-A PROVIDE PERMANENT EPILATION A

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.

Nominal Hours: 80 Hours

Assessment: As per accredited curriculum

WRB29A-B PROVIDE PERMANENT EPILATION B

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.

Nominal Hours: 80 Hours each

Assessment: As per accredited curriculum

WRB32A CO-ORDINATE WORK TEAMS

Prerequisite(s): WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

Content: Monitoring, coaching and motivation of other staff; Creating an environment in which teams are motivated.

Nominal Hours: 36 Hours

Assessment: As per accredited curriculum

WRB40A PROVIDE A SAFE WORKING ENVIRONMENT

Content: Develop policies to establish and maintain a safe working environment; Consult with staff; Establish and maintain a safe working environment; Assess risks; Control risks; Establish and maintain policies to deal with hazardous events; Organise staff training; Establish and maintain record system; Evaluate policies and procedures.

Nominal Hours: 36 Hours

Assessment: As per accredited curriculum

WRH01A MAINTAIN A SAFE, CLEAN AND EFFICIENT WORK ENVIRONMENT

Content: This unit incorporates the Australian safe guidelines and basic First Aid procedures, in encompasses competencies necessary to maintain a safe workplace for staff, clients and others. It also involves the application of health regulations, including personal hygiene practised by staff members, provision of a caring client environment and the efficient operation of a salon.

Nominal Hours: 30 Hours

Assessment: As per accredited curriculum

WRH03A RECEIVE AND DIRECT CLIENTS

Content: This unit encompasses those competencies required in the reception area of the salon, including receiving clients and answering the telephone.

Nominal Hours: 20 Hours

Assessment: As per accredited curriculum

WRH04A PREPARE CLIENTS FOR SALON SERVICES

Content: This unit encompasses the preparation of clients for a range of salon services.

Nominal Hours: 10 Hours

Assessment: As per accredited curriculum

WRH05A CO-ORDINATE SALON TASKS

Content: This unit encompasses those competencies required for effective co-ordination of tasks, giving routine instructions and the promotion of the organisation.

Nominal Hours: 10 Hours

Assessment: As per accredited curriculum

WRH06A REMOVE CHEMICALS FROM HAIR

Content: This unit relates to those competencies required to complete the rinsing and neutralising process of permanent wave and chemical relaxation treatments and to remove colour chemicals from hair.

Nominal Hours: 20 Hours

Assessment: As per accredited curriculum

WRH07A SCHEDULE AND CHECK-OUT CLIENTS

Content: This unit relates to those competencies required to provide full receptionists services, schedule clients, process payments, complete client details and implement stock control procedures.

Nominal Hours: 36 Hours

Assessment: As per accredited curriculum

WRH09A CONSULT WITH CLIENTS AND DIAGNOSE SCALP AND HAIR CONDITIONS

Content: This unit relates to those competencies required to consult the clients for the whole range of hairdressing services.

Nominal Hours: 10 Hours

Assessment: As per accredited curriculum

WRH10A TREAT HAIR AND SCALP

Content: This unit describes those competencies required to treat a range of hair and scalp conditions.

Nominal Hours: 10 Hours

Assessment: As per accredited curriculum

WRH11A CUT HAIR

Content: This unit encompasses those competencies which are used in providing a wide range of haircut looks and beard designs.

Nominal Hours: 170 Hours

Assessment: As per accredited curriculum
WRH12A DRESS (STYLE) HAIR
Content This unit encompasses those competencies required to perform a range of classic and current commercial hairstyles and finishes using a wide variety of techniques.
Nominal Hours 135 Hours
Assessment As per accredited curriculum

WRH13A PERFORM PERMANENT WAVE AND CHEMICAL RELAXATION SERVICES
Content This unit encompasses those competencies which are required to perform a range of permanent wave and chemical relaxation techniques for a wide variety of classic and current fashion looks.
Nominal Hours 90 Hours
Assessment As per accredited curriculum

WRH14A COLOUR HAIR
Content This unit encompasses those competencies which are required to perform temporary, semi permanent and permanent colour and lightening services on clients.
Nominal Hours 115 Hours
Assessment As per accredited curriculum

WRH15A CO-ORDINATE SALON TEAM
Content This unit encompasses those competencies required for effective co-ordination and communication in the workplace and resolution of client complaints.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRH16A PROVIDE SPECIALIST HAIR DESIGN SERVICES
Content This unit encompasses those competencies which are required to produce high fashion and current hair designs and may include the use and application of combinations of hair cutting, colour, permanent wave and finishing techniques. It requires a need for skill in professional hair design advised to clients.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

WRH17A PROVIDE SPECIALIST HAIR COLOUR SERVICES
Content This unit encompasses those competencies required to perform specialist colour services to clients. Services incorporate a combination of techniques to produce a high fashion result.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRH18A PROVIDE SPECIALIST HAIRSTYLING SERVICES
Content This unit encompasses those competencies required to perform specialist hairstyling services to clients. Services incorporate a combination of techniques including braiding, long hair, advanced roller and curl control and air drying to produce high fashion and current results.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRH22A PERFORM A FACE SHAVE
Content This unit encompasses those competencies which are required to perform face shaving on male clients.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRH34A SUPERVISE STAFF AND THE SALON
Content This unit encompasses those competencies which are required to provide day to day supervision of workers and the salon.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRH35A MAINTAIN CUSTOMER RELATIONS
Content This unit encompasses the development and implementation of strategies to meet the requirements of existing customers and identifying potential new customers, products and services which may expand business opportunities.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCA1B OPERATE RETAIL EQUIPMENT
Content Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRCA2B APPLY RETAIL OFFICE PROCEDURES
Content Operate point of sale equipment; Perform point of sale transactions; Complete sales; Wrap and pack goods.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCA3B APPLY RETAIL OFFICE KEYBOARD SKILLS
Content Open file; Edit information; Exit file; Procedure document from written text.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCA4B CO-ORDINATE RETAIL OFFICE
Content Maintain office procedures; Process data in response to information requests; Compose reports/correspondence; Maintain existing recording and filing systems; Maintain computer storage media; Maintain computer filing system.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCA5B OPERATE RETAIL INFORMATION TECHNOLOGY SYSTEMS
Content Use store information technology system; Edit/update information; Solve problems.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRC5IB COMMUNICATE IN THE WORKPLACE
Content Establish contact with customers; Process information; Work in a team; Maintain personal presentation; Follow routine instructions; Read and interpret retail documents; Use numbers in the workplace.
Nominal Hours 30-63 Hours
Assessment As per accredited curriculum

WRRC52B APPLY POINT OF SALE HANDLING PROCEDURES
Content Operate point of sale equipment; Perform point of sale transactions; Complete sales; Wrap and pack goods.
Nominal Hours 21 Hours
Assessment As per accredited curriculum
WRRCS3B INTERACT WITH CUSTOMERS

Content: Deliver service to customers; Respond to customer complaints; Receive and process sales orders; Identify customers' special requirements.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRCS4B CO-ORDINATE INTERACTION WITH CUSTOMERS

Content: Implement customer service standards; Implement store policy regarding customer complaints; Communicate with management; Lead customer service team.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRF1B BALANCE REGISTER/TERMINAL

Content: Remove takings from register/terminal; Reconcile takings.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

WRRF2B PERFORM RETAIL FINANCE DUTIES

Content: Process Petty Cash Transactions; Prepare Banking Documents; Process Non-Cash Transactions; Reconcile Invoices for Payment to Creditors; Prepare Invoices for Debtors.
Nominal Hours: 27 Hours
Assessment: As per accredited curriculum

WRRF3B PRODUCE FINANCIAL REPORTS

Content: Enter payment summaries into journals; Reconcile accounts to balance; Prepare bank reconciliation; Receive and document payment/takings; Dispatch statements to debtors and follow up outstanding accounts; Dispatch payment to creditors; Prepare financial reports.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRF4B PREPARE PAYROLL

Content: Prepare payroll data; Process payments of wages and salaries; Administrator salary and wages records.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRF5B PREPARE PAYROLL

Content: Prepare payroll data; Process payments of wages and salaries; Administrator salary and wages records.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRFM2B PACK AND DISPLAY MEAT PRODUCTS

Content: Prepare meat products; Wrap and package meat products; Lay out products; Prepare display labels/tickets; Place, arrange and display price tickets/labels; Maintain meat displays; Protect meat products.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

WRRFM3B PREPARE AND DISPLAY FAST FOOD ITEMS

Content: Prepare fast food items; Present food/menu items; Prepare display labels/tickets; Place, arrange and display price labels/tickets; Maintain food displays; Protect food/menu items.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

WRRFM5B PREPARE AND DISPLAY BAKERY PRODUCTS

Content: Prepare bakery products; Place and arrange bakery products; Prepare display labels/tickets; Place, arrange and display price tickets/labels; Maintain bakery product displays; Protect bakery products.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

WRRFM6B PREPARE AND DISPLAY FRESH, FROZEN AND LIVE SEAFOOD PRODUCTS

Content: Prepare seafood products; Set up and maintain seafood product display; Prepare, place and arrange price tickets/labels; Maintain seafood product displays; Protect seafood products; Pack up and clean display area.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

WRRFS1B ADVISE ON FOOD PRODUCTS AND SERVICES

Content: Identify product range and develop product knowledge; Recommend fresh food products; Advise on fresh food services.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

WRRFS2B ADVISE ON MEAT PRODUCTS

Content: Develop product knowledge; Identify meat products; Recommend meat products; Advise on meat services.
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum

WRRFS3B ADVISE ON FAST FOOD PRODUCTS

Content: Identify product range and develop product knowledge; Recommend fast food products; Advise on fast food services.
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum

WRRFS4B ADVISE ON LIQUOR PRODUCTS

Content: Identify product range and develop product knowledge; Recommend liquor products; Advise on liquor services.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRFS5B ADVISE ON FOOD PRODUCTS AND SERVICES

Content: Identify product range and develop product knowledge; Recommend fresh food products; Advise on fresh food services.
Nominal Hours: 24 Hours
Assessment: As per accredited curriculum

WRRFS2B ADVISE ON MEAT PRODUCTS

Content: Develop product knowledge; Identify meat products; Recommend meat products; Advise on meat services.
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum

WRRFS3B ADVISE ON FAST FOOD PRODUCTS

Content: Identify product range and develop product knowledge; Recommend fast food products; Advise on fast food services.
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum

WRRFS4B ADVISE ON LIQUOR PRODUCTS

Content: Research store liquor range; Recommend liquor products; Adhere to liquor licensing requirement.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum
WRRF5SB ADVISE ON BAKERY PRODUCTS
Content: Develop product knowledge; Identify bakery products; Recommend bakery products; Advise on bakery services.
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum

WRRF6SB ADVISE ON SEAFOOD PRODUCTS
Content: Develop product knowledge; Identify seafood products; Recommend seafood products.
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum

WRRLP1B APPLY SAFE WORKING PRACTICES
Content: Observe basic safety procedures; Observe emergency procedures.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

WRRLP3B MAINTAIN STORE SAFETY
Content: Inform team members; Involve team members; Monitor and maintain a safe working environment; Implement emergency procedures; Identify need for occupational health and safety training; Maintain occupational health and safety records.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRLP4B MAINTAIN STORE SECURITY
Content: Monitor and maintain store security.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum

WRRLP5A APPLY STORE SECURITY SYSTEMS AND PROCEDURES
Content: Apply personal hygiene and sanitation; Identify food safety plan/program; Handle product hygienically; Clean work area and equipment; Monitor food safety; Contribute to continuous improvement.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRLP5B APPLY STORE SECURITY SYSTEMS AND PROCEDURES
Content: Monitor receipt and dispatch of goods; Rotate stock; Participate in stock take; Record stock; Dispatch goods.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRLP6A MINIMISE THEFT
Content: Apply routine store security; Minimise theft.
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum

WRRLP6B APPLY RETAIL FOOD SAFETY PRACTICES
Content: Review external operating environment; Identify and evaluate competitors; Assess internal strengths; Forecast trends and developments; Recommend and implement improvements; Respond to change; Communicate internally and externally.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

WRRLP6C APPLY RETAIL FOOD SAFETY PRACTICES
Content: Identify food safety plan/program; Handle product hygienically; Clean work area and equipment; Monitor food safety; Contribute to continuous improvement.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRLP7C MONITOR FOOD SAFETY PLAN/PROGRAM
Content: Monitor implementation of the food safety plan/program; Respond to occurrences of non-compliance; Contribute to continuous improvement.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRLP8A MERCHANDISE PRODUCTS
Content: Place, arrange and display price tickets and labels; Maintain displays; Protect merchandise.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRM.2A PERFORM ROUTINE HOUSEKEEPING DUTIES
Content: Organise work area; Clean work area.
Nominal Hours: 18 Hours
Assessment: As per accredited curriculum
WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES
Content Organise work area; Clean work area.
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRM3B CO-ORDINATE MERCHANDISE PRESENTATION
Content Co-ordinate merchandise presentation and display; Implement merchandise pricing.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRM4A CO-ORDINATE HOUSEKEEPING
Content Implement housekeeping policies.
Nominal Hours 9 Hours
Assessment As per accredited curriculum

WRRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Content Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS
Content Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRR01B MANAGE MERCHANDISE AND STORE PRESENTATION
Content Manage store merchandising; Plan and manage store advertising promotions; Manage store pricing policies; Manage housekeeping.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRR02B MANAGE SALES AND SERVICE DELIVERY
Content Maintain and improve operations; Negotiate supply of goods; Establish customer requirements; Provide productive work environment.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRR03A PROVIDE A SAFE WORKING ENVIRONMENT
Content Develop Policies to Establish and Maintain a Safe Working Environment; Consult with Staff; Establish and Maintain a Safe Working Environment; Assess Risks; Control Risks; Establish and Maintain Policies for Hazardous Events; Train Staff; Establish and Maintain Record System; Evaluate Policies and Procedures.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRR03B PROVIDE A SAFE WORKING ENVIRONMENT
Content Develop policies to establish and maintain a safe working environment; Consult with staff; Establish and maintain a safe working environment; Assess risks; Control risks; Establish and maintain records systems; Evaluate policies and procedures.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRR04B CONTROL STORE SECURITY/LOSS
Content Control store security.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRR05B CONTROL INVENTORY
Content Manage, receipt, dispatch and storage of merchandise; Manage stock control.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRR06B MANAGE STORE FACILITIES
Content Manage store maintenance program; Manage retail equipment maintenance; Negotiate maintenance contracts; Identify facilities/space requirements.
Nominal Hours 27 Hours
Assessment As per accredited curriculum

WRR07A PROFILE A RETAIL MARKET
Content Review the image of the store; Research market demands for the store; Profile the store's customer; Implement methods to attract customers to store.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRR08A DEVELOP INNOVATIVE IDEAS AT WORK
Content Interpret the need for innovation; Generate ideas; Collaborate with others; Analyse and reflect on ideas; Represent ideas; Evaluate the idea.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRR09A LEAD A TEAM TO FOSTER INNOVATION
Content Organise teams to maximise innovation; Organise work assignments within team to facilitate innovative work practices; Provide guidance and coaching to team members on innovation in the workplace; Provide a model of innovative work practice; Monitor the team's ongoing use of innovative work practices; Provide feedback on the use of innovative work skills.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRR09A CREATE AN INNOVATIVE WORK ENVIRONMENT
Content Implement work practices and procedures to support innovation; Implement management practices to support innovation; Promote innovation in the workplace; Create a physical environment which supports innovation; Provide information and learning opportunities to foster innovation.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRR10A SET UP SYSTEMS TO SUPPORT INNOVATION
Content Conduct research into organisation systems; Generate innovative system options; Develop plan for the innovative system; Trial the innovative work system; Review the trial of the innovative system.
Nominal Hours 36 Hours
Assessment As per accredited curriculum
**WRRPL1B MANAGE FINANCIAL RESOURCES**

**Content**
- Control cost; Control budget; Propose expenditure; Maintain store accounting system; Prepare store sales budgets; Negotiate budgets.

**Nominal Hours**
36 Hours

**Assessment**
As per accredited curriculum

**WRRPL2B SET STRATEGIC PLANS**

**Content**
- Communicate and implement mission statement; Set objectives and targets; Develop action plans.

**Nominal Hours**
80 Hours

**Assessment**
As per accredited curriculum

**WRRPL3B INITIATE AND IMPLEMENT CHANGE**

**Content**
- Identify opportunities for increased sales and services; Evaluate changes; Negotiate change implement; Implement and evaluate change.

**Nominal Hours**
150 Hours

**Assessment**
As per accredited curriculum

**WRRPM1B ADMINISTER HUMAN RESOURCES POLICY**

**Content**
- Implement staffing levels; Monitor staff performance; Identify and minimise potential industrial relations problems; Develop and implement training plans.

**Nominal Hours**
36 Hours

**Assessment**
As per accredited curriculum

**WRRPM2A RECRUIT AND SELECT PERSONNEL**

**Content**
- Define Future Personnel Requirements; Determine Job Specifications; Recruit Staff; Assess and Select Applicants.

**Nominal Hours**
36 Hours

**Assessment**
As per accredited curriculum

**WRRPM2B RECRUIT AND SELECT PERSONNEL**

**Content**
- Define future personnel requirements; Determine job specifications; Recruit staff; Assess and select applicants.

**Nominal Hours**
36 Hours

**Assessment**
As per accredited curriculum

**WRRPM3A LEAD AND MANAGE PEOPLE**

**Content**
- Lead the team; Lead by example; Develop and communicate team objectives; Establish, develop and improve teams; Develop self; Delegate responsibility and authority; Consult with team; Support the team.

**Nominal Hours**
30 Hours

**Assessment**
As per accredited curriculum

**WRRPM3B LEAD AND MANAGE PEOPLE**

**Content**
- Lead the team; Lead by example; Develop and communicate team objectives; Establish, develop and improve teams; Develop self; Delegate responsibility and authority; Consult with team; Support the team.

**Nominal Hours**
30 Hours

**Assessment**
As per accredited curriculum

**WRRS1A SELL PRODUCTS AND SERVICES**

**Content**
- Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.

**Nominal Hours**
18 Hours

**Assessment**
As per accredited curriculum

**WRRS1B SELL PRODUCTS AND SERVICES**

**Content**
- Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.

**Nominal Hours**
18 Hours

**Assessment**
As per accredited curriculum

**WRRS2B ADVISE ON PRODUCTS AND SERVICES**

**Content**
- Develop product/service knowledge; Recommend specialised products/services.

**Nominal Hours**
27 Hours

**Assessment**
As per accredited curriculum

**WRRS3B CO-ORDINATE SALES PERFORMANCE**

**Content**
- Implement sales policies and procedures; Monitor achievement of sales targets.

**Nominal Hours**
36 Hours

**Assessment**
As per accredited curriculum

**WRRS4B BUILD RELATIONSHIPS WITH CUSTOMERS**

**Content**
- Establish rapport with customers; Apply expert knowledge; Provide post-sales support; Plan sales presentations; Implement sales presentation; Maintain and utilise a customer database; Deal with difficult customers.

**Nominal Hours**
36 Hours

**Assessment**
As per accredited curriculum

**WRRS1B RECOMMEND AND FIT CLOTHING AND ACCESSORIES**

**Content**
- Research store clothing range; Recommend customer wardrobing; Measure and fit clothes; Advise on and arrange clothing alteration service.

**Nominal Hours**
36 Hours

**Assessment**
As per accredited curriculum

**WRRS2B RECOMMEND AND FIT FOOTWEAR PRODUCTS AND SERVICES**

**Content**
- Research store footwear range; Recommend footwear products; Measure and fit footwear products; Advise on and arrange product services and repairs.

**Nominal Hours**
36 Hours

**Assessment**
As per accredited curriculum

**WRRS3B RECOMMEND JEWELLERY PRODUCTS AND SERVICES**

**Content**
- Research store product range; Recommend specialist jewellery products; Advise on jewellery product warranties; Protect stock; Advise on and arrange product services and repairs.

**Nominal Hours**
36 Hours

**Assessment**
As per accredited curriculum

**WRRS4B RECOMMEND ELECTRICAL PRODUCTS AND SERVICES**

**Content**
- Research store product range; Recommend electrical products; Advise on electrical product warranties; Negotiate price payments and options; Advise on and arrange product services and repairs.

**Nominal Hours**
36 Hours

**Assessment**
As per accredited curriculum
UNIT OF STUDY DETAILS

WRRSS5B RECOMMEND FURNITURE PRODUCTS
Content Research store furniture product range; Recommend furniture products; Advise on furniture product warranties; Negotiate price and payment options; Advise on and arrange product services.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS6B RECOMMEND FLOOR COVERING PRODUCTS AND SERVICES
Content Research store product range; Recommend floor covering products and services; Estimate floor covering quantities; Advise on floor covering product warranties; Negotiate price and payment options; Advise on and arrange floor covering laying service.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS7B RECOMMEND HARDWARE PRODUCTS AND SERVICES
Content Research store product range; Recommend hardware products, machinery and equipment; Estimate hardware quantities; Advise on hardware product warranties; Negotiate price payment options; Advise on and arrange product services and repairs.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS8B RECOMMEND CAMERAS, PHOTOGRAPHIC EQUIPMENT AND SERVICES
Content Research store camera and photographic product range; Recommend camera and photographic equipment; Advise on product warranties; Negotiate price and payment options; Advise on and arrange photographic services and repairs.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS9B RECOMMEND COMPUTER PRODUCTS AND SERVICES
Content Research store computer product range; Recommend computer hardware and software products; Advise on product warranties; Negotiate price and payment options; Advise on and arrange product service and repairs.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS10B RECOMMEND SPORTING PRODUCTS AND SERVICES
Content Research store sporting products range; Recommend sporting products; Measure and fit sporting products; Advise on manufactures warranties; Advise on and arrange sporting services.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS11B RECOMMEND TOY PRODUCTS
Content Research store toy product range; Recommend toys; Advise on manufactures warranties; Advise on product services and repairs.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS12B RECOMMEND AND SELL BOOKS AND ADVISE ON READER SERVICES
Content Research store book range; Recommend books; Advise on reader services.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS13B RECOMMEND NEWSAGENCY PRODUCTS AND SERVICES
Content Research newsagency products; Recommend newsagency products; Advise on and arrange newsagency services; Process returns to publishers.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS14B HIRE AND SELL VIDEO PRODUCTS AND SERVICES
Content Research store music/audio product range; Recommend music/audio equipment; Advise on product warranties; Calculate price and payment options.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS15B RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS
Content Research store product range; Identify hair/beauty/cosmetic products; Recommend hair/beauty/cosmetic products.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS16B RECOMMEND HEALTH AND NUTRITIONAL PRODUCTS AND SERVICES
Content Research and develop product knowledge; Identify health and nutritional products; Recommend health and nutritional products; Advise on health and nutritional services.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS17B RECOMMEND TODDLER/BABY PRODUCTS
Content Research store product range; Recommend products; Advise on manufacturer's warranties; Advise on product service and repairs.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS18B RECOMMEND SOFT FURNISHINGS/MANCHESTER/HABERDASHERY PRODUCTS AND SERVICES
Content Research store product range; Recommend soft furnishings/manchester/haberdashery products and services; Estimate quantities and order product; Advise on product warranties; Calculate price and payment options.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS19B RECOMMEND MUSIC/AUDIO PRODUCTS AND SERVICES
Content Research store music/audio product range; Recommend music/audio equipment; Advise on product warranties; Negotiate price and payment options; Advise on and arrange music/audio services and repairs.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWFN201A COMPLETE DEBTOR PROCESSES
Content Confirm trading terms; Establish customer debts and credit levels; Process debtors.
Nominal Hours 40 Hours
Assessment As per accredited curriculum
WRWFN302A MANAGE DEBTOR PROCESSES
Content Control consumer debt from direct sale of products or services; Remove financial risk; Implement debt recovery strategy.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWFN403A MANAGE OPERATIONS TO BUDGET
Content Control costs; Control budget; Propose expenditure; Maintain business accounting systems; Prepare business sales budget; Set budget targets and monitoring mechanisms.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

WRWFN404A MANAGE PRICES
Content Confirm market research and forecasts; Set wholesale price; Announce wholesale price; Establish trading terms between a wholesale business and customers.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWFN504A MANAGE PRICES
Content Confirm market research and forecasts; Set wholesale price; Announce wholesale price; Establish trading terms between a wholesale business and customers.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWI402A PLAN INVENTORY LEVELS
Content Forecast inventory demands; Implement inventory control systems; Monitor and improve inventory plans.
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRWMK201A PROVIDE MARKETING AND PROMOTION PROGRAM SUPPORT
Content Confirm promotional and marketing activities; Respond to enquiries on promotional and marketing activities; Support marketing and promotional programs.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRWMK202A CONDUCT TELEMARKETING
Content Confirm telemarketing processes; Respond to customer enquiries using telemarketing technology; Seek customers using telemarketing technology; Process telemarketing customer sales and orders; Maintain telemarketing systems and technology; Record campaign results.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWMK203A IMPLEMENT ADVERTISING AND PROMOTIONAL ACTIVITIES
Content Analyse previous promotional activities; Organise advertising and promotions; Co-ordinate implementation of advertising campaigns; Co-ordinate joint promotional programs; Evaluate success of advertising and joint promotional activities.
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRWMK404A MARKET PRODUCTS
Content Establish wholesale customer requirements; Develop marketing strategies; Implement marketing strategies; Monitor marketing strategies; Evaluate marketing strategies and customer satisfaction.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRWMK405A SEIZE A BUSINESS OPPORTUNITY
Content Analyse environmental factors influencing products and services; Identify a business opportunity; Evaluate a business opportunity; Seize viable business opportunities.
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWMK506A MANAGE PROMOTIONAL ACTIVITIES
Content Manage promotional program objectives and content; Coordinate promotional activities; Monitor promotional programs.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWMK507A DEVELOP A SALES STRATEGY
Content Review existing sales plans; Devise a sales strategy; Implement sales strategy.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

WRWMK508A DEVISE A STRATEGIC MARKETING PLAN
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.
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRWOP201A COMPLY WITH LEGISLATIVE REQUIREMENTS IMPACTING BUSINESS ACTIVITIES
Content Handle products according to safe practices; Model non-discriminatory behaviour; Maintain information security; Adhere to applicable government legislation and requirements.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRWOP402A MAINTAIN OPERATIONAL QUALITY AND PRODUCTIVITY
Content Maintain productivity; Assure quality; Build a commitment to continuous improvement; Implement process quality.
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRWOP403A MONITOR COMPLIANCE WITH LEGAL AND LEGISLATIVE REQUIREMENTS IMPACTING BUSINESS OPERATIONS
Content Determine legal structure of the business; Monitor compliance with statutory and regulatory requirements; Establish rights to wholesale products/services; Secure rights to products/services.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWOP404A NEGOTIATE CONTRACTS
Content Negotiate agreements and contracts; Secure new contracts; Award a contract; Prepare a contract; Finalise contract details; Review a contract.
Nominal Hours 30 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWOP405A</td>
<td>IMPLEMENT PRODUCT RECALLS</td>
<td>Respond to customer problems that may require product recall; Respond to initial enquiries to clarify nature of product risk; Implement product recalls.</td>
<td>27 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRWOP406A</td>
<td>MANAGE AND PROMOTE BUSINESS TO BUSINESS E-COMMERCE SOLUTIONS</td>
<td>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.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRWOP407A</td>
<td>MAINTAIN WORKPLACE SAFETY</td>
<td>Communicate safety procedures to staff; Maintain a safe workplace; Implement emergency procedures; Monitor occupational health and safety compliance and management.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRWOP508A</td>
<td>IMPLEMENT E-COMMERCE BUSINESS SOLUTIONS</td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRWOP509A</td>
<td>BENCHMARK AND CONTINUOUSLY IMPROVE OPERATIONAL QUALITY</td>
<td>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.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRWOP510A</td>
<td>ESTABLISH COMPLIANCE WITH LEGAL AND LEGISLATIVE REQUIREMENTS</td>
<td>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.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRWPL20A</td>
<td>ACCESS PRODUCT AND SERVICE PERFORMANCE DATA</td>
<td>Check trade history of products and services; Compare performance of products and services; Confirm performance of specific products and services.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRWPL30A</td>
<td>PROCESS PRODUCT AND SERVICE DATA</td>
<td>Process product and service data; Monitor customer sales; Maintain product database; Determine customer preferences.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRWPL40A</td>
<td>MAXIMISE SALES OF BRANDED PRODUCTS</td>
<td>Set sales objectives to meet business outcomes; Monitor sales; Develop strategies for promotion of branded products; Ensure sales of branded product deliver business outcome(s).</td>
<td>42 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRWPL50A</td>
<td>REVIEW PRODUCT/SERVICE PERFORMANCE</td>
<td>Conduct internal research on current wholesale business position; Conduct external research on current business position; Assess opportunities for new products and services; Monitor product and service performance.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRWPL50A</td>
<td>MAXIMISE PRODUCT SALES AND MARKET SHARE</td>
<td>Analyse wholesale product and service performance; Assess wholesale market position strategies; Assess product and service promotion strategies; Develop competitive pricing structures; Implement wholesale product and service plans.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRWPL50A</td>
<td>MANAGE DISTRIBUTION PROCESSES</td>
<td>Manage purchasing agreements with business customers; Monitor supply arrangements with business customers; Introduce product range; Monitor quality control of supply and distribution; Review distribution/supply agreements.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRWPL50A</td>
<td>FORECAST PRODUCT PERFORMANCE</td>
<td>Forecast trends and developments impacting operations; Review forecasts.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRWPL50A</td>
<td>IMPROVE SUPPLY AND DISTRIBUTION CHAINS</td>
<td>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.</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRWPS20A</td>
<td>PROCESS PURCHASES</td>
<td>Apply purchasing and procurement procedures; Complete purchasing and procurement activities; Capture and record purchasing data; Liaise with suppliers to complete procurement processes.</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
WRWPS302A ADMINISTER SUPPLY INTO A BUSINESS
Content: Maintain effective supplier relationships; Deal ethically with suppliers; Resolve supplier enquiries; Confirm legal, legislative and business supply requirements.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

WRWPS403A PURCHASE PRODUCTS AND SERVICES
Content: Analyse market; Plan product range; Establish supplier relations; Negotiate supply agreements; Maximise profit; Complete purchase; Rationalise stock.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

WRWPS504A DEVELOP PURCHASING STRATEGIES
Content: Manage on-going performance of purchasing and procurement strategies; Evaluate existing purchasing systems.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

WRWSL201A SELL PRODUCTS AND SERVICES TO BUSINESS CUSTOMERS
Content: Apply product knowledge; Identify specific customer types and behaviour; Sell products to customers; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

WRWSL202A BUILD SALES RELATIONSHIPS
Content: Develop effective sales techniques; Work with others to improve sales; Sell advantages of business relationship.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRWSL203A USE COMPUTERS AS PART OF BUSINESS AND E-COMMERCE PROCESSES
Content: Identify computer technology and information systems managing electronic transactions; Set up and use computerised technology and systems for e-commerce transactions; Use technology to set up an electronic account for a customer; Establish business procedures for completing credit checks or updates.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWSL304A OPTIMISE CUSTOMER AND TERRITORY COVERAGE
Content: Establish coverage plan for a territory; Report on business visits; Improve customer/territory coverage.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWSL305A ANALYSE AND ACHIEVE SALES TARGETS
Content: Analyse sales targets; Determine factors impacting attainment of sales targets; Attain sales targets.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWSL306A BUILD SALES OF BRANDED PRODUCTS
Content: Maximise sale of branded products in a territory; Secure effective product positioning in business outlets; Report on sale of branded products within a territory.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWSL407A LEAD A SALES TEAM
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.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRWSL408A TRAIN SALES TEAM OPERATIVES
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.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWSL509A MANAGE SALES TEAMS
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.
Nominal Hours: 33 Hours
Assessment: As per accredited curriculum

WRWS201A CONFIRM WHOLESALE BUSINESS PRACTICES
Content: Outline the structure and scope of the wholesale industry; Organise self to workplace procedures and requirements; Identify customers within the business supply chain.
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum

WRWS302A MAINTAIN BUSINESS TO BUSINESS RELATIONSHIPS
Content: Develop techniques to maintain close contact with business customers; Identify business customer needs.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWS403A DEVELOP BUSINESS TO BUSINESS RELATIONSHIPS
Content: Work with other businesses to maximise their success; Develop management systems that support business relationships; Provide forecast information to other businesses; Improve business and customer outcomes; Expand business relationships.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

WRWS504A MANAGE BUSINESS CUSTOMERS
Content: Negotiate deals; Verify trading terms; Manage business contracts.
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 endeavour 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 Academic Procedures and Regulations

Admission and Selection
The University is committed to achieving access, equity and excellence in tertiary education. Accordingly the University has adopted flexible admission and selection policies that take account of the wide range of educational backgrounds and experience of prospective students.

General
The primary objective of the University’s admission and selection policies is to ensure that students selected for admission to courses are capable of successfully completing the course in which they are to be offered a place. In considering students for admission there shall be no 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.

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) 9919 4110 or by email at ccs@vu.edu.au or visit the web site at www.vu.edu.au/ccs

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) 9919 4110.
Admission Requirements

Undergraduate Courses

Normal Entry

Any persons who have been granted the Victorian Certificate of Education or satisfactorily completed an equivalent Year 12 qualification recognised by the University (plus relevant course prerequisite studies) will be eligible to apply for admission to courses of the University leading to a higher education award or to a TAFE Diploma.

In general, therefore, applicants will be eligible for admission to higher education undergraduate and TAFE Diploma courses if they have:

- passed the VCE including the satisfactory completion of English Units 3 and 4 from 1992 onwards;
- passed four approved VCE (HSC) Group 1 subjects (including English) at one sitting prior to 1992;
- passed four approved Victorian Institute of Education, HSC, Group 1 subjects (including English) at one sitting since 1980;
- satisfied Victorian University Schools Examination Board or Victorian Institute of Education Year 12 requirements prior to 1980; or
- obtained an equivalent interstate or overseas qualification.

Entry requirements for admission to TAFE courses other than courses leading to a Diploma vary. Details of entry requirements are to be found in the TAFE Handbook.

In addition to meeting the entry requirements above, applicants may be required to satisfy other requirements specified by the Faculty/School conducting the course. Further information can be found on www.vu.edu.au/admissions

Special Entry

Applicants meeting the above requirements will be regarded as having satisfied the Normal Entry requirements. However, applicants wishing to undertake a University course who do not meet the Normal Entry requirements may still be eligible for admission under Special Entry (SE). Students admitted to a course under SE may be subject to special terms and conditions determined by the relevant Faculty or School. The three categories of Special Entry are as follows.

Age and Educational Background

A person will be eligible for admission to any course within the University if, at 1 January of the intended year of entry, he or she is 21 years of age or over.

Any person who, at the date of their proposed admission to a TAFE course (other than a course for Diploma), is 18 years or older, will be eligible to apply for admission to any such course. Australian residents who meet these criteria are guaranteed a place in a Government-funded course if they apply via the University's Personalised Access Study scheme.

There is currently a high demand for many award courses, and a number of mature-age applicants 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) 9919 7225.

Continuing Difficulties During Schooling

A person will be eligible to apply for admission to any course within the University if his or her progress through secondary school was adversely affected by:

- economic hardship;
- illness;
- English language learning difficulties;
- family problems;
- geographical isolation; or
- disability.
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) 9919 2193 or via email on disability@vu.edu.au.

Aborigines and Torres Strait Islanders
A person of Aboriginal or Torres Strait Islander descent is eligible to apply for admission to any course within the University and such applications will be assessed individually to determine the applicant's suitability and potential for academic success. Further advice may be obtained by contacting Moondani Balluk (Indigenous Services) on (03) 9919 2891 or via email Moondani.Balluk@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

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) 9919 4110, fax: (03) 9919 4813 or email ces@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
Phone: 61 3 9919 2846
Fax: 61 3 9919 2853
Email: offshoreadmin@vu.edu.au
Web site: www.vu.edu.au
Located Room 4C, 141, St Albans 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 V-TAC Guide and application form are available from newsagents, a convenient and comprehensive application service is available from their web site at www.vtac.edu.au

Persons applying through VTAC should note that the VTAC rules, by which the University is bound, provide that no selection authority shall take into account the preference for that course as indicated by the applicant. This means that even if an applicant has indicated a lower preference for the course concerned than other applicants, there shall be no prejudice and each applicant will be considered equally.

Prerequisites and Extra Requirements
Some higher education undergraduate courses have special prerequisites for enrolment. Where this is the case, these requirements are published two years in advance in the Victorian Tertiary Education Requirements (this is published as a supplement in the press) and for the following year in the V-TAC Guide to Undergraduate and TAFE Courses (available from newsagents and the web: www.vtac.edu.au).

For some higher education undergraduate courses, the application process requires applicants to complete a Supplementary Information Form available from the relevant Faculty Office, the Admissions Office or the University web site: www.vu.edu.au/admissions. These courses are identified in the V-TAC Guide.

Special Entry
Persons applying for admission to a University course under Special Entry (except those applying for readmission) should obtain an application form from the Centre for Commencing Students. However, persons seeking Special Entry must also apply to VTAC unless the course comes under the Direct Applications category.

Readmission to the University
Students who are currently enrolled in an award course may apply directly to the University for admission to another course for the following semester. Students seeking readmission to the University should contact the Faculty or School administering the relevant course or Student Administration.

All other students who were previously enrolled at the University but whose enrolment has lapsed, or who have been excluded from their course because of unsatisfactory progress, may reapply for admission to the same or another course in any subsequent academic year. These students should apply using the standard procedures for that course. Such applicants for readmission to the University will have to meet the selection criteria applying to their intended course.

The selection process will take account of:

- the person's previous academic performance at the University and their commitment to complete the course; and

- whether the circumstances which led to the person's previous unsatisfactory progress or to their allowing their previous enrolment to lapse have changed or improved.

If selected for readmission such students will be subject to the course requirements in effect at the time of re-entry and may have special conditions attached to their re-admission.
Part-time Admission
Persons applying for admission on a part-time basis to Higher Education undergraduate courses and TAFE courses should follow the application procedures set out above. Where a form is to be lodged with the University as well as with VTAC, applicants should indicate their intention to study part-time on the form.

Postgraduate Courses
Masters by Coursework, Graduate Certificates and Graduate Diplomas
All persons seeking admission to postgraduate studies in the University (except for the Graduate Diploma of Education) must apply direct to the University.

Application forms for graduate certificates, graduate diplomas and masters by coursework are available from the Student Administration Admissions Office at the St Albans Campus or Faculty offices on the campus where the course is offered.

Doctor of Business Administration
Prospective students should contact the Faculty of Business and Law office at either the Footscray or City campuses for application details.

Doctor of Philosophy and Masters Degrees by Research
Those persons interested in pursuing a research degree are advised to contact the Postgraduate Studies Officer in the Faculty or Department in which they wish to study to discuss research interests and to determine the availability of suitable supervisors and facilities relevant to the proposed research.

Once the Department has confirmed that the applicant is eligible to enrol, an Application for Enrolment Form must be completed and lodged along with the necessary enrolment forms at Student Administration.

Direct Applications
All direct applications for admission to award courses must be on appropriate University application forms, available from the University. Telephone (03) 9919 2286 for details or via www.vu.edu.au/admissions.

Closing Dates for 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 numeric 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 2000, the applicant should attach a copy of the subject description of the unit from the 2000 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 may be directed to Student.Admin@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 Faculty or TAFE School’s Administration office has been obtained, a reinstatement fee and all outstanding fees have been paid.

When students enrol at the commencement of the academic year, a provisional enrolment for Semester Two is registered. It is important to note that the Faculty or TAFE School administering each course of study has the power to amend, restrict or cancel provisional semester enrolments.

Returning Students
Students who have been enrolled for the previous semester should comply with the re-enrolment requirements set down by the relevant Faculty, School or Department. Particular attention should be paid to University re-enrolment schedules.

Late Enrolment
Students must enrol in a course of study or for a subject during official enrolment periods. Where students are unable to attend the designated re-enrolment session, they should arrange for a proxy to enrol on their behalf. Students who do not comply with the enrolment and re-enrolment requirements, including the payment of relevant fees, will be required to pay 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, 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 subjects(s) concerned.

Students of other institutions wishing to apply for complementary enrolment should obtain written approval from the Director Student Affairs (or equivalent) at their home institution, verifying their enrolment status, indicating the nature of the studies to be undertaken, and certifying that the studies, if successfully completed, will count towards the award.

Students who have produced documentation required in accordance with the previous paragraph will be exempted from payment of the General Service Fee normally required upon enrolment at the University, on the basis that they have already paid such a fee elsewhere.

Complementary students will normally be required to accept liability under the Higher Education Contribution Scheme in respect of subjects undertaken at this University. However, students should not be required to accept liability more than once in respect of any particular component of enrolment.

Enrolment Amendment and Course Withdrawal

Higher Education Students

Students wishing to reduce their study load should complete an Application for Enrolment Amendment Form. Students should lodge the form at 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 Data Amendment form available from Enrolment Management offices.

Students requiring a change of name must produce documentary evidence (e.g. marriage certificate, statutory declaration) in addition to completing a Personal Data Amendment form.

Fees and Charges
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 liability after lodging an enrolment form. Once payment is completed the University will validate the student’s enrolment.

Enrolment for any semester is not valid until all relevant payments have been made.

General 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 2005 the General Services Fee (GSF) 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.
Students who withdraw from a course within four weeks of commencement in order to take up a place at another tertiary institution.

TAFE fees will be refunded to students who withdraw from the course within four weeks of commencement and results in a lower tuition fee, students will be entitled to a 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.

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.

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 Only

Differential HECS contributions apply to students commencing a new course of study after 1 January 1997. The HECS liability for each unit depends on which of three bands the unit is classified.
Further Information
The information booklet, HECS Year Questions Answered 2005, 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 web site: 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 not to accept or process the student's enrolment.

If a student fails to provide a Tax File Number or a Certificate of Application from the Australian Taxation Office by the enrolment census date, then the responsible University Officer has the authority to terminate the student's enrolment.

Postgraduate Education 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 Year Questions Answered 2005, 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 web site: www.hecs.gov.au/botpls.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 web site: 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) 9919 4022. These rules are normally reproduced by Student Affairs and displayed alongside the final examination timetable.

Assessment is available only to students of the University

Students cannot have results for an examination in a subject in which they have not formally enrolled; check carefully your Enrolment Registration and HECS Liability Statements to ensure that your enrolment is correct in every detail.

Examination Timetable

The final examination timetable is posted on University noticeboards and web site www.vu.edu.au approximately four weeks before the examination period begins. It is your responsibility to check this timetable for any clash, and to refer any clash to the either the Examinations Scheduling Officer of the Assessment & Progression Unit at Footscray Park Campus or to the Enrolment Management office on your campus.

You will not be given special consideration if you misread the examination timetable and miss an examination, nor will you be entitled to another examination.

No information about the examination timetable will be given by telephone.

Conduct of Examinations

Enquiries about examinations may be directed by email to examinations@vu.edu.au to the Enrolment Management office on campus.

Examination sessions will normally commence at:

- 9.30am morning examination sessions
- 2.00pm afternoon examination sessions
- 6.00pm evening examination sessions

unless otherwise indicated on the published timetable.

Students will be admitted to the examination room at those times and given fifteen minutes at the commencement of the session for the purpose of reading the paper. Any variation of this practice will be notified to students in the printed timetable. As a rule, no writing, note making or marking of the paper in any way is permitted in this reading time. A member of the academic or teaching staff will be present at the beginning of each examination session at the examination venues to answer any inquiries about the question paper.

Before entering the examination room, students must ascertain their seat numbers from lists posted on noticeboards at the examination venues and web site www.vu.edu.au. Lists are usually posted on the University web site 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 until half an hour after the commencement of the session or during the last quarter of an hour of the session.

You may bring into the examination room: pens, ink, pencils, rulers, erasers and mathematical instruments (see below for use of calculators and electronic devices).

You may not bring into the examination room any book, paper or other material that has not been specifically authorised for use at that particular examination: if, during an examination, you are found to be in possession of such material, you will be reported as having breached examination rules and may face disciplinary action.

You are strongly advised not to bring to examinations any unnecessary clothing, papers, books, bags, handbags, wallets, folders, valuables or other personal items. You will not be permitted to bring into the examination room any bag, handbag, folder, pencil case, calculator case, pager or similar item. You are warned of the possibility of theft. The University accepts no responsibility for loss of or damage to any item left outside of or brought into an examination room.

You must bring your student identity card or other photographic identification such as driver’s license or passport to each of your examinations. Checks will be conducted in examination venues to verify the student’s identity and any discrepancies will be dealt with University Statutes.

Further information about the conduct of the examinations is given in the Rules and Regulations published with the examination timetable and on the University web site: www.vu.edu.au.

**Academic Misconduct**

Students should note that the University regards academic misconduct as a very serious matter. Students found guilty of academic misconduct could be excluded from the University. The period of exclusion will vary depending on the circumstance of individual cases.

The following are some of the actions which have resulted in students being found guilty of academic misconduct:

- taking unauthorised materials into an examination;
- submitting work for assessment knowing it to be the work of another person;
- improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination;
- disobeying any reasonable instruction of a supervisor;
- directly or indirectly assisting other students or accepting assistance from any person other than a supervisor.

Possible penalties if found guilty of academic misconduct are referred to in Statute 2.7 and include:

- a formal reprimand;
- forfeiture of the whole or part of any assessment in the subject to which the misconduct relates;
- the imposition of a fine of not more than $500;
- suspension or exclusion from the course in which the student is enrolled.
Special Consideration

Students may apply for special consideration if their work during a teaching period or examination or other assessment has been gravely affected by illness or other serious cause.

Application must be made no later than three days after the date of submission of the assessment for which special consideration is sought. Applications seeking an extension of time to complete a component of assessment should be made to the relevant School or Department. All other applications should be made to the Executive Officer of the Faculty concerned or the TAFE Executive Officer.

Where students have been prevented by illness or other cause from making application within the three-day period they can make a late application setting out the reasons why the application could not be made earlier.

A successful application for special consideration may result in the student being allowed to undertake supplementary or further assessment.

Students will not be given special consideration for misreading the examination timetable.

Students with Disabilities – Alternative 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 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 2005 are as follows.

Division 1 – Grades For Assessed Subjects (including theses)

A: Grades for Honours subjects, theses and subjects taken in Postgraduate courses, Honours Years, Honours Degrees, Degrees with Honours and Degrees of Master, assessed as a whole.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1</td>
<td>First Class Honours, 80–100%</td>
</tr>
<tr>
<td>H2A</td>
<td>Second Class Honours, Upper, 70–79%</td>
</tr>
<tr>
<td>H2B</td>
<td>Second Class Honours, Lower, 60–69%</td>
</tr>
<tr>
<td>H3</td>
<td>Third Class Honours, 50–59%</td>
</tr>
<tr>
<td>N</td>
<td>Fail, 0–49%</td>
</tr>
<tr>
<td>S</td>
<td>Ungraded Pass</td>
</tr>
</tbody>
</table>
B: Grades for other subjects

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

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 web site and sent directly to:
Centre for Graduating Students and Education Abroad  
Telephone:  61 3 9919 2846  
Fax:  61 3 9919 2853  
Email:  graduate@vu.edu.au  
Web site:  www.vu.edu.au/graduation  
Located:  Room 4C, 141, St Alburns Campus.  

Forms must be submitted before the set closing date.  
Graduation ceremonies in 2005 are scheduled as follows:  

•  16 February 2005  Hong Kong  
•  20 February 2005  Malaysia  

Applications close 17 January 2005  
Attendscloses 6 May 2005  
Applications close 19 August 2005  
Attendees closes 30 September 2005  

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 and graduate certificants: A black gown and black cap together with a black stole in the discipline colour.  

Bachelors: A black gown and black cap with a black hood half lined with the discipline colour. The hood for the honors degree also has a white band on the edge of the hood.  

Masters: A black gown and black cap with a black hood fully lined with the discipline colour.  

Discipline colours:  
Ruby  Arts  
Ultramarine  Business or Business Administration  
Cherry  Education  
Silver Grey  Engineering  
Old Rose  Health Science  
Parchment  Law  
Pansy  Music  
Buff  Psychology  
Spectrum Green  Science or Applied Science  
Gold  Social Work  

Doctorates: A black bonnet with a gold cord and scarlet gown with a facing of the discipline colour and black hood fully lined in the discipline colour as follows:  
Adonis Blue  Doctor of Business  
Cherry  Doctor of Education  
Graphite  Doctor of Engineering  
Pearl White  Doctor of Laws  
Ruby  Doctor of Letters  
Sapphire  Doctor of Philosophy  
Old Gold  Doctor of Psychology  
Spectrum Green  Doctor of Science  
Sky Blue  Doctor of the University  

The academic dress for indigenous Australians is the habit of their award together with a calf length black and red silk stole that has gold tassels, a map of Victoria in gold silk and ‘Victoria University’ embroidered in gold on the left end of the stole, and the sun in gold silk and ‘Ngaga Jindi Wuruback’ embroidered in gold on the right end of the stole.  

Credit Points  
The credit point system provides a uniform basis for establishing subject relativities and values within a course. The objectives of the credit point system are to:  

•  simplify and standardise the relativities and values within a course in relation to EFTSU and Higher Education Contribution Scheme (HECS) calculations;  
•  provide a uniform measure of total student workload across all higher education programs; and  
•  allow students to make informed judgements on their likely workload in subjects across various disciplines.  

What is a credit point value?  
The value of a credit point is determined by the total student effort involved in the completion of a subject and includes private study hours, tutorial or laboratory work, library and research work together with formal class contact hours. The credit point value of a subject reflects its academic weight and the total amount of effort relative to other subjects within a course. There is no link between credit points and contact hours.  

What type of credit point system?  
The University has introduced a standard course value system of credit points. This means that all courses within the higher education sector of the University will have the same number of credit points for each year of a course.  

How many credit points?  
The University has adopted a system of 120 credit points for each year of a course. Thus a three-year degree program will equal 360 credit points, a four-year degree 480 credit points and so on.  

How can I identify my enrolment load?  

<table>
<thead>
<tr>
<th>Credit Points Range</th>
<th>Enrolment Load Description</th>
<th>Equivalent Full-Time Student Unit (EFTSU) Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–44</td>
<td>credit points per semester will equal a part-time load</td>
<td>0–44</td>
</tr>
<tr>
<td>45–60</td>
<td>credit points per semester will equal a full-time load</td>
<td>45–60</td>
</tr>
<tr>
<td>0–90</td>
<td>credit points per year will equal a part-time load</td>
<td>0–90</td>
</tr>
<tr>
<td>91–120</td>
<td>credit points per year will equal a full-time load</td>
<td>91–120</td>
</tr>
</tbody>
</table>

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 – web site: www.vu.edu.au/careers;

Careers Counselling appointments are available for students from all campuses by phoning (03) 9919 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 on line 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 web site 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 Support.

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) 9919 4098
For further information on finding suitable childcare, telephone the Manager, Children’s Services, on 9919 8801.

Footscray Nicholson Campus
Telephone: (03) 9919 8696
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) 9919 4578
The Footscray Park Campus Children’s Centre is located at 8 Geelong Road, Footscray. The Centre caters for a maximum of 37 children aged 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) 9919 6855
The Jindi Woraback Children’s Centre is located at the Willis Street entrance of the St Albans Campus and is operated by a Management Committee consisting of representatives from the University and parents. The Centre caters for a maximum of 115 children aged from two weeks to six years on a full-time (weekly), daily, sessional (half day) basis. The Centre is open from 7.00am to 6.00pm, Monday to Friday and offers a funded preschool program.

Melton Campus
Telephone: (03) 9919 7500
The Brookfield Preschool operates from the Melton Campus Children’s Centre and is located at the Wilson Road entrance of the Campus. The Centre offers sessional kindergarten programs for three and four-year-old children.

Newport Campus
Telephone: (03) 9919 8476
The Newport Campus Children’s Centre is located in Building K, Champion Road, Newport. The Centre caters for a maximum of 40 children aged 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) 9919 9568 or (03) 9919 8098
The Werribee Campus Children’s Centre is located in Hoppers Lane, Entrance Gate 1, Building 9, Werribee. The Centre caters for a maximum of 45 children aged 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.

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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 form. 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 web site. The organisation of graduation ceremonies, both onshore and offshore, is also the responsibility of this centre.

Centre for Graduating Students and Education Abroad

Phone: 61 3 9919 2846
Fax: 61 3 9919 2853
Email: graduate@vu.edu.au
Web site: www.vu.edu.au
Located Room 4C, 141, St Albans Campus

Optometry and Dentistry

Optometry and dental services through local agencies. All enquiries should be directed to the Victoria University Student Union Resource Centres

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) 9919 2625.

Independent Access:

Students with Disabilities

Students with disabilities have access to disabled parking, library resources and equipment including support staff, faculty and department contact officers, and educational assistance through the Student Learning Unit. Students requiring in-class supports, teaching accommodations and/or applications for alternative assessment arrangements for examinations need to register with Disability Services (DS) in the Equity & Social Justice Branch. Students must register with DS each year, and as early as possible, to ensure adequate supports and up to date information and resources are available. A Disability Resource Room is located at St. Albans campus providing access to adaptive technology as well as services such as the transcribing of text into electronic or Braille format.

Further information, registering and advice can be obtained by contacting Disability Services in the Equity & 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.

Moondani Balluk staff can assist students with course advice, Abstudy, academic support, employment and careers advice, social support, housing, counselling and discrimination advice.

Further information is available from Moondani Balluk, telephone (03) 9919 2836, or email Moondani.Balluk@vu.edu.au

Student Support

Student Support provides services to students in a variety of ways. Staff provide academic support, personal and vocational counselling, financial counselling, housing and health services.

Student Support offices are located on most campuses and are open Monday to Friday during normal working hours, or after hours by appointment. For further information contact Footscray Nicholson campus on (03) 9919 8801, Footscray Park campus on (03) 9919 4418, St Albans campus on (03) 9919 2399 or visit our webpage: www.vu.edu.au/ss

Accommodation

The University Student Housing Service assists student with locating, securing and maintaining suitable accommodation. The Student Housing Database, including current accommodation listings, is on the Internet. 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 and referral as well as assistance with general housing information. At other campuses, Student Support staff can assist with accommodation inquiries. For further information, contact the Housing Officer on telephone: (03) 9919 4420 or e-mail housing@vu.edu.au

Chaplaincy

Contact Student Support for information about spiritual support in the community.
Counselling – Personal
Counselling can help students optimise their emotional, social and academic well-being. Students are invited to discuss any personal, family or relationship matters with one of the counsellors. Some examples of issues discussed include loneliness, difficulty adjusting to life at the University, relationships, sexuality, family difficulties, grief and loss, self-confidence and anxiety. Counselling can be contacted by telephoning (03) 9919 4418 or (03) 9919 2399.

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 possible. Payees continuing in their current purpose in accordance with the Student Loan Fund Policy.

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) 9919 8517.

Services for AusAid sponsored students are available through Footscray Park Campus, telephone: (03) 9919 4780

Further information is available at Footscray Park Campus, telephone: (03) 9919 4777, St Albans Campus, telephone: (03) 9919 2399 or City Flinders Campus, telephone: (03) 9919 1159.

Further information relevant to International students is available from the International Branch at City Flinders Campus, telephone: +61 3 9919 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;
- Vaccinations (at Footscray Park Campus).

The health advisors can also be contacted through Student Support on (03) 9919 4418.

Medical Centre
A Medical Centre is located at Student Support at the Footscray Park Campus in Building M, Level 2. Doctors consult on a sessional basis Monday to Thursday during Higher Education teaching time. All consultations are bulk billed on presentation of a Medicare card. For international students the Medical Centre bills Medibank Private direct. This means international students do not have to pay after their consultation provided they have their current Medibank Private card with them and they fill out a claim form at the Medical Centre. For appointments phone Student Support on (03) 9919 4418 or drop in to Student Support.

Drug Education
Substance use and abuse is an issue of considerable concern in the general community. The University has a drug education officer who can provide information on drug related issues and provide advice on how to find treatment and counselling services in the community. Education sessions on these issues can be organised for groups of students by contacting the drug education officer on (03) 9919 8886.
First Aid

There are first aiders on all campuses of the University. Lists of first aiders are on the 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 on the grounds specified in Commonwealth and State anti-discrimination legislation. The list is available from the Equity and Social Justice Branch on ph (03) 9919 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) 9919 4744.

Sport and Recreation Facilities and Services

A range of sport, recreation and fitness facilities and services are provided by the University including:

• fitness centres at Footscray Park, St Albans, Sunbury and Werribee campuses;
• twenty-five metre swimming pool at the Footscray Park campus;
• first-class athletics track and rugby field at the Werribee campus;
• multi-purpose sports halls at Melton, Footscray Park and Footscray Nicholson campuses;
• tennis courts at Werribee, Footscray Park and St Albans campuses.

Sporting equipment is available from the sport and recreation facility on your campus.

Programs and services include:

• Orientation Festival including Host Day, the ‘O Party’ and a range of campus events including free entertainment, food, stalls, clubs and sport information;
• sporting opportunities including club sport, campus sport, cross campus and representative competitions;
• major events including parties, club nights and balls;
• trips and tours including learn to surf, skiing trips, Great Ocean Road tour, Phillip Island tour and a ten-day trip to Central Australia;
• regular campus entertainment including performers, film screenings, club events, information days, free food and stalls;
• clubs and societies including social interest, cultural, faculty and course-based groups;
• student competitions such as the Diary Cover Competition, National Campus Band Competition and Art Prize.

For further information go to www.vustudents.org or pick up a Sport and Recreation Handbook.
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 and the Victoria University Postgraduate Association.

City Flinders
Student Union Office (03) 9919 1427

City King
Student Union Office (03) 9919 7831

Footscray Nicholson
Student Union Office (03) 9919 8534

Footscray Park
Union Reception/General Enquiries (03) 9919 4360
Resource Centre (03) 9919 4302

Melton
Resource Centre (03) 9919 7551

Newport
Resource Centre (03) 9919 8474

St Albans
Student Union Office (03) 9919 2706
Resource Centre (03) 9919 2638

Sunbury
Resource Centre (03) 9919 3206

Sunshine
Student Union Office (03) 9919 7126

Werribee
Resource Centre (03) 9919 8206

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 2005

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 October 2004.

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=Melbourne
- M=Moonlight
- O=Off campus
- P=Singapore
- Q=Queen Street
- S=St Albans
- T=Tianjin University
- U=University
- V=Vale
- W=Werribee
- X=Xinjiang
- Y=Yanhua
- Z=Zhoushan

Faculty of Arts

<table>
<thead>
<tr>
<th>Generalist Degree Programs</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts – Footscray</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Bachelor of Arts – St Albans</td>
<td>S</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Bachelor of Arts (Advocacy & Mediation)                        | F      | Y         | Y         |
| Bachelor of Arts (International Community Development)        | S      |           |           |
| Bachelor of Arts (Community Development) – Australian Stream (3rd year only) | S      |           |           |
| Bachelor of Arts (Computer Mediated Art)                      | S      |           |           |
| Bachelor of Arts (Criminal Justice Studies)                   | F      |           |           |
| Bachelor of Arts (Human Services)                             | S      |           |           |
| Bachelor of Arts (International Studies)                      | F      |           |           |
| Bachelor of Arts (Legal Studies)                              | F      |           |           |
| Bachelor of Arts (Multimedia)                                 | S      |           |           |
| Bachelor of Arts (Performance & Multimedia)                   | F      |           |           |
| Bachelor of Arts (Professional Writing)                       | S      |           |           |
| Bachelor of Communication (Public Relations)                  | S      |           |           |
| Bachelor of Multimedia Systems                                | K      |           |           |
| Bachelor of Psychology (Arts stream)                          | F      |           |           |
| Bachelor of Psychology (Interpersonal & Organisational)       | S      |           |           |
| Bachelor of Social Work (Preliminary Year)                    | S      |           |           |
| Bachelor of Social Work                                       | S      |           |           |
| Bachelor of Science (Psychology)                              | S      |           |           |

<table>
<thead>
<tr>
<th>Specialist Degree Programs</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Combined Degree Programs</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts (Psychology)</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Business (Electronic Commerce)</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Business (Marketing)/Bachelor of Psychology</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Business (Tourism Management)</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Exercise Science &amp; Human Movement/</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Laws/Bachelor of Arts</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Science / Bachelor of Psychology</td>
<td>S</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Honours Programs
Bachelor of Arts (Honours) S,F Y Y
Bachelor of Arts (Honours) Computer Mediated Art & 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

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) 9919 2369.

Faculty of Business and Law

School of Accounting and Finance

Bachelor of Business
– Accounting FW,H1,D3,DB,K1 Y Y
– Banking & Finance FK1,H1 Y Y
– Accounting/Banking & Finance FK1 Y Y
– Accounting/Hospitality Management F Y Y
– Accounting/Information Systems F Y Y
– Banking & Finance/International Trade F Y Y

Bachelor of Business Combined Degrees
– Fasttrack BBus Accounting/TAFE Accounting W Y N

School of Applied Economics

Bachelor of Business
– Financial Risk Management F, K1, H1,DB,D2 Y Y
– Global Logistics & Transport W,H1 Y Y
– International Business W Y Y
– International Commerce D2 Y N
– International Trade FK1,D6,D3,22,H1 Y Y
– Music Industry FK1 Y Y
– Retail Management FK1 Y Y
– Applied Economics/International Trade F Y Y
– Financial Risk Management/Accounting H1,D2 Y N
– Financial Risk Management/Banking & Finance H1,D2 Y N
– Financial Risk Management/Global Logistics & Transport H1,DB Y N
– Financial Risk Management/International Trade F, DB, H1,D2 Y Y
– Global Logistics & Transport/Accounting H1 Y N
– Global Logistics & Transport/International Trade H1 Y N
– International Trade/Retail Management F Y Y
– Music Industry/F Music Industry/Event Management F Y Y
– Retail Management/Marketing F Y Y

Bachelor of Business Honours Degrees
– Bachelor of Business (Honours) Applied Economics C Y Y
– Bachelor of Business (Honours) International Trade C Y Y
– Bachelor of Business (Honours) Retail Management C Y Y

Bachelor of Business Combined Degrees
– BA Asian Studies/B Bus International Trade F Y Y

School of Hospitality, Tourism and Marketing

Bachelor of Business
– Event Management B Y N
– Hospitality Management FK1,H1 Y Y
– Hotel, Restaurant & Catering Management F Y Y
– Marketing FB,K1 Y Y
– Tourism Management FK1,H1 Y Y
– Hospitality/Event Management F Y Y
– Hospitality/Human Resource Management F Y Y
– Hospitality/Tourism Management FH1 Y Y
– Marketing/Applied Economics F Y Y
– Marketing/Electronic Commerce F Y Y
### COURSES AT VICTORIA UNIVERSITY IN 2005

#### Marketing/Event Management
- B Y N
#### Marketing/International Tourism
- K1 Y N
#### Marketing/International Trade
- FK1 Y Y
#### Marketing/Hospitality Management
- F Y Y
#### Marketing/Tourism Management
- F Y Y
#### Tourism Management/Event Management
- F Y Y

**Bachelor of Business Combined Degrees**
- BBus Tourism Management / BA Asian Studies F Y Y
- BBus Tourism Management / BA Recreation Management F Y Y
- BBus Marketing / BA Psychology F Y Y
- BA Sports Administration / BBus Event Management B Y Y
- BA Sports Administration / BBus Marketing B Y Y

**School of Information Systems**

#### Bachelor of Business
- Computer Systems Management W, H3
- Electronic Commerce F, K1 Y Y
- Information Systems F, K1 Y Y
- Electronic Commerce/Music Industry F Y Y
- Electronic Commerce /International Trade F Y Y
- Electronic Commerce / Retail Management/ F Y Y

#### Bachelor of Business Honours Degrees
- Bachelor of Business (Honours) Information Systems C Y Y

#### Bachelor of Business Combined Degrees
- B.Bus Electronic Commerce/Bachelor of Science W Y Y
- BA Multimedia/BBus Electronic Commerce F Y Y
- Bachelor of Engineering/BBus Electronic Commerce F Y Y

**School of Law**

#### Bachelor of Laws
- Law F, Q Y Y
- Graduate Entry F, Q Y Y
- Legal Practice Management F Y Y

#### Bachelor of Laws/Bachelor of Business
- Bachelor of Laws/BBus Accounting F Y Y
- Bachelor of Laws/BBus Applied Economics F Y Y
- Bachelor of Laws/BBus Banking & Finance F Y Y
- Bachelor of Laws/BBus Electronic Commerce F Y Y
- Bachelor of Laws/BBus Event Management F Y Y
- Bachelor of Laws/BBus Human Resource Management F Y Y
- Bachelor of Laws/BBus International Trade F Y Y
- Bachelor of Law/BBus Management F Y Y
- Bachelor of Laws/BBus Marketing F Y Y
- Bachelor of Laws/BBus Music Industry F Y Y
- Bachelor of Laws/BBus Tourism Management F Y Y

#### Bachelor of Laws Combined Degrees
- Bachelor of Laws/Bachelor of Arts F Y Y
- Bachelor of Laws/Bachelor of Science F Y Y
- Bachelor of Engineering/Bachelor of Laws F Y Y

**School of Management**

#### Bachelor of Business
- Management FRDA, K1 Y Y
- Human Resource Management F, K1 Y Y
- Service & Human Resource Management B Y Y
- Strategic & Financial Management F Y Y
- Management/Marketing BP1 Y Y

#### Bachelor of Business Honours Degrees
- Bachelor of Business (Honours) Management C Y Y

#### Bachelor of Business Combined Degrees
- BA Psychology/BBus Human Resource Management F Y Y
- BA Sports Administration/BBus Management B Y Y

**Note:** The details of the programs, courses, and subjects set out in this Handbook might change after publication. To ensure that the information about Faculty of Business and Law courses is still accurate, contact the Faculty of Business and Law Executive Officer on (03) 9919 4471.
### Faculty of Human Development

#### School of Education

<table>
<thead>
<tr>
<th>Bachelor of Arts</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>– Computer Mediated Art</td>
<td>S</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>– Computer Mediated Art &amp; Multimedia (Honours)</td>
<td>S</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>– Early Childhood Education</td>
<td>M</td>
<td>n/a</td>
<td>Y</td>
</tr>
<tr>
<td>– Youth Studies</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bachelor of Education</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>– Pre-Service Program P-12</td>
<td>FM,B</td>
<td>Y</td>
<td>n/a</td>
</tr>
<tr>
<td>– Post-Registration (Year 4)</td>
<td>B</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Bachelor of Education (Nyarna Studies)</td>
<td>E</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Bachelor of Arts (Nyarna Studies)</td>
<td>E</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Diploma of Community Services – Youth Work</td>
<td>E</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Associate Diploma of Arts – Recreation/Fitness Leadership</td>
<td>E</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Certificate in Occupational Studies – Social &amp; Community Services</td>
<td>E</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

#### School of Health Sciences

<table>
<thead>
<tr>
<th>Bachelor of Health Science</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>– Clinical Dermal Therapies</td>
<td>J</td>
<td>n/a</td>
<td>Y</td>
</tr>
<tr>
<td>– Natural Medicine</td>
<td>S,Z,A</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>– Paramedic (3yr pre-service)</td>
<td>S,I</td>
<td>Y</td>
<td>n/a</td>
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<tr>
<td>– Paramedic (1yr conversion)</td>
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<td>– Chinese Medicine</td>
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<tr>
<td>– Naturopathy &amp; Homoeopathy</td>
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<tr>
<td>Bachelor of Science – Clinical Sciences (Osteopathy)</td>
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#### School of Human Movement, Recreation and Performance

<table>
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<tr>
<th>Bachelor of Exercise Science</th>
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<tbody>
<tr>
<td>– Human Movement</td>
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<tr>
<td>– Human Movement/Bachelor of Psychology</td>
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<tr>
<td>– Human Movement/Bachelor of Arts Sport Administration</td>
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<tr>
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<td>– Performance &amp; Multimedia</td>
<td>F</td>
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<td>– Recreation Management/Bachelor of Business – Sports Administration</td>
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<td>– Sports Administration/Bachelor of Business – Management</td>
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<td>– Sports Administration/Bachelor of Business – Marketing</td>
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<td>Bachelor of Applied Science (Honours) – Human Movement</td>
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#### School of Nursing and Midwifery

| Non Award Short Courses                |       |           |           |
| Bridging Course (Division 2)           | S      | Y         | n/a       |
| Bridging Course (Graduate Entry)       | S      | Y         | n/a       |

| Award Courses                          |       |           |           |
| Bachelor of Nursing                    | S      | Y         | Y         |
| – (Pre-Registration)                   | S      | Y         | Y         |
| – (Graduate Entry)                     | S      | Y         | Y         |
| – (Division 2 Entry)                   | S      | Y         | Y         |

| Bachelor of Health Science             |       |           |           |
| – Nursing (Post-Registration)          | S      | Y         | Y         |
| – Nursing (Honours)                    | S      | Y         | Y         |
| Bachelor of Midwifery                  | S      | Y         | Y         |

**Note:** The details of the programs, courses and subjects set out in this Handbook might change after the date of publication. To ensure that information about Faculty of Human Development courses is still accurate, contact the Faculty of Human Development Student Centre, Footscray Park (03) 9919 4409, St Albans (03) 9919 2299, Melton (03) 9919 7584, Sunbury (03) 9919 3244, City (03) 9919 1120.
# Faculty of Science, Engineering and Technology

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<th>Course</th>
<th>Campus</th>
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<th>Part-time</th>
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<td><strong>Faculty Courses</strong></td>
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<td><strong>Bachelor</strong></td>
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<td>– Business/Science</td>
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<tr>
<td>– Architectural Engineering</td>
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<tr>
<td>– Building Engineering</td>
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<td>– Civil Engineering</td>
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<td>– Mechanical Engineering</td>
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<td>– Robotic Engineering</td>
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<td><strong>Bachelor of Technology</strong></td>
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<tr>
<td>– Building Surveying</td>
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<td><strong>School of Computer Science and Mathematics</strong></td>
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<td>– Computer Science</td>
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<td>– Computer &amp; Mathematical Sciences</td>
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<td>– Computer Science &amp; Aviation</td>
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<tr>
<td>– Internet Technologies &amp; Applications</td>
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<td>– Information Technology</td>
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<td>– Computational Financial Mathematics</td>
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<td><strong>Bachelor of Science (Honours)</strong></td>
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<td>– Computer Science</td>
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<td>– Computer &amp; Mathematical Sciences</td>
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<td>International Program (Offshore)</td>
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<td><strong>Bachelor of Engineering</strong></td>
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<tr>
<td>– Electrical &amp; Electronic Engineering</td>
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<td>– Computer Engineering</td>
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<td>– Software Engineering</td>
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<tr>
<td>– Microelectronic Systems</td>
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<td>– Telecommunication Engineering</td>
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<tr>
<td>– Photonics</td>
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<td><strong>Bachelor of Engineering Science</strong></td>
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<tr>
<td>– Photonics</td>
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<tr>
<td><strong>Bachelor of Science</strong></td>
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<tr>
<td>– Computer Technology</td>
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<tr>
<td>– Applied Physics &amp; Computing</td>
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<td>Y</td>
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<tr>
<td>– Optoelectronics</td>
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<tr>
<td><strong>Bachelor of Science (Honours)</strong></td>
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<tr>
<td>– Computer Technology</td>
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<tr>
<td>– Physics</td>
<td>F</td>
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</table>
### School of Molecular Sciences

**Bachelor of Applied Science**
- Chemistry | W | N | Y

**Bachelor of Science**
- Biotechnology | W | Y | Y
- Medical, Forensic & Analytical Chemistry | W | Y | Y
- Nutrition, Food & Health Science | W | Y | Y

**Bachelor of Science (Honours)**
- Biology (Biotechnology) | W | Y | Y
- Nutrition & Food Science | W | Y | Y
- Chemical & Environmental Sciences | W | Y | Y

### School of Biomedical Sciences

**Bachelor of Science**
- Biomedical Sciences | S | Y | Y
- Occupational Health & Safety | O | Y | Y
- Nutritional Therapy | S | Y | Y

**Bachelor of Science (Honours)**
- Biomedical Sciences | S | Y | Y

**Double Degree**
- Science/Psychology | S | Y | Y

### Sustainability Group

**Bachelor of Science**
- Ecology & Sustainability | S | Y | Y

**Bachelor of Science (Honours)**
- Ecology & Sustainability | S | Y | Y

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## Postgraduate Courses

### Faculty of Arts

<table>
<thead>
<tr>
<th>Higher Degrees by Research</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
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<tbody>
<tr>
<td>Master of Arts by Research</td>
<td>S,F</td>
<td>Y</td>
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<tr>
<td>Doctor of Philosophy by Research</td>
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<td>Y</td>
<td>Y</td>
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<tr>
<td>Master of Social Work by Research</td>
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<td>Y</td>
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<thead>
<tr>
<th>Postgraduate Programs by Coursework</th>
<th>Campus</th>
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<th>Part-time</th>
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<tbody>
<tr>
<td>Graduate Certificate in Asian &amp; Pacific Studies (General Stream)</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Graduate Certificate in Asian &amp; Pacific Studies (Community Development Stream)</td>
<td>S</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Graduate Certificate in Communication &amp; Professional Writing</td>
<td>C</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Graduate Certificate in Arts (History)</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Graduate Certificate in Arts (Politics &amp; International Studies)</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Graduate Certificate of Public Advocacy &amp; 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>
<td>N</td>
<td>Y</td>
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<tr>
<td>Graduate Diploma in Asian &amp; Pacific Studies (General Stream)</td>
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<td>Y</td>
<td>Y</td>
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<tr>
<td>Graduate Diploma in Asian &amp; Pacific Studies (Community Development Stream)</td>
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<tr>
<td>Graduate Diploma in Communication &amp; Professional Writing</td>
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<td>Y</td>
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<tr>
<td>Graduate Diploma in Counselling</td>
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<td>Y</td>
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<tr>
<td>Graduate Diploma in Counselling (Child &amp; Adolescent)</td>
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</tr>
<tr>
<td>Graduate Diploma in Arts (History)</td>
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<td>Y</td>
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<tr>
<td>Graduate Diploma in Arts (Politics &amp; International Studies)</td>
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<tr>
<td>Graduate Diploma in Arts (Social Research Methods)</td>
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<tr>
<td>Graduate Diploma in Modern Languages</td>
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<tr>
<td>Graduate Diploma in Psychological Studies</td>
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<tr>
<td>Graduate Diploma in Psychology</td>
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<tr>
<td>Graduate Diploma of Public Advocacy &amp; Action</td>
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<td>N</td>
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<td>Graduate Diploma in Women's Studies</td>
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<tr>
<td>Master in Counselling</td>
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<tr>
<td>Master of Arts in Asian &amp; Pacific Studies (General Stream)</td>
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<tr>
<td>Master of Arts in Asian &amp; Pacific Studies (Community Development Stream)</td>
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<td>Master of Arts in Communication &amp; Professional Writing</td>
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<td>Master of Arts in Women's Studies</td>
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<tr>
<td>Master of Applied Psychology</td>
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<tr>
<td>– Community Psychology Stream</td>
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<td>– Sport Psychology Stream</td>
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<td>Master of Psychoanalysis</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) 9919 2369.
## Faculty of Business and Law

### Victoria Graduate School of Business

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<tr>
<td>Doctor of Business Administration</td>
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<tr>
<td>Master of Business by Research</td>
<td>C</td>
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<td>Y</td>
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<tr>
<td>Doctor of Philosophy</td>
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### School of Accounting and Finance

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<td>Master of Business in Accounting</td>
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<td>Master of Business in Professional Accounting</td>
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<td>Master of Business by Research</td>
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### School of Applied Economics

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<td>Graduate Certificate in Statistics</td>
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<tr>
<td>Graduate Certificate in Retail Management</td>
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<td>Graduate Diploma in Retail Management</td>
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<td>Master of Business in Business Economics</td>
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<td>Master of Business in Financial Risk Management</td>
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<tr>
<td>Master of Business in International Trade</td>
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<tr>
<td>Master of Business in International</td>
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<tr>
<td>Master of Business Global Logistics &amp; Transport</td>
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<td>Master of Business by Research</td>
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<td>Doctor of Philosophy</td>
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### School of Hospitality, Tourism and Marketing

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<tr>
<td>Masters in Comparative Commercial Law</td>
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<td>Master of Regulatory &amp; Criminological Studies</td>
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<td>Master of Business in Event Management</td>
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### Sir Zelman Cowan Centre

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<tr>
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<td>Graduate Diploma in Notarial Practice</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 Business and Law courses is still accurate, contact the Faculty of Business and Law Executive Officer on (03) 9919 4471.

### Faculty of Human Development

#### Faculty Courses

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<td>- Graduate Diploma in Dementia Care &amp; Service</td>
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#### School of Education

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#### Master of Education

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### School of Health Sciences

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<td>- Intensive Care Paramedicine</td>
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### School of Human Movement, Recreation and Performance

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### School of Nursing and Midwifery

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<td>- Cancer Nursing</td>
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<td>- Emergency Nursing</td>
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<td>- Gerontic Nursing</td>
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<td>- Paediatric Nursing</td>
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**Note:** The details of the programs, courses and subjects set out in this Handbook might change after the date of publication. To ensure that information about Faculty of Human Development courses is still accurate, contact the Faculty of Human Development Student Centre, Footscray Park (03) 9919 4409, St Albans (03) 9919 2299, Melton (03) 99197584, Sunbury (03) 9919 3244, City (03) 9919 1120.
## Faculty of Science, Engineering and Technology

### Faculty Courses

<table>
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### Centre for Environmental Safety and Risk Engineering

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<td>– Building Fire Safety &amp; Risk Engineering</td>
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<td>Graduate Diploma</td>
<td>W</td>
<td>n/a</td>
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<tr>
<td>– Performance-based Building &amp; Fire Codes</td>
<td>W</td>
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### Integrated Freight Systems Research Unit

<table>
<thead>
<tr>
<th>Course</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
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<tbody>
<tr>
<td>Doctor of Philosophy</td>
<td>W</td>
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<tr>
<td>Master of Engineering (Research)</td>
<td>W</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Master of Engineering Science (Intermodal)</td>
<td>W</td>
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<td>W</td>
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<tr>
<td>– Intermodal Freight Systems Management</td>
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<td>Graduate Certificate</td>
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<tr>
<td>– Bulk Freight Systems Management</td>
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### School of Architectural, Civil and Mechanical Engineering

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<tr>
<td>Doctor of Philosophy</td>
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<tr>
<td>Master of Engineering (Research)</td>
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<tr>
<td>Master of Engineering (Coursework)</td>
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<tr>
<td>– Project Management</td>
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<td>– Project Management (Block Mode)</td>
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<td>– Project Management</td>
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<td>– Project Management</td>
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### School of Computer Science and Mathematics

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<td>– Computer Science</td>
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<tr>
<td>– Computer &amp; Mathematical Sciences</td>
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<tr>
<td>– Software Engineering</td>
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</tr>
<tr>
<td>– Computer Science</td>
<td>F</td>
<td>Y</td>
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<tr>
<td>– Computer &amp; Mathematical Sciences</td>
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<td>Y</td>
<td>Y</td>
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<tr>
<td>– Multimedia Information Networking</td>
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<td>– Software Engineering</td>
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### School of Electrical Engineering

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<td>Doctor of Philosophy</td>
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<td>Master of Engineering (Research)</td>
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<tr>
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<tr>
<td>Master of Engineering (Coursework)</td>
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<td>– Microelectronic Engineering</td>
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<tr>
<td>– Electrical &amp; Electronic Engineering</td>
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<tr>
<td>– System &amp; Control Engineering</td>
<td>F</td>
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<tr>
<td>– Telecommunication Engineering</td>
<td>F</td>
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### COURSES AT VICTORIA UNIVERSITY IN 2005

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<th>Master of Engineering Science (Coursework)</th>
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<tr>
<td>– System &amp; Control Engineering</td>
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<td>– Telecommunication Engineering</td>
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<td>– System &amp; Control Engineering</td>
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<tr>
<td>– Telecommunication Engineering</td>
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| Double Degree (Coursework) |  |  |  |
| Master of Engineering in Microelectronic Engineering / Master of Engineering Science in Computer & Microelectronic Engineering | F | Y | Y |

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<th>School of Biomedical Sciences</th>
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<td>Master of Science (Research)</td>
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<td>Master of Science (Coursework)</td>
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<tr>
<td>– Food Science &amp; Technology</td>
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<td>– Biotechnology</td>
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<tr>
<td>– Environmental Management</td>
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<td>Graduate Diploma</td>
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<tr>
<td>– Environmental Management</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) 9919 4191. For further information about Engineering and Science courses: Telephone: (03) 9919 4191 – Facsimile: (03) 9919 4513 – Email: Bob.Ritchens@vu.edu.au – Internet: www.vu.edu.au.
## TAFE Courses at Victoria University in 2005

### 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) 21434VIC
- Diploma of Financial Services (Conveyancing) FNB50601
- Diploma of Business Administration BSB90201
- Certificate IV in Business Administration BSB40201
- Certificate III in Business Administration BSB30201
- Certificate III in Business BSB30101
- Certificate IV in Business BSB40101
- Diploma of Business BSB50101

#### Financial Services Department
- Advanced Diploma of Accounting FNB60202
- Diploma of Accounting FNB50202
- Diploma of Business (Banking and Finance) 90025NSW
- Course in Stock Market Investment 21081VIC
- Certificate IV in Stock Market Investment, Broking and Risk 21400VIC
- Course in Real Estate for Agents' Representatives 2004AAA
- The Certificate IV in Business (Estate Agency Practice) 2404ADA
- Certificate IV in Assessment and Workplace Training BSZ40198

#### Hospitality and Tourism Department
- Certificate II in Hospitality (Operations) THH21802
- Certificate II in Hospitality (Kitchen Operations) THH22002
- Certificate III in Hospitality (Commercial Cookery) THH31502
- Certificate III in Hospitality (Catering Operations) THH32902
- Certificate III in Hospitality (Operations) THH33002
- Certificate IV in Hospitality (Supervision) THH42602
- Diploma of Hospitality Management THH51202
- Advanced Diploma of Hospitality Management THH60202
- Certificate III in Meetings and Events THT30102
- Certificate III in Tourism (International Retail Travel Sales) THT30302
- Certificate III in Tourism (Guiding) THT30902
- Certificate III in Tourism (Operations) THT31002
- Certificate III in Tourism (Retail Travel Sales) THT30202
- Certificate IV in Tourism (Sales and Marketing) THT40102
- Diploma of Event Management THT50202
- Certificate II in Tourism (Operations) THT60102
- Certificate IV in Tourism (Operations) THT60202
- 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 III in Business (Frontline Management) BSB30504
- Certificate IV in Business (Frontline Management) BSB41004
- Diploma of Business (Frontline Management) BSB51004
- 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 (Advertising) BSB40601
- Diploma of Business (Advertising) BSB50601
- Advanced Diploma of Business (Advertising) BSB60501
- Certificate III in Business (Sales) BSB30301
- 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 WRR20199
Certificate III in Beauty WRR30199
Diploma of Beauty Therapy WRR50199
Diploma of Entertainment (Make-Up) CUE50798
Certificate IV in Entertainment Make-Up CUE40898
Diploma of Remedial Massage HLT50302
Advanced Diploma of Naturopathy HLT60502
Certificate II in Hairdressing WRH20100 [Pre-Apprenticeship]
Certificate III in Hairdressing WRH30100
Certificate IV in Hairdressing WRH40100
Diploma of Hairdressing Salon Management WRH50100

Western Business Enterprise Centre
Certificate III in Security (Guarding) PRS30198
Certificate II in Small Business (Operations/Innovation) 21530VIC
Certificate IV in Business (Small Business Management) BSB40401
Diploma of Business Facilitation 21542VIC
Certificate II in Funeral Services (Funeral Operations) WFS20202
Certificate III in Funeral Services (Funeral Operations) WFS30202
Certificate IV in Funeral Services WFS40102
Certificate II in Wholesale Operations WRR20101
Certificate III in Wholesale Operations WRR30101
Certificate IV in Wholesale Management WRR40101
Diploma of Wholesale Management WRR50101
Diploma of Retail Management WRR80102
Certificate IV in Retail Management WRR40102
Certificate III in Retail Supervision WRR30102
Certificate III in Retail Operations WRR20202
Certificate II in Retail Operations WRR20102
Certificate II in Retail Cosmetic Assistant WRR20399

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 (Mechanical – Tyre Fitting and Repair Light) AUR21599
Certificate II in Automotive (Mechanical – Vehicle Servicing) AUR21799
Certificate III in Automotive (Vehicle Body – Panel Beating) AUR31699,
Certificate III in Automotive (Vehicle Body – Vehicle Painting) AUR31899
Certificate III in Automotive (Mechanical – Light Vehicle) AUR31099
Certificate IV in Automotive AUR40199
Certificate II in Automotive Technology Studies 21560VIC

Building and Construction Department
Certificate I in Boating 15562VIC [Pre-Apprenticeship]
Certificate II in Boating 15563VIC [Traineeship]
Certificate III in Boating 15564VIC [Apprenticeship]
Certificate II in Engineering – Production [Boatbuilding Pre-Apprenticeship] MEM20198
Certificate II in Engineering – Production Technology [Boatbuilding -Traineeship] MEM20298
Certificate III in Marine Craft Construction MEM3063 [Apprenticeship]
Certificate III in Off Site Construction [Joinery-Timber/Aluminium/Glass] BCF30200
Certificate II in Joinery/Shopfitting/Shopbuilding – Pre-Apprenticeship 21533VIC
Certificate II in Building and Construction 21393VIC [Bricklaying – Pre-Apprenticeship]
Certificate III in General Construction (Bricklaying/Blocklaying) BCG30609 [Apprenticeship]
Certificate II in Building and Construction 21393VIC [Carpentry – Pre-Apprenticeship]
Certificate III in Carpentry and Joinery (Joinery/Shopfitting/shopfitting) 20083VIC
Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing) BCG30798 [Apprenticeship]
Certificate II in Furniture Making LMF20302
Certificate III in Furniture Making LMF30802
Certificate III in Furniture Making (Cabinet Making) LMF30804
Certificate III in Furniture Making (Wood Machining) LMF30502
Certificate IV in Applied Design (Furniture) 21528VIC
Diploma of Building SA3475
Certificate IV in Building SA3477
Diploma of Building Design and Technology 40356SA
Certificate IV in Residential Drafting 40357SA
Diploma of the Built Environment SA3472
Advanced Diploma of Building Surveying BCG60103
Diploma of Building Surveying BCG50103
Diploma of Building Surveying SA3473
Diploma of Building Design and Drafting SA3474
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 [Apprenticeship]
Certificate I in Building & Construction (Plumbing) 2102ABC
Certificate III in Plumbing and Gasfitting 20085VIC
Certificate II in Sign Writing 21398VIC
Certificate III in Off-Site Construction (Sign Writing/Computer Operations) BCF30700
Certificate IV in Sign Technology 21399VIC
Certificate I in Electrotechnology [Engineering][Pre-Apprenticeship] UTE10102
Certificate III in Electrotechnology Systems Electrician UTE31199
Certificate IV in Electrical 2406ANC [Motor Control]

Computer Systems and Electronics Department
Certificate II in Electrotechnology Servicing UTE20504 [Computer Servicing]
Certificate II in Electrotechnology Servicing UTE20504 [Security Systems]
Certificate III in Electrotechnology Communications UTE30402
Certificate III in Electrotechnology Entertainment and Servicing UTE30702
Certificate III in Electrotechnology Computer Systems UTE30599
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 [Fabrication]
Certificate II in Engineering (Production) MEM20198
Certificate II in Engineering (Production Technology) MEM20298
Certificate III in Engineering (Production Systems) MEM30198
Certificate III in Engineering/ Mechanical Trade/ (MEM30298)
Certificate III in Engineering (Technician) (MEM30598)
Certificate IV in Engineering Technology 20018VIC
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 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 20018VICF
Certificate IV in Engineering MEM40103
Diploma of Engineering Technology 20019VICF [Fabrication]
Advanced Diploma of Engineering Technology 20020VICF [Fabrication/Supervision, Inspection]

Industrial Skills Training Centre
Certificate III in Civil Construction (Plant) BCC30198
Certificate III in General Construction BCG31398
Certificate III in Civil Construction (Bridge/Marine Construction) BCG30498
Certificate III in Civil Construction (Road Construction and Maintenance) BCG30298
Certificate II in Transport and Distribution (Warehousing and Storage) TDT20102
Certificate III in Transport and Distribution (Warehousing and Storage) TDT30102
Certificate IV in Transport and Distribution (Warehousing and Storage) TDT40102
Certificate 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
Certificate III in Transport and Distribution (Mobile Cranes Operations) TDT30902
Certificate III Motor Vehicle Driver Trainer (Car) 21370VIC
Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicles) 21381VIC
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 II in Transport and Distribution (Stevedoring) TDT20302
Certificate III in Transport and Distribution (Stevedoring) TDT30302
Certificate IV in Transport and Distribution (Stevedoring) TDT40302
Certificate II in Transport and Distribution (Administration) TDT21102
Certificate III in Transport and Distribution (Administration) TDT31102
Certificate IV in Transport and Distribution (Administration) TDT41102
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 (Ride-on; Pedestrian; Reach Truck)
Course in Order Picker
Course In Heavy Vehicles
Course in Light Rigid Truck
Course in Medium Rigid Truck
Course in Heavy Rigid Truck (Synchro and Non-Synchro)
Course in Heavy Combination Truck
Course in B Double Truck (Multi-Combination)
Dangerous Goods Licence Training
School Learners Driver Program
Defensive Driving (Car and Truck)
Driver Instruction Training

School of Further Education, Arts and Employment Services

Access Programs Department
Certificate I in ESL (Access) 21497VIC
Certificate II in ESL (Access) 21498VIC
Certificate III in ESL (Access) 21499VIC
Certificate IV in ESL (Access) 21500VIC
Course in Preliminary Spoken and Written English 90989NSW
Certificate I in Spoken and Written English 90994NSW
Certificate II in Spoken and Written English 90995NSW
Certificate III in Spoken and Written English 90992NSW
Certificate I in General Education for Adults (Introductory) 21249VIC
Certificate I in General Education for Adults 21250VIC
Certificate II in General Education for Adults 21251VIC
Certificate III in General Education for Adults 21252VIC
Certificate I in Media CUF10101
Certificate I in Vocational Studies (Hospitality) 21261VIC
Certificate I in English Language Literacies 21047VIC
Certificate II in English Language Literacies 1048VIC
Course in Women's Access 14795VIC

Employment and Training Services Department
Victorian Certificate of Applied Learning (Foundation) 21352VIC
Victorian Certificate of Applied Learning (Intermediate) 21353VIC
Victorian Certificate of Applied Learning (Themed) 21354VIC
Certificate I in Vocational Studies (Media) 21263VIC
Certificate I in Work Education 21108VIC
Certificate II in Workplace Practices 30064QLD
Certificate I in Transition Education 15494VIC

Further Education Programs Department
Diploma of Further Education 21015VIC
Certificate IV in Further Education 21014VIC
Diploma of Liberal Arts 21220VIC
Certificate IV in Liberal Arts 21219VIC
Victorian Certificate of Education 2200LZV
Certificate III in ESL (Further Study) 21501VIC
Certificate IV in ESL (Further Study) 21502VIC

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) CUS5030

Visual Art, Design and Multimedia Department
Advanced Diploma of Arts (Graphic Design) 12862VIC
Diploma of Arts (Graphic Arts) 12861VIC
Certificate IV in Arts (Applied Design) 15727VIC
Diploma of Arts (Visual Art) 12857VIC
Advanced Diploma of Multimedia CUF60501 [Streams in Interactive Media and Games Development]
Diploma of Multimedia CUF50701
Certificate IV in Multimedia CUF40801
Certificate III in Multimedia CUF30601
Certificate II in Multimedia CUF20601
TAFE COURSES AT VICTORIA UNIVERSITY IN 2005

Vocational Education Programs Department
Diploma of Library and Information Services CUL50199
Certificate III in Library and Information Services CUL30199
Certificate IV in ESL (Further Study) 21504VIC [English for Health Service Professionals]
Certificate III in ESL (Employment) 21503VIC [Aged Care Work]
Certificate III in ESL (Employment) 21503VIC [Children's Services]
Certificate IV in ESL (Employment) 21504VIC
Certificate IV in Professional Writing and Editing 21124VIC
Diploma of Arts (Professional Writing and Editing) 21124VIC
Course in Gateway to Nursing and the Health Sciences 21379VIC
Course in Preparation for Tertiary Studies (Arts) 21380VIC
Course in Concurrent Study 21204VIC

School of Human Services, Science and Technology

Child Studies Department
Certificate III in Children's Services CHC30402
Certificate IV in Out of School Hours Care CHC40402
Diploma of Out of School Hours Care CHC50202
Diploma of Children's Services CHC50302
Advanced Diploma of 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

Health Services Department
Certificate IV in Health (Nursing) 21358VIC
Course in Medication Administration for Division 2 Registered Nurses in Victoria 21506VIC
Course in Cardiopulmonary Resuscitation 20003VIC
Course in Emergency First Aid 20004VIC
Course in Basic First Aid 20005VIC
Course in Paediatric Aid 20006VIC
Diploma of Paramedical Science (Ambulance) HLT50402
Certificate IV in Basic Emergency Care HLT41002
Certificate III in Non-Emergency Patient Transport HLT30202

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 21488VIC
Certificate IV in Information Technology (Network Management) ICA40399
Certificate IV in Information Technology (Client Support) ICA40199
Certificate IV in Information Technology (Technical Support) ICA40599
Diploma of Information Technology (Software Development) ICA50299
Diploma of Information Technology 21489VIC [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 21238VIC
Certificate IV in Science 21239VIC
Certificate II in Animal Studies RUV20104
Certificate III in Animal Technology RUV30104
Certificate III in Captive Animals RUV30204
Certificate III in Companion Animal Services RUV30304
Certificate IV in Veterinary Nursing RUV40404
Diploma of Animal Technology RUV50104
Certificate I in Conservation and Land Management RTD10102
Certificate II in Conservation and Land Management RTD20102
Certificate III in Conservation and Land Management RTD30102
Certificate IV in Conservation and Land Management RTD40102
Diploma of Conservation and Land Management RTD50102
Advanced Diploma of Conservation and Land Management RTD60102
Diploma of Laboratory Technology (Pathology Testing) PML30199
Diploma of Laboratory Technology (Biological and Environmental Testing) PML50199
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 (Quality Assurance) MTM40300
Diploma of Meat Processing MTM50100
Advanced Diploma of Meat Processing MTM60100
Certificate I in Food Processing FDF10103
Certificate II in Food Processing FDF20103
Certificate III in Food Processing FDF30103
Certificate IV in Food Processing FDF40103
Diploma of Food Processing FDF50103
Certificate III in Food Processing FDF30198
Certificate IV in Food Technology 11893VIC
Diploma of Food Technology 2506AKC
Certificate III in Health Service Assistance (Hospital/Community Health Pharmacy Assistance) HLT31402
Courses in Lubrication 21010VIC

Social and Community Studies Department
Certificate II in Community Services Work CHC20202
Certificate III in Home and Community Care CHC30202
Certificate III in Disability Work CHC30302
Certificate IV in Disability Work CHC40302
Advanced Diploma of Disability Work CHC60102
Certificate III in Community Services Work CHC30802
Certificate III in Aged Care Work CHC30102
Certificate IV in Aged Care Work CHC40102
Certificate IV in Community Services (Lifestyle and Leisure) CHC41602
Diploma of Community Services (Lifestyle and Leisure) CHC50802
Certificate IV in Service Co-ordination (Ageing and Disability) CHC40202
Certificate IV in Marriage Celebrancy CHC41502
Diploma of Community Development CHC51402
Diploma of Community Welfare Work CHC50702
Diploma of Alcohol and Other Drugs CHC51102
Certificate IV in Alcohol and Other Drugs CHC41702
Certificate IV in Youth Work CHC40602
Diploma of Youth Work CHC50502
Advanced Diploma of Justice 21214VIC
Diploma of Justice 21213VIC
Certificate IV in Justice 21212VIC

Sport, Recreation and Performance Department
Certificate II in Fitness SRF30201
Certificate IV in Fitness SRF40201
Certificate II in Outdoor Recreation SRO20299
Certificate II in Sport (Career Oriented Participation) SRS20299
Certificate III in Sport (Career Oriented Participation) SRS30299
Certificate II in Sport and Recreation SRO20199
Certificate III in Sport and Recreation SRO30199
Certificate II in Sport and Recreation SRO20103
Certificate III in Sport and Recreation SRO30103
Certificate IV in Sport and Recreation SRO40103
Diploma of Sport and Recreation SRO50103
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 SRC40199
Diploma of Sport and Recreation SRC50199
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