DISCLAIMER

The information contained in Victoria University’s 2012 Faculty of Technical and Trades Innovation Handbook was current at 31 August 2011.

In today’s university environment, changes to courses occur far more frequently than in the past. For current information on Victoria University’s courses, readers are advised to access the University’s online courses database at www.vu.edu.au/courses

If you have difficulty in accessing this material electronically, please phone (03) 9919 6100 for assistance.

IMPORTANT INFORMATION

The course details in this handbook (Plus details of all other Victoria University courses) can also be searched on the University’s online courses database at www.vu.edu.au/courses

This handbook can be downloaded as a pdf file from the Victoria University website at www.vu.edu.au/courses/course-handbooks-and-guides
**HOW TO USE THIS HANDBOOK**

Victoria University’s 2012 Faculty of Technical and Trades Innovation Handbook is designed to provide students with detailed information on course structures and subject details for undergraduate and postgraduate courses offered by the faculty in 2012.

NOTE: Courses available to International students are marked with the (I) symbol. The definition of fields used in course tables throughout this handbook include:

Credit Point — the number of credit points a subject contributes towards the total points needed to complete a course.

**PLEASE NOTE**

This handbook provides a guide to courses available within Victoria University’s Faculty of Technical and Trades Innovation in 2012. Although all attempts have been made to make the information as accurate as possible, students should check with the faculty that the information is accurate when planning their courses.

NOTE: Prospective students are strongly advised to search the University’s online courses database at www.vu.edu.au/courses for the most up-to-date list of courses.

This handbook includes descriptions of courses that may later be altered or include courses that may not be offered due to unforeseen circumstances, such as insufficient enrolments or changes in teaching personnel. The fact that details of a course are included in this handbook can in no way be taken as creating an obligation on the part of the University to teach it in any given year or in the manner described. The University reserves the right to discontinue or vary courses at any time without notice.

**OTHER INFORMATION**

Information about course fees, articulation and credit transfer, recognition of prior learning, admission and enrolment procedures, examinations, and services available to students can be accessed on the University’s website or by contacting the University directly.
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**SCHOOL OF ENGINEERING AND ELECTROTECHNOLOGY**

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SCHOOL OF ENGINEERING AND
ELECTROTECHNOLOGY

Below are details of courses offered by the School of Engineering and
Electrotechnology in 2012. This information is also available online on the
University’s searchable courses database at www.vu.edu.au/courses
NOTE: Courses available to international students are marked with the (I) symbol.

ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY
(PRINCIPAL TECHNICAL OFFICER)
Course Code: 14309VIC
Campus: Sunshine.

Course Objectives: The course aims to meet the needs of persons at, or aspiring to,
the Metals and Engineering Award Classification C2b and Principal Technical Officer.
The course is also intended to have application to engineers and managers in both the
public and private sectors, across all engineering streams and in small, medium
and large enterprises.

Careers: Applies to engineers and managers in both the public and private sectors,
across all engineering streams and in small, medium and large enterprises.

Selection Processes: Direct Entry, VTAC.

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:

• Fabrication;
• Mechatronics;
• Civil;
• Mechanical;
• Manufacturing.

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 45 modules, at nominally 40 hours per module.

ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY
(PRINCIPAL TECHNICAL OFFICER) FABRICATION
Course Code: 14309VICF
Campus: Sunshine.

This course is for Continuing students only

Careers: Applies to engineers and managers in both the public and private sectors,
across all engineering streams and in small, medium and large enterprises.

Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE

The Advanced Diploma of Engineering (Principal Technical Officer) Fabrication
consists of 45 modules, at nominally 40 hours per module, it may be offered on a
full-time basis over 1800 nominal hours or part-time equivalent.

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:

• Fabrication;
• Mechatronics;
• Civil;
• Mechanical;
• Manufacturing.

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.

ADVANCED DIPLOMA OF ENGINEERING (PRINCIPAL
TECHNICAL OFFICER) [MECHANICAL/MANUFACTURING]
Course Code: 14309VICM
Campus: Sunshine.

Careers: Applies to engineers and managers in both the public and private sectors,
across all engineering streams and in small, medium and large enterprises.

Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE

The course may be offered on a full-time basis over 1800 nominal hours or
part-time equivalent. 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 - Fabrication; Mechatronics; Civil; Mechanical;
Manufacturing. 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 45 modules, at nominally 40 hours per module.

DIPLOMA OF ENGINEERING TECHNOLOGY
Course Code: 21621VIC
Campus: Sunshine.

Careers: Those aspiring to senior positions in the public and private sector of the
engineering field.

Course Duration: 1 year.

Admission Requirements Year 12: Have successfully completed year 11.
Or successfully completed a Certificate III in Engineering (from Training Package
MEM98) or equivalent; or have a minimum language, literacy and numeracy skills
that is equivalent to level 3 of the National Reporting system (NRS).

Admission Requirements International: Have successfully completed year 11.
Or successfully completed a Certificate III in Engineering (from Training Package
MEM98) or equivalent; or have a minimum language, literacy and numeracy skills
that is equivalent to level 3 of the National Reporting system (NRS).

Admission Requirements Mature Age: Have successfully completed year 11.
Or successfully completed a Certificate III in Engineering (from Training Package
MEM98) or equivalent; or have a minimum language, literacy and numeracy skills
that is equivalent to level 3 of the National Reporting system (NRS).

Admission Requirements VET: Have successfully completed year 11. Or successfully
completed a Certificate III in Engineering (from Training Package MEM98) or
equivalent; or have a minimum language, literacy and numeracy skills that is
equivalent to level 3 of the National Reporting system (NRS).
Selection Processes: Direct Entry, VTAC.

VCE with passes in English (Units 3 and 4), Mathematics (Units 1 and 2 or 3 and 4), Physics (Units 1 and 2 or 3 and 4) OR completion of Diploma of Engineering OR Engineering Technology Production Certificate OR Industrial training/experience OR mature age entry.

COURSE STRUCTURE

Diploma of Engineering Technology To fulfil the requirements for the qualification learners must satisfy the following requirements. Non-trade entry: Select from Table A: Units of competency equivalent to a training effort of at least 200 hours. It is strongly recommended that the selection include MEM13014A Apply principles of occupational health and safety in work environment. Select from Table B: Units of competency equivalent to a training effort of at least 600 hours. Selection must be based on the following principles:

1. A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.
2. At least 60% of the training effort must be from units of competency at AQF level 5.

Trade entry: Select from Table B: Units of competency equivalent to a training effort of at least 600 hours. Selection must be based on the following principles:

1. A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.
2. At least 60% of the training effort must be from units of competency at AQF level 5.

CIVIL

Table A

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
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<td>MEM15002A</td>
<td>APPLY QUALITY SYSTEMS</td>
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<tr>
<td>MEM15024A</td>
<td>APPLY QUALITY PROCEDURES</td>
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<tr>
<td>MEM16007A</td>
<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
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<td>MEM18001C</td>
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<tr>
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VBP235     | USE COMPUTER AIDED DRAFTING SYSTEMS                        | 80    |
| VBP236     | USE ADVANCED 2D                                            | 80    |
| VBP284     | APPLY SURVEYING FOR CIVIL ENGINEERING PROJECTS             | 40    |
| VBP285     | PERFORM MEASUREMENTS AND LAYOUT TASKS ON CONSTRUCTION SITES | 40    |
| VBP291     | PRODUCE REINFORCED CONCRETE DRAWINGS                       | 40    |
| VBP293     | PRODUCE STRUCTURAL STEEL DRAWINGS                          | 40    |
| VBP296     | PRODUCE ENGINEERING DRAWINGS FOR A RURAL ROAD              | 40    |
| VBP299     | APPLY SURVEYING COMPUTATIONS TO CIVIL ENGINEERING PROJECTS | 40    |
| VU20159    | APPLY PRINCIPLES OF HYDRAULICS TO PIPE AND CHANNEL FLOW    | 80    |
| VU20160    | DESIGN A WATER RETICULATION SCHEME                         | 40    |
| VU20161    | PLAN SEWERAGE RETICULATION SYSTEMS                         | 40    |
| VU20162    | PLAN WATER RETICULATION SYSTEMS                            | 40    |

MANUFACTURING

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MANUFACTURING
Alternative units can be selected from the ones below

**MECHANICAL**

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**WATER**

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<td>USE WORKSHOP MACHINES FOR BASIC OPERATION</td>
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</tr>
<tr>
<td>VBN768</td>
<td>DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY</td>
<td>20</td>
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<tr>
<td>VBN769</td>
<td>PERFORM BASIC MACHINING PROCESSES</td>
<td>40</td>
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<tr>
<td>VBN773</td>
<td>PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS</td>
<td>20</td>
</tr>
<tr>
<td>VBN777</td>
<td>HANDLE ENGINEERING MATERIALS</td>
<td>20</td>
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<tr>
<td>VBN770</td>
<td>APPLY BASIC FABRICATION TECHNIQUES</td>
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<tr>
<td>VBN773</td>
<td>PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS</td>
<td>20</td>
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<tr>
<td>VBN777</td>
<td>HANDLE ENGINEERING MATERIALS</td>
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<tr>
<td>VBN782</td>
<td>PERFORM BASIC WELDING AND THERMAL CUTTING PROCESSES TO FABRICATE ENGINEERING STRUCTURES</td>
<td>60</td>
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<tr>
<td>AUM5301A</td>
<td>PRODUCE DRAWINGS MANUALLY</td>
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<tr>
<td>BSBPM507A</td>
<td>MANAGE PROJECT COMMUNICATIONS</td>
<td>40</td>
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<tr>
<td>VBP228</td>
<td>APPLY MATHEMATICAL SOLUTIONS TO ENGINEERING PROBLEMS</td>
<td>40</td>
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<tr>
<td>VBP229</td>
<td>APPLY STATISTICAL METHODS FOR QUALITY CONTROL AND RELIABILITY</td>
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<tr>
<td>VBP230</td>
<td>APPLY SCIENTIFIC PRINCIPLES TO ENGINEERING PROBLEMS</td>
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<tr>
<td>VBP231</td>
<td>APPLY PRINCIPLES OF MECHANICS TO ENGINEERING PROBLEMS</td>
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<tr>
<td>VBP235</td>
<td>USE COMPUTER AIDED DRAFTING SYSTEMS</td>
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<tr>
<td>VBP236</td>
<td>USE ADVANCED 2D</td>
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<tr>
<td>VBP284</td>
<td>APPLY SURVEYING FOR CIVIL ENGINEERING PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>VBP285</td>
<td>PERFORM MEASUREMENTS AND LAYOUT TASKS ON CONSTRUCTION SITES</td>
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</tr>
<tr>
<td>VBP291</td>
<td>PRODUCE REINFORCED CONCRETE DRAWINGS</td>
<td>40</td>
</tr>
<tr>
<td>VBP293</td>
<td>PRODUCE STRUCTURAL STEEL DRAWINGS</td>
<td>40</td>
</tr>
<tr>
<td>VBP296</td>
<td>PRODUCE ENGINEERING DRAWINGS FOR A RURAL ROAD</td>
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</tr>
<tr>
<td>VBP298</td>
<td>PRODUCE ENGINEERING DRAWINGS FOR A STORMWATER RETICULATION SCHEME</td>
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<tr>
<td>VBP299</td>
<td>APPLY SURVEYING COMPUTATIONS TO CIVIL ENGINEERING PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>VPAU195</td>
<td>ANALYSE PIPING DESIGNS</td>
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</tr>
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</table>

**ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY**

**Course Code:** 21622VIC  
**Campus:** Sunshine.

**About this course:** Equip yourself for a career in the engineering industries by improving your existing skills in CAD, robotics, and advanced manufacturing. The flexible course structure allows you to add further endorsed or specifically designed units of competency to help meet the industry’s future needs.
**Course Objectives:** To provide: non-trades pathways into technician and engineering associate qualifications for industry entrants; flexibility for engineering enterprises and workers to select training specifically targeted to update and enhance existing skills; opportunity for trades people to upgrade their qualifications; an opportunity to deliver specifically developed units of competency addressing robotics, advanced manufacturing and computer aided drafting; a course structure that allows the addition of additional units of competency, either endorsed or specifically designed, to meet future needs of the industry.

**Careers:** People aspiring to senior positions in the public and private sector of the engineering field.

**Course Duration:** 2 years.

**Admission Requirements Year 12:** Have successfully completed year 11. Or successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent; or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting system (NRS).

**Admission Requirements International:** Have successfully completed year 11. Or successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent; or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting system (NRS).

**Admission Requirements Mature Age:** Have successfully completed year 11. Or successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent; or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting system (NRS).

**Admission Requirements VET:** Have successfully completed year 11. Or successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent; or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting system (NRS).

**Selection Processes:** Direct Entry, VTAC.

VCE with passes in English (Units 3 and 4), Mathematics (Units 1 and 2 or 3 and 4), Physics (Units 1 and 2 or 3 and 4) OR completion of Diploma of Engineering OR Engineering Technology Production Certificate OR Industrial training/experience OR mature age entry.

**COURSE STRUCTURE**

Advanced Diploma of Engineering Technology

To fulfil the requirements for the qualification learners must satisfy the following requirements. Non-trade entry: Select from Table A: Units of competency equivalent to a training effort of at least 200 hours. It is strongly recommended that the selection include MEM13014A Apply principles of occupational health & safety in engineering job function or to enterprise requirements.

The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.

The minimum language, literacy and numeracy requirements. Non-trade entry: Select from Table B: Units of competency equivalent to a training effort of at least 1200 hours. Selection must be based on the following principles:

1. A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.

2. At least 30% of the training effort must be from units of competency at AQF level 6.

Selection must be based on the following principles:

1. A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements.

2. At least 30% of the training effort must be from units of competency at AQF level 6.

**CIVIL**

Table B

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBP280</td>
<td>APPLY CONSTRUCTION PRINCIPLES TO CIVIL ENGINEERING WORKS</td>
<td>60</td>
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<tr>
<td>VBP279</td>
<td>IMPLEMENT SITE INVESTIGATION PROCEDURES</td>
<td>60</td>
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<tr>
<td>ICAU2006B</td>
<td>OPERATE COMPUTING PACKAGES</td>
<td>60</td>
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<tr>
<td>VBP283</td>
<td>APPLY PRINCIPLES OF MECHANICS TO ENGINEERING STRUCTURES</td>
<td>40</td>
</tr>
<tr>
<td>VBP289</td>
<td>PRODUCE AN ENGINEERING DESIGN FOR A REINFORCED CONCRETE STRUCTURE</td>
<td>40</td>
</tr>
<tr>
<td>VPAU208</td>
<td>DESIGN A TIMBER STRUCTURE</td>
<td>60</td>
</tr>
<tr>
<td>BSCCMN419A</td>
<td>MANAGE PROJECTS</td>
<td>60</td>
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<tr>
<td>VBP282</td>
<td>APPLY ENVIRONMENTAL SOLUTIONS TO ENGINEERING PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>VBP281</td>
<td>APPLY PRINCIPLES OF MATERIALS OF CIVIL ENGINEERING APPLICATIONS</td>
<td>60</td>
</tr>
<tr>
<td>VBP290</td>
<td>PRODUCE AN ENGINEERING DESIGN FOR A STEEL STRUCTURE</td>
<td>60</td>
</tr>
<tr>
<td>VBP294</td>
<td>PRODUCE ADVANCED ENGINEERING DRAWINGS FOR A STEEL STRUCTURE</td>
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<tr>
<td>VPAU207</td>
<td>ANALYSE AND DESIGN FOUNDATIONS AND FOOTINGS</td>
<td>40</td>
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<tr>
<td>VU20159</td>
<td>APPLY PRINCIPLES OF HYdraulics TO PIPE AND CHANNEL FLOW</td>
<td>80</td>
</tr>
<tr>
<td>VU20160</td>
<td>DESIGN A WATER RETICULATION SCHEME</td>
<td>40</td>
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<tr>
<td>VU20161</td>
<td>PLAN SEWERAGE RETICULATION SYSTEMS</td>
<td>40</td>
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<tr>
<td>VU20162</td>
<td>PLAN WATER RETICULATION SYSTEMS</td>
<td>40</td>
</tr>
<tr>
<td>VU20478</td>
<td>MANAGE DRINKING WATER QUALITY INFORMATION</td>
<td>40</td>
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<tr>
<td>VU20479</td>
<td>MANAGE THE CONSTRUCTION OF PIPELINE SYSTEMS</td>
<td>60</td>
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<tr>
<td>PSPPROC506A</td>
<td>PLAN TO MANAGE A CONTRACT</td>
<td>50</td>
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**MANUFACTURING**

Table B

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>VBP236</td>
<td>USE ADVANCED 2D</td>
<td>80</td>
</tr>
<tr>
<td>VBP237</td>
<td>APPLY COMPUTER BASED SOLID MODELLING TECHNIQUES</td>
<td>80</td>
</tr>
<tr>
<td>VBP244</td>
<td>ESTABLISH AND MANAGE MAINTENANCE SYSTEMS</td>
<td>80</td>
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<tr>
<td>VBP245</td>
<td>SELECT AND APPLY LUBRICATION PRINCIPLES</td>
<td>40</td>
</tr>
<tr>
<td>VBP256</td>
<td>PROGRAM 4TH AXIS APPLICATIONS</td>
<td>60</td>
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<tr>
<td>VBP257</td>
<td>CREATE ADVANCED PROGRAMS FOR CNC MACHINE CENTRES</td>
<td>60</td>
</tr>
<tr>
<td>VBP264</td>
<td>IMPLEMENT ADVANCED MATERIALS SCIENCE PRINCIPLES TO ENGINEERING APPLICATIONS</td>
<td>60</td>
</tr>
<tr>
<td>VBP267</td>
<td>SET UP FLUID POWER CONTROLLED ENGINEERING SYSTEMS</td>
<td>80</td>
</tr>
<tr>
<td>VBP271</td>
<td>SET UP MECHATRONICS ENGINEERING SYSTEMS</td>
<td>60</td>
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</table>

Alternative units can be selected from the ones below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP272</td>
<td>INTERFACE AND PROGRAM MECHATRONICS ENGINEERING SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>VBP273</td>
<td>PERFORM VIBRATION MEASUREMENT AND CONTROL</td>
<td>60</td>
</tr>
<tr>
<td>VBP276</td>
<td>PLAN AND MANAGE A ROBOTICS SYSTEM</td>
<td>60</td>
</tr>
<tr>
<td>VBP264</td>
<td>APPLY PRINCIPLES OF ADVANCED METROLOGY IN MANUFACTURING</td>
<td>60</td>
</tr>
<tr>
<td>VBQU266</td>
<td>PROGRAM AND SET UP CO-ORDINATE MEASURING MACHINES (CMM)</td>
<td>60</td>
</tr>
<tr>
<td>VBQU267</td>
<td>INTEGRATE CO-ORDINATE MEASURING MACHINES INTO MANUFACTURING</td>
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MECHANICAL

Table B

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Duration</th>
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<tbody>
<tr>
<td>VBP232</td>
<td>APPLY PRINCIPLES OF STRENGTH OF MATERIALS TO ENGINEERING PROBLEMS</td>
<td>40</td>
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<tr>
<td>VBP264</td>
<td>IMPLEMENT ADVANCED MATERIALS SCIENCE PRINCIPLES TO ENGINEERING APPLICATIONS</td>
<td>60</td>
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<tr>
<td>VBP270</td>
<td>APPLY PNEUMATIC PRINCIPLES IN ENGINEERING</td>
<td>60</td>
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<tr>
<td>VBP234</td>
<td>APPLY CALCULUS TO ENGINEERING PROBLEMS</td>
<td>40</td>
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<tr>
<td>VBP266</td>
<td>APPLY FLUID MECHANIC PRINCIPLES IN MECHANICAL ENGINEERING</td>
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<tr>
<td>VBP274</td>
<td>DESIGN MECHANICAL ENGINEERING SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>VBP275</td>
<td>PROGRAM, OPERATE AND SELECT A ROBOTICS SYSTEM</td>
<td>60</td>
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<tr>
<td>VBP277</td>
<td>APPLY THERMODYNAMIC PRINCIPLES IN ENGINEERING</td>
<td>80</td>
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<tr>
<td>VBP278</td>
<td>DESIGN MECHANICAL MACHINES</td>
<td>80</td>
</tr>
<tr>
<td>PMBOHS409A</td>
<td>ESTABLISH, MAINTAIN AND EVALUATE AN OH&amp;S SYSTEM</td>
<td>40</td>
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<tr>
<td>VBQU448</td>
<td>PREPARE SPECIFICATIONS FOR THE SUPPLY OF MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY PROJECTS</td>
<td>40</td>
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<tr>
<td>VBQU449</td>
<td>ESTIMATE ELECTROTECHNOLOGY PROJECTS</td>
<td>40</td>
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<tr>
<td>VBQU450</td>
<td>PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS</td>
<td>60</td>
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<tr>
<td>VBQU451</td>
<td>CONDUCT AN ELECTRICAL CONTRACTING BUSINESS</td>
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Stream 2 Programmable Logic Controllers

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Duration</th>
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<tbody>
<tr>
<td>MCMT261A</td>
<td>USE SCADA SYSTEMS IN MANUFACTURING</td>
<td>30</td>
</tr>
<tr>
<td>VBQU452</td>
<td>SET UP AND COMMISSION PROGRAMMABLE LOGIC CONTROLLERS</td>
<td>40</td>
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<tr>
<td>VBQU453</td>
<td>WRITE PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS</td>
<td>60</td>
</tr>
<tr>
<td>VBQU454</td>
<td>DEVELOP, ENTER AND VERIFY PROGRAMS FOR SCADA SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>VBQU455</td>
<td>INTEGRATE PROGRAMMABLE LOGIC CONTROLLERS INTO INDUSTRIAL CONTROL PROCESSES</td>
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</table>

Stream 3 Motor Control

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Duration</th>
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<tbody>
<tr>
<td>VBQU456</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN SERVO DRIVE SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>VBQU457</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN AC MOTOR DRIVE SYSTEMS</td>
<td>60</td>
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<tr>
<td>VBQU458</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN DC MOTOR DRIVE SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>VBQU459</td>
<td>INSTALL AND MAINTAIN INDUCTION MOTORS</td>
<td>60</td>
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<tr>
<td>VBQU460</td>
<td>EVALUATE PERFORMANCE OF ELECTRICAL MACHINES</td>
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Stream 4 Industrial Control

<table>
<thead>
<tr>
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<tr>
<td>VBQU461</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN INDUSTRIAL CONTROL EQUIPMENT AND SYSTEMS</td>
<td>60</td>
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<tr>
<td>VBQU462</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC POWER CONTROL SYSTEMS</td>
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<tr>
<td>VBQU463</td>
<td>DEVELOP, ENTER AND VERIFY PROGRAMS FOR INDUSTRIAL CONTROL SYSTEMS USING HIGH LEVEL LANGUAGE</td>
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<tr>
<td>VBQU464</td>
<td>PROVIDE SOLUTIONS TO PROBLEMS IN BASIC INDUSTRIAL CONTROL SYSTEMS</td>
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Stream 5 Mechatronics

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<tr>
<td>VBQU465</td>
<td>TEST AND MONITOR FLUID POWER CIRCUITS</td>
<td>60</td>
</tr>
<tr>
<td>VBQU466</td>
<td>INSTALL AND MAINTAIN HYDRAULIC/PNEUMATIC SYSTEMS</td>
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<tr>
<td>VBQU467</td>
<td>SET UP ELECTRONICALLY CONTROLLED ROBOTICALLY OPERATED COMPLEX SYSTEMS</td>
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<tr>
<td>VBQU468</td>
<td>TEST AND COMMISSION TRANSDUCERS AND SENSORS</td>
<td>60</td>
</tr>
<tr>
<td>VBQU469</td>
<td>SET UP ELECTRONICALLY CONTROLLED MECHANICALLY OPERATED COMPLEX SYSTEMS</td>
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</table>

CERTIFICATE IV IN ELECTRICAL

Course Code: 21767VIC

Campus: Sunshine.

About this course: This post-apprenticeship course is designed to enhance learners' skills in the industrial applications of motors and their control systems.

Course Objectives: To provide students with training for licensed electrical workers beyond trade level. In particular the course provides industry required skills in the following areas: Electrical Business Management and Contracting; Programmable Logic Controllers; Motor Control; Industrial Control; Mechatronics.

Careers: Graduates of this course could be employed in the following areas: Electrical Business Management and Contracting; Programmable Logic Controllers; Motor Control; Industrial Control; Mechatronics.

Admission Requirements Year 12: Minimum entry requirements are the competencies defined by the Certificate III in Electrotechnology Systems Electrician, or other relevant engineering discipline. In addition, participants should have as a minimum, language, literacy and numeracy skills equivalent to level 3 of the National Reporting System (NRS).

Admission Requirements International: NA.

Admission Requirements Mature Age: Minimum entry requirements are the competencies defined by the Certificate III in Electrotechnology Systems Electrician, or other relevant engineering discipline. In addition, participants should have as a minimum, language, literacy and numeracy skills equivalent to level 3 of the National Reporting System (NRS).

Admission Requirements VET: Minimum entry requirements are the competencies defined by the Certificate III in Electrotechnology Systems Electrician, or other relevant engineering discipline. In addition, participants should have as a minimum, language, literacy and numeracy skills equivalent to level 3 of the National Reporting System (NRS).

Selection Processes: Direct Entry.

COURSE STRUCTURE

This course is only offered on a part-time basis either 4 or 8 hours per week. Part-time, flexible delivery.

Elective Units of Study

Learners must complete any five units from the table below and any three units from an identified stream.

Stream 1 Electrical Business Management and Contracting
CERTIFICATE II IN ELECTROTECHNOLOGY STUDIES (PREVOCATIONAL)
Course Code: 21887VIC

Campus: Melton, Sunshine.

About this course: Gain an insight into the electrical industry and become job-ready. Learn basic hand and electrotechnology skills such as assembling a power supply unit and fluoro lights, as well as the basics of electrical theory needed to prepare you for entry into an apprenticeship. This course provides eight months off your school curriculum to complete the course.

Course Objectives: This course is a prevocational program that will enable students to gain employment as an apprentice or trainee within the electrotechnology industry.

Careers: This prevocational course is mainly aimed at school leavers or new entrants into the workforce. It provides the opportunity for those wishing to gain employment in the electrotechnology industry with the required prerequisite knowledge and skills to gain access to a wide range of apprenticeships offered within this industry.

Course Duration: 0.5 years.

Admission Requirements Year 12: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience.

Admission Requirements Mature Age: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience.

Admission Requirements VET: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience.

Selection Processes: Direct Entry, Interview, Practical Test.

COURSE STRUCTURE
To achieve the award of a Certificate II in Electrotechnology Studies (Pre-vocational) participants must successfully complete 14 units of competency consisting of all 12 core units— and any 2 elective units.

Core Units of Study

MEM12024A PERFORM COMPUTATIONS 30

UEENEEO002B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40

UEENEEO003B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40

UEENEEO004B SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS 40

UEENEEO005B FIX AND SECURE EQUIPMENT 20

UEENEEO007B USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40

UEENEEO003B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL ACTIVITIES 20

UEENEEO004B IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES 80

UEENEEO004B PRODUCE ROUTINE PRODUCTS FOR CARRYING OUT ELECTROTECHNOLOGY WORK ACTIVITIES 120

UEENEX012B PROVIDE BASIC SUSTAINABLE ENERGY SOLUTIONS FOR ENERGY REDUCTION IN DOMESTIC PREMISES 40

UEENEEP002B ATTACH CORDS AND PLUGS TO ELECTRICAL EQUIPMENT FOR CONNECTION TO A SINGLE PHASE 250 VOLT SUPPLY 10

UEENEEP008B CONDUCT IN-SERVICE SAFETY TESTING OF ELECTRICAL CORD ASSEMBLIES AND CORD CONNECTED EQUIPMENT 20

Elective Units of Study

UEENEEO001B MAINTAIN DOCUMENTATION 20

UEENEEO001B USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE 20

UEENEEO002B ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS 80

UEENEEO022B CARRY OUT PREPARATORY ELECTROTECHNOLOGY WORK ACTIVITIES 60

UEENEEO041B USE OF ROUTINE EQUIPMENT/PLANT/TECHNOLOGIES IN AN ELECTROTECHNOLOGY ENVIRONMENT 60

UEENEFO01B LAY AND CONNECT CABLES FOR DIRECT ACCESS TO TELECOMMUNICATIONS SERVICES 20

UEENEFO06B SOLVE PROBLEMS IN DATA AND VOICE COMMUNICATIONS CIRCUITS 40

UEENEHO001B CARRY OUT BASIC REPAIRS TO COMPUTER EQUIPMENT BY REPLACEMENT OF MODULES/SUB-ASSEMBLIES 40

UEENEHO002B CARRY OUT BASIC REPAIRS TO ELECTRONIC APPARATUS BY REPLACEMENT OF COMPONENTS 40

UEENEHO04B SET UP AND TEST RESIDENTIAL AUDIO/VIDEO EQUIPMENT 40

UEENEJO02B PREPARE REFRIGERATION TUBING AND FITTINGS 40

UEENEJO03B DETERMINE THE BASIC OPERATING CONDITIONS OF VAPOUR COMPRESSION SYSTEMS 40

UETTDL01A APPLY ENVIRONMENT AND SUSTAINABLE ENERGY PROCEDURES 40

UETTDL02A OPERATE PLANT AND EQUIPMENT NEAR LIVE ELECTRICAL CONDUCTORS/APPARATUS 40

VBN782 PERFORM BASIC WELDING AND THERMAL CUTTING PROCESSES TO FABRICATE ENGINEERING STRUCTURES 60

CERTIFICATE II IN ENGINEERING STUDIES
Course Code: 22019VIC

Campus: Melton, Sunshine.

About this course: The Certificate II in Engineering Studies aims to provide graduates with broad-based underpinning competencies in a range of engineering skills. This enhances their entry-level employment prospects including apprenticeships and traineeships. This enables more informed choices in the selection of vocational career paths and fosters the development of social and personal skills relevant to participation in the engineering industry.

Course Objectives: The aim of this course is to provide pre-employment training and introduction in the engineering, manufacturing or related industries and accommodate entry into the wider engineering industry.

Careers: A graduate of this course may: - undertake a work-based apprenticeship, traineeship or cadetship leading into a range of careers as a trades person; - enrol into Certificate III qualifications in the engineering sectors - gain entry level employment in engineering or related industries.

Course Duration: 0.5 years.

Admission Requirements Year 12: All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Admission Requirements International: Not applicable as this does not meet the CRICOS requirements.
Admission Requirements Mature Age: All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Admission Requirements VET: Not applicable this is an entry level course into the VET sector.

Admission Requirements Other: All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Selection Processes: Direct Entry, Written Test.

All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

COURSE STRUCTURE

To be awarded the qualification, Certificate II in Engineering Studies, participants are required to complete the thirteen core units of competency and one elective unit of competency.

Core Units of Study

MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM18001C  USE HAND TOOLS 20
MEM18002B  USE POWER TOOLS/HAND HELD OPERATIONS 20
VBN768  DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY 20
VBN769  PERFORM BASIC MACHINING PROCESSES 40
VBN770  APPLY BASIC FABRICATION TECHNIQUES 40
VBN771  APPLY ELECTROTECHNOLOGY PRINCIPLES IN AN ENGINEERING WORK ENVIRONMENT 20
VBN772  USE COMPUTERS FOR ENGINEERING RELATED WORK ACTIVITIES 20
VBN773  PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS 20
VBN774  PERFORM BASIC COMPUTATIONAL PRINCIPLES IN ENGINEERING WORK ACTIVITIES 20
VBN776  USE BASIC ENGINEERING CONCEPTS TO PLAN THE MANUFACTURE OF ENGINEERING COMPONENTS 20
VBN777  HANDLE ENGINEERING MATERIALS 20
VBN778  PRODUCE BASIC ENGINEERING COMPONENTS AND PRODUCTS USING FABRICATION AND MACHINING 60

Elective Units of Study

VBN779  PERFORM CUTTING, GRINDING AND TURNING OPERATIONS 60
VBN780  FORM, BEND AND SHAPE ENGINEERING MATERIALS 60
VBN781  USE FUNDAMENTAL REFRIGERATION PRINCIPLES AND PROCESSES TO FABRICATE ENGINEERING STRUCTURES 60
VBN782  PERFORM BASIC WELDING AND THERMAL CUTTING PROCESSES TO FABRICATE ENGINEERING STRUCTURES 60
VBN783  CREATE ENGINEERING DRAWINGS USING COMPUTER AIDED SYSTEMS 60
VBN785  ASSEMBLE AND TEST ELECTRONIC ENGINEERING EQUIPMENT AND MAKE IT OPERATIONAL 60
VBN786  FABRICATE BASIC JEWELLERY ITEMS 60

Certificate II in Integrated Technologies

Course Code: 22071VIC

Campus: Sunshine.

Course Objectives: This is a pre-vocational course that will provide learners with the skills required by industries which broadly encompass electrotechnology, telecommunications, information technology and security systems to: - continue vocational training - gain work and further training through an apprenticeship, traineeship or cadetship - find employment in fields such an electronics, entertainment, wireless systems, technical support for computer and electronic equipment, energy generation, sustainability, computer controlled applications, electronic equipment or computer network support.

Careers: This pre-vocational course assist students to gain entry level employment within the electrotechnology sector.

Course Duration: 0.5 years.

Admission Requirements Year 12: Learners are best equipped to achieve the course outcomes if they have minimum language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: Learners are best equipped to achieve the course outcomes if they have minimum language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Admission Requirements VET: Learners are best equipped to achieve the course outcomes if they have minimum language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Selection Processes: Direct Entry.

COURSE STRUCTURE

To be awarded the qualification, Certificate II in Integrated Technologies, participants are required to complete: - the four core units of competency - elective units of competency equivalent to a minimum of 150 hours from at least two specialisations. (Note: elective units that appear in more than one area of specialisation may not be counted as two electives.)

Core Units of Study

UEEENE079A  IDENTIFY AND SELECT COMPONENTS, ACCESSORIES AND MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES 20
UEEENE044B  APPLY TECHNOLOGIES AND CONCEPTS TO ELECTROTECHNOLOGY WORK ACTIVITIES 100
UEEENE048C  CARRY OUT ROUTINE WORK ACTIVITIES IN AN ELECTROTECHNOLOGY ENVIRONMENT 40
VBP118  CARRY OUT A SHARED TECHNOLOGY PROJECT 60

Elective Units of Study

VBP119  PERFORM BASIC NETWORK AND COMPUTER ASSEMBLY 30
VBP120  PERFORM BASIC NETWORK AND COMPUTER MAINTENANCE 30
VBP121  INSTALL AND CONFIGURE BASIC NETWORK AND COMPUTER OPERATING SYSTEMS 40
VBP123  BUILD A SMALL WIRELESS LAN 30
VBP126  SET UP AND OPERATE A WIRELESS COMMUNICATIONS LINK 30
VBP128  SET UP AND TEST AN EMBEDDED CONTROL SYSTEM 30
VBP129  TEST AND VERIFY CORRECT OPERATION OF A “BY-WIRE” CONTROL SYSTEM 30
VBP130  IMPLEMENT A DIGITAL CIRCUIT USING A PROGRAMMABLE LOGIC DEVICES (PLD) 30
FACULTY OF TECHNICAL AND TRADES INNOVATION

VBP131  CONSTRUCT AND CONFIGURE A BASIC ROBOTIC SYSTEM 30
VBP132  PROGRAM A BASIC ROBOTIC SYSTEM 30
VBP133  PLAN AND BUILD A SYSTEM USING PHOTONIC EQUIPMENT 30
VBP136  OPERATE A SMALL POWER SUPPLY SYSTEM 30
VBP137  ASSEMBLE AND CONNECT AN EXTRA LOW VOLTAGE BATTERY POWER SOURCE 30

CERTIFICATE III IN TELECOMMUNICATIONS
Course Code: ICT30208
Campus: Melton, Sunshine.

About this course: This qualification is for a person installing telecommunications equipment and products at customer premises. The role includes assessing installation requirements, planning and performing installations, testing installed equipment and fault finding.

Course Objectives: This qualification has been developed to provide participants with the skills and knowledge and qualification to perform the following telecommunications services:
• installation of telecommunications equipment and products on customer premises
• Installation of voice and data telecommunications equipment
• Assess installation requirements
• plan and performing installations
• testing installed equipment and fault finding.

Careers: Telecommunications Tradesperson.

Course Duration: 0.5 years.
Admission Requirements Year 12: All students are interviewed for selection prior to admission. Language, literacy and numeracy skills required must be Level 2 of the Australian Core Skill Framework.
Admission Requirements International: Not applicable.
Admission Requirements Mature Age: All students are interviewed for selection prior to admission. Language, literacy and numeracy skills required must be Level 2 of the Australian Core Skill Framework.
Admission Requirements VET: All students are interviewed for selection prior to admission. Language, literacy and numeracy skills required must be Level 2 of the Australian Core Skill Framework.

Selection Processes: Direct Entry, Interview.

COURSE STRUCTURE
To be eligible for the award ICT30208 Certificate III in Telecommunications students must successfully complete 6 units of study.

Core Units of Study
ICTTC009D  PLACE, SECURE AND TERMINATE STRUCTURED CABLING AND CERTIFY INSTALLATION 30
ICTTC011D  PLACE, SECURE AND TERMINATE COAXIAL CABLE 20
ICTTC013D  PERFORM AN ACCURATE CUSTOMER PREMISES CABLE AND SYSTEM TEST 60
ICTTC065D  SPLICE CARRIER/SERVICE PROVIDER OPTIC FIBRE CABLE 40
ICTTC068D  INSTALL TELECOMMUNICATIONS SERVICE TO A BUILDING 60
ICTTC153B  WORK SAFELY NEAR POWER INFRASTRUCTURE 30

CERTIFICATE II IN ENGINEERING
Course Code: MEM20105
Campus: Sunshine.

Course Objectives: This qualification provides the skills and knowledge to be able to demonstrate:
• basic operational knowledge in a moderate range of areas.
• apply a defined range of skills.
• apply problem solving techniques.
• information and time management.

Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE
12 week full-time. Full-time, part-time or flexible.

Core Units of Study
MEM13014B  APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15002A  APPLY QUALITY SYSTEMS 20
MEM15024A  APPLY QUALITY PROCEDURES 10
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10

Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 30 points, including any prerequisites.

CERTIFICATE II IN ENGINEERING
Course Code: MEM20105F
Campus: Sunshine.

Course Objectives: This qualification provides the skills and knowledge to be able to demonstrate:
• basic operational knowledge in a moderate range of areas.
• apply a defined range of skills.
• apply problem solving techniques.
• information and time management.

Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Admission Requirements Year 12: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.
Admission Requirements International: Not applicable.
Admission Requirements Mature Age: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.
Admission Requirements VET: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE
12 week full-time. Full-time, part-time or flexible.

Core Units of Study
MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15002A  APPLY QUALITY SYSTEMS 20
MEM15024A  APPLY QUALITY PROCEDURES 10
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10

Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 30 points, including any prerequisites.

CERTIFICATE II IN ENGINEERING
Course Code: MEM20105M
Campus: Sunshine.

About this course: Learn the basics in tools, machining and fabrication to improve your entry-level employment chances, including engineering apprenticeships and traineeships. The course is designed to give you a broad understanding of engineering principles

Course Objectives: This qualification provides the skills and knowledge to be able to demonstrate:
• basic operational knowledge in a moderate range of areas.
• apply a defined range of skills.
• apply problem solving techniques.
• information and time management.

Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Admission Requirements Year 12: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Admission Requirements VET: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE
12 week full-time. Full-time, part-time or flexible.

Core Units of Study
MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15002A  APPLY QUALITY SYSTEMS 20
MEM15024A  APPLY QUALITY PROCEDURES 10
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 30 points, including any prerequisites.
CERTIFICATE II IN ENGINEERING - PRODUCTION TECHNOLOGY
Course Code: MEM20205F

Campus: Sunshine.

About this course: Get a head start on an apprenticeship or traineeship in engineering with a foundation course in some of the basics. Learn the technical skills you'll need to get into production/manufacturing. You'll learn welding, fabrication, mechanical, manufacturing and mechatronics. You will also learn about safety in the workplace and quality control.

Course Objectives: This qualification provides the skills and knowledge to be able to demonstrate:
- basic operational knowledge in a moderate range of areas.
- apply a defined range of skills.
- apply problem solving techniques.
- information and time management.

Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Admission Requirements Year 12: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Admission Requirements VET: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE
20 weeks Full-time. Full-time, part-time or flexible.

Core Units of Study
MEM12023A PERFORM ENGINEERING MEASUREMENTS 30
MEM13014A APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15002A APPLY QUALITY SYSTEMS 20
MEM15024A APPLY QUALITY PROCEDURES 10
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM17003A ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 53 points, including any prerequisites.

CERTIFICATE III IN ENGINEERING (PRODUCTION SYSTEMS)
Course Code: MEM30105

Campus: Sunshine.

Course Objectives: This qualification provides the skills and knowledge to be able to demonstrate:
- basic relevant theoretical knowledge.
- apply a range of developed skills.
- apply problem solving techniques and apply judgement.
- information and time management.

Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Admission Requirements Year 12: To qualify for admission to the course, applicants must have successfully completed the Certificate II in Engineering MEM20105.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: To qualify for admission to the course, applicants must have successfully completed the Certificate II in Engineering MEM20105.

Admission Requirements VET: To qualify for admission to the course, applicants must have successfully completed the Certificate II in Engineering MEM20105.


COURSE STRUCTURE
3 years part-time. Full-time, part-time or Flexible.

Core Units of Study
MEM13014A APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15002A APPLY QUALITY SYSTEMS 20
MEM15024A APPLY QUALITY PROCEDURES 10
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM12023A PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A PERFORM COMPUTATIONS 30
MEM13014B APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A PLAN A COMPLETE ACTIVITY 20
MEM15002A APPLY QUALITY SYSTEMS 20
MEM15024A APPLY QUALITY PROCEDURES 10
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A INTERACT WITH COMPUTING TECHNOLOGY 20
MEM17003A ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 40 points, including any prerequisites.
CERTIFICATE III IN ENGINEERING - PRODUCTION SYSTEMS
Course Code: MEM30105F

Campus: Sunshine.

Course Objectives: This qualification provides the skills and knowledge to be able to demonstrate:
- basic relevant theoretical knowledge.
- apply a range of developed skills.
- apply problem solving techniques and apply judgement.
- information and time management.

Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Admission Requirements Year 12: To qualify for admission to the course, applicants must have successfully completed the Certificate II in Engineering MEM20105.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: To qualify for admission to the course, applicants must have successfully completed the Certificate II in Engineering MEM20105.

Admission Requirements VET: To qualify for admission to the course, applicants must have successfully completed the Certificate II in Engineering MEM20105.

Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE
3 years part-time. Full-time, part-time or Flexible.

Core Units of Study
MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15002A  APPLY QUALITY SYSTEMS 20
MEM15024A  APPLY QUALITY PROCEDURES 10
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM12023A  PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A  PERFORM COMPUTATIONS 30
MEM13014B  APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A  PLAN A COMPLETE ACTIVITY 20
MEM15002A  APPLY QUALITY SYSTEMS 20
MEM15024A  APPLY QUALITY PROCEDURES 10
MEM16006A  ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A  INTERACT WITH COMPUTING TECHNOLOGY 20
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 40 points, including any prerequisites.
Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 40 points, including any prerequisites.

CERTIFICATE III IN ENGINEERING (MECHANICAL TRADE)
Course Code: MEM30205
Campus: Sunshine.
Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Admission Requirements Year 12: To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.

Admission Requirements International: To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.

Admission Requirements Mature Age: To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.

Admission Requirements VET: To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.


COURSE STRUCTURE
3 years part-time. Full-time, part-time, Flexible.

Core Units of Study
MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM12024A  PERFORM COMPUTATIONS  30
MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT  10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK  10
MEM14005A  PLAN A COMPLETE ACTIVITY  20
MEM15002A  APPLY QUALITY SYSTEMS  20
MEM15024A  APPLY QUALITY PROCEDURES  10
MEM16006A  ORGANISE AND COMMUNICATE INFORMATION  20
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT  10
MEM16008A  INTERACT WITH COMPUTING TECHNOLOGY  20
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING  20

Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 40 points, including any prerequisites.

CERTIFICATE III IN ENGINEERING (FABRICATION TRADE)
Course Code: MEM30305
Campus: Sunshine.
Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Admission Requirements Year 12: To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.

Admission Requirements International: To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.

Admission Requirements Mature Age: To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.

Admission Requirements VET: To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.


COURSE STRUCTURE
3 years part-time. Part-time or Flexible.

Core Units of Study
MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM12024A  PERFORM COMPUTATIONS  30
MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT  10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK  10
MEM14005A  PLAN A COMPLETE ACTIVITY  20
MEM15002A  APPLY QUALITY SYSTEMS  20
MEM15024A  APPLY QUALITY PROCEDURES  10
MEM16006A  ORGANISE AND COMMUNICATE INFORMATION  20
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT  10
MEM16008A  INTERACT WITH COMPUTING TECHNOLOGY  20
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING  20

Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 40 points, including any prerequisites.

CERTIFICATE III IN ENGINEERING (TECHNICAL)
Course Code: MEM30505
Campus: Newport.
Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Admission Requirements Other: To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice/trainee.

Selection Processes: Direct Entry, User Choice (Apprenticeships).

COURSE STRUCTURE
1 year part-time. Part-time or Flexible.

Core Units of Study
MEM16006A  ORGANISE AND COMMUNICATE INFORMATION  20
MEM16008A  INTERACT WITH COMPUTING TECHNOLOGY  20

Elective Units of Study
Select eight units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, including any prerequisites.
CERTIFICATE IV IN ENGINEERING
Course Code: MEM40105
Campus: Melton, Sunshine.
Course Objectives: This qualification provides the skills and knowledge to demonstrate: broad theoretical concepts; application of skills and knowledge; problem solving; information interpretation and output responsibility.
Careers: Supervisors, Technicians.
Admission Requirements Year 12: To qualify for admission to the course, applicants must have completed an approved apprenticeship.
Admission Requirements International: Not applicable.
Admission Requirements Mature Age: To qualify for admission to the course, applicants must have completed an approved apprenticeship.
Admission Requirements VET: To qualify for admission to the course, applicants must have completed an approved apprenticeship.
Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE
4 years part-time. Part-Time, Flexible. Select specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, from the group 1 list to the value of at least 12 points, and from the group 2 list to bring the total value of Specialisation units in groups 1 and 2 to at least 112 points, including any prerequisites.

Common Core Units of Study
MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM12024A  PERFORM COMPUTATIONS 30
MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A  PLAN A COMPLETE ACTIVITY 20
MEM15024A  APPLY QUALITY PROCEDURES 10
MEM15002A  APPLY QUALITY SYSTEMS 20
MEM16006A  ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A  INTERACT WITH COMPUTING TECHNOLOGY 20
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

Fabrication Stream
Elective Units of Study
MEM05005B  CARRY OUT MECHANICAL CUTTING 20
MEM05007C  PERFORM ROUTINE MANUAL METAL ARC WELDING 20
MEM05008C  PERFORM ADV MANUAL THERMAL CUT, GOUG SHA 20
MEM05009C  PERFORM AUTOMATED THERMAL CUTTING 20
MEM05010B  APPLY FABRICATION, FORMING 80
MEM05011C  ASSEMBLE FABRICATED COMPONENTS 80
MEM05012C  PERFORM ROUTINE MANUAL METAL ARC WELDING 20
MEM05013C  PERFORM MANUAL PRODUCTION WELDING 20
MEM05014C  MONITOR QUALITY OF PRODUCTION WELDING/FAB 20
MEM05015C  WELD USING MANUAL METAL ARC WELD PROCESS 40
MEM05016C  PERFORM ADV WELDING USING MAN METAL ARC 40
MEM05017C  WELD USING GAS METAL ARC WELDING PROCESS 40
MEM05018C  PERFORM ADV WELDING USING GAS METAL ARC 40
MEM05019C  WELD USING GAS TUNGSTEN ARC WELD PROCESS 40
MEM05020C  PERFORM ADV WELD USING GAS TUNGSTEN ARC 40
MEM05022C  PERFORM ADV WELD USING OXY ACETYLENE WE 60
MEM05023C  WELD USING SUBMERGED ARC WELDING PROCESS 40
MEM05024B  PERFORM WELDING SUPERVISION 120
MEM05025C  PERFORM WELDING/FABRICATION INSPECTION 120
MEM05026B  APPLY WELDING PRINCIPLES 40
MEM05036C  REPAIR/REPLACE/MODIFY FABRICATIONS 40
MEM05037B  APPLY GEOMETRIC DEVELOPMENT 60
MEM05038B  PERFORM ADV GEOMETRIC DEVELOPMENT - CYLIND/REC 20
MEM05039B  PERFORM ADV GEOMETRIC DEVELOP - CONICAL 20
MEM05040B  PERFORM ADV GEOMETRIC DEVELO - TRANSITION 40
MEM05041B  WELD USING POWDER FLAME SPRAYING 40
MEM05042B  PERFORM WELD TO CODE STAND USE FLUX COR 60
MEM05043B  PERFORM WELDS TO CODE STAND USE GAS METAL 60
MEM05044B  PERFORM WELDS TO DOCE STAND USE GAS TUNG 60
MEM05045B  PERFORM PIPE WELDS TO CODE STAND METAL A 60
MEM05047B  WELD USING FLUX ARC WELDING PROCESS 40
MEM05048B  PERFORM ADV WELD USING FLUX ARC WELD WELL 40
MEM05049B  PERFORM ROUTINE GAS TUNGSTEN ARC WELDING 20
MEM05050B  PERFORM ROUTINE GAS METAL ARC WELDING 20
MEM05051A  SELECT WELDING PROCESSES 20
MEM05052A  APPLY SAFE WELDING PRACTICES 40
MEM05053A  SET & EDIT COMPUTER CONTROLLED THERM CUT 40
MEM05054A  WRITE BASIC NC/CNC PROG FOR THERMAL CUT 40
MEM05072B  PERFORM ADVANCED PLASTIC PROCESSING 60
MEM07027B  PERFORM ADVANCED PRESS OPERATIONS 60
MEM07028B  OPERATE COMPUTER CONTROLLED MACHINES/PRO 20
MEM09002B  INTERPRET TECHNICAL DRAWING 40
MEM10013B  UNDERTAKE MANUAL HANDLING 20
MEM12023A  PERFORM ENGINEERING MEASUREMENTS 30
MEM13003B  WORK SAFELY WITH INDUSTRIAL CHEMICALS & MATERIALS 20
MEM14001B  SCHEDULE MATERIAL DELIVERIES 80
MEM14002B  UNDERTAKE BASIC PROCESS PLANNING 80
MEM18001C  USE HAND TOOLS 20
MEM18002B  USE POWER TOOLS/HAND HELD OPERATIONS 20

Mechanical Stream
Elective Units of Study
MEM05004C  PERFORM ROUTINE OXY ACETYLENE WELDING 20
MEM05005B  CARRY OUT MECHANICAL CUTTING 20
MEM05006B PERFORM BRAZING AND/OR SILVER SOLDERING 20
MEM05007C PERFORM MANUAL HEATING & THERMAL CUTTING 20
MEM05012C PERFORM ROUTINE MANUAL METAL ARC WELDING 20
MEM05015C WELD USING MANUAL METAL ARC WELD PROCESS 40
MEM05017C WELD USING GAS METAL ARC WELDING PROCESS 40
MEM05019C WELD USING GAS TUNGSTEN ARC WELD PROCESS 40
MEM05049B PERFORM ROUTINE GAS TUNGSTEN ARC WELDING 20
MEM05050B PERFORM ROUTINE GAS METAL ARC WELDING 20
MEM05051A SELECT WELDING PROCESSES 20
MEM05052A APPLY SAFE WELDING PRACTICES 40
MEM1101B UNDERTAKE MANUAL HANDLING 20
MEM18004B MAINTAIN AND OVERHAUL MECHANICAL EQUIP 40
MEM18005B PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS 40
MEM18007B MAINTAIN AND REPAIR MECHANICAL DRIVES AND MECHANICAL TRANSMISSION ASS 20
MEM18009B PERFORM LEVEL AND ALIGNMENT OF MACHINES AND ENG CO 40
MEM18010C PERFORM EQUIP CONDITION MONITOR 40
MEM18011C SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT 20
MEM18012B PERFORM INSTALLATION AND REMOVAL OF MECHANICAL SEALS 20
MEM18018C MAINTAIN PNEUMATIC SYSTEM COMPONENTS 40
MEM18019B MAINTAIN PNEUMATIC SYSTEMS 40
MEM18020B MAINTAIN HYDRAULIC SYSTEM COMPONENTS 40
MEM18021B MAINTAIN HYDRAULIC SYSTEM 40
MEM18022B MAINTAIN FLUID POWER CONTROLS 80
MEM18023B MODIFY FLUID POWER SYSTEM OPERATION 80
MEM18053B MODIFY FLUID POWER CONTROL SYSTEMS 60
MEM30012A APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED 40
MEM1801C SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT 20
MEM05007C PERFORM MANUAL HEATING & THERMAL CUTTING 20
MEM05012C PERFORM ROUTINE MANUAL METAL ARC WELDING 20
MEM05015C WELD USING MANUAL METAL ARC WELD PROCESS 40
MEM05017C WELD USING GAS METAL ARC WELDING PROCESS 40
MEM05019C WELD USING GAS TUNGSTEN ARC WELD PROCESS 40
MEM05049B PERFORM ROUTINE GAS TUNGSTEN ARC WELDING 20
MEM05050B PERFORM ROUTINE GAS METAL ARC WELDING 20
MEM05051A SELECT WELDING PROCESSES 20
MEM05052A APPLY SAFE WELDING PRACTICES 40
MEM06007B PERFORM BASIC INCIDENTAL HEAT/QUENCHING 20
MEM07005B PERFORM GENERAL MACHINING 80
MEM07006B PERFORM LATHE OPERATIONS 40
MEM07007B PERFORM MILLING OPERATIONS 40
MEM09002B USE POWER TOOLS/HAND HELD OPERATIONS 20
MEM10003C USE TOOLS FOR PRECISION WORK 40
MEM10005B PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS 40
MEM10006B REPAIR AND FIT ENGINEERING COMPONENTS 60
MEM10008C MAINTAIN PNEUMATIC SYSTEM COMPONENTS 40
MEM1020B MAINTAIN HYDRAULIC SYSTEM COMPONENTS 40
MEM1055B DISMANTLE, REPLACE AND ASSEMBLE ENGINE COMPONENTS 30
MEM12023A PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A PERFORM COMPUTATIONS 30
MEM13014B APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A PLAN A COMPLETE ACTIVITY 20
MEM15002A APPLY QUALITY SYSTEMS 20
MEM15002A APPLY QUALITY SYSTEMS 20
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A INTERACT WITH COMPUTING TECHNOLOGY 20
MEM17003A ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20
MEM18011C SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT 20
MEM05007C PERFORM MANUAL HEATING & THERMAL CUTTING 20
MEM05012C PERFORM ROUTINE MANUAL METAL ARC WELDING 20
MEM05015C WELD USING MANUAL METAL ARC WELD PROCESS 40
MEM05017C WELD USING GAS METAL ARC WELDING PROCESS 40
MEM05019C WELD USING GAS TUNGSTEN ARC WELD PROCESS 40
MEM05049B PERFORM ROUTINE GAS TUNGSTEN ARC WELDING 20
MEM05050B PERFORM ROUTINE GAS METAL ARC WELDING 20
MEM05051A SELECT WELDING PROCESSES 20
MEM05052A APPLY SAFE WELDING PRACTICES 40
MEM06007B PERFORM BASIC INCIDENTAL HEAT/QUENCHING 20
MEM07005B PERFORM GENERAL MACHINING 80
MEM07006B PERFORM LATHE OPERATIONS 40
MEM07007B PERFORM MILLING OPERATIONS 40
MEM09002B USE POWER TOOLS/HAND HELD OPERATIONS 20
MEM10003C USE TOOLS FOR PRECISION WORK 40
MEM10005B PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS 40
MEM10006B REPAIR AND FIT ENGINEERING COMPONENTS 60
MEM10008C MAINTAIN PNEUMATIC SYSTEM COMPONENTS 40
MEM1020B MAINTAIN HYDRAULIC SYSTEM COMPONENTS 40
MEM1055B DISMANTLE, REPLACE AND ASSEMBLE ENGINE COMPONENTS 30
MEM12023A PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A PERFORM COMPUTATIONS 30
MEM13014B APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A PLAN A COMPLETE ACTIVITY 20
MEM15002A APPLY QUALITY SYSTEMS 20
MEM15002A APPLY QUALITY SYSTEMS 20
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A INTERACT WITH COMPUTING TECHNOLOGY 20
MEM17003A ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20
MEM18011C SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT 20
MEM05007C PERFORM MANUAL HEATING & THERMAL CUTTING 20
MEM05012C PERFORM ROUTINE MANUAL METAL ARC WELDING 20
MEM05015C WELD USING MANUAL METAL ARC WELD PROCESS 40
MEM05017C WELD USING GAS METAL ARC WELDING PROCESS 40
MEM05019C WELD USING GAS TUNGSTEN ARC WELD PROCESS 40
MEM05049B PERFORM ROUTINE GAS TUNGSTEN ARC WELDING 20
MEM05050B PERFORM ROUTINE GAS METAL ARC WELDING 20
MEM05051A SELECT WELDING PROCESSES 20
MEM05052A APPLY SAFE WELDING PRACTICES 40
MEM06007B PERFORM BASIC INCIDENTAL HEAT/QUENCHING 20
MEM07005B PERFORM GENERAL MACHINING 80
MEM07006B PERFORM LATHE OPERATIONS 40
MEM07007B PERFORM MILLING OPERATIONS 40
MEM09002B USE POWER TOOLS/HAND HELD OPERATIONS 20
MEM10003C USE TOOLS FOR PRECISION WORK 40
MEM10005B PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS 40
MEM10006B REPAIR AND FIT ENGINEERING COMPONENTS 60
MEM10008C MAINTAIN PNEUMATIC SYSTEM COMPONENTS 40
MEM1020B MAINTAIN HYDRAULIC SYSTEM COMPONENTS 40
MEM1055B DISMANTLE, REPLACE AND ASSEMBLE ENGINE COMPONENTS 30

CERTIFICATE IV IN ENGINEERING
Course Code: MEM40105F
Campus: Footscray Nicholson, Newport, Sunshine.
Careers: Supervisors, Technicians.
Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE
4 years part-time. Part-time, Flexible.

Core Units of Study
MEM12023A PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A PERFORM COMPUTATIONS 30
MEM13014B APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A PLAN A COMPLETE ACTIVITY 20
MEM15002A APPLY QUALITY SYSTEMS 20
MEM15002A APPLY QUALITY SYSTEMS 20
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A INTERACT WITH COMPUTING TECHNOLOGY 20
MEM17003A ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

Elective Units of Study
Select specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, from the group 1 list to the value of at least 12 points, and from the group 2 list to bring the total value of Specialisation units in groups 1 and 2 to at least 112 points, including any prerequisites.

CERTIFICATE IV IN ENGINEERING
Course Code: MEM40105M
Campus: Footscray Nicholson, Newport, Sunshine.
Careers: Supervisors, Technicians.
Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE
4 years part-time. Part-time, Flexible.
Core Units of Study

MEM12023A  PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A  PERFORM COMPUTATIONS 30
MEM13014B  APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A  PLAN A COMPLETE ACTIVITY 20
MEM15024A  APPLY QUALITY PROCEDURES 10
MEM15002A  APPLY QUALITY SYSTEMS 20
MEM16006A  ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A  INTERACT WITH COMPUTER TECHNOLOGY 20
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

Elective Units of Study

Select specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, from the group 1 list to at least 112 points, and from the group 2 list to bring the total value of Specialisation units in groups 1 and 2 to at least 112 points, including any prerequisites.

DIPLOMA OF ENGINEERING - ADVANCED TRADE

Course Code: MEM50105

Campus: Sunshine.

Course Objectives: This qualification provides the skills and knowledge to demonstrate: broad theoretical concepts; application of skills and knowledge; problem solving; information interpretation and output responsibility.

Careers: Technical Officer, Engineering Assistant

Admission Requirements Year 12: To qualify for admission to the course, applicants must have successfully completed year 11 or completed Certificate III in Engineering or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting System (NRS).

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: To qualify for admission to the course, applicants must have successfully completed year 11 or completed Certificate III in Engineering or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting System (NRS).

Admission Requirements VET: To qualify for admission to the course, applicants must have successfully completed year 11 or completed Certificate III in Engineering or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting System (NRS).

Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE

4 years part-time. Part-time, flexible.

Core Units of Study

MEM12023A  PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A  PERFORM COMPUTATIONS 30
MEM12025A  USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS 20
MEM13014A  APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A  PLAN A COMPLETE ACTIVITY 20
MEM15024A  APPLY QUALITY PROCEDURES 10
MEM15002A  APPLY QUALITY SYSTEMS 20
MEM16006A  ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A  INTERACT WITH COMPUTER TECHNOLOGY 20
MEM16009A  RESEARCH AND ANALYSE ENGINEERING INFORMATION 20
MEM16011A  COMMUNICATE WITH INDIVIDUALS AND SMALL GROUPS 20
MEM16012A  INTERPRET SPECIFICATIONS AND MANUALS 40
MEM16014A  REPORT TECHNICAL INFORMATION 20
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20
MEM30012A  APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 40

Elective Units of Study

Select specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, units from the group 1 list to a maximum value of 100 points, and completion of up to 12 points from the group 2 list and completion of Specialisation units from the group 3 list to bring the total value of Specialisation units in groups 1 and 2 to at least 136 points.

DIPLOMA OF ENGINEERING - ADVANCED TRADE

Course Code: MEM50105F

Campus: Sunshine.

About this course: Learn the skills to launch your career in the manufacturing and engineering industry. You will focus on one of three selected streams - fabrication, mechanical or maintenance - and your studies will cover higher level post-trade skills such as the use of specific tools, applying quality procedures and performing computations.

Course Objectives: This qualification provides the skills and knowledge to demonstrate: broad theoretical concepts; application of skills and knowledge; problem solving; information interpretation and output responsibility.

Careers: Technical Officer, Engineering Assistant

Admission Requirements Year 12: To qualify for admission to the course, applicants must have successfully completed year 11 or completed Certificate III in Engineering or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting System (NRS).

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: To qualify for admission to the course, applicants must have successfully completed year 11 or completed Certificate III in Engineering or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting System (NRS).

Admission Requirements VET: To qualify for admission to the course, applicants must have successfully completed year 11 or completed Certificate III in Engineering or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting System (NRS).

Selection Processes: Direct Entry.
Core Units of Study

MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM12024A  PERFORM COMPUTATIONS 30
MEM12025A  USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS 20
MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A  PLAN A COMPLETE ACTIVITY 20
MEM15024A  APPLY QUALITY PROCEDURES 10
MEM15002A  APPLY QUALITY SYSTEMS 20
MEM16006A  ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A  INTERACT WITH COMPUTING TECHNOLOGY 20
MEM16009A  RESEARCH AND ANALYSE ENGINEERING INFORMATION 20
MEM16011A  COMMUNICATE WITH INDIVIDUALS AND SMALL GROUPS 20
MEM16012A  INTERPRET SPECIFICATIONS AND MANUALS 40
MEM16014A  REPORT TECHNICAL INFORMATION  20
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

Elective Units of Study
Select specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, units from the group 1 list to a maximum value of 100 points, and completion of up to 12 points from the group 2 list and completion of Specialisation units from the group 3 list to bring the total value of Specialisation units in groups 1 and 2 to at least 136 points.

CERTIFICATE III IN PROCESS MANUFACTURING
Course Code: MSA30107

Campus: Industry.

About this course: Learn more advanced roles in Process Manufacturing. This course is for workers using a range of equipment, operating ‘specialised processes’, and providing support functions directly related to producing products. You will learn how to undertake more advanced roles, working in accordance with operating procedures, and learn how to apply your knowledge to anticipate problems and solve a range of foreseen and unforeseen problems.

Course Objectives: The Certificate III in Process Manufacturing is intended for production workers who use a range of equipment and provide support functions directly related to producing products. They undertake advanced roles, working in accordance with the operating procedures and apply their knowledge to anticipate problems and solve a range of foreseen and unforeseen problems. This certificate is for:

- production support workers - people working in manufacturing and filling the vital production support roles but who may not have the opportunity to develop competency in sufficient technical skills related directly to producing products
- employees who operate across more than one category within process manufacturing or ‘specialised processes’ and elsewhere when required.

Careers: Advanced Production Operator.

Course Duration: 1 year.
CERTIFICATE III IN COMPETITIVE MANUFACTURING
Course Code: MSA31108
Campus: Industry.

About this course: Advance your career in the manufacturing industry by gaining new skills and knowledge. You will improve your knowledge of competitive manufacturing practices and techniques. Learn to improve cost factors, mistake-proof a production process, apply quality standards and maintain process improvements. This course is aimed at workers wishing to become more productive team members.

Course Objectives: The objective is to develop the knowledge and skills needed to apply lean competitive manufacturing tools and techniques to a range of work based processes and practices so as to derive productivity improvement. This course is aimed at existing workers wishing to become more productive team members.

Careers: Manufacturing equipment or process operator.

Course Duration: 1 year.

Admission Requirements Other: Employment in a relevant occupational field and Industry sector suitable for persons working in a manufacturing environment as a team leader, supervisor or related occupational level.

Selection Processes: Employer Choice, Interview, Practical Test, Written Test.

This course is only available to those working in the competitive manufacturing industry.

COURSE STRUCTURE
To be awarded a Certificate III in Competitive Manufacturing, competency must be achieved in eight units of competency.

Mandatory Units of Study
MSACMS200A  APPLY COMPETITIVE MANUFACTURING PRACTICES 40
MSACMS401A  ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED 50
A maximum of one of the following
MSACMC210A  MANAGE THE IMPACT OF CHANGE ON OWN WORK 40
OR
MSACMC410A  LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50
OR
MSACMC411A  LEAD A COMPETITIVE MANUFACTURING TEAM 40
A minimum of one of the following
MSACMT421A  FACILITATE A JUST IN TIME (JIT) SYSTEM 50
MSACMT423A  MONITOR A MANUFACTURING LEVELLED PULL SYSTEM 50
MSACMT430A  IMPROVE COST FACTORS IN WORK PRACTICES 50
MSACMT432A  ANALYSE MANUAL HANDLING PROCESSES 50
MSACMT440A  LEAD 5S IN A MANUFACTURING ENVIRONMENT 50

CERTIFICATE IV IN COMPETITIVE MANUFACTURING
Course Code: MSA41108
Campus: Industry.

Course Objectives: The objective is to develop the knowledge and skill needed to implement competitive manufacturing practices to drive continuous improvement in work based systems, procedures and processes. This course is aimed at existing workers who wish to develop the skills to become team leaders.

Careers: Manufacturing team leader.

Course Duration: 1 year.

Admission Requirements Other: Current employment in a relevant occupational field and Industry sector suitable for persons working in a manufacturing environment as a team leader, supervisor or related occupational level.

Selection Processes: Employer Choice, Interview, Practical Test, Written Test.

This course is only available to those working in the competitive manufacturing industry.

COURSE STRUCTURE
To be awarded a Certificate IV in Competitive Manufacturing, competency must be achieved in 10 units of competency.

Mandatory Units of Study
MSACMC410A  LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50
A minimum of one the following
MSACMS400A  IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM 50
OR
MSACMS401A  ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED 50
A minimum of 2 of the following
MSACMT421A  FACILITATE A JUST IN TIME (JIT) SYSTEM 50
MSACMT423A  MONITOR A MANUFACTURING LEVELLED PULL SYSTEM 50
DIPLOMA OF COMPETITIVE MANUFACTURING

Course Code: MSA51108

Campus: Industry.

Course Objectives: The objective is to develop the knowledge and skills needed to lead change teams in a competitive manufacturing environment by analysing processes and developing new improved methods and procedures leading to increased productivity. This course is aimed at developing the skills for team leaders to lead and manage their teams more effectively.

Careers: Manufacturing supervisor.

Course Duration: 2 years.

Admission Requirements Other: Current employment in a relevant occupational field and industry sector suitable for persons working in a manufacturing environment as a team leader, supervisor or related occupational level.

Selection Processes: Employer Choice, Interview, Practical Test, Written Test.

This course is only available to those working in the competitive manufacturing industry.

COURSE STRUCTURE

To be awarded a Diploma of Competitive Manufacturing, competency must be achieved in 20 units of competency.

A minimum of one of the following

- MSACMS600A DEVELOP A COMPETITIVE MANUFACTURING SYSTEM 60
- MSACMS601A ANALYSE AND MAP A VALUE CHAIN 60
- MSACMS602A MANAGE A VALUE CHAIN 60

A minimum of one of the following

- MSACMC610A MANAGE RELATIONSHIPS WITH NON-CUSTOMER EXTERNAL ORGANISATIONS 60
- MSACMC611A MANAGE PEOPLE RELATIONSHIPS 60
- MSACMC614A DEVELOP A COMMUNICATIONS STRATEGY TO SUPPORT PRODUCTION 50

A minimum of 2 of the following

- MSACMT452A APPLY STATISTICS TO PROCESSES IN MANUFACTURING 40
- MSACMT620A DEVELOP QUICK CHANGEOVER PROCEDURES 60
- MSACMT621A DEVELOP A JUST IN TIME (JIT) SYSTEM 60
- MSACMT622A DESIGN A PROCESS LAYOUT 80
- MSACMT623A DEVELOP A LEVELLED PULL SYSTEM OF MANUFACTURING 60
- MSACMT630A OPTIMISE COST OF PRODUCT 60
- MSACMT631A UNDERTAKE VALUE ANALYSIS OF PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS 60
- MSACMT640A MANAGE 5S SYSTEM IN A MANUFACTURING ENVIRONMENT 60
- MSACMT641A IMPLEMENT A CONTINUOUS IMPROVEMENT SYSTEM 60
- MSACMT650A DETERMINE AND IMPROVE PROCESS CAPABILITY 80
- MSACMT661A DETERMINE AND ESTABLISH INFORMATION COLLECTION REQUIREMENTS AND PROCESSES 60
- MSACMT681A DEVELOP A PROACTIVE MAINTENANCE STRATEGY 60
- MSAPMSUP390A USE STRUCTURED PROBLEM SOLVING TOOLS 40

A balance of units, maximum of 16, may be chosen from the list above or 10 from the list below. (Note that only 2 of the 10 can be chosen from the 200 series units)

- MSACMS200A APPLY COMPETITIVE MANUFACTURING PRACTICES 40
- MSACMS201A SUSTAIN PROCESS IMPROVEMENTS 40
- MSACMC210A MANAGE THE IMPACT OF CHANGE ON OWN WORK 40
- MSACMT220A APPLY QUICK CHANGEOVER PROCEDURES 40
- MSACMT221A APPLY JUST IN TIME (JIT) PROCEDURES 30
- MSACMT230A APPLY COST FACTORS TO WORK PRACTICES 40
- MSACMT240A APPLY 5S PROCEDURES IN A MANUFACTURING ENVIRONMENT 40
- MSACMT250A MONITOR PROCESS CAPABILITY 30
- MSACMT280A UNDERTAKE ROOT CAUSE ANALYSIS 50
- MSACMT440A LEAD 5S IN A MANUFACTURING ENVIRONMENT 50
- MSACMT441A FACILITATE CONTINUOUS IMPROVEMENT IN MANUFACTURING 40
- MSACMT450A UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS 50
- MSACMT451A MISTAKE PROOF A PRODUCTION PROCESS 50
- MSACMT452A APPLY STATISTICS TO PROCESSES IN MANUFACTURING 40
- The balance of units, maximum of 5, can be drawn from the list above or below

- MSACMC610A MANAGE RELATIONSHIPS WITH NON-CUSTOMER EXTERNAL ORGANISATIONS 60
- MSACMS200A APPLY COMPETITIVE MANUFACTURING PRACTICES 40
- MSACMS201A SUSTAIN PROCESS IMPROVEMENTS 40
- MSACMC210A MANAGE THE IMPACT OF CHANGE ON OWN WORK 40
- MSACMT220A APPLY QUICK CHANGEOVER PROCEDURES 40
- MSACMT221A APPLY JUST IN TIME (JIT) PROCEDURES 30
- MSACMT230A APPLY COST FACTORS TO WORK PRACTICES 40
- MSACMT240A APPLY 5S PROCEDURES IN A MANUFACTURING ENVIRONMENT 40
- MSACMT250A MONITOR PROCESS CAPABILITY 30
- MSACMT280A UNDERTAKE ROOT CAUSE ANALYSIS 50
- MSACMT440A LEAD 5S IN A MANUFACTURING ENVIRONMENT 50
- MSACMT441A FACILITATE CONTINUOUS IMPROVEMENT IN MANUFACTURING 40
- MSACMT450A UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS 50
- MSACMT451A MISTAKE PROOF A PRODUCTION PROCESS 50
- MSACMT452A APPLY STATISTICS TO PROCESSES IN MANUFACTURING 40
- MSACMC610A MANAGE RELATIONSHIPS WITH NON-CUSTOMER EXTERNAL ORGANISATIONS 60
- MSACMC611A MANAGE PEOPLE RELATIONSHIPS 60
- MSACMC614A DEVELOP A COMMUNICATIONS STRATEGY TO SUPPORT PRODUCTION 50
- MSACMT452A APPLY STATISTICS TO PROCESSES IN MANUFACTURING 40
- MSACMT620A DEVELOP QUICK CHANGEOVER PROCEDURES 60
- MSACMT621A DEVELOP A JUST IN TIME (JIT) SYSTEM 60
- MSACMT622A DESIGN A PROCESS LAYOUT 80
- MSACMT623A DEVELOP A LEVELLED PULL SYSTEM OF MANUFACTURING 60
- MSACMT630A OPTIMISE COST OF PRODUCT 60
- MSACMT631A UNDERTAKE VALUE ANALYSIS OF PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS 60
- MSACMT640A MANAGE 5S SYSTEM IN A MANUFACTURING ENVIRONMENT 60
- MSACMT641A IMPLEMENT A CONTINUOUS IMPROVEMENT SYSTEM 60
- MSACMT650A DETERMINE AND IMPROVE PROCESS CAPABILITY 80
- MSACMT661A DETERMINE AND ESTABLISH INFORMATION COLLECTION REQUIREMENTS AND PROCESSES 60
- MSACMT681A DEVELOP A PROACTIVE MAINTENANCE STRATEGY 60
- MSAPMSUP390A USE STRUCTURED PROBLEM SOLVING TOOLS 40

A balance of units, maximum of 16, may be chosen from the list above or 10 from the list below. (Note that only 2 of the 10 can be chosen from the 200 series units)

- MSACMS200A APPLY COMPETITIVE MANUFACTURING PRACTICES 40
- MSACMS201A SUSTAIN PROCESS IMPROVEMENTS 40
- MSACMC210A MANAGE THE IMPACT OF CHANGE ON OWN WORK 40
- MSACMT220A APPLY QUICK CHANGEOVER PROCEDURES 40
- MSACMT221A APPLY JUST IN TIME (JIT) PROCEDURES 30
- MSACMT230A APPLY COST FACTORS TO WORK PRACTICES 40

CERTIFICATE IV IN WATER OPERATIONS
Course Code: NWP40107
Campus: Sunshine.

Course Objectives: This qualification has been designed for supervisors overseeing the maintenance and operation of water distribution and wastewater collection systems.

Careers: Supervisor of maintenance and operations of water distribution and wastewater collection plants.

Course Duration: 2 years.

Admission Requirements Other: Employed and experience in the water industry is required.

Selection Processes: Employer Choice, Interview.

COURSE STRUCTURE
To achieve this qualification the candidate must demonstrate competency in nine units, comprising two core and seven elective units of competency.

Core units of study
- LGACOM405B Implement and Monitor the Organisation’s OHS Policies, Procedures and Programs within the Work Group or Section (20)
- NWP401B Coordinate and Monitor the Application of Environmental Plans and Procedures (80)

Elective units of study
- BSBCM402A Develop Work Priorities (30)
- BSBCM405B Implement Operational Plan (50)
- LGAWORK404A Manage a Civil Works Project (80)
- NWP410B Coordinate and Monitor Asset Construction and Maintenance (60)
- NWP415B Coordinate and Monitor Surface Water Systems (60)
- NWP416B Coordinate and Monitor Water Storage Catchment Activities (60)
- NWP417B Coordinate and Monitor Groundwater System Usage (60)
- NWP418B Coordinate and Monitor Bulkwater System Operations (60)
- NWP419B Coordinate and Monitor River System Usage (60)
- NWP425B Coordinate and Monitor the Operation of Irrigation Delivery Systems (60)
- NWP426B Coordinate and Monitor the Operation of Potable Water Systems (60)
- NWP427B Coordinate and Monitor the Operation of Drainage Systems (60)
- NWP428B Coordinate and Monitor the Operation of Wastewater Collection Systems (40)
- NWP429B Coordinate, Implement and Report Trade Waste Monitoring Procedures (60)
- NWP430A Evaluate, Implement and Monitor Standard Low-Risk Trade Waste Discharge Approvals (60)
- NWP431A Investigate, Rectify and Report on Trade Waste (70)
- NWP435B Coordinate and Monitor the Optimisation of Water Treatment Processes (60)
- NWP436B Coordinate and Monitor the Optimisation of Wastewater Treatment Processes (60)
- NWP437A Analyse Data and Produce Hydrometric Reports (100)
- NWP438A Measure and Process Hydrometric Stream Discharge Data in Flood Conditions (100)
- NWP440A Supervise Conduit Inspection and Reporting (40)
- NWP490B Work Safely in Confined Spaces (20)
- PSPPROC410A Administer Contracts (40)

CERTIFICATE II IN TECHNICAL SECURITY
Course Code: PRS20203
Campus: Sunshine.

About this course: Develop the skills, knowledge, confidence and qualification to work in the technical security field. Learn to communicate effectively in the security industry, install security equipment and systems and perform maintenance on security equipment.

Course Objectives: To give participants the skills, knowledge, confidence and qualification to be able to work in the Technical Security field.

Careers: Students would be qualified to install security systems.

Course Duration: 3 months.


COURSE STRUCTURE
Students must successfully complete 8 Units in total: 7 Core units and 1 Elective
Core Units of Study

PRSTS201A PROVIDE A SERVICE TO CUSTOMERS 16
PRSTS202A INSTALL SECURITY EQUIPMENT/SYSTEM 40
PRSSO201A COMMUNICATE EFFECTIVELY IN THE SECURITY INDUSTRY 24
PRSSO202A MAINTAIN WORKPLACE SAFETY 16
PRSSO203A WORK EFFECTIVELY IN THE SECURITY INDUSTRY 40
PRSTS207A PERFORM ROUTINE MAINTENANCE 30
ICTTC136B INSTALL MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATIONS CABLE: ACA 60

Elective Units of Study

PRSTS204A INSTALL CCTV EQUIPMENT/SYSTEMS 30

CERTIFICATE IV IN CIVIL CONSTRUCTION SUPERVISION
Course Code: RI40206
Campus: Sunshine.

Course Objectives: The Certificate IV in Civil Construction Supervision reflects the role of employees in Civil Construction operations who may fulfill roles such as foreman, site supervisor or works supervisor where they are responsible for applying the site work instructions and practices and to ensure the quality and quantity of the output of others.

Careers: Foreman, Site Supervisor, Works Supervisor.

Selection Processes: Direct Entry.

COURSE STRUCTURE
40 weeks/1 year. Part-time, flexible delivery.

Core Units of Study

RIICC401A SUPERVISE CIVIL WORKS 80
BSBCM411A MONITOR A SAFE WORKPLACE 50
BSBFLM405B IMPLEMENT OPERATIONAL PLAN 50
BSBFLM412A PROMOTE TEAM EFFECTIVENESS 50
MNQGEN400A APPLY SITE RISK MANAGEMENT SYSTEM 40

(a) Elective Units of Study

A minimum of seven elective units to be completed made up of: a minimum of two units from the specified Civil Construction General Operations units listed a minimum of two units from the specified Civil Construction Technical Specialist units listed a maximum of one unit, relevant to the job function, drawn from elsewhere in the Resources and Infrastructure Civil Construction Training Package or other endorsed Training Packages at any level.

CERTIFICATE II IN COMPUTER ASSEMBLY AND REPAIR
Course Code: UEE20507
Campus: Footscray Nicholson, Sunshine.

About this course: Develop the skills and knowledge to install and carry out basic routine maintenance on personal computers and peripherals. This course also provides the skills and knowledge to obtain industry-recognised CompTIA A+ certification and/or Cisco IT Essentials.

Course Objectives: Students will complete units of study aligned with industry certification for PC assembly. They will have the skills and knowledge to enter higher qualifications in the area of computer hardware.

Careers: Graduates of this course could be employed in the following areas: PC assembly and repairs, computer and electronics sales and sales support, computer installations this course is a pathway into higher studies in electrotechnology.

Selection Processes: Direct Entry, Written Application.

COURSE STRUCTURE
Students must successfully complete all 9 core units and stream core competency electives giving a unit strand total 2 from Schedule 2 as prescribed.

Students must successfully complete all 9 core units and stream core competency electives giving a unit strand total 2 from Schedule 2 as prescribed.

Core Units of Study

UEENEED002B ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS 80
UEENEED004B USE ENGINEERING APPLICATIONS SOFTWARE 40
UEENEED004B INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE 40
UEENEED046B SET UP AND CONFIGURE BASIC LOCAL AREA NETWORK 40
UEENEED001B APPLY OHS PRACTICES IN THE WORKPLACE 20
UEENEED022B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40
UEENEED033B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
UEENEED036B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN COMPUTER SYSTEMS 20
UEENEED038B PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN 20

Elective Units of Study

UEENEED001B USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE 20
UEENEED020B PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS 20
UEENEED042A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
UEENEED012B SUPPORT COMPUTER HARDWARE AND SOFTWARE 120
UEENEED050B UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT 120
UEENEED001B ASSEMBLE ELECTRONIC APPARATUS 40
UEENEED004B SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS 40
UEENEED007B USE DRAWINGS, Diagrams, Schedules and Manuals 40
UEENEED019B SOLVE PROBLEMS IN MULTIPLE PATH A. C. CIRCUITS 40
UEENEED005B FIX AND SECURE EQUIPMENT 20
CERTIFICATE II IN RENEWABLE ENERGY
Course Code: UEE21507
Campus: Sunshine, Industry.

About this course: Play a vital part in the future of our planet by contributing positively to the sustainable energy industry. Learn basic aspects of setting up photovoltaic (solar) assemblies, electrical circuitry, drawings and cable-laying that will open up your career options with highly sought after renewable energy-related skills in the community.

Course Objectives: This qualification provides competencies to select, assemble, set up and maintain simple equipment and systems to a prescribed routine.

Careers: Students completing this course will be able to commence work within the green renewable energy sector.

Course Duration: 0.5 years.

Selection Processes: Direct Entry, Employer Choice, Interview.

COURSE STRUCTURE
The requirements for awarding this qualification are that the following are successfully achieved:

- All of the Core competency standard units;
- 1 Stream Core competency standard unit;
- 6 Elective competency standard units as prescribed in the respective Schedule; and
- All the required prerequisite competency standard units have been met as required.

Core Competency Standards Units
UEENEEE001B  APPLY OHS PRACTICES IN THE WORKPLACE 20
UEENEEE002B  DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40
UEENEEE003B  SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
UEENEEE004B  SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS 40
UEENEEE005B  FIX AND SECURE EQUIPMENT 20
UEENEEE007B  USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40
UEENEEE008B  LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS 40
UEENEEE037B  DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTROTECHNOLOGY 20
UEENEEK023B  CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS 60
UEENEEK024B  ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS 20

Stream Core Competency Standards Units
UEENEEK001B  MAINTAIN DOCUMENTATION 20
UEENEEK002B  SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS 20
UEENEEK008B  RECEIVE AND STORE MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY WORK 20
UEENEE010B  DELIVER A SERVICE TO CUSTOMERS 20

UESNED001B  USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE 20
UESNED002B  PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS 20
UESNEK042A  PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
UESNEK025C  SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS 80

CERTIFICATE II IN ELECTRONICS
Course Code: UEE21907
Campus: Sunshine.

Course Objectives: This pre-vocational course develops a range of entry level skills such as: understanding electronic circuits, prototyping circuits, testing computer aided design, identification of customer/client need planning and construction tasks installation and fault finding of systems and equipment.

Careers: Graduates are employed in manufacturing, testing, servicing, and technical sales within the Electronics industry.

Course Duration: 0.5 years.

Admission Requirements Year 12: Learners are best equipped to achieve the course outcomes if they have minimum language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: Learners are best equipped to achieve the course outcomes if they have minimum language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Admission Requirements VET: Learners are best equipped to achieve the course outcomes if they have minimum language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Selection Processes: Direct Entry, Employer Choice.

COURSE STRUCTURE
Successful completion of 8 units of competency made up of 7 core units of study, 1 stream core unit of study and 1 elective unit of study.

Core Units of Study
UESNEE001B  APPLY OHS PRACTICES IN THE WORKPLACE 20
UESNEE002B  DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40
UESNEE003B  SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
UESNEE004B  SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS 40
UESNEE005B  FIX AND SECURE EQUIPMENT 20
UESNEE007B  USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40
UESNEE008B  LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS 40
UESNEE037B  DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRONICS 20
UESNEE038B  PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN 20
UESNEE042A  CARRY OUT BASIC REPAIRS TO ELECTRONIC APPARATUS BY REPLACEMENT OF COMPONENTS 40
UESNEE044B  SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS 80
Stream Core Unit of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>UEEENEEC001B</td>
<td>MAINTAIN DOCUMENTATION</td>
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Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>UEEENEO05B</td>
<td>FIX AND SECURE EQUIPMENT</td>
<td>20</td>
</tr>
<tr>
<td>UEEENEO04B</td>
<td>SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS</td>
<td>40</td>
</tr>
<tr>
<td>UEEENE001B</td>
<td>SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS</td>
<td>60</td>
</tr>
<tr>
<td>UEEENE001B</td>
<td>USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>UEEENEX042A</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>20</td>
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</tbody>
</table>

CERTIFICATE II IN SUSTAINABLE ENERGY
(CAREER START)

Course Code: UEE22107

Campus: Sunshine, Industry.

About this course: Switch on your career in the renewable energy industry. You will gain a grounding in basic skills and knowledge of sustainable energy practices in electrotechnology disciplines. Solve problems in multiple path circuits, provide basic sustainability solutions for energy reduction in domestic premises, and learn to use appropriate electrotechnology apparatus.

Course Objectives: This qualification covers competencies for work entry program providing grounding in safety and basic skills and knowledge for work in any electrotechnology discipline.

Careers: Students completing this course will be able to commence work within the green renewable energy sector.

Course Duration: 0.5 years.

Selection Processes: Direct Entry, Employer Choice, Interview.

COURSE STRUCTURE

The requirements for awarding this qualification are that the following are successfully achieved:

- All of the Core competency standard units;
- 1 Stream Core competency standard unit;
- 6 Elective competency standard units as prescribed in the respective Schedule;
- All the required prerequisite competency standard units have been met as required.

Core Competency Standard Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>UEEENEO01B</td>
<td>APPLY OHS PRACTICES IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>UEEENEO03B</td>
<td>SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS</td>
<td>40</td>
</tr>
<tr>
<td>UEEENEO04B</td>
<td>SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS</td>
<td>40</td>
</tr>
<tr>
<td>UEEENEX012B</td>
<td>PROVIDE BASIC SUSTAINABLE ENERGY SOLUTIONS FOR ENERGY REDUCTION IN DOMESTIC PREMISES</td>
<td>40</td>
</tr>
<tr>
<td>UEEENEX013B</td>
<td>APPLY SUSTAINABLE ENERGY PRACTICE IN DAILY ACTIVITIES</td>
<td>100</td>
</tr>
<tr>
<td>UEEENEX014B</td>
<td>PROMOTE SUSTAINABLE ENERGY PRACTICE IN THE COMMUNITY</td>
<td>40</td>
</tr>
</tbody>
</table>

Stream Core Competency Standard Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UEEENEO01B</td>
<td>MAINTAIN DOCUMENTATION</td>
<td>20</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN

Course Code: UEE30807

Campus: Sunshine.

Course Objectives: This course provides training for registered apprentices to become licensed electricians.

Careers: Graduates of this course would be employed as Licensed A Grade Electrician.

Admission Requirements Year 12: To qualify for admission to the course applicants must be employed as an apprentice.

Admission Requirements Mature Age: To qualify for admission to the course applicants must be employed as an apprentice.

Admission Requirements VET: To qualify for admission to the course applicants must be employed as an apprentice.


COURSE STRUCTURE

Students must successfully complete all 17 core units, at least 2 stream core competency standard units as prescribed and the required electives to complete a unit strand total of 6 in Schedule 3.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UEEENEO02B</td>
<td>PARTICIPATE IN ELECTRICAL WORK AND COMPETENCY DEVELOPMENT ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>UEEENEO01B</td>
<td>APPLY OHS PRACTICES IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>UEEENEO02B</td>
<td>DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS</td>
<td>40</td>
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<tr>
<td>UEEENEO03B</td>
<td>SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS</td>
<td>40</td>
</tr>
<tr>
<td>UEEENEO04B</td>
<td>SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS</td>
<td>40</td>
</tr>
<tr>
<td>UEEENEO05B</td>
<td>FIX AND SECURE EQUIPMENT</td>
<td>20</td>
</tr>
<tr>
<td>UEEENEO07B</td>
<td>USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS</td>
<td>40</td>
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<tr>
<td>UEEENEO08B</td>
<td>LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS</td>
<td>40</td>
</tr>
<tr>
<td>UEEENEO33B</td>
<td>DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL</td>
<td>20</td>
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<tr>
<td>UEEENEG001B</td>
<td>SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS</td>
<td>60</td>
</tr>
<tr>
<td>UEEENEG002B</td>
<td>SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS</td>
<td>80</td>
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<tr>
<td>UEEENEG003B</td>
<td>INSTALL WIRING AND ACCESSORIES FOR LOW VOLTAGE CIRCUITS</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>UEEENGG004B</td>
<td>INSTALL LOW VOLTAGE ELECTRICAL APPARATUS AND ASSOCIATED EQUIPMENT</td>
<td>80</td>
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<tr>
<td>UEEENGG005B</td>
<td>VERIFY COMPLIANCE AND FUNCTIONALITY OF GENERAL ELECTRICAL INSTALLATIONS</td>
<td>40</td>
</tr>
<tr>
<td>UEEENGG007B</td>
<td>SELECT AND ARRANGE EQUIPMENT FOR GENERAL ELECTRICAL INSTALLATIONS</td>
<td>120</td>
</tr>
<tr>
<td>UEEENGG008B</td>
<td>FIND AND REPAIR FAULTS IN ELECTRICAL APPARATUS AND CIRCUITS</td>
<td>100</td>
</tr>
<tr>
<td>UEEENGG009B</td>
<td>DEVELOP AND CONNECT CONTROL CIRCUITS</td>
<td>60</td>
</tr>
<tr>
<td>UEEENEE001B</td>
<td>MAINTAIN DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>UEEENEE002B</td>
<td>SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS</td>
<td>20</td>
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<tr>
<td>UEEENEE003B</td>
<td>PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS</td>
<td>20</td>
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<tr>
<td>UEEENEE008B</td>
<td>USE ENGINEERING APPLICATIONS SOFTWARE</td>
<td>40</td>
</tr>
<tr>
<td>UEEENEE009B</td>
<td>DEVELOP STRUCTURED PROGRAMS TO CONTROL EXTERNAL DEVICES</td>
<td>60</td>
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<tr>
<td>UEEENEE010B</td>
<td>USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE</td>
<td>20</td>
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<tr>
<td>UEEENEE011B</td>
<td>USE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS</td>
<td>20</td>
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<tr>
<td>UEEENEE012B</td>
<td>USE ENGINEERING APPLICATIONS SOFTWARE</td>
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<td>UEEENEE013B</td>
<td>USE ENGINEERING APPLICATIONS SOFTWARE</td>
<td>60</td>
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<tr>
<td>UEEENEE014B</td>
<td>USE ENGINEERING APPLICATIONS SOFTWARE</td>
<td>40</td>
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<tr>
<td>UEEENEE015B</td>
<td>USE ENGINEERING APPLICATIONS SOFTWARE</td>
<td>60</td>
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<tr>
<td>UEEENEE016B</td>
<td>USE ENGINEERING APPLICATIONS SOFTWARE</td>
<td>40</td>
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<tr>
<td>UEEENEH001B</td>
<td>CARRY OUT BASIC REPAIRS TO COMPUTER EQUIPMENT BY REPLACEMENT OF MODULES/SUB-ASSEMBLIES</td>
<td>40</td>
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<tr>
<td>UEEENEH002B</td>
<td>CARRY OUT BASIC REPAIRS TO ELECTRONIC APPARATUS BY REPLACEMENT OF COMPONENTS</td>
<td>40</td>
</tr>
<tr>
<td>UEEENEH003B</td>
<td>CARRY OUT ROUTINE REPAIRS TO BUSINESS EQUIPMENT</td>
<td>120</td>
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<tr>
<td>UEEENEH004B</td>
<td>CARRY OUT ROUTINE REPAIRS TO BUSINESS EQUIPMENT</td>
<td>40</td>
</tr>
<tr>
<td>UEEENEH005B</td>
<td>VERIFY COMPLIANCE AND FUNCTIONALITY OF CUSTOM ELECTRONIC INSTALLATIONS</td>
<td>40</td>
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<tr>
<td>UEEENEH006B</td>
<td>ASSEMBLE AND SETUP FIXED AUDIO/VIDEO COMPONENTS AND SYSTEMS IN BUILDINGS AND PREMISES</td>
<td>120</td>
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<tr>
<td>UEEENEH007B</td>
<td>CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN GENERAL ELECTRONIC APPARATUS</td>
<td>40</td>
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<tr>
<td>UEEENEH008B</td>
<td>ASSEMBLE AND ERECT RECEPTION ANTENNAE AND SIGNAL</td>
<td>40</td>
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**SCHOOL OF ENGINEERING AND ELECTROTECHNOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>UEEENHH009B</td>
<td>SET UP AND TEST GAMING/GAMES EQUIPMENT</td>
<td>60</td>
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<tr>
<td>UEEENHH108B</td>
<td>INSTALL COMMERCIAL AUDIO/VIDEO SYSTEM COMPONENTS</td>
<td>60</td>
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<tr>
<td>UEEENHH118B</td>
<td>TROUBLESHOOT D.C. POWER SUPPLIES WITH SINGLE PHASE INPUT</td>
<td>40</td>
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<tr>
<td>UEEENHH128B</td>
<td>TROUBLESHOOT DIGITAL SUBSYSTEMS</td>
<td>80</td>
</tr>
<tr>
<td>UEEENHH138B</td>
<td>TROUBLESHOOT AMPLIFIERS</td>
<td>80</td>
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<tr>
<td>UEEENHH148B</td>
<td>TROUBLESHOOT FREQUENCY DEPENDENT CIRCUITS</td>
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<tr>
<td>UEEENHH158B</td>
<td>DEVELOP SOFTWARE SOLUTIONS IN MICROCONTROLLER BASED SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEEENHH168B</td>
<td>DEVELOP SOFTWARE SOLUTIONS IN MICROCONTROLLER BASED SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEEENHH178B</td>
<td>FIND AND REPAIR FAULTS IN THE MICROWAVE AMPLIFIER SECTIONS IN ELECTRONIC APPARATUS</td>
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<td>UEEENHH188B</td>
<td>FIND AND REPAIR FAULTS IN ELECTRONIC APPARATUS</td>
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<td>UEEENHH198B</td>
<td>FIND AND REPAIR FAULTS IN TELEVISION RECEIVERS</td>
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<td>FIND AND REPAIR FAULTS IN GAMING AND GAMES EQUIPMENT</td>
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<td>UEEENHH218B</td>
<td>FIND AND REPAIR FAULTS IN HIGH VOLUME OFFICE EQUIPMENT</td>
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<td>FIND AND REPAIR FAULTS IN REMOTE CONTROL APPARATUS</td>
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<td>FIND AND REPAIR FAULTS IN MICROWAVE HEATING APPARATUS</td>
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<td>CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO COMPONENTS</td>
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<td>PROVIDE SOLUTIONS TO SINGLE PHASE ELECTRONIC POWER CONTROL PROBLEMS</td>
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<td>PROVIDE SOLUTIONS TO POLYPHASE ELECTRONIC POWER CONTROL PROBLEMS</td>
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<td>UEEENHH278B</td>
<td>COMMISSION COMMERCIAL RADIO FREQUENCY (RF) TRANSMISSION AND RECEPTION SYSTEMS</td>
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<td>UEEENHH288B</td>
<td>INSTALL MICROWAVE AND ANTENNAE AND WAVEGUIDES</td>
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<td>UEEENHH298B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN NAVIGATION SYSTEMS</td>
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<td>UEEENHH308B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN SATELLITE-BASED SURVEILLANCE AND OBSERVATION SYSTEMS</td>
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<td>DIAGNOSE AND RECTIFY FAULTS IN GLOBAL POSITIONING SYSTEMS</td>
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<td>DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC MEDICAL EQUIPMENT</td>
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<td>UEEENHH358B</td>
<td>DESIGN CUSTOM ELECTRONIC INSTALLATIONS</td>
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<td>UEEENHH368B</td>
<td>DESIGN COMMERCIAL AUDIO/VIDEO INSTALLATIONS</td>
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<td>UEEENHH378B</td>
<td>PROGRAM AND COMMISSION COMMERCIAL AUDIO/VIDEO SYSTEMS</td>
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<td>UEEENHH388B</td>
<td>FIND AND REPAIR FAULTS IN COMPLEX POWER SUPPLIES</td>
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UEENEEH039B  TROUBLESHOOT BASIC AMPLIFIERS 40
UEENEEH040B  DIAGNOSE AND RECTIFY FAULTS IN SONAR APPARATUS AND SYSTEMS 120
UEENEEH041B  MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS 40
UEENEEH042B  TROUBLESHOOT OSCILLATORS 40
UEENEEH043B  DIAGNOSE AND RECTIFY FAULTS IN DIGITAL SUBSYSTEMS OF ELECTRONIC CONTROLS 60
UEENEEH044B  DIAGNOSE AND RECTIFY FAULTS IN ANALOGUE CIRCUITS AND COMPONENTS IN ELECTRONIC CONTROL SYSTEMS 60
UEENEEH045B  DEVELOP SOLUTIONS TO ANALOGUE ELECTRONIC PROBLEMS 80
UEENEEH046B  SOLVE FUNDAMENTAL PROBLEMS IN ELECTRONIC COMMUNICATIONS SYSTEMS 40
UEENEEH047B  ASSESS COMPLIANCE OF ELECTRONIC APPARATUS 60
UEENEEH048B  DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS 40
UEENEEH049B  DEVELOP SOLUTIONS TO AUDIO ELECTRONIC PROBLEMS 60
UEENEEH050B  ASSEMBLE AND SET UP BASIC WIRED AND WIRELESS SECURITY SYSTEMS 80
UEENEEH051B  INSTALL LARGE WIRED AND WIRELESS SECURITY SYSTEMS 100
UEENEEH052B  ENTER INSTRUCTIONS AND TEST BASIC WIRED AND WIRELESS SECURITY SYSTEMS 40
UEENEEH053B  PROGRAM AND TEST LARGE WIRED AND WIRELESS SECURITY SYSTEMS 120
UEENEEH054B  PROGRAM AND COMMISSION COMMERCIAL SECURITY ALARM SYSTEMS 60
UEENEEH055B  PROGRAM AND COMMISSION COMMERCIAL SECURITY ACCESS CONTROL SYSTEMS 60
UEENEEH056B  PROGRAM AND COMMISSION COMMERCIAL SECURITY CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS 60
UEENEEH057B  DEVELOP BASIC INTEGRATED SECURITY SYSTEMS PLAN 40
UEENEEH058B  DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE 40
UEENEEH059B  DESIGN INTEGRATED COMPLEX SECURITY SYSTEMS 60
UEENEEH060B  PLAN ELECTRONIC PROJECTS 60
UEENEEH061B  POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPARATUS 40
UEENEEH062B  VERIFY COMPLIANCE AND FUNCTIONALITY OF FIRE PROTECTION INSTALLATIONS 60
UEENEEH063B  ENTER AND VERIFY PROGRAMS IN PREPARATION FOR COMMISSIONING FIRE PROTECTION SYSTEMS 40
UEENEEH064B  COMMISSION COMMERCIAL FIRE PROTECTION SYSTEMS 40
UEENEEH065B  FIND AND REPAIR FAULTS IN FIRE PROTECTION SYSTEMS 40
UEENEEH066B  FAULT FIND MICROCONTROLLER BASED HARDWARE 40
UEENEEH067B  COMMISSION ELECTRONICS AND COMMUNICATIONS SYSTEMS 20
UEENEEH068B  MODIFY-REDESIGN OF ELECTRONICS AND COMMUNICATIONS SYSTEMS 20
UEENEEH069B  SOLVE PROBLEMS IN ELECTRONIC CIRCUITS 100
UEENEEH070B  TERMINATE AND CONNECT COMPONENTS, CONDUCTORS, WIRING AND CABLES FOR ELECTRONIC CIRCUITS 40
UEENEEH071B  FIND AND REPAIR FAULTS IN TELEVISION RECEIVERS 120
UEENEEH072B  FIND AND REPAIR FAULTS IN COMMUNICATION SYSTEMS 80
UEENEEH073B  FIND AND REPAIR FAULTS IN PROFESSIONAL AUDIO REPRODUCTION COMPONENTS 120
UEENEEH074B  FIND AND REPAIR FAULTS IN AUDIO/VIDEO RECORDING EQUIPMENT 60
UEENEEH075B  FIND AND RECTIFY FAULTS AND MALFUNCTIONS IN SECURITY SYSTEM INSTALLATIONS 60
UEENEEH076B  DIAGNOSE AND RECTIFY FAULTS IN DISPLAY CIRCUITS 60
UEENEEH077B  DIAGNOSE AND RECTIFY FAULTS IN RECORDING AND REPLAY APPARATUS 60
UEENEEH078B  DIAGNOSE AND RECTIFY FAULTS IN CAMERA CIRCUITS 60
UEENEEH079B  DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TELEVISION APPARATUS 80
UEENEEH080B  DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TRANSMISSION SYSTEMS 80
UEENEEH081B  DESIGN PRINTED CIRCUIT BOARDS 40
UEENEEH082B  DEVELOP SOLUTIONS TO RF AMPLIFIERS PROBLEMS 40
UEENEEH083B  ANALYSE THE PERFORMANCE OF WIRELESS-BASED ELECTRONIC SYSTEMS 40
UEENEEH084B  MODIFY DSP BASED SUB-SYSTEMS 80
UEENEEH085B  DESIGN A SIGNAL-CONDITIONING SUBSYSTEM 80
UEENCEK010B  INSTALL AND SET UP TRANSDUCERS AND SENSING DEVICES 40
UEENCEK022B  PLAN RENEWABLE ENERGY PROJECTS 60
UEENCEK023B  CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS 60
UEENCEK024B  ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS 20
UEENCEK025B  SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS 80
UEENCEK026B  INSTALL AND SET UP GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS 40
UEENCEK027B  DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS 60
UEENCEK028B  SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS 60
UEENCEK029B  INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS 60
UEENCEK030B  DESIGN GRID CONNECTED POWER SUPPLY SYSTEMS 120
UEENCEK031B  DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS 60
UEENCEK032B  INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS 60
UEENCEK033B  INSTALL GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS FOR LV CONNECTION 40
UEENCEK034B  DESIGN A SIGNAL-CONDITIONING SUBSYSTEM 80
UEENCEK035B  INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS 60
UEENCEK036B  DESIGN HYBRID POWER SYSTEMS 80
UEENCEK037B  INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS 60
UEENCEK038B  INSTALL GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS FOR LV CONNECTION 40
UEENCEK039B  DEVELOP ENGINEERING SOLUTIONS TO RENEWABLE ENERGY PROBLEMS 60
ADVANCED DIPLOMA OF ELECTRICAL ENGINEERING

Course Code: UEE60107

Campus: Sunshine.

Course Objectives: This qualification provides enabling competencies to design and validate/evaluate electrical equipment and systems and provide technical advice/sales. Competencies are mapped to several industry certifications that can be incorporated to ensure graduates are "job ready".

Careers: Graduates of this course would be employed as electronics technician, electrical technician, technical officer(electrical), electrical engineer.

Course Duration: 2 years.

Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE

2 years. Full-time, part-time.

- All of the Core competency standard units from either option 1 or 2
- VU will deliver option 2; The required number of Stream Core competency standard units(2); The required number of Elective competency standard units as prescribed in the respective Schedule;
- In accordance with Schedules 3, 4, 5 and 6 which forms an integral part of this qualification, achieve a Unit Strand Total of at least 41 of which at least 14 shall be selected from Schedule 6, and at least 14 from schedule 5 and not more than 7 from Schedule 4 as specified.

Core Units of Study

UEENEEE001B  APPLY OHS PRACTICES IN THE WORKPLACE 20
UEENEEE002B  DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40
UEENEEE003B  SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
UEENEEE004B  SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS 40
UEENEEE005B  FIX AND SECURE EQUIPMENT 20
UEENEEE007B  USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40
UEENEEE008B  LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS 40
UEENEEE011B  MANAGE RISK IN ELECTROTECHNOLOGY ACTIVITIES 100
UEENEEE017B  IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES 20
UEENEEE024B  COMPILE AND PRODUCE AN ELECTROTECHNOLOGY REPORT 60
UEENEEE033B  DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL ENVIRONMENT 20
UEENEEE038B  PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN 20
UEENEEE046B  IDENTIFY EFFECTS OF ENERGY ON MACHINERY AND MATERIALS IN AN ELECTROTECHNOLOGY ENVIRONMENT 120
UEENEEE047B  IDENTIFY BUILDING TECHNIQUES, METHODS AND MATERIALS USED IN ELECTROTECHNOLOGY WORK ACTIVITIES 120
UEENEEE050B  UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT 120
UEENEEE071B  WRITE SPECIFICATIONS FOR ELECTRICAL ENGINEERING PROJECTS 40
UEENEEE001B  SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS 60
UEENEEE002B  SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS 80
UEENEEE007B  SELECT AND ARRANGE EQUIPMENT FOR GENERAL ELECTRICAL INSTALLATIONS 120
UEENEEE047B  PROVIDE COMPUTATIONAL SOLUTIONS TO POWER ENGINEERING PROBLEMS 60
UEENEEE048B  SOLVE PROBLEMS IN COMPLEX MULTIPLE PATH POWER CIRCUITS 60
UEENEEE049B  SOLVE PROBLEMS IN COMPLEX POLYPHASE POWER CIRCUITS 60
UEENEEE050B  MANAGE ELECTRICAL PROJECTS 40
UEENEEE069B  PLAN ELECTRICAL PROJECTS 60

Stream Core Competency Standard Units

At least 2 of the following competency standard units to be achieved

BSBFLM503B  MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
BSBFLM506B  MANAGE WORKPLACE INFORMATION SYSTEMS 60
BSBFLM509B  FACILITATE CONTINUOUS IMPROVEMENT 60
BSBFLM510B  FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION 60
BSBFLM512B  ENSURE TEAM EFFECTIVENESS 60

Elective Units of Study

In accordance with Schedules 3, 4, 5 and 6 which forms an integral part of this qualification, achieve a Unit Strand Total of at least 41 of which at least 14 shall be selected from Schedule 6, and at least 14 from schedule 5 and not more than 7 from Schedule 4 as specified.

UEENEEM001B  REPORT ON THE INTEGRITY OF EXPLOSION PROTECTED EQUIPMENT IN HAZARDOUS AREAS 20
UEENEEM002B  ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS 20
UEENEEM003B  USE AND MAINTAIN THE INTEGRITY OF PORTABLE GAS DETECTION DEVICES 20
UEENEEM004B  INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS 60
UEENEEM005B  INSTALL AND MAINTAIN INTEGRITY OF FIXED GAS DETECTION EQUIPMENT 20
UEENEEM006B  MAINTAIN EQUIPMENT IN HAZARDOUS AREAS 60
UEENEEM007B  OVERHAUL AND REPAIR EXPLOSIONPROTECTED EQUIPMENT 60
UEENEEM008B  ASSESS EXPLOSION-PROTECTED EQUIPMENT FOR COMPLIANCE WITH STANDARDS 40
UEENEEM009B  TEST INSTALLATIONS IN HAZARDOUS AREAS 40
UEENEEM010B  CONDUCT CLOSE INSPECTION OF EXISTING HAZARDOUS AREAS INSTALLATIONS 20
UEENEEM011B  CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS 40
UEENEEM012B  DEVELOP AND MANAGE MAINTENANCE PROGRAMS FOR HAZARDOUS AREAS ELECTRICAL EQUIPMENT 20
UEENEEM013B  ENSURE THE SAFETY OF HAZARDOUS AREAS 20
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<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>UEENEEM014B</td>
<td>Design and develop modifications to explosion-protected equipment</td>
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<tr>
<td>UEENEEM015B</td>
<td>Classify hazardous areas</td>
<td>40</td>
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<tr>
<td>UEENEEM016B</td>
<td>Design electrical installations in hazardous areas</td>
<td>20</td>
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<tr>
<td>UEENEEM017B</td>
<td>Design explosion-protected electrical systems</td>
<td>20</td>
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<tr>
<td>UEENEED007B</td>
<td>Develop, enter and verify programs for programmable logic controllers using ladder instruction set</td>
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<tr>
<td>UEENEED026B</td>
<td>Design a computer based control system</td>
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<tr>
<td>UEENEED027B</td>
<td>Develop structured programs to control external devices</td>
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<tr>
<td>UEENEED028B</td>
<td>Develop and test code for microcontroller devices</td>
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<tr>
<td>UEENEED029B</td>
<td>Provide basic instruction in the use of electrotechnology apparatus</td>
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<td>UEENEEG035B</td>
<td>Diagnose and rectify faults in A.C. motor drive systems</td>
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<td>UEENEEH001B</td>
<td>Carry out basic repairs to computer equipment by replacement of modules/sub-assemblies</td>
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<tr>
<td>UEENEEH002B</td>
<td>Carry out basic repairs to electronic apparatus by replacement of components</td>
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<tr>
<td>UEENEEH003B</td>
<td>Carry out routine repairs to business equipment</td>
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<td>UEENEEH004B</td>
<td>Set up and test residential audio/video equipment</td>
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<td>UEENEEH005B</td>
<td>Verify compliance and functionality of custom electronic installations</td>
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<td>UEENEEH006B</td>
<td>Assemble and set up fixed audio/video components and systems in buildings and premises</td>
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<td>UEENEEH007B</td>
<td>Carry out repairs of predictable faults in general electronic apparatus</td>
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<tr>
<td>UEENEEH008B</td>
<td>Assemble and erect reception antennae and signal distribution equipment</td>
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<tr>
<td>UEENEEH009B</td>
<td>Set up and test gaming/games equipment</td>
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<tr>
<td>UEENEEH010B</td>
<td>Install commercial audio/video system/components</td>
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<td>UEENEEH011B</td>
<td>Troubleshoot D.C. power supplies with single phase input</td>
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<td>UEENEEH012B</td>
<td>Troubleshoot digital subsystems</td>
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<tr>
<td>UEENEEH013B</td>
<td>Troubleshoot amplifiers</td>
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<tr>
<td>UEENEEH014B</td>
<td>Troubleshoot frequency dependent circuits</td>
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<td>UEENEEH015B</td>
<td>Develop software solutions in microcontroller based systems</td>
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<td>Find and repair faults in the microwave amplifier sections in electronic apparatus</td>
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<td>Carry out repairs of predictable faults in audio and video replay/recording/apparatus</td>
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<td>Find and repair faults in electronic apparatus</td>
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<td>Carry out repairs of predictable faults in television receivers</td>
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<td>Find and repair faults in gaming and games equipment</td>
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<td>UEENEEH021B</td>
<td>Find and repair faults in high volume office equipment</td>
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<td>Find and repair faults in remote control apparatus</td>
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<td>UEENEEH023B</td>
<td>Find and repair faults in microwave heating apparatus</td>
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<td>Carry out repairs of predictable faults in audio components</td>
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<td>UEENEEH025B</td>
<td>Provide solutions to single phase electronic power control problems</td>
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<tr>
<td>UEENEEH026B</td>
<td>Provide solutions to polyphase electronic power control problems</td>
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<tr>
<td>UEENEEH027B</td>
<td>Commission commercial radio frequency (RF) transmission and reception systems</td>
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<tr>
<td>UEENEEH028B</td>
<td>Install microwave and antennae and waveguides</td>
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<tr>
<td>UEENEEH029B</td>
<td>Diagnose and rectify faults in navigation systems</td>
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<tr>
<td>UEENEEH030B</td>
<td>Diagnose and rectify faults in satellite-based surveillance and observation systems</td>
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<tr>
<td>UEENEEH031B</td>
<td>Diagnose and rectify faults in radar apparatus and systems</td>
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<tr>
<td>UEENEEH032B</td>
<td>Diagnose and rectify faults in global positioning systems</td>
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<tr>
<td>UEENEEH033B</td>
<td>Diagnose and rectify faults in telecommunication apparatus and systems</td>
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<tr>
<td>UEENEEH034B</td>
<td>Diagnose and rectify faults in electronic medical equipment</td>
<td>120</td>
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<tr>
<td>UEENEEH035B</td>
<td>Design custom electronic installations</td>
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<tr>
<td>UEENEEH036B</td>
<td>Design commercial audio/video installations</td>
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<tr>
<td>UEENEEH037B</td>
<td>Program and commission commercial audio/video systems</td>
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<td>UEENEEH038B</td>
<td>Find and repair faults in complex power supplies</td>
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<td>Troubleshoot basic amplifiers</td>
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<td>UEENEEH040B</td>
<td>Diagnose and rectify faults in sonar apparatus and systems</td>
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<td>UEENEEH041B</td>
<td>Manage electronics/computer systems projects</td>
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<td>UEENEEH042B</td>
<td>Troubleshoot oscillators</td>
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<td>UEENEEH043B</td>
<td>Diagnose and rectify faults in digital subsystems of electronic controls</td>
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<tr>
<td>UEENEEH044B</td>
<td>Diagnose and rectify faults in analogue circuits and components in electronic control systems</td>
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<td>UEENEEH045B</td>
<td>Develop solutions to analogue electronic problems</td>
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<td>UEENEEH046B</td>
<td>Solve fundamental problems in electronic communications systems</td>
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<td>UEENEEH047B</td>
<td>Assess compliance of electronic apparatus</td>
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<td>UEENEEH048B</td>
<td>Design and develop advanced digital systems</td>
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<td>UEENEEH049B</td>
<td>Develop solutions to audio electronic problems</td>
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<td>UEENEEH050B</td>
<td>Assemble and set up basic wired and wireless security systems</td>
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<tr>
<td>UEENEEH051B</td>
<td>Install large wired and wireless security systems</td>
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<td>UEENEEH052B</td>
<td>Enter instructions and test basic wired and wireless security systems</td>
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<td>Program and test large wired and wireless security systems</td>
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<tr>
<td>UEENEEH054B</td>
<td>Program and commission commercial security alarm systems</td>
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<tr>
<td>UEENEEH055B</td>
<td>Program and commission commercial security access control systems</td>
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SCHOOL OF ENGINEERING AND ELECTROTECHNOLOGY

UEENEEH056B  PROGRAM AND COMMISSION COMMERCIAL SECURITY CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS 60
UEENEEH057B  DEVELOP BASIC INTEGRATED SECURITY SYSTEMS PLAN 40
UEENEEH058B  DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE 40
UEENEEH059B  DESIGN INTEGRATED COMPLEX SECURITY SYSTEMS 60
UEENEEH060B  PLAN ELECTRONIC PROJECTS 60
UEENEEH061B  POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPARATUS 40
UEENEEH062B  VERIFY COMPLIANCE AND FUNCTIONALITY OF FIRE PROTECTION INSTALLATIONS 60
UEENEEH063B  ENTER AND VERIFY PROGRAMS IN PREPARATION FOR COMMISSIONING FIRE PROTECTION SYSTEMS 40
UEENEEH064B  COMMISSION COMMERCIAL FIRE PROTECTION SYSTEMS 40
UEENEEH065B  FIND AND REPAIR FAULTS IN FIRE PROTECTION SYSTEMS 40
UEENEEH066B  FAULT FIND MICROCONTROLLER BASED HARDWARE 40
UEENEEH067B  COMMISSION ELECTRONICS AND COMMUNICATIONS SYSTEMS 20
UEENEEH068B  MODIFY-REDESIGN OF ELECTRONICS AND COMMUNICATIONS SYSTEMS 20
UEENEEH069B  SOLVE PROBLEMS IN ELECTRONIC CIRCUITS 100
UEENEEH070B  TERMINATE AND CONNECT COMPONENTS, CONDUCTORS, WIRING AND CABLES FOR ELECTRONIC CIRCUITS 40
UEENEEH071B  FIND AND REPAIR FAULTS IN TELEVISION RECEIVERS 120
UEENEEH072B  FIND AND REPAIR FAULTS IN COMMUNICATION SYSTEMS 80
UEENEEH073B  FIND AND REPAIR FAULTS IN PROFESSIONAL AUDIO REPRODUCTION COMPONENTS 120
UEENEEH074B  FIND AND REPAIR FAULTS IN AUDIO/VIDEO RECORDING EQUIPMENT 60
UEENEEH075B  FIND AND RECTIFY FAULTS AND MALFUNCTIONS IN SECURITY SYSTEM INSTALLATIONS 60
UEENEEH076B  DIAGNOSE AND RECTIFY FAULTS IN DISPLAY CIRCUITS 60
UEENEEH077B  DIAGNOSE AND RECTIFY FAULTS IN RECORDING AND REPLAY APPARATUS 60
UEENEEH078B  DIAGNOSE AND RECTIFY FAULTS IN CAMERA CIRCUITS 60
UEENEEH079B  DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TELEVISION APPARATUS 80
UEENEEH080B  DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TRANSMISSION SYSTEMS 80
UEENEEH081B  DESIGN PRINTED CIRCUIT BOARDS 40
UEENEEH082B  DEVELOP SOLUTIONS TO RF AMPLIFIERS PROBLEMS 40
UEENEEH083B  ANALYSE THE PERFORMANCE OF WIRELESS-BASED ELECTRONIC SYSTEMS 40
UEENEEH084B  MODIFY DSP BASED SUB-SYSTEMS 80
UEENEEH085B  DESIGN A SIGNAL-CONDITIONING SUBSYSTEM 80
UEENEH001B  INSTALL AND SET UP TRANSDUCERS AND SENSING DEVICES 40
UEENEK010B  CO-ORDINATE MAINTENANCE OF RENEWABLE ENERGY APPARATUS AND SYSTEMS 20
UEENEK022B  PLAN RENEWABLE ENERGY PROJECTS 60
UEENEK023B  CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS 60
UEENEK024B  ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS 20
UEENEK025B  SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS 80
UEENEK026B  INSTALL AND SET UP GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS 40
UEENEK027B  DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS 60
UEENEK028B  SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS 60
UEENEK029B  DESIGN RENEWABLE ENERGY HEATING SYSTEMS 120
UEENEK030B  SOLVE BASIC PROBLEMS IN WIND ENERGY CONVERSION SYSTEMS 60
UEENEK031B  DESIGN WIND ENERGY CONVERSION SYSTEMS RATED TO 10 KW 60
UEENEK032B  DEVELOP STRATEGIES TO ADDRESS SUSTAINABILITY ISSUES 20
UEENEK033B  DESIGN HYBRID POWER SYSTEMS 80
UEENEK034B  INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS 60
UEENEK035B  DESIGN GRID CONNECTED POWER SUPPLY SYSTEMS 120
UEENEK036B  PREPARE GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS FOR LV CONNECTION 40
UEENEK040B  DEVELOP ENGINEERING SOLUTIONS TO RENEWABLE ENERGY PROBLEMS 60
UEENEK041B  DEVELOP STRATEGIES FOR EFFECTIVE ENERGY REDUCTION IN BUILDINGS 60
UEENEEM001B  REPORT ON THE INTEGRITY OF EXPLOSION PROTECTED EQUIPMENT IN HAZARDOUS AREAS 20

ADVANCED DIPLOMA OF ELECTRICAL - TECHNOLOGY
Course Code: UEE61307
Campus: Sunshine.
Course Objectives: This qualification provides enabling competencies to design and validate/evaluate electrical equipment and systems and provide technical advice/sales. Competencies are mapped to several industry certifications that can be incorporated to ensure graduates are “job ready”.
Careers: Graduates of this course would be employed as electronics technician, technical officer(electrical), sales and sales support.
Course Duration: 2 years.
Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE
2 years. Full-time, part-time.
- All of the Core competency standard units; The required number of Stream Core competency standard units(3); The required number of Elective competency standard units as prescribed in the respective Schedule;
- In accordance with Schedules 3, 4, 5 and 6 which form in integral part of this qualification, achieve a Unit Strand Total of at least 50 of which at least 33 shall be selected from Schedule 5 or higher and not more than 18 from Schedule 4 as specified. All the required prerequisite competency standard units have been met as required.
Core Units of Study

UEENEEM001B APPLY OHS PRACTICES IN THE WORKPLACE 20
UEENEEM002B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40
UEENEEM003B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
UEENEEM004B SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS 40
UEENEEM005B FIX AND SECURE EQUIPMENT 20
UEENEEM007B USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40
UEENEEM008B LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS 40
UEENEEM033B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL 20
UEENEEM038B PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN 20
UEENEEM046B IDENTIFY EFFECTS OF ENERGY ON MACHINERY AND MATERIALS IN AN ELECTROTECHNOLOGY ENVIRONMENT 120
UEENEEM050B UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT 120
UEENEEM001B SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS 60
UEENEEM002B SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS 80
UEENEEM047B PROVIDE COMPUTATIONAL SOLUTIONS TO POWER ENGINEERING PROBLEMS 60
UEENEEM048B SOLVE PROBLEMS IN COMPLEX MULTIPLE PATH POWER CIRCUITS 60
UEENEEM049B SOLVE PROBLEMS IN COMPLEX POLYPHASE POWER CIRCUITS 60

Stream Core Competency Standard Units
At least 3 of the following competency standard units to be achieved

UEENEEM001B MAINTAIN DOCUMENTATION 20
UEENEEM002B SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS 20
UEENEEM003B PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS 20
UEENEEM010B DELIVER A SERVICE TO CUSTOMERS 20

Stream Core Competency Standard Units
At least 3 of the following competency standard units to be achieved

UEENEEM001B USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE 20
UEENEEM020B PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS 20
BSBFLM506B MANAGE WORKPLACE INFORMATION SYSTEMS 60
BSBFLM512B ENSURE TEAM EFFECTIVENESS 60

Elective Units of Study
In accordance with Schedules 3, 4, 5 and 6 which form in integral part of this qualification, achieve a Unit Strand Total of at least 50 of which at least 33 shall be selected from Schedule 5 or higher and not more than 18 from Schedule 4 as specified.

UEENEEM001B REPORT ON THE INTEGRITY OF EXPLOSION PROTECTED EQUIPMENT IN HAZARDOUS AREAS 20
UEENEEM002B ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS 20
UEENEEM003B USE AND MAINTAIN THE INTEGRITY OF PORTABLE GAS DETECTION DEVICES 20
UEENEEM004B INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS 60
UEENEEM005B INSTALL AND MAINTAIN INTEGRITY OF FIXED GAS DETECTION EQUIPMENT 20
UEENEEM006B MAINTAIN EQUIPMENT IN HAZARDOUS AREAS 60
UEENEEM007B OVERHAUL AND REPAIR EXPLOSION-PROTECTED EQUIPMENT 60
UEENEEM008B ASSESS EXPLOSION-PROTECTED EQUIPMENT FOR COMPLIANCE WITH STANDARDS 40
UEENEEM009B TEST INSTALLATIONS IN HAZARDOUS AREAS 40
UEENEEM010B CONDUCT CLOSE INSPECTION OF EXISTING HAZARDOUS AREAS INSTALLATIONS 20
UEENEEM011B CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS 40
UEENEEM012B DEVELOP AND MANAGE MAINTENANCE PROGRAMS FOR HAZARDOUS AREAS ELECTRICAL EQUIPMENT 20
UEENEEM013B ENSURE THE SAFETY OF HAZARDOUS AREAS 20
UEENEEM014B DESIGN AND DEVELOP MODIFICATIONS TO EXPLOSION-PROTECTED EQUIPMENT 40
UEENEEM015B CLASSIFY HAZARDOUS AREAS 40
UEENEEM016B DESIGN ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS 20
UEENEEM017B DESIGN EXPLOSION-PROTECTED ELECTRICAL SYSTEMS 20
UEENEEM007B DEVELOP, ENTER AND VERIFY PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS USING LADDER INSTRUCTION SET 60
UEENEEM026B DESIGN A COMPUTER BASED CONTROL SYSTEM 120
UEENEEM027B DEVELOP STRUCTURED PROGRAMS TO CONTROL EXTERNAL DEVICES 40
UEENEEM028B DEVELOP AND TEST CODE FOR MICROCONTROLLER DEVICES 60
UEENEEM029B PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS 20
UEENEEM035B DIAGNOSE AND RECTIFY FAULTS IN A. C. MOTOR DRIVE SYSTEMS 80
UEENEEM001B CARRY OUT BASIC REPAIRS TO COMPUTER EQUIPMENT BY REPLACEMENT OF MODULES/SUB-ASSEMBLIES 40
UEENEEM002B CARRY OUT BASIC REPAIRS TO ELECTRONIC APPARATUS BY REPLACEMENT OF COMPONENTS 40
UEENEEM003B CARRY OUT ROUTINE REPAIRS TO BUSINESS EQUIPMENT 120
UEENEEM004B SET UP AND TEST RESIDENTIAL AUDIO/VIDEO EQUIPMENT 40
UEENEEM005B VERIFY COMPLIANCE AND FUNCTIONALITY OF CUSTOM ELECTRONIC INSTALLATIONS 40
UEENEEM006B ASSEMBLE AND ERECT RECEPTION ANTENNAE AND SIGNAL DISTRIBUTION EQUIPMENT 60
UEENEEM007B INSTALL COMMERCIAL AUDIO/VIDEO SYSTEM COMPONENTS 120
UEENEEM008B SET UP AND TEST GAMING/GAMES EQUIPMENT 60
UEENEEM009B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN GENERAL ELECTRONIC APPARATUS 40
UEENEEM010B ASSEMBLE AND SET UP FIXED AUDIO/VIDEO COMPONENTS AND SYSTEMS IN BUILDINGS AND PREMISES 120
UEENEEM011B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN GENERAL ELECTRONIC APPARATUS 40
UEENEEM012B ASSEMBLE AND ERECT RECEPTION ANTENNAE AND SIGNAL DISTRIBUTION EQUIPMENT 60
UEENEEM009B SET UP AND TEST RESIDENTIAL AUDIO/VIDEO EQUIPMENT 40
UEENEEM010B INSTALL COMMERCIAL AUDIO/VIDEO SYSTEM COMPONENTS 120
TROUBLESHOOT D.C. POWER SUPPLIES WITH SINGLE PHASE INPUT 40
TROUBLESHOOT DIGITAL SUBSYSTEMS 80
TROUBLESHOOT AMPLIFIERS 80
TROUBLESHOOT FREQUENCY DEPENDENT CIRCUITS 80
DEVELOP SOFTWARE SOLUTIONS IN MICROCONTROLLER BASED SYSTEMS 60
FIND AND REPAIR FAULTS IN THE MICROWAVE AMPLIFIER SECTIONS IN ELECTRONIC APPARATUS 40
CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO AND VIDEO REPLAY/RECORDING APPARATUS 120
FIND AND REPAIR FAULTS IN ELECTRONIC APPARATUS 40
CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN TELEVISION RECEIVERS 120
FIND AND REPAIR FAULTS IN GAMING AND GAMES EQUIPMENT 80
FIND AND REPAIR FAULTS IN HIGH VOLUME OFFICE EQUIPMENT 120
FIND AND REPAIR FAULTS IN REMOTE CONTROL APPARATUS 60
FIND AND REPAIR FAULTS IN MICROWAVE HEATING APPARATUS 40
CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO COMPONENTS 40
PROVIDE SOLUTIONS TO SINGLE PHASE ELECTRONIC POWER CONTROL PROBLEMS 60
PROVIDE SOLUTIONS TO POLYPHASE ELECTRONIC POWER CONTROL PROBLEMS 60
COMMISSION COMMERCIAL RADIO FREQUENCY (RF) TRANSMISSION AND RECEPTION SYSTEMS 60
INSTALL MICROWAVE AND ANTENNAE AND WAVEGUIDES 60
DIAGNOSE AND RECTIFY FAULTS IN NAVIGATION SYSTEMS 60
DIAGNOSE AND RECTIFY FAULTS IN SATELLITE-BASED SURVEILLANCE AND OBSERVATION SYSTEMS 60
DIAGNOSE AND RECTIFY FAULTS IN RADAR APPARATUS AND SYSTEMS 120
DIAGNOSE AND RECTIFY FAULTS IN GLOBAL POSITIONING SYSTEMS 60
DIAGNOSE AND RECTIFY FAULTS IN TELECOMMUNICATION APPARATUS AND SYSTEMS 60
DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC MEDICAL EQUIPMENT 120
DESIGN CUSTOM ELECTRONIC INSTALLATIONS 120
DESIGN COMMERCIAL AUDIO/VIDEO INSTALLATIONS 120
PROGRAM AND COMMISSION COMMERCIAL AUDIO/VIDEO SYSTEMS 40
FIND AND REPAIR FAULTS IN COMPLEX POWER SUPPLIES 40
TROUBLESHOOT BASIC AMPLIFIERS 40
DIAGNOSE AND RECTIFY FAULTS IN SONAR APPARATUS AND SYSTEMS 120
MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS 40
TROUBLESHOOT OSCILLATORS 40
DIAGNOSE AND RECTIFY FAULTS IN DIGITAL SUBSYSTEMS OF ELECTRONIC CONTROLS 60
DIAGNOSE AND RECTIFY FAULTS IN ANALOGUE CIRCUITS AND COMPONENTS IN ELECTRONIC CONTROL SYSTEMS 60
DEVELOP SOLUTIONS TO ANALOGUE ELECTRONIC PROBLEMS 80
SOLVE FUNDAMENTAL PROBLEMS IN ELECTRONIC COMMUNICATIONS SYSTEMS 40
ASSESS COMPLIANCE OF ELECTRONIC APPARATUS 60
DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS 40
DEVELOP SOLUTIONS TO AUDIO ELECTRONIC PROBLEMS 60
ASSEMBLE AND SET UP BASIC WIRED AND WIRELESS SECURITY SYSTEMS 80
ENTER INSTRUCTIONS AND TEST BASIC WIRED AND WIRELESS SECURITY SYSTEMS 40
PROGRAM AND TEST LARGE WIRED AND WIRELESS SECURITY SYSTEMS 120
PROGRAM AND COMMISSION COMMERCIAL SECURITY ALARM SYSTEMS 60
PROGRAM AND COMMISSION COMMERCIAL SECURITY ACCESS CONTROL SYSTEMS 60
PROGRAM AND COMMISSION COMMERCIAL SECURITY CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS 60
DEVELOP BASIC INTEGRATED SECURITY SYSTEMS PLAN 40
DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE 40
DESIGN INTEGRATED COMPLEX SECURITY SYSTEMS 60
PLAN ELECTRONIC PROJECTS 60
POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPARATUS 40
VERIFY COMPLIANCE AND FUNCTIONALITY OF FIRE PROTECTION INSTALLATIONS 60
ENTER AND VERIFY PROGRAMS IN PREPARATION FOR COMMISSIONING FIRE PROTECTION SYSTEMS 40
COMMISSION COMMERCIAL FIRE PROTECTION SYSTEMS 40
FIND AND REPAIR FAULTS IN FIRE PROTECTION SYSTEMS 40
FAULT FIND MICROCONTROLLER BASED HARDWARE 40
COMMISSION ELECTRONICS AND COMMUNICATIONS SYSTEMS 20
MODIFY-REDESIGN OF ELECTRONICS AND COMMUNICATIONS SYSTEMS 20
TERMINE AND CONNECT COMPONENTS, CONDUCTORS, WIRING AND CABLES FOR ELECTRONIC CIRCUITS 40
TERMINATE AND CONNECT COMPONENTS, CONDUCTORS, WIRING AND CABLES FOR ELECTRONIC CIRCUITS 40
FIND AND REPAIR FAULTS IN TELEVISION RECEIVERS 120
FIND AND REPAIR FAULTS IN COMMUNICATION SYSTEMS 80
FIND AND REPAIR FAULTS IN PROFESSIONAL AUDIO REPRODUCTION COMPONENTS 120
FIND AND REPAIR FAULTS IN AUDIO/VIDEO RECORDING EQUIPMENT 60
FIND AND RECTIFY FAULTS AND MALFUNCTIONS IN SECURITY SYSTEM INSTALLATIONS 60
### CERTIFICATE III IN ELECTROTECHNOLOGY SYSTEMS ELECTRICIAN

**Course Code:** UTE31199

**Campus:** Sunshine.

**About this course:** This course provides students with the knowledge and skills required to install and maintain electrical components, wiring, equipment and systems.

**Course Objectives:** The course provides 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.

**Careers:** Graduates may be eligible for an Electrical licence by applying to the Office of the Chief Electrical Inspector.

**Admission Requirements Other:** 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 Processes:** Employer Choice, User Choice (Apprenticeships).

### COURSE STRUCTURE

This course is 3 years part-time, 1 day per week. Part-time.

**Core Units of Study**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
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<tr>
<td>UTENES009A</td>
<td>PARTICIPATE IN THE TRAINING OF OTHERS</td>
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<tr>
<td>UTENES105GA</td>
<td>INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION)</td>
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<tr>
<td>UTENES105JA</td>
<td>INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL - LOW VOLTAGE)</td>
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<tr>
<td>UTENES106BA</td>
<td>INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRICAL)</td>
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<td>UTENES206BA</td>
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<tr>
<td>UTENES301BA</td>
<td>UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND CIRCUITS (ELECTRICAL)</td>
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<td>UTENES402BA</td>
<td>TEST APPARATUS AND CIRCUITS (ELECTRICAL)</td>
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<tr>
<td>UTENES501BA</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (ELECTRICAL)</td>
<td>180</td>
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</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:

- control;
- energy supply;
- fire protection;
- installation and servicing;
- maritime installation;
- mining;
- plant servicing;
- process;
- signalling (rail);

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.
UNITS

Below are unit details for courses offered by the School of Engineering and Electrotechnology in 2012.

IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

AUMS301A  PRODUCE DRAWINGS MANUALLY

Locations: Sunshine.

Description: This unit identifies the competence required to: Produce drawings, using manual drafting techniques, required in the design, development and production of bus/truck/trailers.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICAB4222B  INTRO PROG SKILLS IN ANOTHER LANGUAGE

Locations: Footscray Nicholson, St Albans, Werribee, City Queen.

Description: This unit defines the competency required to undertake introductory programming tasks using a procedural approach to programming. An object-oriented language may be used in this approach.

Nominal Hours: 60

Required Reading: No text required.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

ICTTC009D  PLACE, SECURE AND TERMINATE STRUCTURED CABLING AND CERTIFY INSTALLATION

Locations: Sunshine.

Description: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment.

Nominal Hours: 30

Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICTTC011D  PLACE, SECURE AND TERMINATE COAXIAL CABLE

Locations: Sunshine.

Description: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment.

Nominal Hours: 20

Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICTTC013D  PERFORM AN ACCURATE CUSTOMER PREMISES CABLE AND SYSTEM TEST

Locations: Sunshine.

Description: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment.

Nominal Hours: 60

Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICTTC065D  SPLICE CARRIER/SERVICE PROVIDER OPTIC FIBRE CABLE

Locations: Sunshine.

Description: This unit applies to all telecommunications applications including telephony, data, video and multi media.

Nominal Hours: 40

Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICTTC068D  INSTALL TELECOMMUNICATIONS SERVICE TO A BUILDING

Locations: Sunshine.

Description: This unit relates to bringing a telecommunications service from the broader network to a customer’s premises. Installation of cabling within a building and installation of telecommunications connections within a building are dealt with in the Telecommunications Cabling National Competency Standards.

Nominal Hours: 60

Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**ICTC153B  WORK SAFELY NEAR POWER INFRASTRUCTURE**

**Locations:** Sunshine.

**Description:** This unit describes the requirements and conditions that must be met
when telecommunications workers conduct operations in the vicinity of substantial
safety hazards including work: - at heights - near electrical distribution infrastructure,
radiation devices or other services - in confined spaces (Assessors - see note on
confined spaces in Range Statement.).

**Nominal Hours:** 30

**Required Reading:** VU produced workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

**LGAWORK404A  MANAGE A CIVIL WORKS PROJECT**

**Locations:** Sunshine.

**Description:** This unit covers managing a civil works project within council areas. The
unit addresses all aspects of planning, implementing and monitoring a civil works
project through to completion, including the documentation required to support the
project.

**Nominal Hours:** 80

**Required Reading:** VU produced workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

**MCMS400A  IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM**

**Locations:** Sunshine.

**Description:** This unit covers the knowledge and skills needed to implement
competitive manufacturing practices. Generally, five areas drive competitive
manufacturing: cost, quality, delivery, safety/environment, and morale. In a
competitive manufacturing company systems will need to be implemented which
drive continuous improvement in all these areas, without one area competing unduly
with another.

**Nominal Hours:** 50

**Assessment:** One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

**MCMT251A  APPLY QUALITY STANDARDS**

**Locations:** Sunshine.

**Description:** This unit is based on LMTQAGN01A Apply quality standards. This
unit covers the skills and knowledge required to apply quality standards to work
operations in a manufacturing enterprise.

**Nominal Hours:** 30

**Assessment:** One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

**Assessment must be undertaken in accordance with endorsed industry assessment
guidelines and may take place within the work place or appropriate simulated
environment.**

**MCMT260A  USE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING**

**Locations:** Sunshine.

**Description:** This unit covers the knowledge and skills needed to access planning
software (often known as ERP, MRP, MRPII, and often by its brand name such as
SAP etc) to make routine business decisions required of the person as a regular part
of their job.

**Nominal Hours:** 40

**Assessment:** One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

**MCMT261A  USE SCADA SYSTEMS IN MANUFACTURING**

**Locations:** Sunshine.

**Description:** This unit covers the knowledge and skills needed by an employee to
interact with a System Control and Data Acquisition (SCADA) system as part of their
job.

**Nominal Hours:** 30

**Assessment:** One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.

**MCMT460A  FACILITATE THE USE OF PLANNING SOFTWARE SYSTEMS IN MANUFACTURING**

**Locations:** Sunshine.

**Description:** This unit covers the knowledge and skills required by a team leader or
technical expert to use and facilitate the use of planning software systems (known
by various names such as ERP, SAP and WRP). This unit also covers the interactions
of the person with a planning software system as they both use it for their own work
and support their team members use it.

**Nominal Hours:** 50

**Assessment:** One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation,
campus/workplace projects and RTO/workplace assignments.
MEM04018B  PERFORM GENERAL WOODWORKING MACHINE OPERATIONS

Locations: Sunshine.

Description: This unit covers setting up and operating wood working machines used by engineering pattern makers and marine fabricators.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05004C  PERFORM ROUTINE OXY ACETYLENE WELDING

Locations: Sunshine.

Description: This unit covers preparing materials and performing routine oxy acetylene welding.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05005B  CARRY OUT MECHANICAL CUTTING

Locations: Sunshine.

Description: This unit covers setting up and operating a range of mechanical cutting and holing equipment.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05006B  PERFORM BRAZING AND/OR SILVER SOLDERING

Locations: Sunshine.

Description: This unit covers performing brazing and silver soldering including the preparation of materials and equipment and the inspection of the completed work.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05007C  PERFORM MANUAL HEATING & THERMAL CUTTING

Locations: Sunshine.

Description: This unit covers preparing materials and performing routine oxy acetylene welding.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05008C  PERFORM ADVANCED THERMAL CUTTING, GOUGING SHAPE

Locations: Sunshine.

Description: This unit covers performing manual heating, thermal cutting and gouging to produce complex internal and external profiles. It includes the assembly/disassembly of plant and equipment, selection of settings and consumables and operation of the equipment.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05009C  PERFORM AUTOMATED THERMAL CUTTING

Locations: Sunshine.

Description: This unit covers setting up and operating single and multi-headed automated thermal cutting machines.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05010B  APPLY FABRICATION, FORMING

Locations: Sunshine.

Description: This unit covers applying the fabrication of shapes and products using a variety of forming and shaping techniques, using a variety of tools and equipment.

Nominal Hours: 80

Required Reading: Australian Standards - VU Produced Workshops.

Assessment: To be advised.
MEM05011C  ASSEMBLE FABRICATED COMPONENTS

Locations: Sunshine.

Description: This unit covers assembling general fabricated components in plate, pipe and section or sheet.

Nominal Hours: 80

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05012C  PERFORM ROUTINE MANUAL METAL ARC WELDING

Locations: Sunshine.

Description: This unit covers preparing the materials and carrying out routine manual metal arc welding (MMAW).

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05013C  PERFORM MANUAL PRODUCTION WELDING

Locations: Sunshine.

Description: This unit covers performing tacking or production welding, including spot welding using a range of methods and metallic and non-metallic materials in a production environment.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05014C  MONITOR QUALITY OF PRODUCTION WELDING/ FAB

Locations: Sunshine.

Description: This unit covers performing basic inspection of completed or partly completed welded fabrications produced by others in a production environment.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05015C  WELD USING MANUAL METAL ARC WELD PROCESS

Locations: Sunshine.

Description: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out the manual metal arc welding (MMAW), and inspecting for and correcting defects, in a range of fabrication activities.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05016C  PERFORM ADV WELDING USING MAN METAL ARC

Locations: Sunshine.

Description: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out advanced manual metal arc welding (MMAW), inspecting for and correcting defects, and maintaining the weld records.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05017C  WELD USING GAS METAL ARC WELDING PROCESS

Locations: Newport, Sunshine.

Description: This unit covers preparing materials, selecting and setting up gas metal arc welding equipment, carrying out the welding, visually inspecting welds and correcting defects.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05018C  PERFORM ADV WELDING USING GAS METAL ARC

Locations: Sunshine.

Description: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out advanced gas metal arc welding (GMAW), inspecting for and correcting defects, and maintaining the weld records.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM05019C  WELD USING GAS TUNGSTEN ARC WELD PROCESS**

**Locations:** Sunshine.

**Description:** This unit covers preparing materials, selecting and setting up the welding equipment, carrying out the gas tungsten arc welding (GTAW) and inspecting for and correcting defects.

**Nominal Hours:** 40

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM05020C  PERFORM ADV WELD USING GAS TUNGSTEN ARC**

**Locations:** Sunshine.

**Description:** This unit covers preparing materials, selecting and setting up the welding equipment, carrying out advanced gas tungsten arc welding (GTAW), inspecting for and correcting defects, and maintaining the weld records.

**Nominal Hours:** 40

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM05022C  PERFORM ADV WELD OXY ACETYLENE WE**

**Locations:** Sunshine.

**Description:** This unit covers performing advanced oxy acetylene welding, carried out using a range of materials for general fabrication.

**Nominal Hours:** 60

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM05023C  WELD USING SUBMERGED ARC WELDING PROCESS**

**Locations:** Sunshine.

**Description:** This unit covers preparing materials, selecting and setting up the welding equipment, carrying out the submerged arc welding, inspecting for and correcting defects, and maintaining weld records.

**Nominal Hours:** 40

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM05024B  PERFORM WELDING SUPERVISION**

**Locations:** Sunshine.

**Description:** This unit covers instructing and qualifying welders in accordance with weld procedures, and maintaining quality and safety procedures.

**Nominal Hours:** 120

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM05025C  PERFORM WELDING/FABRICATION INSPECTION**

**Locations:** Sunshine.

**Description:** This unit covers performing welding/fabrication inspection by selecting, conducting or verifying appropriate nondestructive tests, establishing and validating welding procedures, ensuring quality assurance is carried out, and monitoring procedures.

**Nominal Hours:** 120

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM05026B  APPLY WELDING PRINCIPLES**

**Locations:** Sunshine.

**Description:** This unit covers applying welding principles to meet the statutory and regulatory requirements for welding procedures. It must be assessed in combination with one of the units satisfying Australian Standard 1796 Certificates 1 to 9.

**Nominal Hours:** 40

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM05036C  REPAIR/REPLACE/MODIFY FABRICATIONS**

**Locations:** Sunshine.

**Description:** This unit covers assessing task requirements; preparing materials; undertaking the repair, replacement or modification of the fabrication; cleaning and finishing to specifications; and inspecting the result.
FACULTY OF TECHNICAL AND TRADES INNOVATION

Nominal Hours: 40
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05037B  PERFORM GEOMETRIC DEVELOPMENT

Locations: Sunshine.

Description: This unit covers marking out general fabrications using geometric development.

Nominal Hours: 60
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05038B  PERFORM ADV GEOMETRIC DEVELOPMENT - CYLIND/REC

Locations: Sunshine.

Description: This unit covers marking out complex cylindrical/rectangular fabrications.

Nominal Hours: 20
Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05039B  PERFORM ADV GEOMETRIC DEVELOP - CONICAL

Locations: Sunshine.

Description: This unit covers marking out complex conical fabrications using advanced geometric development techniques.

Nominal Hours: 20
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05040B  PERFORM ADV GEOMETRIC DEVEL - TRANSITION

Locations: Sunshine.

Description: This unit covers marking out complex fabrications using geometric development.

Nominal Hours: 40
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05041B  WELD USING POWDER FLAME SPRAYING

Locations: Sunshine.

Description: This unit covers powder spraying, using hot and/or cold processes on a range of heavy or light materials.

Nominal Hours: 40
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05042B  PERFORM WELD TO CODE STAND USE FLUX COR

Locations: Sunshine.

Description: This unit covers preparing and producing welds to code standards using flux core arc welding (FCAW).

Nominal Hours: 60
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05043B  PERFORMS WELDS TO CODE STAND USE GAS META

Locations: Sunshine.

Description: This unit covers preparing and producing welds to code standards using gas metal arc welding (GMAW).

Nominal Hours: 60
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05044B  PERFORM WELDS TO DOCE STAND USE GAS TUNG

Locations: Sunshine.

Description: This unit covers preparing and producing welds to code standards using gas tungsten arc welding (GTAW).
Nominal Hours: 60
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05045B PERFORM PIPE WELDS TO CODE STAND METAL A

Locations: Sunshine.

Description: This unit covers preparing and producing pipe welds to code standards using manual metal arc welding (MMAW).

Nominal Hours: 60
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05047B WELD USING FLUX ARC WELDING PROCESS

Locations: Sunshine.

Description: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out flux core arc welding (FCAW) and inspecting for and correcting defects.

Nominal Hours: 40
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05048B PERFORM ADV WELD USING FLUX ARC WELL

Locations: Sunshine.

Description: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out advanced flux core arc welding (FCAW), inspecting for and correcting defects, and maintaining the weld records.

Nominal Hours: 40
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05049B PERFORM ROUTINE GAS TUNGSTEN ARC WELDING

Locations: Sunshine.

Description: This unit covers preparing the materials and carrying out routine gas tungsten arc welding (GTAW).

Nominal Hours: 20
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05050B PERFORM ROUTINE GAS METAL ARC WELDING

Locations: Sunshine.

Description: This unit covers preparing materials and routine gas metal arc welding (GMAW).

Nominal Hours: 20
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05051A SELECT WELDING PROCESSES

Locations: Sunshine.

Description: This unit covers identifying material properties and selecting appropriate welding processes to achieve safe and effective welding outcomes.

Nominal Hours: 20
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05052A APPLY SAFE WELDING PRACTICES

Locations: Sunshine.

Description: This unit covers identifying risks associated with welding operations and implementing hazard reduction practices.

Nominal Hours: 40
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
### MEM05053A SET & EDIT COMPUTER CONTROLLED THERM CUT
**Locations:** Sunshine.
**Description:** This unit covers setting work holding fixtures/devices/tools, setting gas and nozzle controls, trialling the program, instructing the operator and replacing worn or damaged hoses, regulators, nozzles and clamps or other holding devices or tools.
**Nominal Hours:** 40
**Required Reading:** VU Produced Workbooks.
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### MEM05054A WRITE BASIC NC/CNC PROG FOR THERMAL CUT
**Locations:** Sunshine.
**Description:** This unit applies to thermal cutting machines and covers identifying computer controlled machine program elements, writing a basic program and operation sheet, and trialling the program.
**Nominal Hours:** 40
**Required Reading:** VU Produced Workbooks.
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### MEM06007B PERFORM BASIC INCIDENTAL HEAT/QUENCHING
**Locations:** Sunshine.
**Description:** This unit covers performing straightforward heating/quenching, tempering and annealing of ferrous and non-ferrous metals.
**Nominal Hours:** 20
**Required Reading:** VU Produced Workbooks.
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### MEMO7006B PERFORM LATHE OPERATIONS
**Locations:** Sunshine.
**Description:** This unit covers performing machining operations on a lathe to required tolerances and specifications using all types of accessories.
**Nominal Hours:** 40
**Required Reading:** VU Produced Workbooks.
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### MEMO7007B PERFORM MILLING OPERATIONS
**Locations:** Sunshine.
**Description:** This unit covers performing milling operations on a range of milling machines.
**Nominal Hours:** 40
**Required Reading:** VU Produced Workbooks.
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### MEMO7026B PERFORM ADVANCED PLASTIC PROCESSING
**Locations:** Sunshine.
**Description:** This unit covers producing products using advanced plastic processing equipment.
**Nominal Hours:** 60
**Required Reading:** VU Produced Workbooks.
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### MEMO7027B PERFORM ADVANCED PRESS OPERATIONS
**Locations:** Sunshine.
**Description:** This unit covers performing advanced press operations and recognising and rectifying deviations and faults in the product/output, raw material or feed stock, tooling and machine/process.
**Nominal Hours:** 60
**Required Reading:** VU Produced Workbooks.
MEM07028B OPERATE COMPUTER CONTROLLED MACHINES/PROCESSORS
Locations: Sunshine.
Description: This unit covers performing measurement skills requiring straightforward use of mechanical measuring devices and associated calculations.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM12023A PERFORM ENGINEERING MEASUREMENTS
Locations: Sunshine.
Description: This unit covers estimating approximate answers to arithmetical problems, carrying out basic calculations involving percentages and proportions, and determining simple ratios and averages. The unit includes producing and interpreting simple charts and graphs.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM09002B INTERPRET TECHNICAL DRAWING
Locations: Sunshine.
Description: This unit covers interpreting technical drawing applying to any of the full range of engineering disciplines.
Nominal Hours: 40
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM07032B USE WORKSHOP MACHINES FOR BASIC OPERATION
Locations: Sunshine.
Description: This unit covers basic machining in a maintenance or jobbing environment.
Nominal Hours: 20
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM10111B UNDERTAKE MANUAL HANDLING
Locations: Sunshine.
Description: This unit covers lifting and moving materials manually.
Nominal Hours: 20
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM12024A PERFORM COMPUTATIONS
Locations: Sunshine.
Description: This unit covers estimating approximate answers to arithmetical problems, carrying out basic calculations involving percentages and proportions, and determining simple ratios and averages. The unit includes producing and interpreting simple charts and graphs.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM09024A PERFORM ENGINEERING MEASUREMENTS
Locations: Sunshine.
Description: This unit covers performing measurement skills requiring straightforward use of mechanical measuring devices and associated calculations.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM12024B PERFORM COMPUTATIONS
Locations: Sunshine.
Description: This unit covers estimating approximate answers to arithmetical problems, carrying out basic calculations involving percentages and proportions, and determining simple ratios and averages. The unit includes producing and interpreting simple charts and graphs.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
MEM12025A  USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS

Locations: Sunshine.

Description: This unit covers interpreting and constructing graphs and charts from given or determined data, and performing basic statistical calculations.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM13.14A  APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT

Locations: Sunshine.

Description: This unit covers occupational health and safety procedures in an engineering or similar work environment.

Nominal Hours: 10

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM13003B  WORK SAFELY WITH INDUSTRIAL CHEMICALS & MATERIALS

Locations: Sunshine.

Description: This unit covers using personal protective equipment (PPEs), identifying the particular hazards and emergency procedures, and observing safe working practices in that environment.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT

Locations: Sunshine.

Description: This unit covers following occupational health and safety procedures in an engineering or similar work environment.

Nominal Hours: 10

Assessment: Assessment tasks will be designed to reinforce knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM13014B  APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT

Locations: Sunshine.

Description: This unit covers following occupational health and safety procedures in an engineering or similar work environment.

Nominal Hours: 10

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM14.4A  PLAN TO UNDERTAKE A ROUTINE TASK

Locations: Sunshine.

Description: This unit covers planning a person planning their own work where tasks involve one or more steps or functions and are carried out routinely on a regular basis. It includes the concepts of following routine instructions, specifications and requirements.

Nominal Hours: 10

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM14001B  SCHEDULE MATERIAL DELIVERIES

Locations: Sunshine.

Description: This unit covers identifying material requirements and scheduling material delivery.

Nominal Hours: 80

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM14002B  UNDERTAKE BASIC PROCESS PLANNING

Locations: Sunshine.

Description: This unit covers reviewing process specifications and determining the production sequence.

Nominal Hours: 80

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK

Locations: Sunshine.

Description: This unit covers a person planning their own work where tasks involve one or more steps or functions and are carried out routinely on a regular
MEM14005A  PLAN A COMPLETE ACTIVITY

Locations: Sunshine.

Description: This unit covers planning activities which, whilst following established procedures, may require a response and modification of procedures or choice of different procedures to deal with unforeseen developments.

Nominal Hours: 10

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM15.24A  APPLY QUALITY PROCEDURES

Locations: Sunshine.

Description: This unit covers applying established quality procedures to an employee’s own work within a manufacturing, engineering or related environment.

Nominal Hours: 10

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM15002A  APPLY QUALITY SYSTEMS

Locations: Sunshine.

Description: This unit covers working within a quality improvement system, either individually or in a team situation.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM15024A  APPLY QUALITY PROCEDURES

Locations: Sunshine.

Description: This unit covers applying established quality procedures to an employee’s own work within a manufacturing, engineering or related environment.

Nominal Hours: 10

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16.6A  ORGANISE AND COMMUNICATE INFORMATION

Locations: Sunshine.

Description: This unit covers accessing, organising and communicating information related to processes or tasks.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

MEM16006A  ORGANISE AND COMMUNICATE INFORMATION

Locations: Sunshine.

Description: This unit covers accessing, organising and communicating information related to processes or tasks.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT

Locations: Sunshine.

Description: This unit covers operating in an interactive work environment. It covers contribution to a group effort in order to plan and carry out work. This includes identification of work roles, communication and cooperation with others.

Nominal Hours: 10

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16008A  INTERACT WITH COMPUTING TECHNOLOGY

Locations: Sunshine.

Description: This unit covers accessing, inputting and storing information used in manufacturing, engineering or related environments, using computing technology.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16009A  RESEARCH AND ANALYSE ENGINEERING INFORMATION

Locations: Sunshine.

Description: This unit covers researching and analysing information and preparing the information for dissemination.
MEM16011A COMMUNICATE WITH INDIVIDUALS AND SMALL GROUPS

Locations: Sunshine.

Description: This unit covers communicating effectively across a range of communication networks in the workplace. Communication levels include interpersonal (one-to-one), person-to-group, and mediated (e.g. telephone, letter, memo).

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16012A INTERPRET SPECIFICATIONS AND MANUALS

Locations: Sunshine.

Description: This unit covers identifying, accessing, interpreting and analysing technical information in an enterprise, including quality documentation, equipment manufacturer specifications, engineering data sheets and national standards. It also covers explaining and using the information, and identifying implications of changes to technical information.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16014A REPORT TECHNICAL INFORMATION

Locations: Sunshine.

Description: This unit covers preparing reports of a technical nature on tasks or assignments within the employee’s skill and competence.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM17003A ASSIST IN THE PROVISION OF ON THE JOB TRAINING

Locations: Sunshine.

Description: This unit covers assisting in the provision of on the job training to others while undertaking normal duties.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM18.1AB USE HAND TOOLS

Locations: Sunshine.

Description: This unit covers the competencies required to use hand tools selected from a wide range for a variety of applications.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM18001C USE HAND TOOLS

Locations: Sunshine.

Description: This unit covers using a range of hand tools for a variety of general engineering applications.

Nominal Hours: 20


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18002B USE POWER TOOLS/HAND HELD OPERATIONS

Locations: Sunshine.

Description: This unit covers using a range of hand held power tools and fixed power tools for hand held operations for a variety of general engineering applications.

Nominal Hours: 20


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18003C USE TOOLS FOR PRECISION WORK

Locations: Sunshine.

Description: This unit covers using tools to manually produce work to precise dimensions and or finishes.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: To be advised.

MEM18004B MAINTAIN AND OVERHAUL MECHANICAL EQUIP

Locations: Sunshine.

Description: This unit covers diagnosing, locating faults, repairing, overhauling, fitting and adjusting mechanical systems and equipment.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: To be advised.
**MEM18005B**  **PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS**

Locations: Sunshine.

Description: This unit covers performing routine bearing checks during operations and non-operation, diagnosing bearing faults, identifying bearing requirements for replacement or installation, and removing and installing bearings.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: To be advised.

**MEM18006B**  **REPAIR AND FIT ENGINEERING COMPONENTS**

Locations: Sunshine.

Description: This unit covers fault finding, repairing faulty components, manufacturing new parts/components, and fitting mechanical engineering components into assemblies or subassemblies.

Nominal Hours: 60

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM18007B**  **MAINTAIN AND REPAIR MECHANICAL DRIVES AND MECHANICAL TRANSMISSION ASS**

Locations: Sunshine.

Description: This unit covers diagnosing faults and repairing drives and transmission assemblies, and undertaking final adjustment and commissioning.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM18009B**  **PERFORM LEVEL AND ALIGNMENT OF MACHINES AND ENG CO**

Locations: Sunshine.

Description: This unit covers undertaking levelling and alignment measurements/readings and performing levelling and/or alignment tasks.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM18010C**  **PERFORM EQUIP CONDITION MONITOR**

Locations: Sunshine.

Description: This unit covers undertaking condition monitoring.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM18011C**  **SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT**

Locations: Sunshine.

Description: This unit covers isolating and shutting down machines and equipment.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM18012B**  **PERFORM INSTALLATION AND REMOVAL OF MECHANICAL SEALS**

Locations: Sunshine.

Description: This unit covers performing routine bearing checks during operations and non-operation, diagnosing bearing faults, identifying bearing requirements for replacement or installation, and removing and installing bearings.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM18018C**  **MAINTAIN PNEUMATIC SYSTEM COMPONENTS**

Locations: Sunshine.

Description: This unit covers checking pneumatic system components, and identifying and repairing or replacing faulty components.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
**MEM18019B MAINTAIN PNEUMATIC SYSTEMS**  
**Locations:** Sunshine.  
**Description:** This unit covers undertaking preventive maintenance checks/adjustments on pneumatic systems, and fault finding, replacing, repairing or overhauling, and recommissioning pneumatic systems.  
**Nominal Hours:** 40  
**Required Reading:** VU Produced Workbooks.  
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM18020B MAINTAIN HYDRAULIC SYSTEM COMPONENTS**  
**Locations:** Sunshine.  
**Description:** This unit covers checking hydraulic system components, and identifying and repairing or replacing faulty components.  
**Nominal Hours:** 40  
**Required Reading:** VU Produced Workbooks.  
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM18021B MAINTAIN HYDRAULIC SYSTEM**  
**Locations:** Sunshine.  
**Description:** This unit covers undertaking preventive maintenance checks/adjustments on hydraulic systems, and fault finding, repairing, rectifying or overhauling, and recommissioning hydraulic systems.  
**Nominal Hours:** 40  
**Required Reading:** VU Produced Workbooks.  
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM18022B MAINTAIN FLUID POWER CONTROLS**  
**Locations:** Sunshine.  
**Description:** This unit covers installing and repairing and/or rectifying fluid power controls, and adjusting fluid power system control sequence and operation.  
**Nominal Hours:** 80  
**Required Reading:** VU Produced Workbooks.  
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM18023B MODIFY FLUID POWER SYSTEM OPERATION**  
**Locations:** Sunshine.  
**Description:** This unit covers determining the requirements of the modification, undertaking the modification and evaluating the modified or repaired fluid power system.  
**Nominal Hours:** 80  
**Required Reading:** VU Produced Workbooks.  
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM18053B MODIFY FLUID POWER CONTROL SYSTEMS**  
**Locations:** Sunshine.  
**Description:** This unit covers checking and testing software programs, controlling system inputs and outputs, repairing faulty system inputs and outputs, and preparing a service report.  
**Nominal Hours:** 60  
**Required Reading:** VU Produced Workbooks.  
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM25006B UNDERTAKE MARINE SHEATHING OPERATIONS**  
**Locations:** Sunshine.  
**Description:** This unit covers applying sheathing to marine structures (sheathing operations). Basic composite sheathing operations are covered by Unit MEM25001B (Apply fibreglass reinforced materials).  
**Nominal Hours:** 20  
**Required Reading:** VU Produced Workbooks.  
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM30012A APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED**  
**Locations:** Sunshine.  
**Description:** This unit covers applying the concepts of mathematics to appropriate and simple engineering situations within the individual’s area of engineering expertise.  
**Nominal Hours:** 40  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
MNQGEN400A APPLY SITE RISK MANAGEMENT SYSTEM

Locations: Sunshine.

Description: This unit covers the risk management responsibilities of an employee with supervisory responsibilities on a work site. It includes the requirements for: providing information to work groups; applying and monitoring participative arrangements; providing risk training; identifying hazards; assessing risks; controlling risks and the maintaining of risk management records.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTQ/workplace assignments.

MSACMC210A MANAGE THE IMPACT OF CHANGE ON OWN WORK

Locations: Sunshine, Industry.

Description: This unit covers the skills needed by an employee in a competitive manufacturing organisation which requires the employee to participate in and manage the impact of the implementation of competitive manufacturing initiatives on their own work life.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills needed by people who are given the responsibility of leading change processes in a manufacturing organisation. The change may be occurring in manufacturing or in the support functions of maintenance, office, warehousing etc.

Nominal Hours: 50


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMC411A LEAD A COMPETITIVE MANUFACTURING TEAM

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills needed by people who lead teams in a competitive manufacturing environment. The team may be operating in manufacturing or in a manufacturing support function e.g. maintenance, office, warehousing etc.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMC610A MANAGE RELATIONSHIPS WITH NON-CUSTOMER EXTERNAL ORGANISATIONS

Locations: Sunshine, Industry.

Description: This unit is focused on the skills needed to identify and manage relationships with non-customer external organisations such as community groups, other businesses, training providers, research organisations and government departments.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMC611A MANAGE PEOPLE RELATIONSHIPS

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills needed to manage the human relationship aspects of implementing and operating competitive manufacturing systems.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMC614A DEVELOP A COMMUNICATIONS STRATEGY TO SUPPORT PRODUCTION

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills needed to develop and implement a communications strategy to support production in a competitive manufacturing environment.

Nominal Hours: 50


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
**MSACMS200A APPLY COMPETITIVE MANUFACTURING PRACTICES**

**Locations:** Sunshine, Industry.

**Description:** This unit covers the skills needed to implement basic improvement practices within a competitive manufacturing organisation. The unit focuses on bringing together the basic concepts and the holistic application of these basic concepts and processes to manufacturing. It would typically be carried out working as part of a team.

**Nominal Hours:** 40

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMS201A SUSTAIN PROCESS IMPROVEMENTS**

**Locations:** Sunshine, Industry.

**Description:** This unit covers the skills needed to prevent implemented process improvements slipping back to former practices or digression to less efficient practices.

**Nominal Hours:** 40

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMS400A IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM**

**Locations:** Sunshine, Industry.

**Description:** This unit covers the knowledge and skills needed to implement competitive manufacturing practices. Generally, five areas drive competitive manufacturing: cost, quality, delivery, safety/environment, and morale. In a competitive manufacturing company systems will need to be implemented which will drive continuous improvement in all these areas, without one area competing unduly with another.

**Nominal Hours:** 50

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMS600A DEVELOP A COMPETITIVE MANUFACTURING SYSTEM**

**Locations:** Sunshine, Industry.

**Description:** This unit covers the knowledge and skills required to develop a new competitive manufacturing system or make improvements to an existing system.

**Nominal Hours:** 60

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMS601A ANALYSE AND MAP A VALUE CHAIN**

**Locations:** Sunshine, Industry.

**Description:** This unit covers the skills needed to analyse and map a value chain, including the clear identification of the place of a manufacturing enterprise in the value chain and its contribution to the value chain. The unit will cover the identification of enterprises in a value chain, including their relationships and the activities undertaken by value chain enterprises. The identification skills include identification at the virtual or information level, the technical or process level and at the physical or logistic level. The unit includes the analysis of value adding and non-value adding activities and the information needs for successful value chain mapping, including information technology (IT) needs. This unit covers the analysis of the supply chain, the demand chain as well as the overall value chain.

**Nominal Hours:** 60

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMS602A MANAGE A VALUE CHAIN**

**Locations:** Sunshine, Industry.

**Description:** This unit covers the knowledge and skills needed to manage a value chain, a supply chain or a demand chain, including the close liaison with suppliers and customers and even the managing of the supply/demand chain of smaller suppliers/customers (if they wish it). This unit covers the managing of the supply chain, the demand chain as well as the overall value chain and may be applied to the managing of the chain internally/externally within an organisation.

**Nominal Hours:** 60

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill.

**Description:** This unit covers the knowledge and skills needed to ensure that the gains which have been made by using improved methods, processes and equipment are sustained as the new base line/standard to the team's area of work and so prevent regression to former practices, or digression to less efficient practices.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT220A APPLY QUICK CHANGEOVER PROCEDURES

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills needed to do quick changeovers.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT221A APPLY JUST IN TIME (JIT) PROCEDURES

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills needed to work in a JIT system.

Nominal Hours: 30


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT230A APPLY COST FACTORS TO WORK PRACTICES

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills needed for an individual to identify cost components and to be able to determine in general terms the cost impacts of alternative actions.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT231A INTERPRET PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills needed for a person to be able to identify the major cost components of their product/s, the basic relationship of these to customer benefits and use this to help minimise waste (defined as anything not delivering a customer benefit). It has a different focus to MSACMT230A Apply cost factors to work practices which focuses on costs in isolation whereas this unit regards all costs not directly leading to customer benefit as waste. It may apply to all employees.

Nominal Hours: 30


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT240A APPLY 5S PROCEDURES IN A MANUFACTURING ENVIRONMENT

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills needed for an employee to apply 5S procedures (a structured approach to housekeeping) to their own job and work area.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT250A MONITOR PROCESS CAPABILITY

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills required for gathering of data and the interpretation of simple information to determine the compliance of the process and the taking of action as defined by the procedures where the information reveals the process is out of control parameters.

Nominal Hours: 30


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT251A APPLY QUALITY STANDARDS

Locations: Sunshine, Industry.

Description: This unit covers the skills and knowledge required to apply quality standards to work operations in a manufacturing enterprise.

Nominal Hours: 30


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed...
to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT260A USE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING**

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills needed to access planning software (often known as ERP, MRP, MRPII, and often by its brand name, such as SAP) to make routine business decisions required of the person as a regular part of their job.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT280A UNDERTAKE ROOT CAUSE ANALYSIS**

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills needed to undertake root cause analysis (RCA) by any person. This will often be done by people working in a team. This unit also covers the competencies needed by operators to contribute to an advanced maintenance strategy using RCA coupled with diagrams and charts.

Nominal Hours: 50


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT291A FACILITATE A JUST IN TIME (JIT) SYSTEM**

Locations: Sunshine, Industry.

Description: This unit covers knowledge and skills required to facilitate the implementation/operation of a Just in Time (JIT)/kanban system in the organisation.

Nominal Hours: 50


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT423A MONITOR A MANUFACTURING LEVELLED PULL SYSTEM**

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills required to monitor the operation of a pull system in a competitive manufacturing environment and recommend improvements.

Nominal Hours: 50


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT430A IMPROVE COST FACTORS IN WORK PRACTICES**

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills needed to evaluate the product or process outcomes of a team in terms of their cost components and to be able to determine in general terms the cost impacts of alternative actions.

Nominal Hours: 50


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT432A ANALYSE MANUAL HANDLING PROCESSES**

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills to analyse manual handling in terms of its efficiency and safety.

Nominal Hours: 50


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT440A LEAD 5S IN A MANUFACTURING ENVIRONMENT**

Locations: Sunshine, Industry.

Description: This unit covers the competencies needed to facilitate and improve the 5S housekeeping environment.

Nominal Hours: 50


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MSACMT441A FACILITATE CONTINUOUS IMPROVEMENT IN MANUFACTURING

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills required to facilitate continuous improvement (Kaizen) in an organisation.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT450A UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS

Locations: Sunshine, Industry.

Prerequisites: MSACMT452A APPLY STATISTICS TO PROCESSES IN MANUFACTURING

Description: This unit covers the knowledge and skills required by a team leader/technical expert to analyse data from the process, develop improvements to eliminate variation due to assignable causes and then implement actions.

Nominal Hours: 50


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT451A MISTAKE PROOF A PRODUCTION PROCESS

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills needed to make changes which prevent errors and/or backsliding to a pre-improvement level of practice. In the CM environment, this unit would typically be done by a team leader, technical expert of similar person.

Nominal Hours: 50


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT452A APPLY STATISTICS TO PROCESSES IN MANUFACTURING

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills required to apply statistical theory and principles to the analysis and control of processes in manufacturing.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT620A DEVELOP QUICK CHANGEOVER PROCEDURES

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills needed to develop/improve changeovers.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT621A DEVELOP A JUST IN TIME (JIT) SYSTEM

Locations: Sunshine, Industry.

Prerequisites: MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT

Description: This unit covers the skills needed to plan and implement a Just in Time (JIT) production system in manufacturing. It covers both the initial JIT implementation and also the ongoing improvement and implementation of the improved system.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT622A DESIGN A PROCESS LAYOUT

Locations: Sunshine, Industry.

Description: This unit covers the knowledge and skills required to design a process layout, typically a cellular flow, for either a jobbing shop or a continuous process manufacturer.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
**MSACMT623A DEVELOP A LEVELLED PULL SYSTEM OF MANUFACTURING**

**Locations:** Sunshine, Industry.

**Description:** This unit covers the knowledge and skills required to develop and level a demand pull system of manufacturing.

**Nominal Hours:** 60

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT630A OPTIMISE COST OF PRODUCT**

**Locations:** Sunshine, Industry.

**Prerequisites:** MSACMT631A - UNDERTAKE VALUE ANALYSIS OF PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS

**Description:** This unit covers the knowledge and skills needed to take a global view of the costs of a product and determines methods of reducing costs overall.

**Nominal Hours:** 60

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT631A UNDERTAKE VALUE ANALYSIS OF PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS**

**Locations:** Sunshine, Industry.

**Prerequisites:** MSACMT230A - APPLY COST FACTORS TO WORK PRACTICES

**Description:** This unit covers the knowledge and skills required by an employee who is required to analyse products and processes to determine the factors that most impact on meeting customer requirements. The analysis is in terms of cost factors and include options for improving cost efficiency. The unit also includes implementing identified changes that increase cost efficiency. The unit may be applied individually or in a team environment.

**Nominal Hours:** 60

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT640A MANAGE SS SYSTEM IN A MANUFACTURING ENVIRONMENT**

**Locations:** Sunshine, Industry.

**Description:** This unit covers knowledge and skills needed for the overall management of the SS system in a manufacturing organisation.

**Nominal Hours:** 60

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT641A IMPLEMENT A CONTINUOUS IMPROVEMENT SYSTEM**

**Locations:** Sunshine, Industry.

**Description:** This unit covers the knowledge and skills required to introduce and institutionalise continuous improvement (kaizen) to the organisation.

**Nominal Hours:** 60

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT650A DETERMINE AND IMPROVE PROCESS CAPABILITY**

**Locations:** Sunshine, Industry.

**Description:** This unit covers the knowledge and skills needed to determine the actual (as distinct from design) capability of a process and then to analyse that process to remove assignable causes and reduce random causes. This would typically be done by a manager or technical expert support person either working in a team, or in close liaison with key stakeholders. Process capability is typically calculated using standard deviations.

**Nominal Hours:** 80

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT661A DETERMINE AND ESTABLISH INFORMATION COLLECTION REQUIREMENTS AND PROCESSES**

**Locations:** Sunshine, Industry.

**Description:** This unit covers the knowledge and skills required to determine what information is needed to support decision making in a competitive manufacturing environment and then to set about establishing required information collection systems. This would usually be done as part of a team and would require consultation with all key stakeholders.
Nominal Hours: 60  
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT681A DEVELOP A PROACTIVE MAINTENANCE STRATEGY**  
Locations: Sunshine, Industry.  
Description: This unit covers the knowledge and skills needed to develop and implement a predictive maintenance strategy for a manufacturing enterprise. The unit recognises that there are a number of predictive or proactive maintenance strategies such as TPM, RCM.

Nominal Hours: 60  
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSAPMOHS200A WORK SAFELY**  
Locations: Sunshine, Industry.  
Description: On completion of this unit, the worker will be able to identify Occupational Health and Safety (OHS) hazards, and assess risk, as well as follow instructions and procedures in the workplace with minimal supervision. The worker will also be capable of participating in and contributing to OHS management issues.

Nominal Hours: 30  
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSAPMOHS300A FACILITATE THE IMPLEMENTATION OF OHS FOR A WORK GROUP**  
Locations: Sunshine, Industry.  
Description: On completion of this unit, the worker will be able to implement and monitor defined OHS policies and procedures for a work group or area, within their scope of responsibilities.

Nominal Hours: 40  
Required Reading: VU Produced Workbooks.  
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**MSAPMSUP200A ACHIEVE WORK OUTCOMES**  
Locations: Sunshine, Industry.  
Description: The competency covers the ability to identify and implement actions to achieve workplace targets and to suggest improvements. This unit applies to all employees who may work either individually or as part of a team.

Nominal Hours: 0  
Required Reading: VU Produced Workbooks.  
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**MSAPMSUP210A PROCESS AND RECORD INFORMATION**  
Locations: Sunshine, Industry.  
Description: This unit of competency covers the provision and processing of all relevant information by responding to the information requirements of the plant including the completion of all workplace documents and clearly and concisely providing relevant information to others.

Nominal Hours: 30  
Required Reading: VU Produced Workbooks.  
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**MSAPMSUP300A IDENTIFY AND IMPLEMENT OPPORTUNITIES TO MAXIMISE PRODUCTION EFFICIENCIES**  
Locations: Sunshine, Industry.  
Description: This competency covers the ability to identify, monitor and participate in strategies to improve production efficiencies to meet set targets. It applies to all employees who are required to provide input into process improvement initiatives. The competency is typically performed by an experienced operator, team leader or supervisor.

Nominal Hours: 40  
Required Reading: VU Produced Workbooks.  
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**MSAPMSUP303A IDENTIFY EQUIPMENT FAULTS**  
Locations: Sunshine, Industry.  
Description: This unit requires the application of planning, technical knowledge and skills to check and isolate routine and non-routine equipment faults used in production and report on the status of equipment. It applies to all sectors of the industry. This competency is typically performed by operators demonstrating some relevant theoretical knowledge and using a range of well developed skills requiring some discretion and judgement.

Nominal Hours: 40  
Required Reading: VU Produced Workbooks.  
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.
Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**MSAPMSUP330A  DEVELOP AND ADJUST A PRODUCTION SCHEDULE**

**Locations:** Sunshine, Industry.

**Description:** This unit refers to the scheduling of production to meet operational requirements. It aims at ensuring that operators identify resource requirements, and document, monitor and adjust schedules in response to operational variations.

**Nominal Hours:** 30

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**MSAPMSUP383A  FACILITATE A TEAM**

**Locations:** Sunshine, Industry.

**Description:** This competency covers the identification of team’s goals and timelines, negotiating with the team to allocate tasks and ensuring the goals and timelines are met.

**Nominal Hours:** 30

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**MSAPMSUP390A  USE STRUCTURED PROBLEM SOLVING TOOLS**

**Locations:** Sunshine, Industry.

**Description:** This competency covers the solving of process and other problems, beyond those associated directly with the process unit/equipment, using structured process improvement tools to identify improvements and/or solve problems.

**Nominal Hours:** 40

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**NWP401B  COORDINATE AND MONITOR THE APPLICATION OF ENVIRONMENTAL PLANS AND PROCEDURES**

**Locations:** Sunshine.

**Description:** This unit of competency describes the outcomes required to coordinate and monitor the application of environmental plans and procedures to specific projects and to develop environmental procedures for the local work area.

**Nominal Hours:** 80

**Required Reading:** VU produced workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**NWP410B  COORDINATE AND MONITOR ASSET CONSTRUCTION AND MAINTENANCE**

**Locations:** Sunshine.

**Description:** This unit of competency describes the outcomes required to coordinate and monitor asset construction and maintenance, including site management and associated commissioning and post-commissioning activities.

**Nominal Hours:** 60

**Required Reading:** VU produced workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**NWP415B  COORDINATE AND MONITOR SURFACE WATER SYSTEMS**

**Locations:** Sunshine.

**Description:** This unit of competency describes the outcomes required to coordinate and monitor the operation of surface water systems, ensuring that surface water management plan (SWMP) performance measures are met, environmental issues are addressed and a source of supply is maintained.

**Nominal Hours:** 60

**Required Reading:** VU produced workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**NWP219A  WORK SAFELY IN CONFINED SPACES**

**Locations:** Sunshine.

**Description:** This unit of competency describes the outcomes required to work safely in confined spaces in the water industry. Working in confined spaces poses specific health and safety risks and the ability to follow defined workplace policies and procedures, OHS policies and procedures and regulatory requirements are essential for safe practice.

**Nominal Hours:** 20

**Required Reading:** VU produced workbooks.
NWP416B  COORDINATE AND MONITOR WATER STORAGE CATCHMENT ACTIVITIES

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to coordinate and monitor activities in water storage catchments that affect water yield and quality.

Nominal Hours: 60

Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP417B  COORDINATE AND MONITOR GROUNDWATER SYSTEM USAGE

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to coordinate and monitor the use of groundwater as a source of water supply, ensuring that groundwater management plan (GWMP) performance measures are met, environmental issues are addressed and source of supply is maintained.

Nominal Hours: 60

Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP418B  COORDINATE AND MONITOR BULKWATER SYSTEM OPERATIONS

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to monitor and coordinate the operation of bulkwater systems and to measure and report on system performance and process quality control.

Nominal Hours: 60

Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP419B  COORDINATE AND MONITOR RIVER SYSTEM USAGE

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to monitor and coordinate the operation of river systems and measure and report on river flows, including flood plains and the river environment.

Nominal Hours: 60

Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP425B  COORDINATE AND MONITOR THE OPERATION OF IRRIGATION DELIVERY SYSTEMS

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to coordinate and monitor irrigation delivery systems to ensure system maintenance and performance standards.

Nominal Hours: 60

Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP426B  COORDINATE AND MONITOR THE OPERATION OF POTABLE WATER SYSTEMS

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to coordinate and monitor system performance, maintenance planning and customer liaison in potable water distribution systems.

Nominal Hours: 60

Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP427B  COORDINATE AND MONITOR THE OPERATION OF DRAINAGE SYSTEMS

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to coordinate and monitor drainage systems to ensure compliance with the drainage system management plan, including system performance, maintenance planning and customer liaison.

Nominal Hours: 40

Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
NWP428B  COORDINATE AND MONITOR THE OPERATION OF WASTEWATER COLLECTION SYSTEMS

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to coordinate and monitor wastewater collection networks to ensure system performance, planning and maintenance conform to targets outlined in the wastewater system management plan.

Nominal Hours: 60
Required Reading: VU produced workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP429B  COORDINATE, IMPLEMENT AND REPORT TRADE WASTE MONITORING PROCEDURES

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to coordinate, implement and report on monitoring programs for trade waste treatment and disposal in commercial and light industrial organisations; and to implement the monitoring of complex trade waste systems in large organisations.

Nominal Hours: 60
Required Reading: VU produced workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP430A  EVALUATE, IMPLEMENT AND MONITOR STANDARD LOW-RISK TRADE WASTE DISCHARGE APPROVALS

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to assess and process applications for standard low-risk trade waste discharges from commercial and light industrial organisations; monitor compliance with the trade waste approval issued; and renew, amend, suspend or revoke trade waste discharge approvals as appropriate.

Nominal Hours: 60
Required Reading: VU produced workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP431A  INVESTIGATE, RECTIFY AND REPORT ON TRADE WASTE

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to investigate trade waste incidents, make arrangements for rectification and complete reports.

Nominal Hours: 60
Required Reading: VU produced workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP435B  COORDINATE AND MONITOR THE OPTIMISATION OF WATER TREATMENT PROCESSES

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to coordinate, monitor, operate and report on water treatment plant system performance and process quality control to investigate, test and implement optimisation strategies.

Nominal Hours: 60
Required Reading: VU produced workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP436B  COORDINATE AND MONITOR THE OPTIMISATION OF WASTEWATER TREATMENT PROCESSES

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to coordinate, monitor, operate and report on wastewater treatment plant system performance and process quality control to investigate, test and implement optimisation strategies.

Nominal Hours: 60
Required Reading: VU produced workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP437A  ANALYSE DATA AND PRODUCE HYDROMETRIC REPORTS

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to analyse and produce hydrometric data reports to support organisational decision making. An understanding of the processes required to interpret data, verify data and produce clear reports that conform to organisational standards is essential to performance.

Nominal Hours: 100
Required Reading: VU produced workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
NWP438A  MEASURE AND PROCESS HYDROMETRIC STREAM DISCHARGE DATA IN FLOOD CONDITIONS

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to collect hydrometric stream gauging data in flood conditions. An understanding of risk assessment and of factors affecting the accuracy and precision of the areavelocity method is essential to performance.

Nominal Hours: 100

Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP440A  SUPERVISE CONDUIT INSPECTION AND REPORTING

Locations: Sunshine.

Description: This unit of competency describes the outcomes required to supervise or manage the inspection and reporting of the condition and features in sewer and stormwater conduits using specialised closed circuit television (CCTV) equipment.

Nominal Hours: 40

Required Reading: VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

PMBHO5409A  ESTABLISH, MAINTAIN AND EVALUATE AN OH&S SYSTEM

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This competency covers the establishment, maintenance and evaluation of the occupational health and safety (OH&S) system for the enterprise, in order to ensure that the workplace is, so far as is practicable, safe and without risks to the health of employees. This competency is applicable for those with managerial responsibilities.

Nominal Hours: 40

Assessment: Written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, profiling on internet, RTO/workplace projects and RTO/workplace assignments.

PMBPREP303C  SET UP EQUIPMENT FOR CONTINUOUS OPERATION

Locations: Sunshine, Industry.

Description: This competency covers setting up equipment for a continuous production run. It applies to processes which are essentially continuous in nature, and standard production processes.

Nominal Hours: 30

Required Reading: VU Produced Textbooks.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

PMBPROD300B  PRODUCE PRODUCTS

Locations: Sunshine.

Description: This competency covers the operation and adjustment of processes and the solving of non-routine problems. This competency is for organisation-specific processes which are not elsewhere covered in this Training Package. This competency is typically performed by advanced operators demonstrating some relevant theoretical knowledge and using a range of well developed skills requiring some discretion and judgement.

Nominal Hours: 40

Required Reading: VU Produced Texts VU.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

PMBPROD308B  TAKE A MACHINE OUT OF PRODUCTION

Locations: Sunshine.

Description: This competency covers long term shutdown of equipment and the solving of problems. Long term shutdown is done for maintenance or other requirements of a ‘cold’ machine.

Nominal Hours: 30

Required Reading: VU Produced Texts VU.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

PMBPROD385A  PROGRAM COMPUTER CONTROLLED EQUIPMENT

Description: This unit covers, writing, trialling and editing a simple program for a computer controlled machine/process.

Nominal Hours: 40

Required Reading: VU Produced Textbooks VU.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

PMBTECH301B  USE MATERIAL AND PROCESS KNOWLEDGE TO SOLVE PROBLEMS

Locations: Sunshine.

Description: This competency covers the application of a knowledge of polymers, their additives and their interactions with the process to the solving of problems. It may be applied in any sector of the industry. This unit covers polymer properties and their application in general to processes. The application in specific processes is covered in the specific process units. This competency is typically performed by advanced operators working either independently or as part of a work team.

Nominal Hours: 40

Required Reading: VU Produced Texts VU.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study.
Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**PRSSM504A  PREPARE SECURITY RISK MANAGEMENT PLAN**

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Evaluate and prioritise risks; Develop action plans; Identify management requirements; Design treatment options; Develop risk management plan.

Nominal Hours: 50
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**PRST201A  PROVIDE A SERVICE TO CUSTOMERS**

Locations: Sunshine.

Description: This competency standard covers the process of providing a service to customers. It requires the ability to determine system requirements, estimate costs and document and confirm quotations with clients. Competency also requires a knowledge of communication and problem solving techniques to promote customer confidence. These work functions would be carried out under routine supervision within organisational guidelines.

Nominal Hours: 16
Assessment: Theory Tests, Assignments and skills based work simulations.

**PRST202A  INSTALL SECURITY EQUIPMENT/SYSTEM**

Locations: Sunshine.

Description: This competency standard covers the skills and knowledge required to install a range of types of security equipment and systems. It requires the ability to select and use materials, tools and equipment appropriate to job requirements, effectively install security equipment/systems for the intended purpose, and complete documentation in an accurate and timely manner. This work applies in extra low voltage as defined through the Australian Standards AS 2201 (1986) environments. These work functions would be carried out under routine supervision within organisational guidelines.

Nominal Hours: 40
Assessment: Theory Tests, Assignments and skills based work simulations.

**PRST204A  INSTALL CCTV EQUIPMENT/SYSTEMS**

Locations: Sunshine.

Description: This competency standard covers the skills and knowledge required to install CCTV and audio systems. It requires the ability to accurately interpret work requirements, select and safely use suitable tools and equipment, and install CCTV and audio systems in an efficient and effective manner. This work applies in extra low voltage as defined through the current Australian Standards AS 2201 environments. These work functions would be carried out under routine supervision within organisational guidelines.

Nominal Hours: 30
Assessment: Theory Tests, Assignments and skills based work simulations.

**PRST207A  PERFORM ROUTINE MAINTENANCE**

Locations: Sunshine.

Description: This competency standard covers the skills and knowledge required to perform routine servicing, adjustments and repairs on a range of security equipment and systems. It requires the ability to accurately identify faults, carry out routine maintenance and maintain records systems. This work would be carried out under routine supervision within organisational guidelines.

Nominal Hours: 30
Assessment: Theory Tests, Assignments and skills based work simulations.

**PRST301A  IDENTIFY TECHNICAL SECURITY REQUIREMENTS**

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Prepare to identify security requirements; Identify security requirements; Document security requirements.

Nominal Hours: 10
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
PSPPM402B  IMPLEMENT SIMPLE PROJECTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit covers the ability to establish arrangements for contract management. It includes confirming contract requirements, preparing a contract management plan, and implementing contract strategies and contractual arrangements. In practice, planning to manage a contract may overlap with other public sector and local government generalist and specialist work activities, such as promoting the values and ethos of public service or local government, undertaking negotiations, promoting compliance with legislation in the public sector, managing contract performance, finalising contracts, managing procurement risk, planning for procurement outcomes and making procurement decisions.
Nominal Hours: 80
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UEENEEA001B  ASSEMBLE ELECTRONIC APPARATUS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit covers fitting and interconnecting of electronic sub assemblies. It encompasses the safe use of hand tools, powered tools, identifying components, high reliability soldering, following set procedures and work instructions and keeping work records.
Nominal Hours: 40
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

PSPPM601B  DIRECT COMPLEX PROJECT ACTIVITIES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit covers the supervision of civil works tasks. It includes the requirements for planning, preparing, initiating, monitoring, adjusting and reporting of civil works tasks.
Nominal Hours: 65
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

PSPPROC410A  ADMINISTER CONTRACTS
Locations: Sunshine, Industry.
Description: This unit covers the administration of contracts by officers who administer contracts as part of their role.
Nominal Hours: 40
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

PSPPROC506A  PLAN TO MANAGE A CONTRACT
Locations: Sunshine, Industry.
Description: This unit covers the ability to establish arrangements for contract management. It includes confirming contract requirements, preparing a contract management plan, and implementing contract strategies and contractual arrangements. In practice, planning to manage a contract may overlap with other public sector and local government generalist and specialist work activities, such as promoting the values and ethos of public service or local government, undertaking negotiations, promoting compliance with legislation in the public sector, managing contract performance, finalising contracts, managing procurement risk, planning for procurement outcomes and making procurement decisions.
Nominal Hours: 50
Required Reading: Not applicable.
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

RIICC401A  SUPERVISE CIVIL WORKS
Locations: Sunshine.
Description: This unit covers the supervision of civil works tasks. It includes the requirements for planning, preparing, initiating, monitoring, adjusting and reporting of civil works tasks.
Nominal Hours: 65
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UEENEE002B  DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS
UEENEE005B  FIX AND SECURE EQUIPMENT
UEENEE007B  USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS
Description: This unit covers the assembling and mounting of switchgear and controlgear including the interconnections within a switchboard enclosure intended to operate at voltages up to 1000 V a.c. or 1500 V d.c. It encompasses working safely, following standards, specifications and component manufacturers requirements, matching equipment with that specified, terminating cables and connecting wiring and completing necessary documentation.
Nominal Hours: 120
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

UEENEC001B  MAINTAIN DOCUMENTATION
Description: This unit covers the maintenance of the variety of documentation required to record work activities, purchases and expenses and compliance obligations. It encompasses documentation typically required in an electrotechnology enterprise, work instructions and procedures and time management.
Nominal Hours: 20
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEC002B  SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS


Description: This unit covers sourcing and purchasing/ordering materials/parts for installation or service jobs. It encompasses understanding job specifications, determining labour and site requirements, costing and documenting.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC003B  PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS


Description: This unit covers providing quotations for installation and service work not exceeding 20K. It encompasses following job specification, using manufacturer catalogues, making telephone, internet or email enquiries, selecting compliance materials, pricing materials and labour costs, completing the necessary quotation documentation and applying the necessary customer relations protocols.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC005B  ESTIMATE ELECTROTECHNOLOGY PROJECTS


Description: This unit covers estimating material and labour costs for competitive quotation/tenders for work exceeding 20K. It encompasses reading and understanding job specifications, material take-offs, determining labour and site requirements, costing and documenting.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC006B  PREPARE TENDER SUBMISSIONS FOR ELECTROTECHNOLOGY PROJECTS


Description: This unit covers the preparation of tender documents. It encompasses reading and understanding tender requirements and project specifications, verifying estimates and capacity to meet timelines, complying with legal requirements and documenting submissions.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC008B  RECEIVE AND STORE MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY WORK


Description: This unit covers the receiving and storing of materials and equipment for a construction site or workshop store. It encompasses receiving materials and equipment, checking consignment notes, storing materials and equipment and completing the necessary documentation.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC010B  DELIVER A SERVICE TO CUSTOMERS


Description: This unit covers the interacting with customers to identify and meet their service needs. It encompasses following community and enterprise policies and standards, identifying customer needs, identifying and resolving problems/issues and maintaining product/service quality.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC020B  PARTICIPATE IN ELECTRICAL WORK AND COMPETENCY DEVELOPMENT ACTIVITIES


Description: This unit covers the application of industry/enterprise/policies in actively participating in work activities and in one’s own competency development. It complies with established industry/enterprise procedures regarding how work is conducted, understanding responsibilities and obligations under competency development plan, following activities for developing competency, self-monitoring competency development and meeting trainee obligations for periodic reporting of competency development activities.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC021B  USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE


Description: This unit covers the basic use of personal computers application relevant to a work function. It encompasses switching the computer on, applying user preferences, selecting basic applications, entering and retrieving information and printing files.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEC006B  EVALUATE AND MODIFY PROGRAMS WRITTEN IN OBJECT ORIENTED CODE


Description: This unit covers evaluating and modifying programs based on object-oriented code. It encompasses safe working practices, following written and oral instruction and procedures, applying knowledge of object-oriented code scripting and testing and documenting outcomes.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC005B  ESTIMATE ELECTROTECHNOLOGY PROJECTS


Description: This unit covers the use of computer application relevant to engineering support work functions. It encompasses applying user preferences, using application menus and tools, entering and retrieve information, working with groups and transferring and printing files.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC004B  USE ENGINEERING APPLICATIONS SOFTWARE


Description: This unit covers the use of computer application relevant to engineering support work functions. It encompasses applying user preferences, using application menus and tools, entering and retrieve information, working with groups and transferring and printing files.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC007B  DEVELOP, ENTER AND VERIFY PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS USING LADDER INSTRUCTION SET


Description: This unit covers development, installation and testing of programs for programmable logic controllers (PLC) for a system requiring extended control functions. It encompasses working safely, applying knowledge of control systems, control system development methods, ladder logic control functions, using ladder instruction set, following written instructions and documenting program development and testing activities.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC010B  SET UP AND CREATE CONTENT FOR A WEB SERVER


Description: This unit covers installation, set up, implementation and provision of on-going support of web services. It encompasses working safely, installing and administering server software and databases, service side scripting, configuring access and security and documenting work activities.

Nominal Hours: 120

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC011B  DEVELOP OBJECT ORIENTED CODE


Description: This competency standard unit covers developing, implementing and testing object oriented programming solutions using object oriented programming language. It encompasses following development brief, using appropriate development software, writing code that features classes, inheritance, arrays, and advanced library components and documenting development activities.

Nominal Hours: 140

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC012B  SUPPORT COMPUTER HARDWARE AND SOFTWARE


Description: This unit covers upgrading and maintaining computers, computer devices and peripherals and installing, maintaining and configuring software. It encompasses safe working practices, installing and testing the upgrading components, locating faults in hardware components, replacing faulty subsystems, installing and testing the operating system and application software, testing functionality, rectifying malfunctions, following written and oral instruction and procedures and applying appropriate customer relations.

Nominal Hours: 120

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC013B  INSTALL AND ADMINISTER UNIX BASED COMPUTERS


Description: This unit covers the installation and administration of UNIX based and networked computers. It encompasses safe working practices, performing basic UNIX, Linux or Mac OSX operating system installation, administration functions of logging in and out, setting up GUI applications, manipulating text files, creating and searching files and directories, changing permissions, using text editors, identifying and modifying initialization files, streamlining command, execution using shell features, using basic network commands and documenting all administration activities.

Nominal Hours: 80

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEC014B  DESIGN AND MANAGE ENTERPRISE NETWORKS


Description: This unit covers designing, managing, monitoring and diagnosing enterprise servers. It encompasses safe working practices, designing and managing Domain Name Server (DNS), Email servers, Dynamic Host Configuration Protocol (DHCP), Remote access servers, Network Address Translation (NAT), Directory services, Authentication Servers and documenting all designing and managing activities.

Nominal Hours: 80
UEENEED015B ADMINISTER USER NETWORKS
Description: This unit covers the administration of network servers. It encompasses safe working practices, establishing and maintaining user and group permissions, network security and shared resource management, monitoring and optimising network systems performance and reliability, maintaining currency of the network and documenting all administration activities.
Nominal Hours: 80
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED016B DEVELOP NETWORK SERVICES
Description: This unit covers develop services for network clients for emails, Internet access, shared resources. It encompasses safe working practices, installing and configuring Domain Name Server (DNS), email servers, Dynamic Host Configuration Protocol (DHCP), remote access servers, Network Address Translation (NAT), directory services, Authentication Servers and documenting development activities.
Nominal Hours: 120
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED017B INSTALL AND CONFIGURE INTERNETWORKING SYSTEMS
Description: This competency standard unit covers the interconnection of networks. It encompasses safe working practice, basic installation and configuration of switches and routers and documenting installation and configuration activities.
Nominal Hours: 120
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED018B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS
Description: This competency standard unit covers the design, implementation and performance monitoring of internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, using Wide Area Network (WAN) technologies, complying with regulation and standards, and documentation of design and performance monitoring.
Nominal Hours: 120
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED019B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS - ADVANCED ROUTING
Description: This unit covers the design, implementation and performance monitoring of Internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation and advance configuration of remote access and documentation of design and performance monitoring.
Nominal Hours: 100
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED020B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS - REMOTE ACCESS
Description: This unit covers the design, implementation and performance monitoring of Internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation and advance configuration of remote access and documentation of design and performance monitoring.
Nominal Hours: 100
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED021B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS - MULTI-LAYER SWITCHING
Description: This unit covers the design, implementation and performance monitoring of Internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation and advance multi-layer switching technologies access and documentation of design and performance monitoring.
Nominal Hours: 100
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED022B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS - SECURITY
Description: This unit covers the design, implementation and performance monitoring of Internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation of advance security technologies and documentation of design and performance monitoring.
Nominal Hours: 100
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED023B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS - WIRELESS LANS/WANS
Description: This competency standard unit covers the design, implementation and performance monitoring of internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation and advanced wireless LANs technologies and documentation of design and performance monitoring.
Nominal Hours: 100
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED024B INTEGRATE MULTIPLE COMPUTER OPERATING SYSTEMS ON A CLIENT SERVER NETWORK
Description: This competency standard unit covers interconnecting computers to form a local area network (LAN). It encompasses applying different computer and network operating systems on a single LAN, using network standards and protocols, selecting network topology and physical media, disaster planning recovery, performance management and documentation of work activities.
Nominal Hours: 80
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED026B DESIGN A COMPUTER BASED CONTROL SYSTEM
Description: This unit covers the design of computer application for control processes. It encompasses apply knowledge of control devices, control systems, programmable logic controllers, supervisory control and data acquisition systems and control programming methods, developing alternative design schemes based on design brief, customer relations and documenting designs.
Nominal Hours: 120
Assessment: The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED027B DEVELOP STRUCTURED PROGRAMS TO CONTROL EXTERNAL DEVICES
Description: This competency standard unit covers programming of microprocessor/microcontroller devices to access external devices. The unit encompasses working safely, applying knowledge of control applications, and analogue and digital input/output signals, programming fundamentals, writing and testing program and documenting programming activities.
Nominal Hours: 40
Assessment: The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED028B DEVELOP AND TEST CODE FOR MICROCONTROLLER DEVICES
Description: This competency standard unit covers structured programming instructions for micro devices at a fundamental level. The unit encompasses working safely, applying knowledge device architecture and programming fundamentals, writing and testing specified instructions and documenting development activities.
Nominal Hours: 60
Assessment: The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED029B DEVELOP BASIC WEB PAGES FOR ENGINEERING APPLICATIONS
Description: This unit covers the development of web pages for engineering applications. It encompasses working safely, developing web pages using authoring tools, client-side scripting, fundamental server-side scripting and documenting development activities.
Nominal Hours: 40
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED033B INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE
Description: This unit covers installing and configuring an operating system and software on a personal computer. It encompasses safe working practices, installing and testing the operating system and application software, testing functionality, rectifying operating anomalies, following written and oral instruction and procedures and applying appropriate customer relations.
Nominal Hours: 40
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED044B COMMISSION COMPUTER SYSTEMS
Description: This competency standard unit covers undertaking commissioning procedures of computer systems to comply with predetermined parameters and delivery to client. It encompasses safe working practices, system parameter testing, analysis and adjusting to assure optimum performance, following procedures, and documenting final operating parameters and settings.
Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE045B MODIFY-REDISEIGN OF COMPUTER SYSTEM**


Description: This competency standard unit covers the modification and redesign of computer systems to augment existing systems for clients. It encompasses safe working practices, system parameter reconfiguration, analysis to assure optimum performance, following procedures, and documenting final modifications and settings.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE046B SET UP AND CONFIGURE BASIC LOCAL AREA NETWORK**


Description: This unit covers setting up, configuring and maintaining operation of a basic local area network (LAN) of up to 20 connected devices. It encompasses safe working practices, installing network hardware, installing and configuring network software, establish user accounts, configure shared Internet connection and documenting set up parameters and LAN topology.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE048B PLAN COMPUTER SYSTEMS PROJECT**


Description: This unit covers development and documentation of computer systems project proposals, milestones and completion. The unit encompasses establishing budgets, critical path analysis, development of workflow strategies, documenting, presenting and negotiating budgets and timelines.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE051B PROVIDE PROGRAMMING SOLUTION FOR ENGINEERING PROBLEMS**


Description: This unit covers developing, implementing and testing programming solutions, using a structured programming language. It encompasses following design brief using appropriate development software, writing code and documenting development activities.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE001B APPLY OHS PRACTICES IN THE WORKPLACE**


Description: This unit specifies the mandatory requirements of occupational health and safety and how they apply to the various electrotechnology work functions. It encompasses responsibilities for health and safety, risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE002B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS**


Description: This unit covers basic fitting and fabrication techniques as they apply in the various electrotechnology work functions. It encompasses the safe use of hand, fixed and portable power tools; cutting, shaping joining and fixing using metallic and non-metallic materials; dismantling and assembling equipment; basic mechanical measurement and marking-out and reading diagrams.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE003B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS**


Description: This unit specifies the mandatory requirements of occupational health and safety and how they apply to the various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE004B SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS**


Description: This unit covers determining correct operation of single source d.c. parallel and series-parallel circuits and providing solutions as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.

Nominal Hours: 40
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE005B FIX AND SECURE EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers fixing, securing and mounting techniques as apply in the various electrotechnology work functions. It encompasses the safe use of hand and portable power tools, safe lifting techniques, safe use of ladders and elevated platforms and the selection and safe application of fixing devices and supporting accessories/equipment.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE007B USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the use of drawings, diagrams, equipment and cable schedules and manuals as they apply to the various electrotechnology work functions. It encompasses the rudiments for communicating with schematic, wiring and mechanical drawings and equipment and cable/connection schedules, manuals, site and architectural drawings and plans showing the location of services, apparatus, plant and machinery.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE008B LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the laying of wiring/cabling, connection of accessories and continuity and insulation resistance testing of circuits intended to operate at extra low voltage. Typically this includes circuits and accessories for ELV powered devices, security, controls, integrated systems, audio/video systems. It encompasses the principles of single source, single load power circuits, control circuits and communications circuits, safe working practices and following work processes that satisfy electrical principles for safety and functionality.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE009B COMPLY WITH SCHEDULED AND PREVENTATIVE MAINTENANCE PROGRAM PROCESSES**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the quality assurance and risk management compliance processes for maintenance of the electrotechnology aspects of plant and equipment. It encompasses working safely and to technical, quality and risk management standards, work specifications and maintenance schedules, sample inspections, evaluating components and completing the necessary maintenance documentation.

**Nominal Hours:** 20

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE011B MANAGE RISK IN ELECTROTECHNOLOGY ACTIVITIES**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers managing risk related to OHS, environment, resources and financial viability. It encompasses identifying risk events, the likelihood and consequences of such events, evaluating risk, risk management planning and mitigation of risk.

**Nominal Hours:** 100

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE015B DEVELOP DESIGN BRIEFS FOR ELECTROTECHNOLOGY PROJECTS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers developing requirement to be incorporated in to the design of electrotechnology projects. It encompasses determining the safety requirements to be met, establishing client expectations, ensuring cost effective solutions are pursued and documenting design requirements.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE017B IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the mandatory requirements of persons in a supervisory role to implement and monitor an organisation's occupational health and safety policies, procedures and programs. It encompasses understanding an organisation’s OHS obligations, providing safety information to staff, implementing and monitoring participative arrangements, safety procedures and training and maintaining safety records.

**Nominal Hours:** 20

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE019B SOLVE PROBLEMS IN MULTIPLE PATH A.C. CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers determining correct operation of single source ac parallel and series-parallel circuits and providing solutions as they apply to various electrotechnology work functions. It encompasses working safely, problem solving...
procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuits.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE020B PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS


Description: This unit covers instructing customers/users in the use of electrotechnology apparatus. It encompasses appropriate customer relations, the use of apparatus manufacturer’s instruction manual, basic instruction methods and evaluation and completing documentation.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE022B CARRY OUT PREPARATORY ELECTROTECHNOLOGY WORK ACTIVITIES


Description: This unit covers the carrying out of preparatory work related to any electrotechnology discipline. It encompasses working safely, following basic instructions under direct supervision. It will include electrotechnology support activities including the use of basic hand tools, the safe use of ladders and elevated work platforms and the fixing and securing of equipment under direction following routine work practices.

Nominal Hours: 60

Required Reading: Introduction to Electrical Trade, Hampson.

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE024B COMPILE AND PRODUCE AN ELECTROTECHNOLOGY REPORT


Description: This unit covers compiling and producing an electrotechnology report. It encompasses determining the safety requirements are met and all regulatory responsibilities are adhered to. The person competent in this unit must demonstrate an ability to identify information sources and collect and analyse and format information applicable to the electrotechnology industry and produce a report as required.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE032B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN COMPUTER SYSTEMS


Description: This unit covers: Occupational work hazard identification; Identifying health and safety risks to workers; Classification of risks; Documenting control measures intended to eliminate or reduce the risk that could potentially arise during the conduct of work activities and; Consultation processes with those involved with computer systems work. This unit primarily deals with the process involved in completing documentation and/or making appropriate modifications to pre-prepared documents.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE033B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL


Description: This unit covers: Occupational work hazard identification; Identifying health and safety risks to workers; Classification of risks; Documenting control measures intended to eliminate or reduce the risk that could potentially arise during the conduct of work activities, and; Consultation processes with those involved with electrical work. This unit primarily deals with the process involved in completing documentation and/or making appropriate modifications to pre-prepared documents.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE034B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRONICS

Locations: Sunshine.

Description: This unit deals primarily with the process involved in completing documentation and/or making appropriate modifications to pre-prepared documents. It covers i) occupational work hazard identification; ii) identifying health and safety risks to workers; iii) classifying risks; iv) documenting control measures intended to eliminate or reduce the risk that could potentially arise during the conduct of work activities; and v) consultation processes with those involved with computer systems work.

Nominal Hours: 20

Required Reading: Not Applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

UEENEEE037B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTROTECHNOLOGY

Locations: Sunshine.

Description: This unit primarily deals with the process involved in completing documentation and/or making appropriate modifications to pre-prepared documents. It covers i) occupational work hazard identification, ii) identifying health and safety risks to workers, iii) classification of risks, iv) documenting control measures...
intended to eliminate or reduce the risk that could potentially arise during the conduct of work activities, and v) consultation processes with those involved with electrotechnology work.

Nominal Hours: 20

Required Reading: VU Produced Work books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**UEENEEE038B PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN**


Description: This unit covers the application of skills and knowledge in taking responsibility for one’s own competency development. It encompasses understanding the structure of a competency development plan, participating the development of a personal competency development plan, understanding responsibilities and obligation under competency development plan, following activities for developing competency, self-monitoring competency development and meeting trainee obligations for periodic reporting of competency development activities.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE040B IDENTIFY AND SELECT COMPONENTS / ACCESSORIES/MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES**


Description: This unit covers undertaking a schedule of work for selecting appropriately identified components, accessories or materials in an agreed time, to a quality standard and with a minimum of waste, using appropriate technology mediums where required.

Nominal Hours: 80

Required Reading: Introduction to Electrical Trade, Hampson.

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE041B USE OF ROUTINE EQUIPMENT/PLANT/TECHNOLOGIES IN AN ELECTROTECHNOLOGY ENVIRONMENT**


Description: This unit covers routine tools, equipment and personnel protective equipment required to do work in the Electrotechnology environment, is used in accordance with the schedule of work to ensure work is completed in an agreed time, to a quality standard and with a minimum waste.

Nominal Hours: 60

Required Reading: Introduction to Electrical Trade, Hampson.

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE042B PRODUCE ROUTINE PRODUCTS FOR CARRYING OUT ELECTROTECHNOLOGY WORK ACTIVITIES**


Description: This unit covers routine products required to do work in the Electrotechnology environment are produced in accordance with the schedule of work ensuring work is completed in an agreed time, to a quality standard and with a minimum waste.

Nominal Hours: 120

Required Reading: Introduction to Electrical Trade, Hampson.

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE044B APPLY TECHNOLOGIES AND CONCEPTS TO ELECTROTECHNOLOGY WORK ACTIVITIES**

Locations: Sunshine.

Description: This unit covers undertaken Electrotechnology work activities using a range of technologies such as computers, and apply analytical concepts to achieve the desired outcome ensuring work is completed in an agreed time, to a quality standard and with a minimum of waste.

Nominal Hours: 100

Required Reading: Not Applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**UEENEEE046B IDENTIFY EFFECTS OF ENERGY ON MACHINERY AND MATERIALS IN AN ELECTROTECHNOLOGY ENVIRONMENT**


Description: This unit covers effects of energy on machinery and/or materials used in an Electrotechnology environment are identified and completed in an agreed time, to a quality standard and using appropriate technology mediums, where required. It encompasses working safely, applying knowledge of identifying the effects of energy on machinery and materials in an electrotechnology environment.

Nominal Hours: 120

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE047B IDENTIFY BUILDING TECHNIQUES, METHODS AND MATERIALS USED IN ELECTROTECHNOLOGY WORK ACTIVITIES**


Description: This unit covers identifying a range of techniques, methods and materials used in Electrotechnology work activities including types of fixing devices,
assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE048C CARRY OUT ROUTINE WORK ACTIVITIES IN AN ELECTROTECHNOLOGY ENVIRONMENT**

Locations: Sunshine.

**Description:** This unit covers undertaking scheduled routine work activities in the electrotechnology industry in an agreed time, to a quality standard and with a minimum of waste. It encompasses working safely, applying knowledge of carrying out routine work activities in electrotechnology environments.

**Nominal Hours:** 40

**Required Reading:** No text required.

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**UEENEEE050B UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT**


**Description:** This unit covers computational and mathematical procedures to solve problems or to enhance given data. It encompasses working safely, applying knowledge of undertaking computations in electrotechnology environment.

**Nominal Hours:** 120

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE071B WRITE SPECIFICATIONS FOR ELECTRICAL ENGINEERING PROJECTS**


**Description:** This unit covers developing requirement to be incorporated into the writing of specifications for electrical engineering projects. It encompasses determining the safety requirements to be met, establishing client expectations, ensuring cost effective solutions are pursued and documenting design and technical requirements.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE078B CONTRIBUTE TO RISK MANAGEMENT IN ELECTROTECHNOLOGY SYSTEMS**


**Description:** This unit covers contributing to the management of risk in electrotechnology systems related to OHS, environment, resources and financial viability. It encompasses contributing to the identification of electrotechnology systems risks; and risk events, the likelihood and consequences of such events, evaluating risk, risk management planning and mitigation of risk.

**Nominal Hours:** 20

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEE079A IDENTIFY AND SELECT COMPONENTS, ACCESSORIES AND MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES**

Locations: Sunshine.

**Description:** This unit covers undertaking a schedule of work for selecting appropriately identified components, accessories or materials in an agreed time, to a quality standard and with a minimum of waste, using appropriate technology mediums where required.

**Nominal Hours:** 20

**Required Reading:** No text required.

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**UEENEEF001B LAY AND CONNECT CABLING FOR DIRECT ACCESS TO TELECOMMUNICATIONS SERVICES**


**Description:** This unit covers the installation and termination of telecommunications cabling in buildings and premises. It encompasses working safely and to Australian Communications and Media Authority’s ‘restricted’ Cabling Provider Rule, installing telephone line, two-pair (quad) cables, terminating an socket outlets, testing and compliance checks and completing cabling documentation.

**Nominal Hours:** 20

**Required Reading:** Introduction to Electrical Trade, Hampson.
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEF002B  LAY AND CONNECT CABLES FOR MULTIPLE ACCESS TO TELECOMMUNICATIONS SERVICES


Description: This unit covers the laying and termination of telecommunications cabling in buildings and premises. It encompasses working safely and to Australian Communications and Media Authority’s ‘Open’ Cabling Provider Rule, installing multiple telephone line, multi-pair cables, backbone cabling, terminating in socket outlets, termination modules and distributors, testing and compliance checks and completing cabling documentation.

Nominal Hours: 120

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEF006B  SOLVE PROBLEMS IN DATA AND VOICE COMMUNICATIONS CIRCUITS


Description: This unit covers providing known solutions to predictable problems in single and multiple path circuits operated at extralow voltage as they apply to various data and voice communications work functions. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable communication circuit problems.

Nominal Hours: 40

Required Reading: Introduction to Electrical Trade, Hampson.

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEG001B  SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS


Description: This unit covers determining correct operation of electromagnetic circuits and providing solutions as they apply to electrical installations and equipment. It encompasses working safely, power circuit problems solving processes, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEG002B  SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS


Description: This unit covers ascertaining correct operation of single and three phase circuits and solving circuit problems as they apply to servicing, fault finding, installation and compliance work functions. It encompasses safe working practices, multiphase circuit arrangements, issue related to protection, power factor and MEN systems and solutions to circuit problems derived from calculated and measured parameters.

Nominal Hours: 80

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEG003B  INSTALL WIRING AND ACCESSORIES FOR LOW VOLTAGE CIRCUITS


Description: This unit covers the installation of protection devices, switchgear and controlgear, appliances and luminaries and intended to operate at voltages up to 1,000V a.c. or 1,500V d.c. It encompasses working safely and to installation standards, routing cables to specified locations, terminating cables and connecting wiring at accessories and completing the necessary installation documentation.

Nominal Hours: 80

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEG004B  INSTALL LOW VOLTAGE ELECTRICAL APPARATUS AND ASSOCIATED EQUIPMENT


Description: This unit covers the installation in building and premises of wiring enclosures, cable support systems, cables and accessories and intended to operate at voltages up to 1,000V a.c. or 1,500V d.c. It encompasses working safely and to installation standards, routing cables to specified locations, terminating cables and connecting wiring at accessories and completing the necessary installation documentation.

Nominal Hours: 80

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEG005B  VERIFY COMPLIANCE AND FUNCTIONALITY OF GENERAL ELECTRICAL INSTALLATIONS


Description: This unit covers inspection and testing to verify whether an electrical installation is safe and complies with all requirements. It encompasses working safely, visual inspections and mandatory, optional and functional test procedures, identifying non-compliance defects and mandatory reporting requirements.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEG007B  SELECT AND ARRANGE EQUIPMENT FOR GENERAL ELECTRICAL INSTALLATIONS


Description: This unit covers selecting equipment for electrical installations operating at voltages up to 1,000 V a.c. or 1,500 V d.c., to meet performance standards. It encompasses selection of safety and functional testing and providing solutions with calculated and deemed-to-comply solutions.

Nominal Hours: 120

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEG008B  FIND AND REPAIR FAULTS IN ELECTRICAL APPARATUS AND CIRCUITS


Description: This unit covers finding and repairing faults in electrical apparatus and interconnecting circuits and equipment operating at voltages up to 1,000 V a.c. or 1,500 V d.c. It encompasses working safely, reading circuit diagrams, sketching diagrams from traced wiring, logically applying fault finding procedures, conducting repairs and completing the necessary service documentation.

Nominal Hours: 100

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEG009B  DEVELOP AND CONNECT CONTROL CIRCUITS


Description: This unit covers developing, connecting and functionally testing electrical power and control circuits that perform specific control functions. It encompasses working safely; developing schematic/ladder diagrams and converting them to wiring diagrams; selecting and connecting contactors and control devices to perform a specific function.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEG035B  DIAGNOSE AND RECTIFY FAULTS IN A.C. MOTOR DRIVE SYSTEMS


Description: This unit covers diagnosing and rectifying faults in systems controlling starting, speed, torque, power output, efficient running and braking of a.c. motors. The unit encompasses safe working practices, interpreting technical data, applying knowledge of a.c. motors operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.

Nominal Hours: 80

Assessment: The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEG047B  PROVIDE COMPUTATIONAL SOLUTIONS TO POWER ENGINEERING PROBLEMS


Description: This unit covers the application of computational processes to solving problems encountered in power engineering. It encompasses working safely, applying problem solving techniques, using a range of mathematical processes, providing solutions to power engineering problems and justifying such solutions.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEG048B  SOLVE PROBLEMS IN COMPLEX MULTIPLE PATH POWER CIRCUITS


Description: This unit covers the determination correct operation of complex series-parallel power circuits and providing solutions as they apply to electrical power engineering work functions. It encompasses working safely, problem solving procedures, including using electrical measuring devices, applying appropriate circuit theorems and providing solutions derived from measurements and calculations and providing justification for such solutions.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEG049B  SOLVE PROBLEMS IN COMPLEX POLYPHASE POWER CIRCUITS


Description: This unit covers determining correct operation of complex polyphase power circuits and providing solutions as they apply to electrical power engineering work functions. It encompasses working safely, problem solving procedures, including using electrical measuring devices, applying appropriate circuit theorems and providing solutions derived from measurements and calculations and justification for such solutions.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEG069B  MANAGE ELECTRICAL PROJECTS


Description: This unit covers the management of electrical projects involving design, modifications, installation, and/or maintenance of systems and equipment. The unit encompasses management of safety, budget variation, personnel, resources, critical path timelines and completion documentation.

Nominal Hours: 40
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEG070B PLAN ELECTRICAL PROJECTS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers development and documentation of electrical project proposals, milestones and completions. The unit encompasses, establishing budgets, critical path analysis, development of workflow strategies, documenting and negotiating budgets and timelines.

**Nominal Hours:** 60

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH001B CARRY OUT BASIC REPAIRS TO COMPUTER EQUIPMENT BY REPLACEMENT OF MODULES/SUB-ASSEMBLIES**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit deals with the repair of computer equipment by replacement of slot/plug connected modules/sub-assemblies. It encompasses safe working practices, following written and oral instruction and procedures, basic testing techniques, dismantling and assembling apparatus and disconnecting and reconnecting components.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH002B CARRY OUT BASIC REPAIRS TO ELECTRONIC APPARATUS BY REPLACEMENT OF COMPONENTS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit deals with the replacement of electronic components, cabling and sub systems of electronic apparatus. It encompasses safe working practices, following written and oral instruction and procedures, basic testing and techniques, dismantling and assembling apparatus and disconnecting and reconnecting components.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH003B CARRY OUT ROUTINE REPAIRS TO BUSINESS EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the confirmation of predictable faults and repair of such faults by repair or replacement of mechanical components and replacement of discrete and integrated components of business electronic equipment. It encompasses safe working practices, following written and oral instruction and routine testing and repair procedures, verifying equipment operation and reporting.

**Nominal Hours:** 120

**Assessment:** The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH004B SET UP AND TEST RESIDENTIAL AUDIO/VIDEO EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers setting-up of non-fixed audio and video equipment as directed in user manuals in a residential or business environment. It encompasses safe working practices, connection and secure and optimum placement of system components, following written and oral instruction and procedures and customer relations.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH005B VERIFY COMPLIANCE AND FUNCTIONALITY OF CUSTOM ELECTRONIC INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers testing and visual inspection for verifying that a custom electronic system and components are safe and comply with requirements and functions as intended. It encompasses working safely, conducting compliance tests, conducting visual inspections, identifying non-compliance defects and mandatory reporting requirements.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH006B ASSEMBLE AND SET UP FIXED AUDIO/VIDEO COMPONENTS AND SYSTEMS IN BUILDINGS AND PREMISES**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers installing of fixed audio/video components and systems in a residential or business environment. It encompasses safe working practices; secure placement and connection of system components, following written and oral instruction and procedures and customer relations.

**Nominal Hours:** 120

**Assessment:** The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH007B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN GENERAL ELECTRONIC APPARATUS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers identifying predictable faults and repairing by replacement of subassemblies in electronic apparatus. The unit encompasses safe
working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENHH008B ASSEMBLE AND ERECT RECEPTION ANTENNAE AND SIGNAL DISTRIBUTION EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the installation, positioning and securing of terrestrial and satellite arrays and dishes and associated amplifiers and the reticulation of cables and connection of multiple access outlets and associated equipment. It encompasses safe working practices, selection of antennae and distribution components, installation techniques, use of testing devices and following written and oral instruction and procedures.

**Nominal Hours:** 60

**Assessment:** The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENHH011B TROUBLESHOOT D.C. POWER SUPPLIES WITH SINGLE PHASE INPUT**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers determining correct operation of independent power supplies and power supply sections of electronic apparatus. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in d.c. power supplies with single phases input.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENHH013B TROUBLESHOOT AMPLIFIERS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers determining correct operation of amplifiers. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in amplifier sections/circuits.

**Nominal Hours:** 80

**Assessment:** The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENHH014B TROUBLESHOOT FREQUENCY DEPENDENT CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers determining correct operation of resonance circuits used in electronic apparatus. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in resonance circuits.

**Nominal Hours:** 80

**Assessment:** The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENHH015B DEVELOP SOFTWARE SOLUTIONS IN MICROCONTROLLER BASED SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers developing, implementing and testing programming solutions in microcontroller based systems. It encompasses following development brief, using appropriate development software, writing code, applying problem solving procedures, testing and modifying of programs.

**Nominal Hours:** 60

**Assessment:** The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENHH016B FIND AND REPAIR FAULTS IN THE MICROWAVE AMPLIFIER SECTIONS IN ELECTRONIC APPARATUS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers fault finding and repair of microwave amplifier sections in electronic apparatus. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEH017B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO AND VIDEO REPLAY/RECORDING APPARATUS


Description: This unit covers identifying predictable faults and repairing by replacement of subassemblies in CD, DVD and tape replay/recording apparatus. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 120

Assessment: The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH018B FIND AND REPAIR FAULTS IN ELECTRONIC APPARATUS


Description: This unit covers fault finding and repairing of general electronic apparatus. The unit encompasses safe working practices, consulting apparatus service manuals, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH019B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN TELEVISION RECEIVERS


Description: This unit covers identifying predictable faults and their repair by replacement of subassemblies in televisions. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 120

Assessment: The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH020B FIND AND REPAIR FAULTS IN GAMING AND GAMES EQUIPMENT


Description: This unit covers fault finding and repair in high volume photo copiers (40 to 80 ppm), fax machines and the like. The unit encompasses safe working practices, interpreting electrical and mechanical diagrams, applying knowledge of office equipment to logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 120

Assessment: The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH021B FIND AND REPAIR FAULTS IN HIGH VOLUME OFFICE EQUIPMENT


Description: This unit covers fault finding and repair in high volume photo copiers (40 to 80 ppm), fax machines and the like. The unit encompasses safe working practices, interpreting electrical and mechanical diagrams, applying knowledge of office equipment to logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 120

Assessment: The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH022B FIND AND REPAIR FAULTS IN REMOTE CONTROL APPARATUS


Description: This unit covers fault finding and repair in remote control apparatus and devices. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of remote control to logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH023B FIND AND REPAIR FAULTS IN MICROWAVE HEATING APPARATUS


Description: This unit covers fault finding and repair in microwave heating apparatus and devices. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of remote control to logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH024B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO COMPONENTS


Description: This unit covers identifying predictable faults and repairing by replacement of subassemblies in audio components. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units written objective tests; written responses, short and extended answers; oral test /technical interview; on job or workplace assessment; practical /exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEH025B PROVIDE SOLUTIONS TO SINGLE PHASE ELECTRONIC POWER CONTROL PROBLEMS


Description: This unit covers solving problems with electronic aspects of single phase power control devices and circuits. The unit encompasses safe working practices, interpreting diagrams, applying knowledge of electronic power control devices and their application, using effective problem solving techniques, safety and functional testing and reporting work activities and outcomes.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: written objective tests; written responses; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH026B PROVIDE SOLUTIONS TO POLYPHASE ELECTRONIC POWER CONTROL PROBLEMS


Description: This unit covers solving problems with electronic aspects of polyphase power control devices and circuits. The unit encompasses safe working practices, interpreting diagrams, applying knowledge of electronic power control devices and their application, using effective problem solving techniques, safety and functional testing and reporting work activities and outcomes.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: written objective tests; written responses; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH027B COMMISSION COMMERCIAL RADIO FREQUENCY (RF) TRANSMISSION AND RECEPTION SYSTEMS


Description: This unit covers the setting-up and adjusting of RF transmission and reception systems for optimum performance. It encompasses safe working practices, signal testing and analysis, adjusting equipment, following procedures and documenting.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: written objective tests; written responses; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH028B INSTALL MICROWAVE AND ANTENNAE AND WAVEGUIDES


Description: This unit covers the installation and testing of waveguides and antennae for microwave communications systems. It encompasses working safely and to installation standards, matching hardware and accessories with that specified for a given location, installation techniques, pre-commission adjustment of antennae and waveguides and following instruction and procedures.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: written objective tests; written responses; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH030B DIAGNOSE AND RECTIFY FAULTS IN SATELLITE-BASED SURVEILLANCE AND OBSERVATION SYSTEMS


Description: This unit covers fault finding and repair faults in surveillance and observation systems. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of surveillance system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: written objective tests; written responses; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH031B DIAGNOSE AND RECTIFY FAULTS IN RADAR APPARATUS AND SYSTEMS


Description: This unit covers fault finding and repair faults in radar apparatus and system. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of radar system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 120

Assessment: The following methods may be used in assessing units: written objective tests; written responses; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH032B DIAGNOSE AND RECTIFY FAULTS IN GLOBAL POSITIONING SYSTEMS


Description: This unit covers fault diagnosis and rectification in global positioning system. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of GPS system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: written objective tests; written responses; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH033B DIAGNOSE AND RECTIFY FAULTS IN TELECOMMUNICATION APPARATUS AND SYSTEMS


Description: This unit covers fault diagnosis and rectification in telecommunication apparatus and systems. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of telecommunication system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: written objective tests; written responses; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
**UEENEEH034B DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC MEDICAL EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers diagnosing and rectifying faults in the electronic aspects of medical equipment. The unit encompasses safe working practices, interpreting process and circuit diagrams, applying knowledge of medical process controls to logical diagnosis procedures, rectifying faults, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 120

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH035B DESIGN CUSTOM ELECTRONIC INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the design of home entertainment aspects of custom electronic installations and energy control systems. It encompasses developing control scenarios based on a design brief, negotiating with architect/designer, builder and client and the like, applying knowledge of electronic audio/video components and home theatre acoustics and relevant electrical installation regulation, developing design drawings and obtaining approval for final design.

**Nominal Hours:** 120

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH036B DESIGN COMMERCIAL AUDIO/VIDEO INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the design of audio/video facilities in meeting rooms, classrooms, studios, theatres, halls and the like. It encompasses applying knowledge of electronic audio/video components, acoustics and visual displays, analogue and digital communication, multimedia storage and reproduction, negotiating with clients and others and documenting design.

**Nominal Hours:** 120

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH037B PROGRAM AND COMMISSION COMMERCIAL AUDIO/VIDEO SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers testing, adjusting and balancing of audio/video facilities in meeting rooms, classrooms, studios, theatres, halls and the like. The unit encompasses working safely and to specifications, measuring and adjusting necessary parameters to meet specified performance, working with clients and documenting and certifying set performance parameters.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH038B FIND AND REPAIR FAULTS IN COMPLEX POWER SUPPLIES**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers fault finding and repair of regulated and switch mode power supplies. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH039B TROUBLESHOOT BASIC AMPLIFIERS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers determining correct operation of basic amplifier circuits. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in basic amplifier circuits.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH040B DIAGNOSE AND RECTIFY FAULTS IN SONAR APPARATUS AND SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers fault finding and the repair of faults in sonar apparatus and system. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of sonar system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 120

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH041B MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the management of electronics/computer systems projects involving management of safety, budget variation, personnel, resources, timelines and completion documentation.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEH042B TROUBLESHOOT OSCILLATORS


Description: This unit covers determining correct operation of discrete component and modularised oscillators. It encompasses working safely, problem solving procedures, including the use of; voltage, current, resistance and phase measuring devices, providing solutions derived from measurements and calculations to predictable problems in oscillators.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH043B DIAGNOSE AND RECTIFY FAULTS IN DIGITAL SUBSYSTEMS OF ELECTRONIC CONTROLS


Description: This unit covers diagnosing and rectifying faults in digital components of electronic control systems. The unit encompasses safe working practices, interpreting diagrams and technical data, applying knowledge of digital subsystems to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH044B DIAGNOSE AND RECTIFY FAULTS IN ANALOGUE CIRCUITS AND COMPONENTS IN ELECTRONIC CONTROL SYSTEMS


Description: This unit covers diagnosing and rectifying faults in analogue applications in electronic control systems. The unit encompasses safe working practices, interpreting diagrams and technical data, applying knowledge of analogue circuits and components to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH045B DEVELOP SOLUTIONS TO ANALOGUE ELECTRONIC PROBLEMS


Description: This competency standard unit covers developing engineering solutions to resolve problems with analogue electronics. It encompasses working safely, apply extensive knowledge of analogue electronics circuit and device operation and their application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

Nominal Hours: 80

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH046B SOLVE FUNDAMENTAL PROBLEMS IN ELECTRONIC COMMUNICATIONS SYSTEMS


Description: This unit covers ascertaining correct operation of communications systems and solving fundamental system problems as meet in engineering support work functions. It encompasses working safely, problem solving techniques, the use of a range of measuring devices, providing solutions derived from measurements to predictable problems in electronic communication systems.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH047B ASSESS COMPLIANCE OF ELECTRONIC APPARATUS


Description: This unit covers assessing electronic apparatus for compliance with a standard and/or regulation for the purpose of certification or approval. The unit encompasses safe working practices, determining specified requirements, inspecting, setting up performance tests, evaluating inspection and test results and documenting evaluation outcomes.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH048B DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS


Description: This unit covers the design and development of advanced digital systems. It encompasses working safely, following design brief, applying knowledge of digital components/devices, interpreting device/componenst specifications, constructing prototype devices, applying programming techniques to programmable devices, testing developed system prototype operation, verifying compliance of the design against the final brief, and documenting design and development work.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH049B DEVELOP SOLUTIONS TO AUDIO ELECTRONIC PROBLEMS


Description: This unit covers developing engineering solutions to resolve problems with audio electronics. It encompasses working safely, applying extensive knowledge of audio electronics circuits and device operation and application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEH050B ASSEMBLE AND SET UP BASIC WIRED AND WIRELESS SECURITY SYSTEMS


Description: This unit covers installing electronic security systems with up to 50 connected devices typically used in single domestic and small commercial premises. It encompasses, working safely and to standards, following oral and written instructions and procedures, securely placing and connecting security system components, and applying customer relation protocols.

Nominal Hours: 80

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH051B INSTALL LARGE WIRED AND WIRELESS SECURITY SYSTEMS


Description: This unit covers installing, entering instructions and testing of electronic security systems with in excess of 50 connected devices in buildings, premises and precincts. It encompasses working safely and to standards, following job specifications, securely placing and connecting security system components, and applying customer relation protocols.

Nominal Hours: 100

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH052B ENTER INSTRUCTIONS AND TEST BASIC WIRED AND WIRELESS SECURITY SYSTEMS


Description: This unit covers entering instructions and testing of electronic security systems with up to 50 connected devices typically used in single domestic and small commercial premises. It encompasses safe working practices, basic programming as directed in user manuals, adjusting security devices, system testing and following written and oral instruction and procedures and customer relations.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH053B PROGRAM AND TEST LARGE WIRED AND WIRELESS SECURITY SYSTEMS


Description: This unit covers programming functions and testing electronic security systems with in excess of 50 connected devices in buildings, premises and precincts. It encompasses safe working practices, programming, adjusting security devices, system testing and following written and oral instruction and procedures and customer relations.

Nominal Hours: 120

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH054B PROGRAM AND COMMISSION COMMERCIAL SECURITY ALARM SYSTEMS


Description: This unit covers installation and testing of security alarm system typically used in commercial buildings and premises. The unit encompasses working safely, following specifications and security access scenarios, programming security alarm functions, using circuit diagrams and schedules, and providing as-programmed document.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH055B PROGRAM AND COMMISSION COMMERCIAL SECURITY ACCESS CONTROL SYSTEMS


Description: This unit covers installation and testing of security access control system typically used in commercial buildings and premises. The unit encompasses working safely, following specifications and security access scenarios, programming security functions, using circuit diagrams and schedules, and providing as-programmed document.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH056B PROGRAM AND COMMISSION COMMERCIAL SECURITY CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS


Description: This unit covers installation and testing of security CCTV systems typically used in commercial buildings and premises. The unit encompasses working safely, following specifications and security observation scenarios, programming security functions, using circuit diagrams and schedules, and providing as-programmed document.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH057B DEVELOP BASIC INTEGRATED SECURITY SYSTEMS PLAN


Description: This unit covers integrating security components to form a complete security system with up to 100 connected intrusion and access devices and based on common security scenarios. It encompasses applying knowledge of common security scenarios and security network standards and protocols, selecting network topology and physical media, disaster recovery planning, performance management and documentation of work activities.

Nominal Hours: 40
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH058B DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE


Description: This unit covers integrating security components to form a security system with multiple and interrelated subsystems. It encompasses applying knowledge of security scenarios and security network standards and protocols, selecting network topology and physical media, disaster recovery planning, performance management and negotiating with clients and others and documenting design.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH059B DESIGN INTEGRATED COMPLEX SECURITY SYSTEMS


Description: This unit covers integrating security components to form a complex security system across multiple sites with multiple and related subsystems and remote monitoring and control. It encompasses applying knowledge of security scenarios and security network standards and protocols, selecting network topology and physical media, disaster recovery planning, performance management and negotiating with clients and others and documenting design.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH060B PLAN ELECTRONIC PROJECTS


Description: This unit covers development and documentation of electronics project proposals, milestones and completions. The unit encompasses, establishing budgets, critical path analysis, development of workflow strategies, documenting, presenting and negotiating budgets and timelines.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH061B POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPARATUS


Description: This unit covers installing electronic fire detection and warning systems in buildings and premises. It encompasses, working safely and to standards, following oral and written instructions and procedures, securely placing and connecting fire detection system and warning, components, and applying customer relation protocols.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH062B VERIFY COMPLIANCE AND FUNCTIONALITY OF FIRE PROTECTION INSTALLATIONS


Description: This unit covers testing and visual inspection for verifying that a fire protection system and components are safe, and complies with requirements and functions as intended. It encompasses working safely, conducting compliance tests, conducting visual inspections, identifying non-compliance defects and mandatory reporting requirements.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH063B ENTER AND VERIFY PROGRAMS IN PREPARATION FOR COMMISSIONING FIRE PROTECTION SYSTEMS


Description: This unit covers programming fire protection systems that include multiple connected detection, warning and fire control devices and remote monitoring. It encompasses working safely, applying knowledge of fire protection scenarios, using fire protection standards and protocols, entering system instructions, testing functionality of fire protection components and system operation, and documentation of commissioning activities.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH064B COMMISSION COMMERCIAL FIRE PROTECTION SYSTEMS


Description: This unit covers commissioning fire protection systems that include multiple connected detection, warning and fire control devices and remote monitoring. It encompasses working safely, applying knowledge of fire protection scenarios, using fire protection standards and protocols, entering system instructions, testing functionality of fire protection components and system operation, and documentation of commissioning activities.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH065B FIND AND REPAIR FAULTS IN FIRE PROTECTION SYSTEMS


Description: This unit covers fault finding and repair of fire protection systems that include multiple connected detection, warning and fire control devices and remote monitoring. It encompasses working safely, applying knowledge of fire protection scenarios, using fire protection standards and protocols, entering system instructions, testing functionality of fire protection components and system operation, and documentation of commissioning activities.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
monitoring to the subassembly level. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH068B  FAULT FIND MICROCONTROLLER BASED HARDWARE**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers determining correct operation of microcontroller systems. It encompasses working safely, problem solving procedures, providing solutions derived from measurements and calculations to predictable faults in microcontroller hardware.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH067B  COMMISSION ELECTRONICS AND COMMUNICATIONS SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This competency standard unit covers undertaking commissioning procedures of electronics and communications systems to comply with predetermined parameters and delivery to client. It encompasses safe working practices, system parameter testing, analysis and adjusting to assure optimum performance, following procedures, and documenting final operating parameters and settings.

**Nominal Hours:** 20

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH068B  MODIFY-REDESIGN OF ELECTRONICS AND COMMUNICATIONS SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This competency standard unit covers the modification and redesign of electronics and communications systems to augment existing systems for clients. It encompasses safe working practices, system parameter reconfiguration, analysis to assure optimum performance, following procedures, and documenting final modifications and settings.

**Nominal Hours:** 20

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH069B  SOLVE PROBLEMS IN ELECTRONIC CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This competency standard unit covers determining correct operation of single source parallel and series-parallel circuits and providing solutions as they apply to various electronic work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.

**Nominal Hours:** 100

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH070B  TERMINATE AND CONNECT COMPONENTS, CONDUCTORS, WIRING AND CABLES FOR ELECTRONIC CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the implementation, performance and evaluation of component connections and terminations of conductors, wiring, cables, and other recognised mediums. It encompasses implementing reliable termination and connection processes, working to specifications, safe use of connection and termination tools, safe use of termination and/or soldering devices, selection and placement of components, termination and connection preparation, termination and connection techniques, and evaluating termination and connection work.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH071B  FIND AND REPAIR FAULTS IN TELEVISION RECEIVERS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers fault finding and repair of faults in signal processing and scanning and deflection sections of television receivers. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 120

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH072B  FIND AND REPAIR FAULTS IN COMMUNICATION SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers fault finding and repair of communication systems. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 80

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEH073B  FIND AND REPAIR FAULTS IN PROFESSIONAL AUDIO REPRODUCTION COMPONENTS


Description: This unit covers fault finding and repair of professional and high-end audio amplifiers, preamplifiers, receivers, graphic equalizers, speakers and the like. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 120

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH074B  FIND AND REPAIR FAULTS IN AUDIO/VIDEO RECORDING EQUIPMENT


Description: This unit covers fault finding and repair of ACR, CD, VCR and DVD players/recorders. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 0

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH075B  FIND AND RECTIFY FAULTS IN SECURITY SYSTEM INSTALLATIONS


Description: This unit covers fault finding and repair of security system installations. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of security systems to logical fault finding procedures, rectifying faults/malfunctions, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH077B  DIAGNOSE AND RECTIFY FAULTS IN RECORDING AND REPLAY APPARATUS


Description: This unit covers fault finding and repair of faults in SACD, DVD and DVDA recording and replay apparatus. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of recording and replay apparatus components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH078B  DIAGNOSE AND RECTIFY FAULTS IN CAMERA CIRCUITS


Description: This unit covers fault finding and repair of faults in camera circuits. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of camera circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH079B  DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TELEVISION APPARATUS


Description: This unit covers fault finding and repair of faults in digital television apparatus. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of digital television apparatus circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 80

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH080B  DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TRANSMISSION SYSTEMS


Description: This unit covers fault finding and repair of faults in digital transmission systems. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of digital transmission systems circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 80

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE083B ANALYSE THE PERFORMANCE OF WIRELESS-BASED ELECTRONIC SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the analysis of wireless-based electronic systems to provide solutions to mobile communications performance. It encompasses working safely, applying extensive knowledge of mobile communications parameters, gathering and analyzing data, applying problem solving techniques, developing and documenting results and solutions for use in design work.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE084B MODIFY DSP BASED SUB-SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers modifying electronic DSP based sub-systems. It encompasses working safely, following design brief; apply knowledge of digital and analogue devices, interpreting device specifications, constructing prototypes, testing developed system prototype operation and documenting design and development work.

**Nominal Hours:** 80

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE085B DESIGN A SIGNAL-CONDITIONING SUBSYSTEM**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers designing signal-conditioning subsystems incorporating sensors and transducers and digital and analogue elements. It encompasses working safely, following design brief, apply knowledge of digital and analogue devices, interpreting device specifications, constructing prototypes, testing developed system prototype operation and documenting design and development work.

**Nominal Hours:** 80

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE088B DESIGN AND DEVELOP ELECTRONICS/COMPUTER PROJECTS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the design and development of electronics/computer systems projects. It encompasses working safely, designing, constructing, recording, evaluating and reporting of an electronics/computer systems design project.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE01B INSTALL AND SET UP TRANSDUCERS AND SENSING DEVICES**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the installation and setting up of transducers and sensors. It encompasses working safely and to installation standards, matching equipment with that specified for a given location, placing and securing equipment accurately, making required pneumatic, hydraulic and electrical circuit connections, adjusting and setting up devices to specifications and manufacturer instructions and completing the necessary installation documentation.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE028 PREPARE REFRIGERATION TUBING AND FITTINGS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the basic connection of refrigeration and air conditioning piping/tubing and fittings. It encompasses the safe use of hand, fixed and portable power tools for cutting, flaring, bending, swaging, silver brazing copper tube to copper tube, Bundy tube and brass and steel fittings, measurement and reading drawings and diagrams.

**Nominal Hours:** 40

**Required Reading:** Introduction to Electrical Trade, Hampson.

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
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**UEENEEJ003B DETERMINE THE BASIC OPERATING CONDITIONS OF VAPOUR COMPRESSION SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the determination of the operating conditions of vapour compression systems. It encompasses working safely, determining refrigerant pressures and temperatures and relevant air and water temperatures using measurement and basic calculation methods.

**Nominal Hours:** 40

**Required Reading:** Introduction to Electrical Trade, Hampson.

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK010B CO-ORDINATE MAINTENANCE OF RENEWABLE ENERGY APPARATUS AND SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers coordinating the maintenance of renewable energy apparatus and systems. It encompasses working safely, following maintenance schedules, ascertaining the extent of any repairs required, and the personnel needed to repair the breakdown, providing technical support to maintenance personnel and reporting.

**Nominal Hours:** 20

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK012B PROVIDE BASIC SUSTAINABLE ENERGY SOLUTIONS FOR ENERGY REDUCTION IN DOMESTIC PREMISES**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers monitoring energy use and providing basic sustainable energy options to reduce the energy consumption in domestic residences. It encompasses working safely and providing basic sustainable energy solutions for energy reduction in domestic premises.

**Nominal Hours:** 40

**Required Reading:** Introduction to Electrical Trade, Hampson.

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK013B APPLY SUSTAINABLE ENERGY PRACTICE IN DAILY ACTIVITIES**

**Locations:** Sunshine.

**Description:** This unit covers applying sustainable energy practices in daily activities both at and outside the workplace. It encompasses applying sustainable energy practice in daily activities.

**Nominal Hours:** 100

**Required Reading:** VU Produced Work Books VU.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**UEENEEK014B PROMOTE SUSTAINABLE ENERGY PRACTICE IN THE COMMUNITY**

**Locations:** Sunshine.

**Description:** This unit covers the promotion of recognised, safe, sustainable energy practices to others in the community.

**Nominal Hours:** 40

**Required Reading:** VU Produced Work Books VU.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**UEENEEK022B PLAN RENEWABLE ENERGY PROJECTS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers development and documentation of renewable energy project proposals, milestones and completions. The unit encompasses, establishing budgets, critical path analysis, development of workflow strategies, documenting, presenting and negotiating budgets and timelines.

**Nominal Hours:** 60

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK023B CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit deals with the replacement of electrical and nonelectrical components of renewable energy apparatus. It encompasses safe working practices, following written and oral instructions and procedures, basic testing techniques, disconnecting and reconnecting electrical/electronic components, dismantling and assembling apparatus and reporting repair activities.

**Nominal Hours:** 60

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK024B ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers installing of photovoltaic apparatus in domestic dwellings. It encompasses safe working practices; secure placement and connection of apparatus, following written and oral instruction and procedures and customer relations.

**Nominal Hours:** 20
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEK025B SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers providing known solutions to predictable problems in photovoltaic energy apparatus operated at extralow voltage. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

**Nominal Hours:** 80

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEK026B INSTALL AND SET UP GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the installation, adjustment and set-up of photovoltaic power systems and connecting to a supply grid inverter. It encompasses working safely and to installation standards, matching components with that specified for a given location, placing and securing system components accurately, making required circuit connections and completing the necessary installation documentation.

**Nominal Hours:** 40

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEK027B DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers diagnosing and rectifying faults in renewable energy control systems. It encompasses working safely, reading circuit diagrams, sketching diagrams from traced wiring, logically applying fault finding procedures, conducting repairs and completing the necessary service documentation.

**Nominal Hours:** 60

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEK028B SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers providing known solutions to predictable problems in stand-alone renewable energy systems operated at extralow voltage. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

**Nominal Hours:** 60

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEK029B DESIGN RENEWABLE ENERGY HEATING SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the design of renewable energy heating systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are meet and documenting design calculations and criteria.

**Nominal Hours:** 120

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEK030B SOLVE BASIC PROBLEMS IN WIND ENERGY CONVERSION SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers providing known solutions to predictable problems in wind energy conversion systems. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

**Nominal Hours:** 60

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEK031B DESIGN WIND ENERGY CONVERSION SYSTEMS RATED TO 10 KW**

**Locations:** Footscray Nicholson, Sunshine.

**Description:** This unit covers the design of wind energy conversion systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are meet and documenting design calculations and criteria.
Nominal Hours: 60
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK032B DEVELOP STRATEGIES TO ADDRESS SUSTAINABILITY ISSUES**


Description: This unit covers developing strategies to address greenhouse gases and sustainability issues. It encompasses working safely, apply extensive knowledge of sustainable energy systems and components and their operating parameters, gathering and analysing data, applying problem solving techniques, developing and documenting alternatives solutions.

Nominal Hours: 20
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK033B DESIGN HYBRID POWER SYSTEMS**


Description: This unit covers the design of hybrid power systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are met and documenting design calculations and criteria.

Nominal Hours: 80
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK034B INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS**


Description: This unit covers the installation, adjustment and set up of stand-alone photovoltaic powersystems. It encompasses working safely and to installation standards, matching components with that specified for a given location, placing and securing system components accurately, making required circuit connections and completing the necessary installation documentation.

Nominal Hours: 60
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK035B DESIGN GRID CONNECTED POWER SUPPLY SYSTEMS**


Description: This unit covers the design of grid connected power supply systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are met and documenting design calculations and criteria.

Nominal Hours: 120
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK036B PREPARE GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS FOR LV CONNECTION**


Description: This competency standard unit covers the preparation of grid connected photovoltaic power systems for connection to an electricity supply grid via an inverter. It encompasses working safely and to installation standards, matching components with that specified for a given location, placing and securing system components accurately, preparing for the required circuit connections and completing the necessary installation documentation.

Nominal Hours: 40
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK040B DEVELOP ENGINEERING SOLUTIONS TO RENEWABLE ENERGY PROBLEMS**


Description: This unit covers developing engineering solutions to resolve problems with renewable energy. It encompasses working safely, applying extensive knowledge of renewable energy systems and components and their operating parameters, gathering and analysing data, applying problem solving techniques, developing and documenting alternatives solutions.

Nominal Hours: 60
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK041B DEVELOP STRATEGIES FOR EFFECTIVE ENERGY REDUCTION IN BUILDINGS**


Description: This unit covers evaluating energy used in buildings and developing and documenting strategies/methods to effectively reduce energy use without compromising occupancy standards. It encompasses working safely, setting up and conducting evaluation measurements and evaluating energy use from measured parameters.

Nominal Hours: 60
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK042A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES**


Description: This competency standard unit requires the worker to undertake methods of work practice that minimises energy and material usage and to seek
energy reduction strategies in the workplace. The unit seeks to minimise negative impacts on the environment.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM001B REPORT ON THE INTEGRITY OF EXPLOSION PROTECTED EQUIPMENT IN HAZARDOUS AREAS**


Description: This unit covers the explosion-protection aspects of plant and machinery operation and maintenance. It requires the ability to visually identify any damage or deterioration of explosion protected equipment, monitor changes in the explosion hazard and to implement procedures established to limit the risk of an explosion.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM002B ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS**


Description: This unit covers the explosion-protection aspects of attending to a breakdown in a hazardous area or of explosion-protected and associated equipment. It requires the ability to ascertain the nature of a breakdown, the extent of repairs required and the personnel needed to repair the breakdown.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM003B USE AND MAINTAIN THE INTEGRITY OF PORTABLE GAS DETECTION DEVICES**


Description: This unit covers the gas detection aspects of ensuring a work place is safe from explosive and toxic gases and vapours. It requires the ability to use measuring instruments accurately, follow written instructions and to write instructions for others.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM004B INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS**


Description: This unit covers the explosion-protection aspects for installing explosion-protected and associated equipment and wiring systems. It requires the ability to match equipment with that specified for a given location, work safely, and to installation standards and complete the necessary installation documentation.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM005B INSTALL AND MAINTAIN INTEGRITY OF FIXED GAS DETECTION EQUIPMENT**


Description: This unit covers the installation, calibration and response checking of permanent gas detection equipment. It requires the ability to match equipment with that specified for a given location and to use manufacturer manuals to maintain accuracy of gas monitoring devices.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM006B MAINTAIN EQUIPMENT IN HAZARDOUS AREAS**


Description: This unit covers the explosion-protection aspects for maintaining explosion-protected and associated equipment and wiring systems. It requires the ability to follow a maintenance program, work safely, carry out maintenance to standards and manufacturer instructions and complete the necessary maintenance documentation.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM007B OVERHAUL AND REPAIR EXPLOSIONPROTECTED EQUIPMENT**


Description: This unit covers the explosion-protection aspects of overhauling and repairing explosion-protected equipment. It requires the ability to establish and document the level of work required, arranging for the overhaul/repair to be carried, verify compliance of overhauled/repairs equipment and complete the necessary documentation.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM008B ASSESS EXPLOSION-PROTECTED EQUIPMENT FOR COMPLIANCE WITH STANDARDS**


Description: This unit covers the explosion-protection aspects of assessing compliance of electrical equipment. It requires the ability to assess and to report on the integrity of equipment, gather assessment and test documentation from accredited testing stations and prepares submissions to accredited certification bodies.
Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEM09B TEST INSTALLATIONS IN HAZARDOUS AREAS


Description: This unit covers the explosion-protection aspects for electrical installations for hazardous areas. It requires the ability to select, prepare and use appropriate testing devices, work safely and to Standards and to interpret and record test results.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEM10B CONDUCT CLOSE INSPECTION OF EXISTING HAZARDOUS AREAS INSTALLATIONS


Description: This unit covers the explosion-protection aspects for conducting visual and close inspections of electrical installations for hazardous areas. It requires the ability to follow inspection programs, work safely, and identify conditions that affect the integrity of explosion-protection and document inspection findings.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEM11B CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS


Description: This unit covers the explosion-protection aspects for conducting initial, periodic and sample audit inspections of explosion-protected equipment and installations. It requires the ability to audit a site dossier, work safely in a hazardous area, inspect against Standards and report and act on inspection results.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEM12B DEVELOP AND MANAGE MAINTENANCE PROGRAMS FOR HAZARDOUS AREAS ELECTRICAL EQUIPMENT


Description: This unit covers the explosion-protection aspects of plant maintenance schemes. It requires the ability to develop and manage maintenance programs incorporating strategies for periodic inspections, repair/overhaul/ replacement of components and recording of maintenance outcomes.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEM13B ENSURE THE SAFETY OF HAZARDOUS AREAS


Description: This unit covers the explosion-protection aspects of ensuring that potentially explosive atmospheres, generated by production, processing or servicing activities, do not pose a hazard to persons, property or the environment.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEM14B DESIGN AND DEVELOP MODIFICATIONS TO EXPLOSION-PROTECTED EQUIPMENT


Description: This unit covers the explosion-protection aspects of designing and developing modifications to explosion-protected equipment. It requires the abilities in technical design and compliance assessments and documentation.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEM15B CLASSIFY HAZARDOUS AREAS


Description: This unit covers knowledge and skills to classify areas where potentially explosive materials may exist. It requires the ability to gather and analyse data relative to explosion hazards, determine the extent of risk and establish and document zones delineating the levels of risk.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEM16B DESIGN ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS


Description: This unit covers the explosion-protection aspects planning electrical installations for hazardous areas. It requires the ability to identify hazardous area zones from classification diagrams, identical examples of previously classified areas or those given in standards and to select and locate explosion-protected equipment and wiring systems and other items that may influence the explosion-protection technique.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/ exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEM017B DESIGN EXPLOSION-PROTECTED ELECTRICAL SYSTEMS


Description: This unit covers the explosion-protection aspects of design electrical systems. It requires the ability to establish design briefs and to pursue economical and effective design solutions.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEM010B CONDUCT CLOSE INSPECTION OF EXISTING INSTALLATIONS


Description: This unit covers the explosion-protection aspects for electrical systems. It requires the abilities in developing modifications to explosion-protected equipment. It requires the abilities in using testing and measuring devices, terminating and connecting cords/plugs and conductors, safety testing and reporting.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEM012B DEVELOP AND MANAGE MAINTENANCE PROGRAMS


Description: This unit covers the explosion-protection aspects for conducting visual inspections. It requires the abilities in using testing and measuring devices, terminating and connecting cords/plugs and conductors, safety testing and reporting.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEP002B ATTACH CORDS AND PLUGS TO ELECTRICAL EQUIPMENT FOR CONNECTION TO A SINGLE PHASE 250 VOLT SUPPLY


Description: This unit covers attaching flexible cords and plugs to electrical equipment for connection to supplies up to 250V a.c. This may be incidental to or a primary and regular function of work related to a principle function in the workplace. It encompasses working safely, identifying plug configurations, selecting and using testing and measuring devices, terminating and connecting cords/plugs and conductors, safety testing and reporting.

Nominal Hours: 10

Required Reading: Introduction to Electrical Trade, Hampson.

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEP008B CONDUCT IN-SERVICE SAFETY TESTING OF ELECTRICAL CORD ASSEMBLIES AND CORD CONNECTED EQUIPMENT


Description: This unit covers safety testing of electrical cord assemblies and cord connected equipment. It encompasses working safely, using portable apparatus tester, identifying faults, applying tagging, arranging for repair of faulty equipment and complete testing documentation.

Nominal Hours: 20

Required Reading: Introduction to Electrical Trade, Hampson.

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEETDREL01A APPLY ENVIRONMENT AND SUSTAINABLE ENERGY PROCEDURES


Description: This unit covers the implementation of relevant environmental procedures to specific projects/sites. It includes the identification of possible environmental risks and impacts; the undertaking of work in accordance with sustainable energy and energy conservation principles, the provision of re-cycling materials and the recording and reporting of environmental incidents. It also encompasses the process of reviewing and participating in contributing to environmental procedures according to established enterprise requirements.

Nominal Hours: 40

Required Reading: Introduction to Electrical Trade, Hampson.

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UTENES009A PARTICIPATE IN THE TRAINING OF OTHERS


Description: Plan and prepare for training opportunities; supervise/mentor learners; verify activities undertaken by learner.

Nominal Hours: 52

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES105GA INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION)


Description: Install wiring enclosures, cable support systems, cables and accessories.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES105JA INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL - LOW VOLTAGE)


Description: Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
UTENES106BA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRICAL)


Description: Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.

Nominal Hours: 180

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES206BA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRICAL)


Description: Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.

Nominal Hours: 180

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES301BA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND CIRCUITS (ELECTRICAL)


Description: 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

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES402BA TEST APPARATUS AND CIRCUITS (ELECTRICAL)


Description: Plan and prepare for testing; Conduct testing; Notify completion of test.

Nominal Hours: 200

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES501BA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (ELECTRICAL)


Description: Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).

Nominal Hours: 180

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBN768 DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to research careers and training opportunities in the Manufacturing and Engineering Industry and develop an individual career path plan. This involves examining the range of activities the industry covers, the types of occupations that are available and the training pathways that can lead to those occupations.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN769 PERFORM BASIC MACHINING PROCESSES

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to undertake basic machining operations under supervision. This involves setting up and machining components by using lathes, milling machines, cut off saws, pedestal grinders and fixed position drilling machines. Marking out skills are also included as necessary in the machining process.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN770 APPLY BASIC FABRICATION TECHNIQUES

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to basic fabrication tasks under supervision. This involves using appropriate machinery and applying associated fabrication and assembly techniques to the fabrications process.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN771 APPLY ELECTROTECHNOLOGY PRINCIPLES IN AN ENGINEERING WORK ENVIRONMENT

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to select, set-up and use a range of test equipment to measure voltage, current and resistance. This involves testing for continuity, insulation and identifying commonly used electrical/electronic devices for the supply of power and for the control of machines and plant in an engineering environment.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN772 USE COMPUTERS FOR ENGINEERING RELATED WORK ACTIVITIES

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to operate a computer, organise the desktop, select the appropriate engineering application package and process information for a range of functions.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTQ/workplace assignments.

VBN773 PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS

Locations: Sunshine.
Description: This unit of competency sets out the knowledge and skills required in the identification, selection and interpretation of a drawing or sketch, and the preparation of sketches and drawings.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTQ/workplace assignments.

VBN774 PERFORM BASIC COMPUTATIONAL PRINCIPLES IN ENGINEERING WORK ACTIVITIES

Locations: Sunshine.
Description: This unit of competency sets out the knowledge and skills required to perform basic computations in the workplace. This includes the correct use of fractions and decimals.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTQ/workplace assignments.

VBN776 USE BASIC ENGINEERING CONCEPTS TO PLAN THE MANUFACTURE OF ENGINEERING COMPONENTS

Locations: Sunshine.
Description: This unit of competency sets out the knowledge and skills required to plan the fabrication of engineering components. This involves defining the problem, identifying and reviewing specifications, determining resources, production sequence and schedules.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTQ/workplace assignments.

VBN777 HANDLE ENGINEERING MATERIALS

Locations: Sunshine.
Description: This unit of competency sets out the knowledge and skills required to safely handle materials in accordance with occupational health and safety requirements and enterprise procedures. This involves using manual handling techniques, operating mechanical handling equipment and handling industrial chemicals and materials.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTQ/workplace assignments.

VBN778 PRODUCE BASIC ENGINEERING COMPONENTS AND PRODUCTS USING FABRICATION AND MACHINING

Locations: Sunshine.
Description: This unit of competency sets out the knowledge and skills required to produce a range of basic engineering components and products using basic fabrication and machining techniques. This involves identifying the required manufacturing methods, starting the operations, preparing materials and tooling, producing components and assembling components. The unit is intended as a broad based unit with a practical, project-based focus. It develops the basic skills and techniques attained through the prerequisite machining and fabrication units and prepares the candidate for later elective specialisation units.
Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTQ/workplace assignments.

VBN779 PERFORM CUTTING, GRINDING AND TURNING OPERATIONS

Locations: Sunshine.
Description: This unit of competency sets out the knowledge and skills required to produce a range of basic engineering components and products by cutting, grinding and turning techniques. This involves identifying the required manufacturing methods, starting the operations, preparing materials and equipment, producing components and assembling components. The unit is intended to develop the basic skills and techniques attained through the prerequisite machining, drawing interpretation, materials handling and OHS units.
Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTQ/workplace assignments.

VBN780 FORM, BEND AND SHAPE ENGINEERING MATERIALS

Locations: Sunshine.
Description: This unit of competency sets out the knowledge and skills required to produce a range of basic engineering components and products using basic fabrication techniques. This involves identifying the required manufacturing methods, starting the operations, preparing materials and equipment, producing components and assembling components. The unit is intended to develop the basic skills and techniques attained through the prerequisite fabrication units.
Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTQ/workplace assignments.

VBN781 USE FUNDAMENTAL REFRIGERATION PRINCIPLES AND PROCESSES TO FABRICATE ENGINEERING STRUCTURES

Locations: Sunshine.
Description: This unit of competency sets out the knowledge and skills required to make refrigeration and air conditioning equipment operational. This involves retro fitting existing domestic and light commercial refrigeration and air conditioning equipment with alternative refrigerants, reconditioning/replacing components, returning to service, testing equipment, and completing basic service reports for administrative action.
Nominal Hours: 60
VBN782 PERFORM BASIC WELDING AND THERMAL CUTTING PROCESSES TO FABRICATE ENGINEERING STRUCTURES

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to perform: - basic welding using manual metal arc welding (MMAW)- basic welding using gas metal arc welding (GMAW)- basic thermal cutting using fuel gas equipmentThis involves identifying the welding/cutting requirements, preparing materials and equipment, welding and cutting components. Welding is routine and where the welding quality is not required to meet an Australian Standard or equivalent. Fillet and butt welds would typically be performed on low carbon/mild steels. Thermal cutting is manual straight line cutting.

Nominal Hours: 60
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

VBN783 CREATE ENGINEERING DRAWINGS USING COMPUTER AIDED SYSTEMS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to produce engineering drawings using a computer aided system. The unit is intended to build on the skills and techniques attained through the pre-requisite units VBN772 Use computers for engineering work related activities and VBN773 Produce basic engineering sketches and drawings.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN785 ASSEMBLE AND TEST ELECTRONIC ENGINEERING EQUIPMENT AND MAKE IT OPERATIONAL

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to assemble and test electronic engineering equipment and make it operational. This involves identifying task requirements, preparing components, assembling electronic equipment and testing equipment to ensure correct operation.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN786 FABRICATE BASIC JEWELLERY ITEMS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to construct basic jewellery components, single and multiple-piece items involving a limited range of fabrication processes and techniques.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBP118 CARRY OUT A SHARED TECHNOLOGY PROJECT


Description: This unit of competency sets out the knowledge and skills required to carry out a shared technology project by merging distinct electrotechnology domains to achieve an innovative and integrated technical solution. This includes planning, preparation and conduct of a projects in accordance with a project management plan.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP119 PERFORM BASIC NETWORK AND COMPUTER ASSEMBLY


Description: This competency unit sets out the knowledge and skills required to construct and configure basic standalone computers and small networks consisting of a maximum of five computers linked by a network.

Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP120 PERFORM BASIC NETWORK AND COMPUTER MAINTENANCE


Description: This competency unit sets out the knowledge and skills required to maintain, upgrade and troubleshoot basic standalone computers and small networks consisting of a maximum of five computers linked by a network.

Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP121 INSTALL AND CONFIGURE BASIC NETWORK AND COMPUTER OPERATING SYSTEMS


Description: This competency unit sets out the knowledge and skills required to install and configure computer and network operating systems. This unit covers stand alone computer operating systems and network operating systems suitable for small networks not exceeding five workstations.

Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
VBP123  BUILD A SMALL WIRELESS LAN


Description: This competency unit sets out the knowledge and skills required to construct, configure and operate a small wireless local area network consisting of a maximum of five computers linked through a network to the internet.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP126  SET UP AND OPERATE A WIRELESS COMMUNICATIONS LINK


Description: This competency unit sets out the knowledge and skills required to set up and operate a wireless communications link. This includes point to point links for a range of purposes using a range of frequency bands and may extend into the infrared and visible portion of the electromagnetic spectrum.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP128  SET UP AND TEST AN EMBEDDED CONTROL SYSTEM


Description: This competency unit sets out the knowledge and skills required to install, set up and test embedded control systems used for automatic or semi-automatic operation of a wide range of consumer and industrial equipment.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP129  TEST AND VERIFY CORRECT OPERATION OF A "BY-WIRE" CONTROL SYSTEM


Description: This competency unit sets out the knowledge and skills required to test and verify correct operations of a "by-wire" control system. This includes input transducers, output devices, serial bus concepts, channel multiplexing and use of this technology in aviation, automotive, building automation and remote control applications.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP130  IMPLEMENT A DIGITAL CIRCUIT USING A PROGRAMMABLE LOGIC DEVICES (PLD)


Description: This competency unit sets out the knowledge and skills required to implement, from a given design file, digital circuits on programmable logic devices. These devices may include PLDs, CPLDs, FPGAs or similar technologies.

VBP131  CONSTRUCT AND CONFIGURE A BASIC ROBOTIC SYSTEM


Description: This competency unit sets out the knowledge and skills required to construct and configure a basic robotic system. Typical tasks for basic robotics system operation include pick and place, motion, navigation. This unit does not include large, complex industrial robotic systems used in manufacturing operations.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP132  PROGRAM A BASIC ROBOTIC SYSTEM


Description: This competency unit sets out the knowledge and skills required to program small robotic systems. This includes standard developing steps taken when creating code in integrated programming environments and consequently applying the programming code to controlling robotic systems.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP133  PLAN AND BUILD A SYSTEM USING PHOTONIC EQUIPMENT


Description: This competency unit sets out the knowledge and skills required to plan and build systems using photonics equipment. This includes identifying photonic components and equipment, interconnecting them and performing measurements on the operating circuits.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP136  OPERATE A SMALL POWER SUPPLY SYSTEM


Description: This competency unit sets out the knowledge and skills required to monitor the operation of a small scale power supply system at the site of power supply system. The output of the system is to not exceed 32VDC and not to be connected to main electricity grid.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
VBP137  ASSEMBLE AND CONNECT AN EXTRA LOW VOLTAGE BATTERY POWER SOURCE


Description: This unit of competency sets out the knowledge and skills required to select the type, capacity and configuration of a battery source for a given DC load. This includes wiring up and testing the installation. The voltage of the battery source must not exceed 24 volts DC.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP228  APPLY MATHEMATICAL SOLUTIONS TO ENGINEERING PROBLEMS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply mathematical concepts and methods that are common to all engineering fields. This includes arithmetic, algebra, geometry, equations, functions, graphs and the use of scientific calculators but does not include differential and integral calculus. 1.1 License to practice: No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 0


Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP229  APPLY STATISTICAL METHODS FOR QUALITY CONTROL AND RELIABILITY

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply statistical concepts and methods that are common to all engineering fields for the purpose of quality control. This includes averages, probability, frequency distributions, standard deviation, and quality control applications. 1.1 License to practice: No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP230  APPLY SCIENTIFIC PRINCIPLES TO ENGINEERING PROBLEMS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply scientific principles to solve problems common to all engineering fields. This includes quantities and units, vector and scalar quantities, kinematics dynamics, heat and temperature, constitution of matter and error and uncertainty. 1.1 License to practice: No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP231  APPLY PRINCIPLES OF MECHANICS TO ENGINEERING PROBLEMS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply mechanics concepts and principles to solve problems common to all engineering fields. This includes forces, moments, friction and frames. 1.1 License to practice: No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP232  APPLY PRINCIPLES OF STRENGTH OF MATERIALS TO ENGINEERING PROBLEMS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply principles of strength of materials to standard engineering problems. This includes stress strain, deformation, and properties of sections, shear force and testing 1.1 License to practice: No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP234 APPLY CALCULUS TO ENGINEERING PROBLEMS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply calculus to the solution of engineering problems. This includes differentiation and integration, applications to rectilinear motion, maxima and minima and simple differential equations. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP235 USE COMPUTER AIDED DRAFTING SYSTEMS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply Computer Aided Drafting using 2D techniques for engineering applications. This includes complex and advanced applications of Computer Aided Drafting systems. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP236 USE ADVANCED 2D

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to create 2D and 3D wireframe and surface models and their representation on working drawings for engineering applications. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP243 PLAN, IMPLEMENT AND APPLY PREVENTATIVE MAINTENANCE PROCEDURES

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to plan, implement and apply a preventative maintenance program for an engineering workplace. This includes planning the preventative maintenance task according to already established procedures, taking appropriate measures to set up the operational conditions for implementing the task and finally coordinate and carry out the preventative maintenance work. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP244 ESTABLISH AND MANAGE MAINTENANCE SYSTEMS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to establish and manage maintenance systems within an engineering environment that causes minimum disruption to plant/equipment and is cost effective. This
includes the application of computerised maintenance management systems and the development of maintenance policy. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP245 SELECT AND APPLY LUBRICATION PRINCIPLES

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to select, apply and review lubrication principles and products. This includes the requirement to classify and select common and special lubricants and to diagnose problems in lubrication systems. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP246 SELECT AND MAINTAIN BEARING AND ROTARY SHAFT ASSEMBLIES

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to select, maintain and review plain and anti-friction bearing assemblies, and rotary shaft seals. This includes selecting and applying appropriate lubricants and conducting premature fault analysis. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP250 SET UP MANUFACTURING PROCESSES FOR ENGINEERING APPLICATIONS

Locations: Sunshine.

Description: This unit covers the skills and knowledge required to select and set up principal methods of manufacturing in the manufacturing industry, including metal forming operations, fabrication, powder metallurgy, machine tools and CNC. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP255 PROGRAM A 3D MACHINE CENTRE

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to produce basic 30 CAM and NC programs for a CNC milling centre. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP256 PROGRAM 4TH AXIS APPLICATIONS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to produce basic CAM and NC programs for 4 axis machining centres and Mill Turn lathes. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP257 CREATE ADVANCED PROGRAMS FOR CNC MACHINE CENTRES

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to produce advanced 3D CAD/CAM and NC programs for 4 and/or 5 axes CNC machining centres. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP263 IMPLEMENT BASIC MATERIALS SCIENCE PRINCIPLES TO ENGINEERING APPLICATIONS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply basic principles of materials science to engineering problems applications. It involves testing of materials to evaluate the engineering properties of materials and includes the recognition of common materials used in engineering, the classification of materials, the properties of materials and the factors that influence those properties. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP264 IMPLEMENT ADVANCED MATERIALS SCIENCE PRINCIPLES TO ENGINEERING APPLICATIONS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply advanced principles of materials science to engineering problems applications. This includes the identification and description of structure and properties of materials, metallography, heat treatment processes for metals, strengthening mechanisms, surface engineering and failure mechanisms. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP265 PLAN FOR THE IMPLEMENTATION OF MECHANICAL DRIVE SYSTEMS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to plan for the implementation of mechanical drive systems. This includes
using catalogues and drawing of components including shafts, couplings, belts, chains, gears variable speed drives, brakes, clutches, bearings, winch equipment, reciprocating drives/linear to rotational 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP266 APPLY FLUID MECHANIC PRINCIPLES IN MECHANICAL ENGINEERING

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply fluid mechanic principles in mechanical engineering. This includes the principles and applications of fluids, fluid components, fluid status, fluid flow, fluid power, and forces developed by flow in fluids. To perform calculations to determine changes, forces etc. Fluid flow and headloss in pipes and through open channels, to determine operational aspects of a pump in a system and to describe the basic types of fluid machinery. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP267 SET UP FLUID POWER CONTROLLED ENGINEERING SYSTEMS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to develop the knowledge and skills to set up fluid power controlled systems. This includes the maintenance and repair of single and multi actuator fluid power circuits. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP269 APPLY HYDRAULIC PRINCIPLES IN ENGINEERING

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply hydraulic principles in engineering. It involves the operation, maintenance and construction of hydraulic system and machine control circuitry. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP270 APPLY PNEUMATIC PRINCIPLES IN ENGINEERING.

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply pneumatic principles in engineering. It involves the operation, maintenance and construction of pneumatic system and machine control circuitry. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP271 SET UP MECHATRONICS ENGINEERING SYSTEMS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to plan and construct a mechatronics engineering system and interface it with a standard industrial programmable controller for a complete operating system. It includes all wiring and programming to achieve automation together with commissioning and troubleshooting requirements. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP272 INTERFACE AND PROGRAM MECHATRONICS ENGINEERING SYSTEMS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to interface and program mechatronics systems with solid-state hardware sequencing devices and personal computer interfacing. This includes building a dedicated solid-state hardware controller for selected sequencing operations. It also covers the skills and knowledge required when adding at least 2 analog inputs and 1 analog output using a PC interface to assist in computing dependant output/input conditions.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP273 PERFORM VIBRATION MEASUREMENT AND CONTROL

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to select suitable vibration measuring equipment, use and apply the instruments required to evaluate, monitor and control machine vibrations. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP275 PROGRAM, OPERATE AND SELECT A ROBOTICS SYSTEM

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to program, operate and select a robotics system. This includes identification, installation and maintenance procedures, program simulated industrial applications, CAD techniques to program robots off-line and to download programs to robots. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP276 PLAN AND MANAGE A ROBOTICS SYSTEM

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to select, install and commission robots for industrial application. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP277 APPLY THERMODYNAMIC PRINCIPLES IN ENGINEERING

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply thermodynamic principles in engineering. This includes concepts, forms and principles and performing relevant calculations with respect to thermodynamics. 1.1

Nominal Hours: 60

License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Nominal Hours:** 80

**Required Reading:** Mechanics and strength of Materials Roger Kinsky 2009 McGraw Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**VBP278 DESIGN MECHANICAL MACHINES**

**Locations:** Sunshine.

**Description:** This unit of competency sets out the knowledge and skills required to design rotating machines, using catalogues and standard machine designs. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Nominal Hours:** 80

**Required Reading:** Mechanics and strength of Materials Roger Kinsky 2009 McGraw Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**VBP279 IMPLEMENT SITE INVESTIGATION PROCEDURES**

**Locations:** Sunshine.

**Description:** This unit of competency sets out the knowledge and skills required to apply site investigation procedures and geological studies, through an understanding of engineering soils, major rock and mineral types, in accordance with AS 1726. This includes tests that are common to the behaviour of engineering soils, in accordance with AS 1289. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Nominal Hours:** 60

**Required Reading:** Mechanics and strength of Materials Roger Kinsky 2009 McGraw Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**VBP280 APPLY CONSTRUCTION PRINCIPLES TO CIVIL ENGINEERING WORKS**

**Locations:** Sunshine.

**Description:** This unit of competency sets out the knowledge and skills required to apply the fundamental principles and concepts associated with planning, estimating and costing to the preparation and interpretation of tender documents, costs estimates and the reporting of actual versus estimated project costs. This includes the documenting of people, plant, equipment and processes employed in the building and civil construction industry.

**Nominal Hours:** 60

**Required Reading:** Mechanics and strength of Materials Roger Kinsky 2009 McGraw Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**VBP281 APPLY PRINCIPLES OF MATERIALS OF CIVIL ENGINEERING APPLICATIONS**

**Locations:** Sunshine.

**Description:** This unit of competency sets out the knowledge and skills required in practical activities and tests that are common in construction materials, such as aluminium, brick, timber and concrete. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Nominal Hours:** 60

**Required Reading:** Mechanics and strength of Materials Roger Kinsky 2009 McGraw Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**VBP282 APPLY ENVIRONMENTAL SOLUTIONS TO ENGINEERING PROJECTS**

**Locations:** Sunshine.

**Description:** This unit of competency sets out the knowledge and skills required to undertake an environmental study for an engineering project, including pollution problems, methods used for monitoring the environment and principles used for restoration programs. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Nominal Hours:** 40

**Required Reading:** Mechanics and strength of Materials Roger Kinsky 2009 McGraw Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

VBP283   APPLY PRINCIPLES OF MECHANICS TO
ENGINEERING STRUCTURES

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to
perform analyses concerned with the mechanical properties of materials as they
relate to problems of strength and stability of structures and mechanical structures.
This includes the calculation of different kinds of loading on structural elements. 1.1
License to practice No licensing, legislative, regulatory or certification requirements
apply to this unit at the time of publication. However, practice in this unit is subject
to regulations directly related to occupational health and safety and where applicable
contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40
Required Reading: Mechanics and strength of Materials Roger Kinsky 2009
McGraw Hill.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

VBP284   APPLY SURVEYING FOR CIVIL ENGINEERING
PROJECTS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required
to design and establish survey control for engineering and construction purposes.
This includes the measurement and calculation of survey data, drawing of sketch
plans, collection and processing of topographical data for detail mapping and related
computational skills. 1.1 License to practice No licensing, legislative, regulatory or
certification requirements apply to this unit at the time of publication. However, practice in
this unit is subject to regulations directly related to occupational health and safety and
where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40
Required Reading: Mechanics and strength of Materials Roger Kinsky 2009
McGraw Hill.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

VBP285   PERFORM MEASUREMENTS AND LAYOUT TASKS ON
CONSTRUCTION SITES

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to
perform basic measurement and layout tasks on construction sites, including the use
of levels and distance measuring techniques. 1.1 License to practice No licensing,
legislative, regulatory or certification requirements apply to this unit at the time of
publication. However, practice in this unit is subject to regulations directly related to
occupational health and safety and where applicable contracts of training such as
apprenticeships and traineeships.

Nominal Hours: 40
Required Reading: Mechanics and strength of Materials Roger Kinsky 2009
McGraw Hill.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

VBP289   PRODUCE AN ENGINEERING DESIGN FOR A
REINFORCED CONCRETE STRUCTURE

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to
complete an engineering project brief, including the analysis and design of flexural
reinforced concrete members from first principles, using appropriate design aids. 1.1
License to practice No licensing, legislative, regulatory or certification requirements
apply to this unit at the time of publication. However, practice in this unit is subject
to regulations directly related to occupational health and safety and where applicable
contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40
Required Reading: Mechanics and strength of Materials Roger Kinsky 2009
McGraw Hill.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

VBP290   PRODUCE AN ENGINEERING DESIGN FOR A STEEL
STRUCTURE

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to
complete an engineering project brief, including the analysis and design of simple
steel structures from first principles, using appropriate design aids. 1.1 License to
practice No licensing, legislative, regulatory or certification requirements apply to this
unit at the time of publication. However, practice in this unit is subject to regulations
directly related to occupational health and safety and where applicable contracts of
training such as apprenticeships and traineeships.

Nominal Hours: 60
Required Reading: Mechanics and strength of Materials Roger Kinsky 2009
McGraw Hill.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

VBP291   PRODUCE REINFORCED CONCRETE DRAWINGS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to
produce typical drawings for the detailing of reinforced concrete elements of
buildings, in accordance with standard practice in AS1100.501 and AS3600. 1.1
License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Nominal Hours:** 40

**Required Reading:** Mechanics and strength of Materials Roger Kinsky 2009 McGraw Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**VBP293 PRODUCE STRUCTURAL STEEL DRAWINGS**

**Locations:** Sunshine.

**Description:** This unit of competency sets out the knowledge and skills required to provide the skills and principles necessary to produce drawings for structural steel elements, in accordance with accepted practice as outlined in AS4100 and Australian Institute of Steel Construction (AISC) manuals. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Nominal Hours:** 40

**Required Reading:** Mechanics and strength of Materials Roger Kinsky 2009 McGraw Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**VBP294 PRODUCE ADVANCED ENGINEERING DRAWINGS FOR A STEEL STRUCTURE**

**Locations:** Sunshine.

**Description:** This unit of competency sets out the knowledge and skills required to complete typical road drawings required to complete typical road drawings required in the geometrical layout of rural roads, to the standards of AS1100.401. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Nominal Hours:** 40

**Required Reading:** Mechanics and strength of Materials Roger Kinsky 2009 McGraw Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**VBP296 PRODUCE ENGINEERING DRAWINGS FOR A RURAL ROAD**

**Locations:** Sunshine.

**Description:** This unit of competency sets out the knowledge and skills required to complete typical road drawings required in the geometrical layout of rural roads, to the standards of AS1100.401. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Nominal Hours:** 40

**Required Reading:** Mechanics and strength of Materials Roger Kinsky 2009 McGraw Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**VBP298 PRODUCE ENGINEERING DRAWINGS FOR A STORMWATER RETICULATION SCHEME**

**Locations:** Sunshine.

**Description:** This unit of competency sets out the knowledge and skills required to complete engineering drawings for a stormwater reticulation scheme, in accordance with AS1100.401 and relevant drainage standards.

**Nominal Hours:** 20

**Required Reading:** Mechanics and strength of Materials Roger Kinsky 2009 McGraw Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**VBP299 APPLY SURVEYING COMPUTATIONS TO CIVIL ENGINEERING PROJECTS**

**Locations:** Sunshine.

**Description:** This unit of competency sets out the knowledge and skills required to apply computational concepts and methods that are common to civil engineering and surveying projects. This includes the conversion of survey measurements and data into surveying and mapping coordinates and computational set out data to facilitate the construction of an engineering project. This does not include the use of calculus. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

**Nominal Hours:** 40

**Required Reading:** Mechanics and strength of Materials Roger Kinsky 2009 McGraw Hill.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
VBQU263 APPLY PRINCIPLES OF METROLOGY IN MANUFACTURING
Locations: Sunshine.
Description: This unit of competency sets out the knowledge and skills required to apply principles of metrology to the manufacture of products during and after fabrication. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 60
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBQU264 APPLY PRINCIPLES OF ADVANCED METROLOGY IN MANUFACTURING
Locations: Sunshine.
Description: This unit of competency sets out the knowledge and skills required to apply principles of advanced metrology to the manufacture of products during and after fabrication. This includes process variability for large-scale production runs, effects and control of temperature, precise angular measurements and measurements of complex forms, such as screw threads, gears and cams. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 60
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBQU266 PROGRAM AND SET UP CO-ORDINATE MEASURING MACHINES (CMM)
Locations: Sunshine.
Description: This unit of competency sets out the knowledge and skills required to develop programs for co-ordinate measuring machines, setting up measurement probes and preparing the CMM for measurement data acquisition of engineering components. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 60
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBQU267 INTEGRATE CO-ORDINATE MEASURING MACHINES INTO MANUFACTURING
Locations: Sunshine.
Description: This unit of competency sets out the knowledge and skills required to integrate co-ordinate measuring machines into an automated manufacturing process. This includes networking the CMM inspection process into the overall control loop, and set up the system to perform automated analysis of process trends and, within limits, compensate for non-compliant process trends. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 80
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBQU448 PREPARE SPECIFICATIONS FOR THE SUPPLY OF MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY PROJECTS
Description: Prepare specifications for the supply of materials and equipment for electrotechnology projects content. This unit of competency sets out the knowledge and skills required to write technical specifications for the supply of materials and equipment associated with electrotechnology projects. This includes determining, specifying and documenting the performance requirements of materials and equipment for the electrotechnology project and comparing these specifications against available materials and equipment.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU449 ESTIMATE ELECTROTECHNOLOGY PROJECTS
Description: This unit of competency sets out the knowledge and skills required to estimate costs for competitive quotations and tenders. This includes understanding job specifications, material take-offs, determining labour and site requirements, costing and documenting.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU450 PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS
Description: This unit of competency sets out the knowledge and skills required to provide quotations for installation and service work. This includes understanding job specifications, using suppliers’ catalogues, making enquiries telephone or email, selecting materials complying with the job requirements, estimating direct and indirect costs; completing quotation documentation and maintaining good customer relations.
VBQU451 CONDUCT AN ELECTRICAL CONTRACTING BUSINESS


Description: This unit of competency sets out the knowledge and skills required to conduct an electrical contracting business. It includes applying knowledge of business practices, technical regulations, and standards, and implementing occupational and workplace relations requirements.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU452 SET UP AND COMMISSION PROGRAMMABLE LOGIC CONTROLLERS


Description: This unit of competency sets out the knowledge and skills required to set up and commission programmable logic controllers. It includes selecting PLCs, setting up control programs, and integrating sensors and transducers.

Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU453 WRITE PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS


Description: This unit of competency sets out the knowledge and skills required to write, test, and modify programs for programmable logic controllers (PLCs). It includes working safely, applying knowledge of control systems, and developing control programs.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU454 DEVELOP, ENTER AND VERIFY PROGRAMS FOR SCADA SYSTEMS


Description: This unit of competency sets out the knowledge and skills required to develop, enter, and verify programs for supervisory control and data acquisition systems. It includes working safely, developing Human-Machine Interface (HMI), and using dedicated SCADA software packages and documenting programs.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU455 INTEGRATE PROGRAMMABLE LOGIC CONTROLLERS INTO INDUSTRIAL CONTROL PROCESSES


Description: This unit of competency sets out the knowledge and skills required to integrate programmable logic controllers into industrial control processes. It includes working safely, integrating various sensors and transducers with PLC I/O modules, and interfacing requirements.

Nominal Hours: 80
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU456 DIAGNOSE AND RECTIFY FAULTS IN SERVO DRIVE SYSTEMS


Description: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in servomotor control systems and stepper motor drive systems. It includes working safely, applying knowledge of servomotor drive operating parameters, and implementing fault rectification, safety, and functional testing.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
VBQU457  DIAGNOSE AND RECTIFY FAULTS IN AC MOTOR DRIVE SYSTEMS


Description: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in AC motor control systems. This includes working safely; applying knowledge of AC motor control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU458  DIAGNOSE AND RECTIFY FAULTS IN DC MOTOR DRIVE SYSTEMS


Description: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in DC motor control systems. This includes working safely; applying knowledge of DC motor control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU459  INSTALL AND MAINTAIN INDUCTION MOTORS


Description: This unit of competency sets out the knowledge and skills required to install and maintain induction motors. This includes working safely; applying knowledge and interpreting technical data to perform maintenance, testing, installation and replacement of single phase and 3 phase induction motors. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60
Assessment: Written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, profiling on internet, RT0/workplace projects and RT0/workplace assignments.

VBQU460  EVALUATE PERFORMANCE OF ELECTRICAL MACHINES


Description: This unit of competency sets out the knowledge and skills required to evaluate the performance of electrical machines across their load range. This includes working safely; setting up and conducting evaluation measurements, evaluating performance from measured parameters and documenting results and recommending any resulting corrective actions. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU461  DIAGNOSE AND RECTIFY FAULTS IN INDUSTRIAL CONTROL EQUIPMENT AND SYSTEMS


Description: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in industrial control equipment and systems. This includes working safely; applying knowledge of industrial control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU462  DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC POWER CONTROL SYSTEMS


Description: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in electronic power control systems. This includes working safely; applying knowledge of industrial control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU463  DEVELOP, ENTER AND VERIFY PROGRAMS FOR INDUSTRIAL CONTROL SYSTEMS USING HIGH LEVEL LANGUAGE


Description: This unit of competency sets out the knowledge and skills required to write, test and modify programs for programmable logic controllers (PLCs). This includes working safely, applying knowledge of control systems, program control functions and developing and testing control programs using a range of programming language approaches. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical
installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU464 PROVIDE SOLUTIONS TO PROBLEMS IN BASIC INDUSTRIAL CONTROL SYSTEMS


Description: This unit of competency sets out the knowledge and skills required to interpret process and circuit diagrams, perform functional tests, optimise control loops and report control system malfunction. This includes working safely; applying knowledge of control systems in collecting and analysing data and problem solving. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU465 TEST AND MONITOR FLUID POWER CIRCUITS

Locations: Sunshine, Off-shore.

Description: This unit of competency sets out the knowledge and skills required to apply fluid power principles in engineering settings. This includes working safely; applying knowledge of fluids to the operation and testing of fluid power components, interpreting fluid system circuit diagrams and monitoring flow in fluid power circuits.

Nominal Hours: 60
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBQU466 INSTALL AND MAINTAIN HYDRAULIC/PNEUMATIC SYSTEMS

Locations: Sunshine, Off-shore.

Description: This unit of competency sets out the knowledge and skills required to install and maintain hydraulic and pneumatic systems. This includes working safely; applying knowledge and interpreting technical data to perform maintenance, testing, installation and repair/replacement of hydraulic and pneumatic systems.

Nominal Hours: 80
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBQU467 SETUP ELECTRONICALLY CONTROLLED ROBOTICALLY OPERATED COMPLEX SYSTEMS

Locations: Sunshine, Off-shore.

Description: This unit of competency sets out the knowledge and skills required to set up, adjust, maintain and modify electronically controlled robotically operated complex systems. This includes working safely; applying knowledge of both electronic control and robotic components to select and commission transducers and sensors suitable for a given control application, determining interfacing requirements, perform installation and/or maintenance tasks, and setting up, testing and adjusting them as per specifications.

Nominal Hours: 80
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBQU468 TEST AND COMMISSION TRANSDUCERS AND SENSORS

Locations: Sunshine, Off-shore.

Description: This unit of competency sets out the knowledge and skills required to select and commission transducers and sensors for control systems. This includes selecting transducers and sensors suitable for a given control application, determining interfacing requirements, perform installation and/or maintenance tasks, and setting up, testing and adjusting them as per specifications.

Nominal Hours: 60
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBQU469 SET UP ELECTRONICALLY CONTROLLED MECHANICALLY OPERATED COMPLEX SYSTEMS

Locations: Sunshine, Off-shore.

Description: The unit applies to engineering, manufacturing or processing environments, where electronically controlled mechanical systems are used and where this equipment requires setting up, adjustment, maintenance or modification.

Nominal Hours: 60
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU195 ANALYSE PIPING DESIGNS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to analyse piping designs with respect to equipment, materials, and fittings to meet design specifications, safety and economic parameters for a specific installation. No
VPAU207    ANALYSE AND DESIGN FOUNDATIONS AND FOOTINGS

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the design and analysis of foundations and footings of structures from first principles, using appropriate design aids. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 40

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU208    DESIGN A TIMBER STRUCTURE

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the analysis and design of simple timber structures from first principles, using appropriate design aids. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 60

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU643    WRITE ADVANCED CNC PROGRAMS AND OPERATE A VERTICAL MACHINING CENTRE

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to set up, write advanced CNC programs and operate vertical machining centres. This includes incorporation of advanced techniques such as sub programs, nesting and 4th axis work.

Nominal Hours: 40
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU644    WRITE ADVANCED CNC PROGRAMS AND OPERATE A MULTI AXIS TURNING CENTRE

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to write an Advanced CNC program and operate CNC multi axis turning centres. This includes incorporate advanced techniques.

Nominal Hours: 60

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VU20159    APPLY PRINCIPLES OF HYDRAULICS TO PIPE AND CHANNEL FLOW

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply principles of hydraulics to pipe and channel flow in civil engineering. It provides an understanding of the processes required to collect data accurately, interpret data, verify data and apply theoretical techniques to produce flow data essential to performance.

Nominal Hours: 80
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VU20160    DESIGN A WATER RETICULATION SCHEME

Locations: Sunshine.

Description: This unit of competency sets out the knowledge and skills required to apply principles of design for an engineering water reticulation scheme using appropriate design standards.

Nominal Hours: 40
Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
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VU20161    PLAN SEWERAGE RETICULATION SYSTEMS
Locations: Sunshine.
Description: This unit of competency describes the outcomes required to plan sewerage reticulation systems.
Nominal Hours: 40
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VU20162    PLAN WATER RETICULATION SYSTEMS
Locations: Sunshine.
Description: This unit of competency describes the outcomes required to plan water reticulation systems.
Nominal Hours: 40
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VU20478    MANAGE DRINKING WATER QUALITY INFORMATION
Locations: Sunshine, Industry.
Description: This unit of competency sets out the knowledge and skills required to manage drinking water quality information. It provides an understanding of key biological and chemical processes required to design a monitoring program, formulate and manage a water quality database, and assess water quality data.
Nominal Hours: 40
Required Reading: Not Applicable.
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

VU20479    MANAGE THE CONSTRUCTION OF PIPELINE SYSTEMS
Locations: Sunshine, Industry.
Description: This unit of competency describes the outcomes required to manage construction of pipeline systems.
Nominal Hours: 60
Required Reading: Not Applicable.
Assessment: Assessment tasks will be designed to meet the controlled parameters
SCHOOL OF CONSTRUCTION INDUSTRIES

Below are details of courses offered by the School of Construction Industries in 2012. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to international students are marked with the (I) symbol.

CERTIFICATE II IN SIGN WRITING
Course Code: 21398VIC
Campus: Sunshine.

This course is for Continuing students only

Course Objectives: The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Sign Industry.

Careers: Signwriter/Sign Industry Worker.

Admission Requirements Other: There are no formal entry requirements.

Selection Processes: Direct Entry.

Interview or skills indicator.

COURSE STRUCTURE
14 weeks full-time. Full-time or part-time.

Core Units of Study
- BCF2004A LAYOUT SIGNS 40
- BCF2005A USE COLOUR MATCHING FOR SIGN WRITING 24
- BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 20
- BCG1001A CARRY OUT OH&S REQUIREMENTS 40
- BCG1002A PLAN AND ORGANISE WORK 20
- BCG1003A READ AND INTERPRET PLANS 36
- BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- BCG1005A USE HAND AND POWER TOOLS 80
- BCG1006A USE SMALL PLANT AND EQUIPMENT 16
- BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
- BCG1008A USE SIMPLE LEVELLING DEVICES 8
- BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE 16
- BCG2001A PREPARE SURFACES 32
- VBM974 DEVELOP BASIC ILLUMINATED SIGNS 24
- VBM975 PRODUCE BASIC COMPUTER AIDED MANUFACTURED SIGNS - VINYL 40
- VBM976 PRODUCE A BASIC SIGN 76

CERTIFICATE II IN JOINERY/SHOPFITTING/STAIRBUILDING - PRE-APPRENTICESHIP
Course Code: 21533VIC
Campus: Newport.

About this course: Take the next step towards a specialised career in the building and construction industry and pathway onto an apprenticeship. Learn the skills and knowledge of basic shopfitting, joinery and stair building techniques. Areas of training include door and window construction, cutting and installation of glass, using power and hand tools and levelling.

Course Objectives: 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.

Careers: Apprentice Joiner, Assembly, machining, materials handling.

Selection Processes: Direct Entry.

COURSE STRUCTURE
The course is 16 weeks full-time or part-time equivalent. Full-time and part-time.

Core Units of Study
- VBM985 BUILDING AND CONSTRUCTION INDUSTRY INDICATIONS 16
- VBM986 WORKPLACE DOCUMENTS AND PLANS 20
- VBM987 CAREER STUDIES 16
- VBM988 WORKPLACE SAFETY 40
- VBM990 LEVELLING 8
- VBN111 BASIC FIRST AID 8
- VBN234 CALCULATIONS FOR THE BUILDING INDUSTRY 20
- VBN235 COMMUNICATIONS FOR THE BUILDING INDUSTRY 20
- VBN236 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY 8
- VBN695 DRAFTING FOR THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY 12
- VBN696 SMALL PLANT AND PORTABLE POWER TOOLS FOR THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY 48
- VBN697 FORM SETOUTS AND TAKE OFF QUANTITIES IN JOINERY/SHOPFITTING/STAIRBUILDING 32
- VBN698 HAND TOOLS FOR JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY 90
- VBN699 STATIC MACHINES 40
- VBN700 JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY CONSTRUCTION WORK PROCESSES 120
- VBN701 DOOR AND WINDOW CONSTRUCTION 40
- VBN702 ALUMINIUM FABRICATION 24
- VBN703 SHOPFITTING DISPLAY UNITS 32
- VBN704 TIMBER STAIR CONSTRUCTION 48
CERTIFICATE II IN BUILDING AND CONSTRUCTION (BRICKLAYING, CARPENTRY, PAINTING AND DECORATING, WALL AND CEILING LINING, WALL AND FLOOR TILING AND SOLID PLASTERING) - PREAPPRENTICESHIP

Course Code: 21844VIC

Campus: Werribee, Melton, Newport, Sunshine.

Course Objectives: This qualification offers participants prevocational training in the building and construction industry. The qualification aims to provide participants with the basic skills and knowledge to allow them to seek an apprenticeship in one of the following sectors in the building and construction industry:

Careers: Bricklayer, Carpenter, Painter and Decorator, Wall and Floor Tiler.

Admission Requirements Year 12: There are no entry requirements for this course unless the applicant is under 15 years of age - in which case a letter of permission from the school and/or parents is required.

Admission Requirements International: N/A.

Admission Requirements Mature Age: There are no entry requirements for this course unless the applicant is under 15 years of age - in which case a letter of permission from the school and/or parents is required.

Admission Requirements VET: There are no entry requirements for this course unless the applicant is under 15 years of age - in which case a letter of permission from the school and/or parents is required.

Selection Processes: Direct Entry.

Applicants may be required to sit a reading/writing test.

COURSE STRUCTURE

16 weeks full-time or part time equivalent. Full-time, part-time. This qualification consists of 12 core units - with five Bricklaying stream specific modules, 11 Carpentry stream specific modules and 9 Painting and Decorating stream specific modules.

Core Units of Study

- VBQM697 WORKPLACE SAFETY AND INDUSTRY INDUCTION 34
- VBQM698 WORKPLACE PROCEDURES FOR ENVIRONMENTAL SUSTAINABILITY 16
- VBQM699 BASIC FIRST AID 8
- VBQM700 BUILDING STRUCTURES 8
- VBQM701 CALCULATIONS FOR THE BUILDING INDUSTRY 20
- VBQM702 CAREER STUDIES 16
- VBQM703 COMMUNICATIONS FOR THE BUILDING INDUSTRY 20
- VBQM704 INTRODUCTION TO SCAFFOLDING 24
- VBQM705 LEVELLING 8
- VBQM706 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY 8
- VBQM707 SAFE HANDLING AND USE OF PLANT AND POWER TOOLS 16
- VBQM708 WORKPLACE DOCUMENTS AND PLANS 20
- CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6

Bricklaying Stream specific Units of Study

- VBQM710 BRICKLAYING BASIC SKILLS 126
- VBQM709 BRICKLAYING HAND TOOLS 60

Carpentry Stream specific Units of Study

- VBQM717 SUB-FLOOR FRAMING 36
- VBQM718 WALL FRAMING 48
- VBQM719 ROOF FRAMING 40
- VBQM720 EXTERNAL CLADDING 24
- VBQM721 INSTALLATION OF WINDOW AND DOOR FRAME 24
- VBQM722 INTERIOR FIXING 40
- VBQM723 INTRODUCTION TO DEMOLITION 16
- VBQM724 FORMWORK FOR CONCRETING 40
- VBQM716 BASIC SETTING OUT 24
- VBQM715 CARPENTRY POWER TOOLS 64
- VBQM714 CARPENTRY HAND TOOLS 80

Painting and Decorating Stream specific Units of Study

- VBQM728 COLOUR THEORY AND PRACTICE 32
- VBQM729 PAINT APPLICATION 140
- VBQM730 TIMBER STAINING AND CLEAR FINISHING PRINCIPLES 40
- VBQM731 PROTECTIVE METAL COATINGS 40
- VBQM732 SPRAY PAINTING 32
- VBQM733 PAPERHANGING PRINCIPLES 20
- VBQM725 PAINTING AND DECORATING HAND TOOLS 40
- VBQM726 SURFACE PREPARATION 80
- VBQM727 PAINT PRINCIPLES 12

Wall and Floor Tiling Stream specific Units of Study

- VBPS21 WALL AND FLOOR TILING HAND AND POWER TOOLS 40
- VBPS22 TILING SUBSTRATES 48
- VBPS23 TILING ADHESIVES 96
- VBPS24 WALL TILING 128
- VBPS25 FLOOR TILING 128

ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL)

Course Code: 21953VIC

Campus: Newport.

About this course: Open the door to entry level design positions in the building industry. You’ll learn many of the skills to get you in on the ground floor: - construction technology for residential and commercial buildings - building codes - designing safe and sustainable buildings - managing complex projects

Course Objectives: The qualification will be used by Building Design Practitioner aspirants as a job ready entry level outcome.

Careers: The Advanced Diploma of Building Design (Architectural) will provide graduates with the skills and knowledge required for employment as a building designer and to apply for registration in Victoria as a sole practitioner, following the required period of industry experience.

Course Duration: 2.5 years.
Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent.

Admission Requirements International: Successful completion of VCE/VCAL or equivalent.

Admission Requirements Mature Age: Successful completion of VCE/VCAL or equivalent.

Admission Requirements VET: Successful completion of VCE/VCAL or equivalent.

Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE
To be awarded a certificate for the Advanced Diploma of Building Design (Architectural), participants are required to successfully complete all 19 core units.

VPAU582 UNDERTAKE SITE SURVEY AND ANALYSIS TO INFORM DESIGN PROCESS 40
VPAU583 APPLY STRUCTURAL AND CONSTRUCTION TECHNOLOGY TO THE DESIGN OF RESIDENTIAL BUILDINGS 180
VPAU584 APPLY STRUCTURAL AND CONSTRUCTION TECHNOLOGY TO THE DESIGN OF COMMERCIAL BUILDINGS 120
VPAU585 COMPLY WITH CODES AND STANDARDS IN THE DESIGN OF RESIDENTIAL BUILDINGS 40
VPAU586 COMPLY WITH CODES AND STANDARDS IN THE DESIGN OF COMMERCIAL BUILDINGS 50
VPAU587 DESIGN SAFE BUILDINGS 40
VPAU588 DESIGN SUSTAINABLE BUILDINGS 90
VPAU589 INTEGRATE SERVICES LAYOUT INTO DESIGN DOCUMENTATION 40
VPAU590 PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS 180
VPAU591 PRODUCE WORKING DRAWINGS FOR COMMERCIAL BUILDINGS 180
VPAU592 SELECT CONSTRUCTION MATERIALS FOR BUILDING PROJECTS 40
VPAU593 PROVIDE DESIGN SOLUTIONS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS 200
VPAU594 INTEGRATE DIGITAL APPLICATIONS INTO ARCHITECTURAL WORKFLOWS 240
VPAU595 PRESENT ARCHITECTURAL DESIGNS 120
VPAU596 MANAGE ARCHITECTURAL PROJECT ADMINISTRATION 60
VPAU597 UNDERTAKE COMPLEX ARCHITECTURAL PROJECTS 280
VPAU539 WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6
BSB615404B CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK 40
BSBSMB404A UNDERTAKE SMALL BUSINESS PLANNING 50

COURSE OBJECTIVES:
The objective of this course is to provide skills to people looking at getting started in the Sign Industry as many employers prefer applicants who have completed Certificate II level training and will assist in the “Skills Shortage” experienced in this trade.

Careers: Sign Writer.

Course Duration: 0.5 years.

Admission Requirements Year 12: All students are interviewed for selection. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: All students are interviewed for selection. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Admission Requirements VET: All students are interviewed for selection. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.


COURSE STRUCTURE
To be awarded this qualification participants are required to complete all 15 units of competency.

Core Units
CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6
CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
CPCCOHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
CPCCCM1003A PLAN AND ORGANISE WORK 20
CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
CPCCSI2002A LAY OUT AND DESIGN SIGNAGE 40
CPCCSI2003A PREPARE SURFACES FOR SIGNAGE 20
VPAU535 USE SIGN INDUSTRY TOOLS, PLANT AND EQUIPMENT 40
VPAU536 WRITE SIGNS ON UNEVEN SURFACES 60
VPAU537 OPERATE A FLAT BED ROUTER 20
VPAU541 PRODUCE BASIC COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL 60
VPAU542 PRODUCE BASIC SIGNS 96
LMFGG2002B APPLY FIRST AID 8

CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)
Course Code: 22138VIC
Campus: Melton, Sunshine.

About this course: This course will prepare graduates with the skills and knowledge for entry level into an apprenticeship (Certificate III) within the plumbing industry. This course has a range of units that introduce the learner to basic skills and knowledge that underpin the Certificate III in Plumbing, these include:

Course Objectives: The objective of this course is to provide skills to people looking at getting started in the Sign Industry as many employers prefer applicants who have completed Certificate II level training and will assist in the “Skills Shortage” experienced in this trade.

Careers: Sign Writer.

Course Duration: 0.5 years.

Admission Requirements Year 12: All students are interviewed for selection. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: All students are interviewed for selection. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Admission Requirements VET: All students are interviewed for selection. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.


COURSE STRUCTURE
To be awarded this qualification participants are required to complete all 15 units of competency.

Core Units
CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6
CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
CPCCOHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
CPCCCM1003A PLAN AND ORGANISE WORK 20
CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
CPCCSI2002A LAY OUT AND DESIGN SIGNAGE 40
CPCCSI2003A PREPARE SURFACES FOR SIGNAGE 20
VPAU535 USE SIGN INDUSTRY TOOLS, PLANT AND EQUIPMENT 40
VPAU536 WRITE SIGNS ON UNEVEN SURFACES 60
VPAU537 OPERATE A FLAT BED ROUTER 20
VPAU541 PRODUCE BASIC COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL 60
VPAU542 PRODUCE BASIC SIGNS 96
LMFGG2002B APPLY FIRST AID 8

CERTIFICATE II IN SIGNAGE
Course Code: 22003VIC
Campus: Sunshine.

About this course: Get a head start in the dynamic sign industry. With a skills shortage in the industry, many employers are seeking good applicants who have completed Certificate II level training. Develop your artistic flair and use various techniques and materials such as computer graphics, painting, engraving, vinyl, glass, wood and plastic to create prominent designs.
• maintain safe working conditions
• provide basic emergency life support
• select and use plumbing tools, equipment and materials
• locate, interpret and apply relevant information
• work effectively with others
• communication skills
• follow instructions in a designated sequence
• use appropriate manual handling procedures
• produce technical drawings
• numeracy and calculations
• principles of sustainability
• methods and strategies to identify employment opportunities in the plumbing industry.

Course Objectives: This course will prepare graduates with the skills and knowledge for entry level into an apprenticeship (Certificate III) within the plumbing industry. The course has a range of units that introduce the learner to basic skills and knowledge that underpin the Certificate III in Plumbing.

Careers: Preparation for a Plumbing apprenticeship.

Course Duration: 0.5 years.

Admission Requirements Year 12: It is recommended that the participants have basic communication, literacy, numeracy skills that are sufficiently well developed for them to participate in the training. The entry requirement for this course is Australian Core SkillsFramework (ACSF) Level 2.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: It is recommended that the participants have basic communication, literacy, numeracy skills that are sufficiently well developed for them to participate in the training. The entry requirement for this course is Australian Core SkillsFramework (ACSF) Level 2.

Admission Requirements VET: It is recommended that the participants have basic communication, literacy, numeracy skills that are sufficiently well developed for them to participate in the training. The entry requirement for this course is Australian Core SkillsFramework (ACSF) Level 2.

Selection Processes: Direct Entry, Interview, Written Application, Written Test.

COURSE STRUCTURE

To achieve recognition for the Certificate II in Plumbing (Pre-apprenticeship) and to ensure the industry context of the qualification is maintained, the candidate must demonstrate satisfactory completion of all 19 units of competency.

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCPCM2002A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 10</td>
</tr>
<tr>
<td>BS5WRT301A</td>
<td>WRITE SIMPLE DOCUMENTS 30</td>
</tr>
<tr>
<td>HLTTA201A</td>
<td>PROVIDE BASIC EMERGENCY LIFE SUPPORT 8</td>
</tr>
<tr>
<td>CPCCHS1001A</td>
<td>WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6</td>
</tr>
<tr>
<td>CPCCHS2001A</td>
<td>APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20</td>
</tr>
<tr>
<td>CPCCM1002A</td>
<td>WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20</td>
</tr>
<tr>
<td>CPCCM1005A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS 20</td>
</tr>
<tr>
<td>CPCCM2006A</td>
<td>APPLY BASIC LEVELLING PROCEDURES 8</td>
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<tr>
<td>CPCCM2001A</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS 36</td>
</tr>
<tr>
<td>CUVCRS04B</td>
<td>PRODUCE TECHNICAL DRAWINGS 40</td>
</tr>
<tr>
<td>VU20526</td>
<td>USE BASIC PLUMBING HAND TOOLS 50</td>
</tr>
<tr>
<td>VU20527</td>
<td>USE BASIC POWER TOOLS 20</td>
</tr>
<tr>
<td>VU20528</td>
<td>PERFORM BASIC OXY-ACETYLENE WELDING AND CUTTING 20</td>
</tr>
<tr>
<td>VU20529</td>
<td>USE BASIC ELECTRIC WELDING EQUIPMENT AND TECHNIQUES 20</td>
</tr>
<tr>
<td>VU20530</td>
<td>USE PLUMBING PIPES, FITTINGS AND FIXTURES TO SIMULATE PLUMBING INSTALLATIONS 30</td>
</tr>
<tr>
<td>VU20531</td>
<td>APPLY BASIC SHEET METAL PRACTICES 50</td>
</tr>
<tr>
<td>VU20532</td>
<td>FABRICATE SIMPLE PLUMBING PIPE SYSTEMS 30</td>
</tr>
<tr>
<td>VU20533</td>
<td>CUT AND PENETRATE BUILDING MATERIALS AND STRUCTURES 30</td>
</tr>
<tr>
<td>VU20534</td>
<td>IDENTIFY CAREER PATHWAYS IN THE PLUMBING INDUSTRY 30</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN OFF-SITE CONSTRUCTION (JOINERY-TIMBER/ALUMINIUM/GLASS)

Course Code: BCF30200

Campus: Newport.

This course is for Continuing students only

Course Objectives: This course provides apprentices with the practical skills and knowledge for employment in the joinery - timber, aluminium and glass industry.

Careers: Joinery.

Admission Requirements Year 12: To qualify for admission to the course, applicants must be employed as an apprentice in the Joinery trade.

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

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

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


Selection is conducted by employer.

COURSE STRUCTURE

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

Core Units of Study

Unit of Study Code Hours

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 20</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS 40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK 20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS 36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS 20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS 80</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT 16</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES 8</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE 16</td>
</tr>
<tr>
<td>BCF2001A</td>
<td>USE STATIC MACHINES 32</td>
</tr>
</tbody>
</table>
CERTIFICATE III IN OFF-SITE CONSTRUCTION (SIGN WRITING/COMPUTER OPERATIONS)

Course Code: BCF30700

Campus: Sunshine.

This course is for Continuing students only

Course Objectives: The course provides 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.

Elective Units of Study

Eight units (totalling 162 nominal hours, including at least one 1000 series and two 2000 series units pursuant to paragraph 4(b)(i)) selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in:

(i) Off-site Construction Training Package BCF00, Australian National Training Authority, 2000;
(ii) Metal & Engineering Training Package MEM98, Australian National Training Authority, November, 1998;

Careers: Signwriter/Sign Industry Worker.

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


Selection conducted by the employer.

COURSE STRUCTURE

3 years part-time. Full time, part time, block release.
FACULTY OF TECHNICAL AND TRADES INNOVATION

Fifteen Units of Study (totalling 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;

CERTIFICATE II IN GENERAL CONSTRUCTION
Course Code: BCG20198
Campus: Newport.
This course is for Continuing students only
Course Objectives: The objective for offering this qualification is to upskill students in preparation for their apprentice training.
Careers: Transition to Apprenticeship.
Selection Processes: Direct Entry.
Must be an ATC student

COURSE STRUCTURE
This course is offered 5 days over 13 weeks. Full-time. Students must successfully complete all core competencies Plus three electives.

Core Units of Study
Unit of Study Code Hours
BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 20
BCG1001A CARRY OUT OH&S REQUIREMENTS 40
BCG1002A PLAN AND ORGANISE WORK 20
BCG1003A READ AND INTERPRET PLANS 36
BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
BCG1005A USE HAND AND POWER TOOLS 80
BCG1006A USE SMALL PLANT AND EQUIPMENT 16
BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
BCG1008A USE SIMPLE LEVELLING DEVICES 8
BCG1009A CARRY OUT EXCAVATION AND INSTALL SUPPORT 16
BCG1010A CARRY OUT CONCRETING TO SIMPLE FORMS 40
BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE 16
BCG2001A PREPARE SURFACES 32
BCG2003A CARRY OUT GENERAL DEMOLITION 32
BCG2004A CARRY OUT LEVELLING 16
BCG2007A OPERATE ELEVATED WORK PLATFORMS (EWP) 20

Elective Units of Study
Unit of Study Code Hours
BCG1015A PREPARE FOR CONSTRUCTION PROCESS (BRICK/BLOCK LAYING) 40
BCG1016A PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY) 40
BCG1017A PREPARE FOR CONSTRUCTION PROCESS (DEMOLITION) 20
BCG2005A ERECT AND STRIP FORMWORK FOR CONCRETE WORK 24
BCG2008A USE EXPLOSIVE POWER TOOLS (EPT) 16

CERTIFICATE II IN GENERAL CONSTRUCTION (BRICKLAYING AND BLOCKLAYING)
Course Code: BCG20198B
Campus: Newport.
This course is for Continuing students only
Course Objectives: -
Careers: Transition to Apprenticeship.
Selection Processes: Direct Entry.

COURSE STRUCTURE
This course is offered 5 days over 13 weeks. Full-time.

Core Units of Study
Unit of Study Code Hours
BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 20
BCG1001A CARRY OUT OH&S REQUIREMENTS 40
BCG1002A PLAN AND ORGANISE WORK 20
BCG1003A READ AND INTERPRET PLANS 36
BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
BCG1005A USE HAND AND POWER TOOLS 80
BCG1006A USE SMALL PLANT AND EQUIPMENT 16
BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
BCG1008A USE SIMPLE LEVELLING DEVICES 8
BCG1009A CARRY OUT EXCAVATION AND INSTALL SUPPORT 16
BCG1010A CARRY OUT CONCRETING TO SIMPLE FORMS 40
BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE 16
BCG2001A PREPARE SURFACES 32
BCG2003A CARRY OUT GENERAL DEMOLITION 32
BCG2004A CARRY OUT LEVELLING 16
BCG2007A OPERATE ELEVATED WORK PLATFORMS (EWP) 20

Elective Units of Study
Unit of Study Code Hours
BCG1015A PREPARE FOR CONSTRUCTION PROCESS (BRICK/BLOCK LAYING) 40
BCG1016A PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY) 40
BCG1017A PREPARE FOR CONSTRUCTION PROCESS (DEMOLITION) 20
BCG2005A ERECT AND STRIP FORMWORK FOR CONCRETE WORK 24
BCG2008A USE EXPLOSIVE POWER TOOLS (EPT) 16
CERTIFICATE III IN CARPENTRY
Course Code: BCG30203
Campus: Industry, Other.
Other locations: Only - VETASSESS
This course is for Continuing students only
Course Objectives: The issuing of the qualification deems that Victoria University has certified that immigration applicants have met all criteria of the course.
Careers: Employed as qualified carpenter in a nationally recognised skills shortage demand area.
Admission Requirements Other: The qualification is offered to tradespersons working in the carpentry sector in overseas locations as a general carpenter and have met the practical skills assessment testing.
Applicants must be tradespersons working in the carpentry sector in overseas locations as a general carpenter and have met the practical skills assessment testing

COURSE STRUCTURE
TBA.

Students must successfully complete 19 units of study and 11 elective units of study as specified in BCG03 Training Package.
Core Units of Study
BCGCM1001B  FOLLOW OH&S POLICIES AND PROCEDURES  40
BCGCM1002B  WORK EFFECTIVELY IN THE GENERAL CONSTRUCTION INDUSTRY  20
BCGCM1003B  PLAN AND ORGANISE WORK  20
BCGCM1004B  CONDUCT WORKPLACE COMMUNICATION  20
BCGCM2001B  READ AND INTERPRET PLANS AND SPECIFICATIONS  36
BCGCM2002B  CARRY OUT EXCAVATION  16
BCGCM2007B  USE EXPLOSIVE POWER TOOLS  16
BCGCM2008B  ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING  40
BCGA2001B  HANDLE CARPENTRY MATERIALS  16
BCGA2002B  USE CARPENTRY TOOLS AND EQUIPMENT  96
BCGCO2003B  CARRY OUT CONCRETING TO SIMPLE FORMS  16
BCGCA2001B  CARRY OUT GENERAL DEMOLITION TO MINOR BUILDING STRUCTURES  32
BCGCA3002B  CARRY OUT SETTING OUT  12
BCGCA3004B  CONSTRUCT WALL FRAMES  60
BCGCA3005B  CONSTRUCT CEILING FRAMES  32
BCGCA3007B  CONSTRUCT A PITCHED ROOF  60
BCGCA3010B  INSTALL AND REPLACE WINDOWS AND DOORS  32
BCGCA3023B  CARRY OUT LEVELLING OPERATIONS  24
BCGCF2004B  PLACE AND FIX REINFORCEMENT MATERIALS  40
BCGCA3014B  CONSTRUCT BULKHEADS  16
BCF3009A  SETTING OUT OF WINDOWS AND DOORS  8
BCF3010A  MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES  40
BCF3011A  ASSEMBLE (DOOR/WINDOWS)  16
BCGCA3001B  REFURBISH TIMBER SASHES TO WINDOW FRAMES  16
BCGCA3015B  ASSEMBLE PARTITIONS  16
BCGCA3006B  ERECT ROOF TRUSSES  24
BCGCA3008B  CONSTRUCT EAVES  24
BCGCA3013B  INSTALL LINING, PANELLING AND MOULDING  40
BCGCA3017B  INSTALL EXTERIOR CLADDING  20
Elective Units of Study
BCGCA3001B  OPERATE ELEVATED WORK PLATFORMS  20
BCGA2003B  ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND  24
BCGCA3003B  INSTALL FLOORING SYSTEMS  24
BCGCA3009B  CONSTRUCT ADVANCED ROOFS  80
BCGCA3012B  FRAME AND FIT WET AREA FIXTURES  24
BCGCA3016B  CONSTRUCT TIMBER EXTERNAL STAIRS  36
BCGCA3018B  CONSTRUCT, ERECT AND DISMANTLE FORMWORK FOR STAIRS AND RAIRPS  40
BCGCA3019B  ERECT AND DISMANTLE FORMWORK TO SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS  40
BCGCA3021B  ERECT AND DISMANTLE JUMP FORM FORMWORK  60
BCGCA3022B  INSTALL CURTAIN WALLING  40
BCGCF2003B  CUT AND BEND MATERIALS USING OXY/LPG EQUIPMENT  20
BCF3006A  ASSEMBLE AND INSTALL STAIRS  24
BCPCM2013A  WELD USING ARC WELDING EQUIPMENT  16
BSBSBM301A  RESEARCH BUSINESS OPPORTUNITIES  30
LMFA3006A  INSTALL FURNISHING PRODUCTS  24
LMFG2008A  GLAZE/REGLAZE RESIDENTIAL WINDOWS AND DOORS  72.

CERTIFICATE III IN GENERAL CONSTRUCTION (BRICKLAYING/BLOCKLAYING)
Course Code: BCG30698
Campus: Newport.
This course is for Continuing students only
Course Objectives: 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.
Careers: Bricklayer.
Admission Requirements Other: To qualify for admission to this course, students must be employed as Apprentices in the Bricklaying trade.

COURSE STRUCTURE
This course may be offered on part time block basis of 960 hours over three years. Block release, part-time.
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.

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>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
<td>20</td>
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<tr>
<td>BCG1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
<td>40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK</td>
<td>20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS</td>
<td>80</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
<td>16</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
<td>40</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
<td>8</td>
</tr>
<tr>
<td>BCG1010A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
<td>40</td>
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<tr>
<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td>16</td>
</tr>
<tr>
<td>BCG1015A</td>
<td>PREPARE FOR CONSTRUCTION PROCESS (BRICK/BLOCK LAYING)</td>
<td>40</td>
</tr>
<tr>
<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
<td>32</td>
</tr>
<tr>
<td>BCG2003A</td>
<td>CARRY OUT GENERAL DEMOLITION</td>
<td>32</td>
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<tr>
<td>BCG2004A</td>
<td>CARRY OUT LEVELLING</td>
<td>16</td>
</tr>
<tr>
<td>BCG2007A</td>
<td>OPERATE ELEVATED WORK PLATFORMS (EWP)</td>
<td>20</td>
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<tr>
<td>BCG2008A</td>
<td>USE EXPLOSIVE POWER TOOLS (EPT)</td>
<td>16</td>
</tr>
<tr>
<td>BCG3011A</td>
<td>CARRY OUT BASIC SETTING OUT</td>
<td>12</td>
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<tr>
<td>BCG3021A</td>
<td>INSTALL DOOR FRAMES</td>
<td>8</td>
</tr>
<tr>
<td>BCG3017A</td>
<td>CARRY OUT VENEER CONSTRUCTION</td>
<td>60</td>
</tr>
<tr>
<td>BCG3018A</td>
<td>CARRY OUT SOLID BRICK CONSTRUCTION</td>
<td>60</td>
</tr>
<tr>
<td>BCG3109A</td>
<td>CONSTRUCT MASONRY STEPS AND STAIRS</td>
<td>36</td>
</tr>
<tr>
<td>BCG3110A</td>
<td>LAY BRICKS AND BLOCKS (WALL AND CORNER)</td>
<td>76</td>
</tr>
<tr>
<td>BCG3111A</td>
<td>LAY MULTI-THICKNESS WALLS AND PIERS</td>
<td>40</td>
</tr>
<tr>
<td>BCG3112A</td>
<td>CONSTRUCT MASONRY ARCH - SEMI-CIRCULAR AND SEGMENTAL</td>
<td>56</td>
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<tr>
<td>BCG3113A</td>
<td>CONSTRUCT CURVED WALL</td>
<td>16</td>
</tr>
<tr>
<td>BCG3114A</td>
<td>CONSTRUCT MASONRY BLOCKWORK</td>
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Elective Units of Study

<table>
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<th>Unit of Study</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCG3048A</td>
<td>INSTALL GLASS BLOCKWORK</td>
<td>24</td>
</tr>
<tr>
<td>BCG3047A</td>
<td>ERECT CEILING FRAMING (PITCHED ROOF)</td>
<td>32</td>
</tr>
<tr>
<td>BCG3068A</td>
<td>CONSTRUCT BATTERED MASONRY SURFACES</td>
<td>32</td>
</tr>
<tr>
<td>BCG3069A</td>
<td>CONSTRUCT FIREPLACE AND CHIMNEY</td>
<td>48</td>
</tr>
<tr>
<td>BCG3115A</td>
<td>LAY SEGMENTAL/UNIT PAVING</td>
<td>24</td>
</tr>
<tr>
<td>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
<td>20</td>
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<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>
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<tr>
<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
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<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS</td>
<td>80</td>
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<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
<td>16</td>
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<tr>
<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
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</tr>
<tr>
<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
<td>8</td>
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<tr>
<td>BCG1009A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
<td>40</td>
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<tr>
<td>BCG1010A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td>16</td>
</tr>
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<td>BCG1016A</td>
<td>INSTALL GLASS BLOCKWORK</td>
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<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td>16</td>
</tr>
<tr>
<td>BCG1016A</td>
<td>PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)</td>
<td>40</td>
</tr>
<tr>
<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
<td>32</td>
</tr>
</tbody>
</table>

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

**CERTIFICATE III IN GENERAL CONSTRUCTION (CARPENTRY - FRAMEWORK/FORMWORK/FINISHING) [APPRENTICESHIP]**

**Course Code:** BCG30798

**Campus:** Newport.

**This course is for Continuing students only**

**Course Objectives:** 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.

**Careers:** Carpenter.

**Admission Requirements Other:** To qualify for admission to this course, student must be employed as Apprentices in the Carpentry trade.

**Selection Processes:** Employer Choice, User Choice (Apprenticeships).

No selection is required, user choice applies.

**COURSE STRUCTURE**

This course may be offered on part time block basis of 960 hours over three years. Part time (Block release).

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.

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>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>
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<tr>
<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
<td>16</td>
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<tr>
<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
<td>40</td>
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<tr>
<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
<td>8</td>
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<tr>
<td>BCG1009A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
<td>40</td>
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<tr>
<td>BCG1010A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td>16</td>
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<tr>
<td>BCG1016A</td>
<td>INSTALL GLASS BLOCKWORK</td>
<td>24</td>
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<tr>
<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
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<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
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<td>BCG1009A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
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<tr>
<td>BCG1010A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
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<tr>
<td>BCG1016A</td>
<td>PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)</td>
<td>40</td>
</tr>
<tr>
<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
<td>32</td>
</tr>
</tbody>
</table>

The course 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.
<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCG2004A</td>
<td>Carry Out Levelling</td>
<td>16</td>
</tr>
<tr>
<td>BCG2005A</td>
<td>Erect and Strip Formwork for Concrete Work</td>
<td>24</td>
</tr>
<tr>
<td>BCG2007A</td>
<td>Operate Elevated Work Platforms (EWP)</td>
<td>20</td>
</tr>
<tr>
<td>BCG2008A</td>
<td>Use Explosive Power Tools (EPT)</td>
<td>16</td>
</tr>
<tr>
<td>BCG2010A</td>
<td>Remove/Replace Door and Window Furniture</td>
<td>4</td>
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<tr>
<td>BCG3009A</td>
<td>Construct and Install Non-Load Bearing Internal Partition Wall</td>
<td>16</td>
</tr>
<tr>
<td>BCG3010A</td>
<td>Install Windows to Wall Framing</td>
<td>12</td>
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<tr>
<td>BCG3011A</td>
<td>Carry Out Basic Setting Out</td>
<td>12</td>
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<tr>
<td>BCG3012A</td>
<td>Construct and Erect Timber Wall Framing</td>
<td>40</td>
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<tr>
<td>BCG3014A</td>
<td>Erect Timber Pitched Roof Framing</td>
<td>60</td>
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<tr>
<td>BCG3016A</td>
<td>Install Sub Floor Framing</td>
<td>24</td>
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<tr>
<td>BCG3017A</td>
<td>Install Timber and Sheer Flooring</td>
<td>8</td>
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<tr>
<td>BCG3021A</td>
<td>Install Door Frames</td>
<td>8</td>
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<tr>
<td>BCG3022A</td>
<td>Finish Eaves</td>
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<tr>
<td>BCG3023A</td>
<td>Install Exterior Cladding</td>
<td>36</td>
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<tr>
<td>BCG3024A</td>
<td>Construct Timber External Stairs</td>
<td>36</td>
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<tr>
<td>BCG3025A</td>
<td>Install External or Internal Doors</td>
<td>40</td>
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<tr>
<td>BCG3027A</td>
<td>Construct Wet Area Construction/Installation</td>
<td>24</td>
</tr>
<tr>
<td>BCG3029A</td>
<td>Fix Timber Mouldings</td>
<td>16</td>
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<tr>
<td>BCG3031A</td>
<td>Erect Door Jamb/Frame (Built-In Unit)</td>
<td>6</td>
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<td>BCG3120A</td>
<td>Fix Linings and Paneling</td>
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<td>BCG3015A</td>
<td>Erect Timber Roof Trusses</td>
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<td>BCG3018A</td>
<td>Erect Steel Roof Trusses</td>
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<td>BCG3019A</td>
<td>Construct and Erect Steel Wall Framing</td>
<td>40</td>
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<tr>
<td>BCG3020A</td>
<td>Construct Timber Roof Structures - Irregular Roofs</td>
<td>40</td>
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<tr>
<td>BCG3026A</td>
<td>Install Fixments</td>
<td>16</td>
</tr>
<tr>
<td>BCG3032A</td>
<td>Fix Timber Raking Moulds</td>
<td>20</td>
</tr>
<tr>
<td>BCG3033A</td>
<td>Restore/Renovate Windows and Frames</td>
<td>60</td>
</tr>
<tr>
<td>BCG3034A</td>
<td>Erect/Dismantle Formwork</td>
<td>50</td>
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<td>BCG3035A</td>
<td>Erect/Dismantle Jump Form Formwork</td>
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<tr>
<td>BCG3047A</td>
<td>Erect Ceiling Framing (Pitched Roof)</td>
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<tr>
<td>BCG3122A</td>
<td>Erect/Dismantle Slip Form Formwork</td>
<td>80</td>
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</tbody>
</table>

**Admission Requirements**
Other: All apprentices need to be apprenticed to an employer.

**Selection Processes**
Employer Choice, User Choice (Apprenticeships).

**Course Structure**
Training Package - Nominal hours: 862-13764 years part-time. Part time

Students must achieve a minimum of four of the following plumbing streams:
- Stream 1 - Water (Mandatory)
- Stream 2 - Sanitary
- Stream 3 - Drainage
- Stream 4 - Mechanical Services
- Stream 5 - Roofing
- Stream 6 - Gas Services

**Units of Study**
- Plumbing Stream 1 - Water
- Plumbing Stream 2 - Sanitary
- Plumbing Stream 3 - Drainage
- Plumbing Stream 4 - Mechanical Services
- Plumbing Stream 5 - Roofing
- Plumbing Stream 6 - Gas Services

**Certificate III in Plumbing**
Course Code: BCP30103
Campus: Sunshine.

This course is for Continuing students only

**Course Objectives**: All apprentices will gain Registration and Licence levels with the Plumbing Commission.

**Careers**: Licenced plumbers.

**Certificate I in Construction**
Course Code: CPC10108
Campus: Werribee, Melton, Newport, Sunshine.

**About this course**: Start your career in the construction industry. You will learn an array of specialist practical skills and knowledge relevant to the construction industry including its culture, occupations, job roles and workplace expectations. The units of competency cover:
- essential occupational health and safety requirements
- the industrial and work organisation structure
- communication skills
Course Objectives: This qualification provides an introduction to the construction industry, culture, occupations, roles and workplace expectations. The units of competency cover essential occupational health and safety requirements, the industrial and work organisation structure, communication.

Careers: This qualification provides an introduction to the construction industry, culture, occupations, roles and workplace expectations.

Course Duration: 2 months.

Selection Processes: Direct Entry.

**COURSE STRUCTURE**

10 units of competency are required for award of this qualification: 7 compulsory units; 3 elective units.

Compulsory Units of Study

- CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCCM1003A PLAN AND ORGANISE WORK 20
- CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
- CPCCM2002A USE CONSTRUCTION TOOLS AND EQUIPMENT 96
- CPCCVE1001A UNDERTAKE A BASIC CONSTRUCTION PROJECT 40
- CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6

Elective Units of Study

- CPCCCM1001A UNDERTAKE BASIC ESTIMATION AND COSTING 16
- CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- CPCCCM2004A HANDLE CONSTRUCTION MATERIALS 16
- CPCCCM2006A APPLY BASIC LEVELLING PROCEDURES 8
- CPCCVE1002A UNDERTAKE A BASIC COMPUTER DESIGN PROJECT 36.

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**CERTIFICATE II IN CONSTRUCTION**

**Course Code:** CPC20108

**Campus:** Newport.

**Course Objectives:** To prepare secondary school students for their apprenticeship training.

**Careers:** This qualification provides an occupational outcome and a range of support tasks applicable to a majority of construction work sites. Occupational titles may include:

- Builder’s labourer
- Trades assistant
- Apprenticeships
- Construction assistant.

**Course Duration:** 3 months.

**Selection Processes:** Interview, Written Test.

Via the Australian Technical College

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**COURSE STRUCTURE**

15 units of competency are required for award of this qualification: 9 compulsory units; 6 elective units.

Compulsory Units of Study

- CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCCM1003A PLAN AND ORGANISE WORK 20
- CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
- CPCCCM2005A USE CONSTRUCTION TOOLS AND EQUIPMENT 96
- CPCCCM2006A APPLY BASIC LEVELLING PROCEDURES 8
- CPCCCO2003A CARRY OUT CONCRETING TO SIMPLE FORMS 20
- CPCCCO2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
- BCCCM2010B INSTALL TRENCH SUPPORT 40
- CPCCCM2002A CARRY OUT EXCAVATION 16
- CPCCCM2009A CARRY OUT BASIC DEMOLITION 32
- BCCCM2004B DRAIN AND DEWATER SITE 12
- BCCCM2009B WORK IN CONFINED SPACES 30
- MEMO5017C WELD USING GAS METAL ARC WELDING PROCESS 40
- BCCCM2013C CONTROL TRAFFIC WITH A STOP-SLOW BAT 40
- CPCCCM1006A WORK SAFELY AT HEIGHTS 8
- CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
- CPCCCM3001A OPERATE ELEVATED WORK PLATFORMS 32
- CPCER3001B OPERATE PERSONNEL AND MATERIALS HOISTS 32
- TTDI1097B OPERATE A FORKLIFT 40
- CPCCCA2003A ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND 24
- CPCCCM2007A USE EXPLOSIVE POWER TOOLS 16
- CPCCCO3007A CUT AND CORE CONCRETE 16
- CPCCPD2003A REMOVE AND REPLACE DOORS AND DOOR AND WINDOW COMPONENTS 4
- CPCCSF2004A PLACE AND FIX REINFORCEMENT MATERIALS 80
- CPCSP2003A PREPARE SURFACES FOR PLASTERING 40
- CPCCWC2001A COMPLETE PENETRATIONS AND FLASHINGS 20
- CPCCWP2003A PREPARE FOR CONSTRUCTION WATERPROOFING PROCESS 100
- CPCCWP2004A PREPARE SURFACES FOR WATERPROOFING APPLICATION 100
- CPCCCM3003A WORK SAFELY AROUND POWER SOURCES, SERVICES AND ASSETS 40
- CPCCPD3009A REMOVE GRAFFITI AND APPLY PROTECTIVE COATINGS 30
- CPCCPD3010A APPLY PROTECTIVE PAINT COATING SYSTEMS 30
- CPCCSH2003A APPLY AND INSTALL SEALANT AND SEALANT DEVICES 16

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SCHOOL OF CONSTRUCTION INDUSTRIES

Certificare III in Bricklaying/Blocklaying
Course Code: CPC30108

Campus: Werribee, Melton, Newport, Off-shore.

Course Objectives: This course aims to provide apprentices with training in both the housing and industrial areas of the bricklaying trade. During the course, Apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally used on-the-job such as power tools, automatic and laser levels, cement mixers, generators, scaffolding, conveyer belts etc.

Careers: This qualification provides a trade outcome in bricklaying and blocklaying. Occupational titles may include: Bricklayer; Blocklayer.

Course Duration: 3 years.

Admission Requirements Year 12: To qualify for admission to the course applicants must be registered as an apprentice.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: To qualify for admission to the course applicants must be registered as an apprentice.

Admission Requirements VET: To qualify for admission to the course applicants must be registered as an apprentice.


Course Structure:
27 units of competency are required for award of this qualification: 21 compulsory units; 6 elective units.

Compulsory Units of Study
CPCCC3002A CARRY OUT SETTING OUT 24
CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
CPCCCM1003A PLAN AND ORGANISE WORK 20
CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
CPCCCM2006A APPLY BASIC LEVELLING PROCEDURES 8
CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
CPCCCM2009A CARRY OUT BASIC DEMOLITION 32
CPCCCHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
CPCCBL2001A HANDLE AND PREPARE BRICKLAYING AND BLOCKLAYING MATERIALS 16

Elective Units of Study
CPCCBL2002A USE BRICKLAYING AND BLOCKLAYING TOOLS AND EQUIPMENT 30
CPCCBL3002A CARRY OUT MASONRY VENEER CONSTRUCTION 60
CPCCBL3003A CARRY OUT CAVITY BRICK CONSTRUCTION 60
CPCCBL3004A CONSTRUCT MASONRY STEPS AND STAIRS 32
CPCCBL3005A LAY MASONRY WALLS AND CORNERS 76
CPCCBL3006A LAY MULTI-THICKNESS WALLS AND PIERS 60
CPCCBL3009A INSTALL FLASHINGS AND DAMP PROOF COURSE 8
CPCCBL3010A CONSTRUCT MASONRY ARCHES 100
CPCCBL3011A CONSTRUCT CURVED WALLS 32
CPCCBL3014A INSTALL FIRE-RATED MASONRY CONSTRUCTION 32

Certificate III in Carpentry
Course Code: CPC30208

Campus: Werribee, Melton, Newport, Off-shore.

About this course: Train as a carpenter and open up a career in commercial or residential building. Learn the skills necessary for the safe use and maintenance of tools and equipment such as power tools, automatic and laser levels, nail guns and generators.

Course Objectives: 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, nail guns, compressors, generators and scaffolding.

Careers: This qualification provides a trade outcome in carpentry, covering work in residential and commercial building sites. Occupational titles may include: Carpenter.

Course Duration: 4 years.

Admission Requirements Year 12: To qualify for admission to the course applicants must be registered as an apprentice.

Admission Requirements International: Not applicable.
Admission Requirements Mature Age: To qualify for admission to the course applicants must be registered as an apprentice.

Admission Requirements VET: To qualify for admission to the course applicants must be registered as an apprentice.


COURSE STRUCTURE

30 units of competency are required for award of this qualification: 22 compulsory units; 8 elective units.

Compulsory Units of Study

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<tr>
<th>Code</th>
<th>Description</th>
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<td>HANDLE CARPENTRY MATERIALS</td>
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<tr>
<td>CPCCCA2002A</td>
<td>USE CARPENTRY TOOLS AND EQUIPMENT</td>
<td>96</td>
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<td>CPCCCA3001A</td>
<td>CARRY OUT GENERAL DEMOLITION OF MINOR BUILDING STRUCTURES</td>
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<td>CARRY OUT SETTING OUT</td>
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<td>CARRY OUT LEVELLING OPERATIONS</td>
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<td>CPCCCA3007A</td>
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<td>CPCCCA3008A</td>
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Elective Units of Study

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<td>INSTALL LINING, PANELLING AND MOULDING</td>
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<td>CPCCCA3016A</td>
<td>CONSTRUCT TIMBER EXTERNAL STAIRS</td>
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<tr>
<td>CPCCCA3018A</td>
<td>CONSTRUCT, ERECT AND DISMANTLE FORMWORK FOR STAIRS AND RAMS</td>
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<tr>
<td>CPCCCA3019A</td>
<td>ERECT AND DISMANTLE FORMWORK TO SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS</td>
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<td>CPCCCA3020A</td>
<td>ERECT AND DISMANTLE JUMP FORM FORMWORK</td>
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<td>CPCCCA2003A</td>
<td>ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND</td>
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<td>REFURBISH TIMBER SASHES TO WINDOW FRAMES</td>
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<td>CPCCCA3014A</td>
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<td>CPCCCA3015A</td>
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<td>CPCCCA3017A</td>
<td>INSTALL EXTERIOR CLADDING</td>
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<td>CPCCSF2002A</td>
<td>CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT</td>
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<td>PLACE AND FIX REINFORCEMENT MATERIALS</td>
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<td>INSTALL DRY WALL PASSIVE FIRE-RATED SYSTEMS</td>
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<td>BCCCM2004B</td>
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<td>BCCCM2009B</td>
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<td>CPCPS2003A</td>
<td>PREPARE SURFACES FOR PLASTERING</td>
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<td>CPCCSLF2001A</td>
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CERTIFICATE III IN PAINTING AND DECORATING

Course Code: CPC30608

Campus: Sunshine.

About this course: Start your career as a painter and decorator with this apprenticeship training. You will learn everything from carrying out measurements and calculations through to erecting scaffolding and managing small business finances. You will be job-ready for the painting and decorating industry. You will be trained in the skills of 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

Course Objectives: This course provides training to apprentices that will equip them to work in the painting and decorating industry.

Careers: This qualification provides a trade outcome in painting and decorating for residential and commercial construction work. Occupational titles may include painter and decorator.

Course Duration: 4 years.

Admission Requirements Other: To qualify for admission to the course applicants must be registered as an apprentice.

COURSE STRUCTURE
27 units of competency are required for award of this qualification: 23 compulsory units; 4 elective units.

Compulsory Units of Study

**CPCCC1002A** WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
**CPCCC1003A** PLAN AND ORGANISE WORK 20
**CPCCC1004A** CONDUCT WORKPLACE COMMUNICATION 20
**CPCCC1005A** CARRY OUT MEASUREMENTS AND CALCULATIONS 20
**CPCCC1006A** WORK SAFELY AT HEIGHTS 8
**CPCCC2001A** READ AND INTERPRET PLANS AND SPECIFICATIONS 36
**CPCCC3001A** OPERATE ELEVATED WORK PLATFORMS 32
**CPCCPB3026A** ERECT AND MAINTAIN TRESTLE AND PLANK SYSTEMS 10
**CPCCMF2006A** APPLY BASIC LEVELLING PROCEDURES 8
**CPCCMF3001A** APPLY LEAD PAINT AND ASBESTOS MANAGEMENT 20

Elective Units of Study

**CPCCMF3009A** REMOVE GRAFFITI AND APPLY PROTECTIVE COATINGS 30
**CPCCMF3010A** APPLY PROTECTIVE PAINT COATING SYSTEMS 30
**CPCCMF3012A** APPLY ADVANCED WALLPAPER TECHNIQUES 30
**CPCCMF3013A** APPLY INTUMESCENT COATINGS 50
**CPCCMF3014A** APPLY ADVANCED DECORATIVE PAINT FINISHES 40
**CPCCSP3003A** APPLY TROWELLED TEXTURE COAT FINISHES 80
**BSB5M3030A** INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30
**BSB5M406A** MANAGE SMALL BUSINESS FINANCES 60
**LMG6G2008A** GLAZE/REGLAZE RESIDENTIAL WINDOWS AND DOORS 72

CERTIFICATE III IN WALL AND FLOOR TILING
Course Code: CPC31308
Campus: Newport.

About this course: This qualification provides a trade outcome in wall and floor tiling for residential and commercial construction work.

Course Objectives: This qualification provides a trade outcome in wall and floor tiling for residential and commercial construction work. The qualification has compulsory requirements that cover common skills for the construction industry, as well as a specialist field of work. The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Careers: Occupational titles may include: Tiler; Wall and floor tiler.

Course Duration: 4 years.

Admission Requirements Year 12: Students enrolled as apprentices must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: Students enrolled as apprentices must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Admission Requirements VET: Students enrolled as apprentices must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.


COURSE STRUCTURE
19 units of competency are required for award of this qualification: 16 compulsory units; 3 elective units.

Core Units of Study

**CPCCC1002A** WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
**CPCCC1003A** PLAN AND ORGANISE WORK 20
**CPCCC1004A** CONDUCT WORKPLACE COMMUNICATION 20
**CPCCC2001A** READ AND INTERPRET PLANS AND SPECIFICATIONS 36
**CPCCC3001A** OPERATE ELEVATED WORK PLATFORMS 32
**CPCCC3008A** ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
**CPCCC3009A** REMOVE GRAFFITI AND APPLY PROTECTIVE COATINGS 30
**CPCCC3010A** APPLY PROTECTIVE PAINT COATING SYSTEMS 30
**CPCCC3012A** APPLY ADVANCED WALLPAPER TECHNIQUES 30
**CPCCC3013A** APPLY INTUMESCENT COATINGS 50
**CPCCC3014A** APPLY ADVANCED DECORATIVE PAINT FINISHES 40
**CPCCC3015A** APPLY TROWELLED TEXTURE COAT FINISHES 80
**CPCCC302A** APPLY WATERPROOFING PROCESS TO INTERNAL WET AREAS 50
FACULTY OF TECHNICAL AND TRADES INNOVATION

Elective Units of Study
CPCCWF3005A  CARRY OUT DECORATIVE TILING  40
CPCCCM2008A  ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING  40
CPCCCM3001A  OPERATE ELEVATED WORK PLATFORMS  32
CPCCCM2009A  CARRY OUT BASIC DEMOLITION  32
BSBSMB301A  INVESTIGATE MICRO BUSINESS OPPORTUNITIES  30
BSBSMB406A  MANAGE SMALL BUSINESS FINANCES  60

CERTIFICATE III IN JOINERY

Course Code: CPC31908

Campus: Newport.

About this course: Learn the techniques of the joinery trade such as manufacturing and assembling stairs, cutting and installing glass and applying finishes. You will gain practical skills for the safe use and maintenance of tools and equipment such as power tools, automatic and laser levels, cement mixers and generators.

Course Objectives: The course aims to provide apprentices with work related practical skills and knowledge in the Joinery 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, nail guns, compressors and generators.

Careers: This qualification provides a trade outcome in joinery covering work for residential and commercial applications. Occupational titles may include: Joiner.

Course Duration: 4 years.

Admission Requirements Year 12: To qualify for admission to the course applicants must be registered as an apprentice.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: To qualify for admission to the course applicants must be registered as an apprentice.

Admission Requirements VET: To qualify for admission to the course applicants must be registered as an apprentice.


COURSE STRUCTURE

30 units of competency are required for award of this qualification: 16 compulsory units; 14 elective units.

Compulsory Units of Study
CPCCCA2001A  HANDLE CARPENTRY MATERIALS  16
CPCCCA2002A  USE CARPENTRY TOOLS AND EQUIPMENT  96
CPCCCA3023A  CARRY OUT LEVELLING OPERATIONS  24
CPCCCM1002A  WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY  20
CPCCCM1003A  PLAN AND ORGANISE WORK  20
CPCCCM1004A  CONDUCT WORKPLACE COMMUNICATION  20
CPCCCM1005A  CARRY OUT MEASUREMENTS AND CALCULATIONS  20
CPCCCM1006A  WORK SAFELY AT HEIGHTS  8
CPCCCM2001A  READ AND INTERPRET PLANS AND SPECIFICATIONS  36
CPCCCM2007A  USE EXPLOSIVE POWER TOOLS  16
CPCCOH52001A  APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY  20
CPCCJS3001A  DESIGN AND SET OUT STAIRS  24
CPCCJS3002A  MANUFACTURE STAIR COMPONENTS FOR STRAIGHT FLIGHTED STAIRS  32
CPCCJS3003A  ASSEMBLE AND INSTALL STAIRS  24
CPCCJS3004A  MANUFACTURE AND INSTALL CONTINUOUS HANDRAILING AND SPECIAL STAIR COMPONENTS  56
CPCCJS3006A  CONSTRUCT FABRICATED STAIRS  24
CPCCCA3010A  INSTALL AND REPLACE WINDOWS AND DOORS  70
CPCCCA3012A  FRAME AND FIT WET AREA FIXTURES  24
CPCCCA3013A  INSTALL LINING, PANELLING AND MOULDING  40
CPCCCA3016A  CONSTRUCT TIMBER EXTERNAL STAIRS  40
CPCCCA3001A  CARRY OUT GENERAL DEMOlITION OF MINOR BUILDING STRUCTURES  32
CPCCCA3011A  REFURBISH TIMBER SASHES TO WINDOW FRAMES  16
CPCCCA3014A  CONSTRUCT BULKHEADS  16
CPCCCA3015A  ASSEMBLE PARTITIONS  32
CPCCJS2001A  ASSEMBLE COMPONENTS  32
CPCCJS2003A  PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT  10
CPCCJS3005A  CUT AND INSTALL GLASS  16
CPCCPD3001A  PREPARE SURFACES FOR PAINTING  40
CPCCSF2003A  CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT  20
CPCCSF2004A  PLACE AND FIX REINFORCEMENT MATERIALS  80
CPCCSH2003A  APPLY AND INSTALL SEALANT AND SEALANT DEVICES  16
CPCCSH3004A  APPLY FINISHES  16
CPCCSH3005A  APPLY AND TRIM DECORATIVE FINISHES  40
CPCCST2005A  CARRY OUT LOAD SLINGING OF OFF-SITE MATERIALS  8
BSBSMB301A  INVESTIGATE MICRO BUSINESS OPPORTUNITIES  30
BSBSMB406A  MANAGE SMALL BUSINESS FINANCES  60
CPCCCA3002A  CARRY OUT SETTING OUT  24
CPCCPD3006A  APPLY STAINS AND CLEAR TIMBER FINISHES  40
LMFFF2006B  APPLY SURFACE COATINGS BY SPRAY GUN  60
CERTIFICATE III IN CARPENTRY AND JOINERY

Course Code: CPC32008

Campus: Werribee, Melton, Newport.

About this course: Improve your skills and move up in your profession with practical and technical knowledge of the carpentry and joinery trade. You will train in installing floors, doors and windows, and constructing roofs and stairs. You will learn the practical skills for the safe use and maintenance of tools and equipment such as power tools, cement mixers, automatic and laser levels and generators.

Course Objectives: This qualification provides a trade outcome in carpentry and joinery, covering work in residential and commercial building sites. 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, nail guns, compressors, generators and scaffolding.

Careers: This qualification provides a trade outcome in carpentry and joinery, covering work in residential and commercial building sites. Occupational titles may include: Carpenter and joiner.

Course Duration: 4 years.

Admission Requirements Year 12: To qualify for admission to the course applicants must be registered as an apprentice.

Admission Requirements International: To qualify for admission to the course applicants must be registered as an apprentice.

Admission Requirements Mature Age: To qualify for admission to the course applicants must be registered as an apprentice.

Admission Requirements VET: To qualify for admission to the course applicants must be registered as an apprentice.


COURSE STRUCTURE

32 units of competency are required for award of this qualification: 27 compulsory units; 5 elective units.

Compulsory Units of Study

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<tr>
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<td>CPCCCA3007A</td>
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<td>CONSTRUCT EAVES</td>
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<tr>
<td>CPCCJN3001A</td>
<td>USE STATIC MACHINES</td>
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<td>CPCCJN3002A</td>
<td>USE COMPUTER-CONTROLLED MACHINERY</td>
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<td>CPCCJN3003A</td>
<td>MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES</td>
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<td></td>
<td>AND DOORS</td>
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<td>CPCCJN3004A</td>
<td>MANUFACTURE JOINERY COMPONENTS</td>
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<tr>
<td>CPCCSH3001A</td>
<td>SET OUT AND ASSEMBLE CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORKSTATIONS</td>
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Elective Units of Study

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<td>CPCCCA3010A</td>
<td>INSTALL AND REPLACE WINDOWS AND DOORS</td>
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<td>CPCCCA3012A</td>
<td>FRAME AND FIT WET AREA FIXTURES</td>
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<td>CPCCCA3013A</td>
<td>INSTALL LINING, PANELLING AND MOULDING</td>
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<tr>
<td>CPCCCA3016A</td>
<td>CONSTRUCT TIMBER EXTERNAL STAIRS</td>
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<td>CPCCJS3001A</td>
<td>DESIGN AND SET OUT STAIRS</td>
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<td>MANUFACTURE STAIR COMPONENTS FOR STRAIGHT FLIGHTED STAIRS</td>
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<td>CPCCJS3003A</td>
<td>ASSEMBLE AND INSTALL STAIRS</td>
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<td>MANUFACTURE AND INSTALL CONTINUOUS HANDRAILING AND SPECIAL STAIR COMPONENTS</td>
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<td>CPCCJS3006A</td>
<td>CONSTRUCT FABRICATED STAIRS</td>
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<td>CPCCJS3009A</td>
<td>CONSTRUCT ADVANCED ROOFS</td>
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<td>CPCCCA3011A</td>
<td>REFURBISH TIMBER SASHES TO WINDOW FRAMES</td>
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<td>CPCCCA3014A</td>
<td>CONSTRUCT BULKHEADS</td>
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<td>CPCCCA3015A</td>
<td>ASSEMBLE PARTITIONS</td>
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<td>CPCCCA3017A</td>
<td>INSTALL EXTERIOR CLADDING</td>
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<td>CPCCCA3022A</td>
<td>INSTALL CURTAIN WALLING</td>
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<td>OPERATE ELEVATED WORK PLATFORMS</td>
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<td>CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT</td>
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<td>PLACE AND FIX REINFORCEMENT MATERIALS</td>
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<td>INSTALL DRY WALL PASSIVE FIRE-RATED SYSTEMS</td>
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<td>DRAIN AND DEWATER SITE</td>
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<td>BCCCM2009B</td>
<td>WORK IN CONFINED SPACES</td>
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<tr>
<td>BCCCM2010B</td>
<td>INSTALL TRENCH SUPPORT</td>
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<tr>
<td>BSBSMB3001A</td>
<td>INVESTIGATE MICRO BUSINESS OPPORTUNITIES</td>
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<td>BSBSMB406A</td>
<td>MANAGE SMALL BUSINESS FINANCES</td>
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<td>CPCCPD3006A</td>
<td>APPLY STAINS AND CLEAR TIMBER FINISHES</td>
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</table>
CERTIFICATE III IN SIGNAGE
Course Code: CPC32108
Campus: Sunshine.

About this course: Become a fully qualified sign-writer with a course that covers all aspects of the sign industry. You will learn:
- vinyl cutting
- sign fabrication
- sign installation
- sign design
- graphic design
- how to operate advanced computer design software
- how to produce signs on uneven surfaces
- sign writing
- how to produce engraved signs
- advanced vinyl application, such as vehicle wrapping
- heritage signage

You may be required to work outdoors or produce signage in a factory environment.

Course Objectives: This course provides training to apprentices that will equip them to work in the sign industry.

Careers: This qualification provides a trade outcome in signage. Occupational titles may include signwriter; sign manufacturer.

Course Duration: 4 years.

Admission Requirements Other: To qualify for admission to the course applicants must be registered as an apprentice.


COURSE STRUCTURE
21 units of competency are required for award of this qualification: - 14 compulsory units - 7 elective units

Compulsory Units of Study
- CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCCM1003A PLAN AND ORGANISE WORK 20
- CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- CPCCOH52001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
- CPCCSI2001A USE COLOUR FOR SIGNAGE 24
- CPCCSI2002A LAY OUT AND DESIGN SIGNAGE 40
- CPCCSI2003A PREPARE SURFACES FOR SIGNAGE 20
- CPCCSI2004A PRODUCE DIGITAL SIGNAGE 36
- CPCCSI2005A FABRICATE SIGNAGE 40
- CPCCSI2006A SIGNWRITE TO SIMPLE FORMS 76
- CPCCSI2007A APPLY FASTENERS AND FIXINGS 16
- CPCCSI3001A PRODUCE VINYL SIGNAGE 36
- CPCCSI3002A USE ROTARY ROUTER 20

Elective Units of Study
- CPCCCM1006A WORK SAFELY AT HEIGHTS 8
- CPCCCM2006A APPLY BASIC LEVELLING PROCEDURES 8
- CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
- CPCCCM3001A OPERATE ELEVATED WORK PLATFORMS 32
- CPCCCM3003A WORK SAFELY AROUND POWER SOURCES, SERVICES AND ASSETS 40
- CPCCCO2003A CARRY OUT CONCRETING TO SIMPLE FORMS 20
- CPCCSI3003A SIGNWRITE TO DECORATIVE FORMS 92
- CPCCSI3004A APPLY ADVANCED VINYL APPLICATIONS 40
- CPCCSI3005A USE ENGRAVING SYSTEMS 40
- CPCCSI3006A APPLY GILDING TO SIGNAGE 40
- CPCCSI3007A APPLY LINES AND SCROLLS 48
- CPCCSI3008A WRITE SHOWCARDS AND CHALKBOARDS 36
- CPCCSI3009A SCREEN-PRINT SIGNAGE 36
- CPCCSI3010A HAND RENDER PICTORIALS 36
- CPCCSI3011A USE LED TECHNOLOGY FOR SIGNAGE 40
- CPCCSI3012A APPLY ELECTRICAL THEORY FOR ILLUMINATED SIGNAGE 8
- CPCCSI3013A INSTALL LED SYSTEMS 40
- CPCCSI3014A MANUFACTURE GAS-CHARGED GLASS-FORMED ILLUMINATED SIGNAGE 200
- BSBSMB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30
- BSBSMB406A MANAGE SMALL BUSINESS FINANCES 60
- MEMO5010B APPLY FABRICATION, FORMING 80
- TDTD1097B OPERATE A FORKLIFT 40

CERTIFICATE III IN PLUMBING
Course Code: CPC32408
Campus: Sunshine.

Course Objectives: Provides off the job training for apprentices in the plumbing and gasfitting industry.

Careers: This qualification provides a trade outcome in plumbing. Occupational titles may include:
- Plumber
- Plumber and drainer
- Plumber and gasfitter
- Gasfitter
- Roof plumber.

Course Duration: 3 years.

Admission Requirements Other: To qualify for admission to the course applicants must be employed as an apprentice.


COURSE STRUCTURE
Units of competency from a minimum of four of the following six plumbing streams are required for award of this qualification. Stream 1 Water and Stream 2 Sanitary are mandatory. The following units of competency are required for award of this qualification:
Stream 1 Water (mandatory): 23 compulsory units and 6 elective units from the water stream and Stream 2 Sanitary (mandatory): 6 compulsory units and 4 elective units from the sanitary stream.

Plus two of the following four streams:

- Stream 3 Drainage: 9 compulsory units and 4 elective units from the drainage stream
- Stream 4 Mechanical services: 4 compulsory units and 11 elective units from the mechanical services stream
- Stream 5 Roofing: 8 compulsory units and 4 elective units from the roofing stream
- Stream 6 Gas services: 12 compulsory units and 5 elective units from the gas services stream. NB: Units of competency achieved in one stream count as credit for the same unit in the compulsory or elective requirements for any other stream.

### Compulsory Units of Study

#### Water Stream

- CPCPCM2001A **WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR** 12
- CPCPCM2002A **CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION** 10
- CPCPCM2003A **CARRY OUT OHS REQUIREMENTS** 36
- CPCPCM2004A **READ PLANS AND CALCULATE PLUMBING QUANTITIES** 8
- CPCPCM2005A **HANDLE AND STORE PLUMBING MATERIALS** 6
- CPCPCM2006A **USE PLUMBING HAND AND POWER TOOLS** 40
- CPCPCM2007A **CARRY OUT LEVELLING** 6
- CPCPCM2010A **MARK OUT MATERIALS** 20
- CPCPCM2011A **APPLY FIRST AID IN THE WORKPLACE** 8
- CPCPCM2012A **READ PLANS AND CALCULATE PLUMBING QUANTITIES** 8
- CPCPCM2013A **CUT AND JOIN SHEET METAL** 8
- CPCPCM2014A **CARRY OUT SIMPLE CONCRETING AND RENDERING** 16
- CPCPCM2015A **WORK SAFELY ON ROOFS** 20
- CPCPCM2016A **CUT AND JOIN SHEET METAL** 8
- CPCPCM2017A **CARRY OUT SIMPLE CONCRETING AND RENDERING** 16
- CPCPCM2018A **FLASH PENETRATIONS THROUGH ROOFS AND WALLS** 18
- CPCPCM2019A **FABRICATE AND INSTALL NON-FERROUS PRESSURE PIPING** 12
- CPCPCM2020A **FABRICATE AND INSTALL FIRE HYDRANT AND HOSE REEL SYSTEMS** 40
- CPCPCM2021A **WORK SAFELY ON ROOFS** 20
- CPCPCM2022A **CUT OUT AND INSTALL WATER SERVICES** 36
- CPCPCM2023A **INSTALL AND ADJUST WATER SERVICE CONTROLS AND DEVICES** 12
- CPCPCM2024A **INSTALL AND COMMISSION WATER HEATING SYSTEMS** 22
- CPCPCM2025A **INSTALL AND MAINTAIN DOMESTIC WATER TREATMENT EQUIPMENT** 8
- CPCPCM2026A **INSTALL WATER PUMP SETS** 8
- CPCPCM2027A **FIT OFF AND COMMISSION HOT AND COLD WATER SERVICES** 16
- CPCPCM2028A **CONNECT IRRIGATION SYSTEMS FROM DRINKING WATER SUPPLY** 6

#### Sanitary Stream

- CPCPCR2001A **LOCATE AND CLEAR BLOCKAGES** 8
- CPCPSN3001A **PLAN LAYOUT OF A RESIDENTIAL SANITARY PLUMBING SYSTEM** 8
- CPCPSN3002A **INSTALL DISCHARGE PIPES** 28
- CPCPSN3003A **FABRICATE AND INSTALL SANITARY STACKS** 28
- CPCPSN3004A **INSTALL AND FIT OFF SANITARY FIXTURES** 20

#### Drainage Stream

- CPCPDR2001A **LOCATE AND CLEAR BLOCKAGES** 8
- CPCPDR2002A **INSTALL DOMESTIC TREATMENT PLANTS** 16
- CPCPDR2004A **INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS** 8
- CPCPDR2005A **DRAIN WORK SITE** 4
- CPCPDR3001A **PLAN LAYOUT OF A RESIDENTIAL EXTERNAL SANITARY DRAINAGE SYSTEM** 8
- CPCPDR3002A **INSTALL BELOW GROUND SANITARY DRAINAGE SYSTEMS** 26
- CPCPDR3003A **INSTALL ON-SITE DISPOSAL SYSTEMS** 8

#### Roofing Stream

- CPCPRF2002A **SELECT AND INSTALL ROOF SHEETING AND WALL CLADDING** 16
- CPCPRF2003A **COLLECT AND STORE ROOF WATER** 6
- CPCPRF3001A **RECEIVE ROOFING MATERIALS** 4
- CPCPRF3002A **INSTALL ROOF COMPONENTS** 10
- CPCPRF3006A **INSTALL COMPOSITE ROOF SYSTEMS** 20
- CPCPRF2006A **CUT AND JOIN SHEET METAL** 8
- CPCPGS3001A **INSTALL GAS PIPING SYSTEMS** 24
- CPCPGS3002A **SIZE CONSUMER GAS PIPING SYSTEMS** 8
- CPCPGS3003A **INSTALL AND COMMISSION TYPE A GAS APPLIANCES** 20
- CPCPGS3004A **INSTALL LPG STORAGE OF AGGREGATE STORAGE CAPACITY UP TO 500 LITRES** 4
- CPCPGS3006A **INSTALL LPG SYSTEMS IN CARAVANS, MOBILE HOMES, WATER CRAFT AND MOBILE WORKPLACES** 16
- CPCPGS3007A **INSTALL GAS DETECTION DEVICES** 4
- CPCPGS3008A **INSTALL GAS PRESSURE CONTROL EQUIPMENT** 8
- CPCPGS3009A **INSTALL TYPE A GAS APPLIANCE FLUES** 12
- CPCPGS3011A **INSTALL LPG STORING SYSTEMS IN CARAVANS, MOBILE HOMES, WATER CRAFT AND MOBILE WORKPLACES** 8
- CPCPGS3013A **DISCONNECT AND RECONNECT TYPE A GAS APPLIANCES** 16
- CPCPGS3014A **CALCULATE AND INSTALL NATURAL VENTILATION FOR TYPE A GAS APPLIANCES** 8

### Compulsory Units of Study

**Water Stream**

- CPCPCM2001A **WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR** 12
- CPCPCM2002A **CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION** 10
- CPCPCM2003A **CARRY OUT OHS REQUIREMENTS** 36
- CPCPCM2004A **READ PLANS AND CALCULATE PLUMBING QUANTITIES** 8
- CPCPCM2005A **HANDLE AND STORE PLUMBING MATERIALS** 6
- CPCPCM2006A **USE PLUMBING HAND AND POWER TOOLS** 40
- CPCPCM2007A **CARRY OUT LEVELLING** 6
- CPCPCM2010A **MARK OUT MATERIALS** 20
- CPCPCM2011A **APPLY FIRST AID IN THE WORKPLACE** 8
- CPCPCM2012A **READ PLANS AND CALCULATE PLUMBING QUANTITIES** 8
- CPCPCM2013A **CUT AND JOIN SHEET METAL** 8
- CPCPCM2014A **CARRY OUT SIMPLE CONCRETING AND RENDERING** 16
- CPCPCM2015A **WORK SAFELY ON ROOFS** 20
- CPCPCM2016A **CUT OUT AND INSTALL WATER SERVICES** 36
- CPCPCM2017A **INSTALL AND ADJUST WATER SERVICE CONTROLS AND DEVICES** 12
- CPCPCM2018A **INSTALL AND COMMISSION WATER HEATING SYSTEMS** 22
- CPCPCM2019A **INSTALL AND MAINTAIN DOMESTIC WATER TREATMENT EQUIPMENT** 8
- CPCPCM2020A **INSTALL WATER PUMP SETS** 8
- CPCPCM2021A **FIT OFF AND COMMISSION HOT AND COLD WATER SERVICES** 16
- CPCPCM2022A **CONNECT IRRIGATION SYSTEMS FROM DRINKING WATER SUPPLY** 6

**Sanitary Stream**

- CPCPCR2001A **LOCATE AND CLEAR BLOCKAGES** 8
- CPCPSN3001A **PLAN LAYOUT OF A RESIDENTIAL SANITARY PLUMBING SYSTEM** 8
- CPCPSN3002A **INSTALL DISCHARGE PIPES** 28
- CPCPSN3003A **FABRICATE AND INSTALL SANITARY STACKS** 28
- CPCPSN3004A **INSTALL AND FIT OFF SANITARY FIXTURES** 20

**Drainage Stream**

- CPCPDR2001A **LOCATE AND CLEAR BLOCKAGES** 8
- CPCPDR2002A **INSTALL DOMESTIC TREATMENT PLANTS** 16
- CPCPDR2004A **INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS** 8
- CPCPDR2005A **DRAIN WORK SITE** 4
- CPCPDR3001A **PLAN LAYOUT OF A RESIDENTIAL EXTERNAL SANITARY DRAINAGE SYSTEM** 8
- CPCPDR3002A **INSTALL BELOW GROUND SANITARY DRAINAGE SYSTEMS** 26
- CPCPDR3003A **INSTALL ON-SITE DISPOSAL SYSTEMS** 8

**Roofing Stream**

- CPCPRF2002A **SELECT AND INSTALL ROOF SHEETING AND WALL CLADDING** 16
- CPCPRF2003A **COLLECT AND STORE ROOF WATER** 6
- CPCPRF3001A **RECEIVE ROOFING MATERIALS** 4
- CPCPRF3002A **INSTALL ROOF COMPONENTS** 10
- CPCPRF3006A **INSTALL COMPOSITE ROOF SYSTEMS** 20
- CPCPRF2006A **CUT AND JOIN SHEET METAL** 8
- CPCPGS3001A **INSTALL GAS PIPING SYSTEMS** 24
- CPCPGS3002A **SIZE CONSUMER GAS PIPING SYSTEMS** 8
- CPCPGS3003A **INSTALL AND COMMISSION TYPE A GAS APPLIANCES** 20
- CPCPGS3004A **INSTALL LPG STORAGE OF AGGREGATE STORAGE CAPACITY UP TO 500 LITRES** 4
- CPCPGS3006A **INSTALL LPG SYSTEMS IN CARAVANS, MOBILE HOMES, WATER CRAFT AND MOBILE WORKPLACES** 16
- CPCPGS3007A **INSTALL GAS DETECTION DEVICES** 4
- CPCPGS3008A **INSTALL GAS PRESSURE CONTROL EQUIPMENT** 8
- CPCPGS3009A **INSTALL TYPE A GAS APPLIANCE FLUES** 12
- CPCPGS3011A **INSTALL LPG STORING SYSTEMS IN CARAVANS, MOBILE HOMES, WATER CRAFT AND MOBILE WORKPLACES** 8
- CPCPGS3013A **DISCONNECT AND RECONNECT TYPE A GAS APPLIANCES** 16
- CPCPGS3014A **CALCULATE AND INSTALL NATURAL VENTILATION FOR TYPE A GAS APPLIANCES** 8
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<tr>
<th>Code</th>
<th>Task Description</th>
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<td>Erect and dismantle restricted height scaffolding</td>
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<td>CPCCCM3001A</td>
<td>Operate elevated work platforms</td>
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<tr>
<td>CPCCPB3015A</td>
<td>Install acoustic and thermal environmental protection systems</td>
<td>20</td>
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<tr>
<td>CPCCRI3001B</td>
<td>Operate personnel and materials hoists</td>
<td>32</td>
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<tr>
<td>CPCCT2005A</td>
<td>Carry out load slinging of off-site materials</td>
<td>8</td>
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<tr>
<td>CPCCM2008B</td>
<td>Cut and join sheet metal</td>
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<tr>
<td>CPCCM2009A</td>
<td>Cut using oxy-LPG-acetylene equipment</td>
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<tr>
<td>CPCFS2001A</td>
<td>Connect static storage tanks for fixed fire protection systems</td>
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<td>CPCCP52002A</td>
<td>Install portable fire equipment</td>
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<td>CPCFS5003A</td>
<td>Fit off sprinkler heads, controls and ancillary equipment</td>
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<tr>
<td>CPCCP53004A</td>
<td>Install control valve assemblies, actuating devices and local alarms</td>
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<td>CPCCPS008A</td>
<td>Test and maintain fire hydrant and hose reel installations</td>
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<td>CPCCPI2001A</td>
<td>Design domestic urban irrigation systems</td>
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<tr>
<td>CPCCPI2001A</td>
<td>Set out, install and commission irrigation systems</td>
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<tr>
<td>CPCCPB3015A</td>
<td>Install acoustic and thermal environmental protection systems</td>
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<tr>
<td>CPCRI3001B</td>
<td>Operate personnel and materials hoists</td>
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<tr>
<td>CPCCT2005A</td>
<td>Carry out load slinging of off-site materials</td>
<td>8</td>
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<tr>
<td>CPCCPM2009A</td>
<td>Cut using oxy-LPG-acetylene equipment</td>
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<tr>
<td>CPCPS5002A</td>
<td>Install below ground sanitary drainage systems</td>
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<tr>
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<td>Select and fit insulation and sheathing</td>
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<td>CPCPS5004A</td>
<td>Install pre-treatment facilities</td>
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<td>Install prefabricated inspection openings and enclosures</td>
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<tr>
<td>CPCPS5006A</td>
<td>Install below ground sanitary drainage systems</td>
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<td>CPCPS5007A</td>
<td>Install on-site disposal systems</td>
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<td>Cut using oxy-LPG-acetylene equipment</td>
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<td>CPCPS5010A</td>
<td>Maintain effluent disinfection systems</td>
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<td>Install water pipe systems</td>
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<tr>
<td>CPCPS3005A</td>
<td>Install and test ducting systems</td>
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<td>CPCPS3006A</td>
<td>Install and maintain domestic water treatment equipment</td>
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<tr>
<td>CPCPS3007A</td>
<td>Install and maintain residential life safety sprinkler systems</td>
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<td>CPCPS3008A</td>
<td>Install water service</td>
<td>10</td>
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<td>CPCPS3009A</td>
<td>Install water pipe systems</td>
<td>12</td>
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<tr>
<td>BCCCM2010B</td>
<td>Install trench support</td>
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<tr>
<td>MEM05017C</td>
<td>Weld using gas metal arc welding process</td>
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<td>MEM05019C</td>
<td>Weld using gas tungsten arc weld process</td>
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<td>RTE3605A</td>
<td>Troubleshoot irrigation systems</td>
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<td>BCCCM2010B</td>
<td>Install trench support</td>
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<tr>
<td>CPCCCM2008A</td>
<td>Erect and dismantle restricted height scaffolding</td>
<td>40</td>
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<td>CPCCCM3001A</td>
<td>Operate elevated work platforms</td>
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<tr>
<td>CPCCPB3015A</td>
<td>Install acoustic and thermal environmental protection systems</td>
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<tr>
<td>CPCCT2005A</td>
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<tr>
<td>CPCCPM2009A</td>
<td>Cut using oxy-LPG-acetylene equipment</td>
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<tr>
<td>CPCPRF3003A</td>
<td>Install prefabricated inspection openings and enclosures</td>
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<td>MPCPSN3005A</td>
<td>Install and maintain domestic water treatment equipment</td>
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<td>Install and test ducting systems</td>
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<td>MPCPSN3007A</td>
<td>Install and maintain domestic water treatment equipment</td>
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<td>MPCPSN3008A</td>
<td>Install and test ducting systems</td>
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<tr>
<td>MPCPSN3009A</td>
<td>Install and maintain evaporation air cooling systems</td>
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<tr>
<td>MPCPSN3010A</td>
<td>Install and test split system air conditioning</td>
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<tr>
<td>BCCCM2010B</td>
<td>Install trench support</td>
<td>40</td>
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<tr>
<td>MEM05017C</td>
<td>Weld using gas metal arc welding process</td>
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<tr>
<td>MEM05019C</td>
<td>Weld using gas tungsten arc weld process</td>
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<tr>
<td>MEM10009B</td>
<td>Install refrigeration and air conditioning plant/equipment</td>
<td>40</td>
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<tr>
<td>MEM10010B</td>
<td>Install pipe and pipework assemblies</td>
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<tr>
<td>MEM18086B</td>
<td>Test, recover, evacuate and charge refrigeration systems</td>
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<tr>
<td>CPCRI3001B</td>
<td>Operate personnel and materials hoists</td>
<td>32</td>
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<tr>
<td>CPCCT2005A</td>
<td>Carry out load slinging of off-site materials</td>
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<tr>
<td>CPCCPB3015A</td>
<td>Install acoustic and thermal environmental protection systems</td>
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</table>
### Certificate IV in Building and Construction (Building)

**Course Code:** CPC40108  
**Campus:** Newport.

*This course is for Continuing students only*

#### Course Objectives:
The aim is that graduates will acquire specialist skill and knowledge in quantity surveying, tendering, planning and scheduling construction technology in residential and commercial buildings.

#### Careers:
Builder; Construction manager.

**Course Duration:** 3 years.

**Selection Processes:** Direct Entry, Interview, Written Test.

#### Course Structure

15 units of competency are required for award of this qualification: 12 compulsory units; 3 elective units.

#### Compulsory Units of Study

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<thead>
<tr>
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<th>Title</th>
<th>Credit Points</th>
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<tr>
<td>CPCCBC4001A</td>
<td>Apply Building Codes and Standards to the Construction Process for Low Rise Building Projects</td>
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<tr>
<td>CPCCBC4002A</td>
<td>Manage Occupational Health and Safety in the Building and Construction Workplace</td>
<td>40</td>
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<tr>
<td>CPCCBC4003A</td>
<td>Select and Prepare a Construction Contract</td>
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<tr>
<td>CPCCBC4004A</td>
<td>Identify and Produce Estimated Costs for Building and Construction Projects</td>
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<td>CPCCBC4005A</td>
<td>Produce Labour and Material Schedules for Ordering</td>
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<tr>
<td>CPCCBC4006A</td>
<td>Select, Procure and Store Construction Materials for Low Rise Projects</td>
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<tr>
<td>CPCCBC4007A</td>
<td>Plan Building or Construction Work</td>
<td>40</td>
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<tr>
<td>CPCCBC4008A</td>
<td>Conduct On-Site Supervision of Building and Construction Projects</td>
<td>40</td>
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<td>Apply Legal Requirements to Building and Construction Projects</td>
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<tr>
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<td>Apply Structural Principles to Residential Low Rise Constructions</td>
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<tr>
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<td>Apply Structural Principles to Commercial Low Rise Constructions</td>
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<tr>
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**Elective Units of Study**

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<tbody>
<tr>
<td>CPCCBC4012A</td>
<td>Read and Interpret Plans and Specifications</td>
<td>30</td>
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<td>CPCCBC4013A</td>
<td>Prepare and Evaluate Tender Documentation</td>
<td>20</td>
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<tr>
<td>CPCCBC4014A</td>
<td>Prepare Simple Building Sketches and Drawings</td>
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<tr>
<td>CPCCBC4015A</td>
<td>Prepare Specifications for All Construction Works</td>
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<tr>
<td>CPCCBC4016A</td>
<td>Administer a Construction Contract</td>
<td>20</td>
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<tr>
<td>CPCCBC4017A</td>
<td>Arrange Resources and Prepare for the Building or Construction Project</td>
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<tr>
<td>CPCCBC4018A</td>
<td>Apply Site Surveys and Set-Out Procedures to Building and Construction Projects</td>
<td>40</td>
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<tr>
<td>CPCCBC4019A</td>
<td>Apply Sustainable Building Design Principles to Water Management Systems</td>
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<tr>
<td>CPCCBC4020A</td>
<td>Build Thermally Efficient and Sustainable Structures</td>
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<tr>
<td>CPCCBC4021A</td>
<td>Minimise Waste on the Building and Construction Site</td>
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<td>CPCCBC4022A</td>
<td>Supervise Tilt-Up Work</td>
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<td>CPCCBC4023A</td>
<td>Plan and Undertake Site Inspection and Assessment of Asbestos Products and Materials</td>
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<td>CPCCBC4024A</td>
<td>Resolve Business Disputes</td>
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<td>Manage Personal Work Priorities and Professional Development</td>
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<td>Arrange Building Applications and Approvals</td>
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<td>CPSUS4001A</td>
<td>Implement and Monitor Environmentally Sustainable Work Practices</td>
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<tr>
<td>BSBWOR402A</td>
<td>Promote Team Effectiveness</td>
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<td>BSBITU201A</td>
<td>Produce Simple Word Processed Documents</td>
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<td>Create and Use Spreadsheets</td>
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<td>BSBITU301A</td>
<td>Create and Use Databases</td>
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<tr>
<td>BSBMGT403A</td>
<td>Implement Continuous Improvement</td>
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<tr>
<td>BSBPMG404A</td>
<td>Apply Quality Management Techniques.</td>
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<tr>
<td>BSBPMG407A</td>
<td>Apply Risk Management Techniques</td>
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<td>WRITE COMPLEX DOCUMENTS</td>
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<tr>
<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
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<td>PLAN BUILDING OR CONSTRUCTION WORK</td>
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<td>CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECTS</td>
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<td>APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW RISE CONSTRUCTIONS</td>
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<td>BUILD THERMALLY EFFICIENT AND SUSTAINABLE STRUCTURES</td>
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<td>MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE</td>
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<td>SUPERVISE TILT-UP WORK</td>
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<td>PLAN AND PREPARE TENDER DOCUMENTATION</td>
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<td>ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT</td>
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<td>APPLY SUSTAINABLE BUILDING DESIGN PRINCIPLES TO WATER MANAGEMENT SYSTEMS</td>
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<td>BUILD THERMALLY EFFICIENT AND SUSTAINABLE STRUCTURES</td>
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<td>MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE</td>
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<td>ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT</td>
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<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
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<td>ARRANGE BUILDING APPLICATIONS AND APPROVALS</td>
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<td>IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
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<td>PRODUCE SIMPLE WORD PROCESSED DOCUMENTS</td>
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<td>BSBITU202A</td>
<td>CREATE AND USE SPREADSHEETS</td>
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<td>CREATE AND USE DATABASES</td>
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<tr>
<td>BSBWRT401A</td>
<td>WRITE COMPLEX DOCUMENTS</td>
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</table>
CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
TAADEL404B FACILITATE WORK BASED LEARNING 15

CERTIFICATE IV IN BUILDING AND CONSTRUCTION (ESTIMATING)
Course Code: CPC40308
Campus: Newport.
About this course: Gain the specialist skills and knowledge to launch your career as a building estimator or building scheduler. You will learn the skills of quantity surveying, tendering, planning and scheduling construction technology on residential and commercial buildings.
Course Objectives: The aim is that graduates will acquire specialist skill and knowledge in quantity surveying, tendering, planning and scheduling construction technology in residential and commercial buildings.
Careers: Building estimator; Building scheduler.
Course Duration: 1 year.
Selection Processes: Direct Entry, Interview, Written Test.

COURSE STRUCTURE
15 units of competency are required for award of this qualification: 8 compulsory units; 7 elective units.

Compulsory Units of Study
CPCCBC4001A APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR LOW RISE BUILDING PROJECTS 40
CPCCBC4004A IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS 60
CPCCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING 40
CPCCBC4010A APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW RISE CONSTRUCTIONS 160
CPCCBC4011A APPLY STRUCTURAL PRINCIPLES TO COMMERCIAL LOW RISE CONSTRUCTIONS 80
CPCCBC4012A READ AND INTERPRET PLANS AND SPECIFICATIONS 30
CPCCBC4013A PREPARE AND EVALUATE TENDER DOCUMENTATION 20
BSBPMG407A APPLY RISK MANAGEMENT TECHNIQUES 40

Elective Units of Study
CPCCBC4003A SELECT AND PREPARE A CONSTRUCTION CONTRACT 40
CPCCBC4006A SELECT, PROCURE AND STORE CONSTRUCTION MATERIALS FOR LOW RISE PROJECTS 40
CPCCBC4014A PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS 40
CPCCBC4015A PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS 20
CPCCBC4016A ADMINISTER A CONSTRUCTION CONTRACT 20
CPCCBC4017A ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT 20
CPCCBC4019A APPLY SUSTAINABLE BUILDING DESIGN PRINCIPLES TO WATER MANAGEMENT SYSTEMS 40
CPCCBC4020A BUILD THERMALLY EFFICIENT AND SUSTAINABLE STRUCTURES 40
CPCCBC4021A MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE 20
CPCCBC4023A PLAN AND UNDERTAKE SITE INSPECTION AND ASSESSMENT OF ASBESTOS PRODUCTS AND MATERIALS 30
CPCCBC4024A RESOLVE BUSINESS DISPUTES 20
CPCCBC4025A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 20
CPCCBC4028A PREPARE DESIGN BRIEF FOR CONSTRUCTION WORKS 20
CPSUS4001A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBWR402A PROMOTE TEAM EFFECTIVENESS 50
BSBITU201A PRODUCE SIMPLE WORD PROCESSED DOCUMENTS 60
BSBITU202A CREATE AND USE SPREADSHEETS 30
BSBITU203A COMMUNICATE ELECTRONICALLY 20
BSBMT403A IMPLEMENT CONTINUOUS IMPROVEMENT 40
BSBHS404B CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK 40
BSBPMG404A APPLY QUALITY MANAGEMENT TECHNIQUES 30
BSBWR401A WRITE COMPLEX DOCUMENTS 50
CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30

CERTIFICATE IV IN PLUMBING AND SERVICES
Course Code: CPC40908
Campus: Sunshine, Industry.
Course Objectives: The aim of the qualification is to train plumbers who wish to operate as a self employed licensed plumber. It also provides a National qualification. In addition the course addresses Victorian licensing requirements.
Careers: This qualification provides the following career outcomes:
• experienced fire operators with responsibility for project design and supervision (Fire services stream)
• experienced plumbing service operators with responsibility for project design and supervision (Air conditioning and mechanical services stream)
• plumbers who manage a plumbing business (Plumbing and services Management stream)
• specialist plumbing services, tradespersons and operators seeking to deepen their technical skills (Plumbing and services Operations stream).
Occupational titles may include:
• Plumbing contractor
• Fire services supervisor
• Air conditioning technician.
Course Duration: 2 years.
Selection Processes: Interview, User Choice (Apprenticeships), Written Test.

COURSE STRUCTURE
Fire services stream 15 units of competency are required for award of this qualification:
• 8 compulsory units
• 7 elective units
Air conditioning and mechanical services stream 15 units of competency are required for award of this qualification:
• 8 compulsory units
• 7 elective units Plumbing and services

Management stream 15 units of competency are required for award of this qualification:
• 10 compulsory units
• 5 elective units Plumbing and services

Operations stream 15 units of competency are required for award of this qualification:
• 12 compulsory units
• 3 elective units

Compulsory Units of Study

Common

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<th>Credits</th>
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<tr>
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<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
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<td>CPCPCM4001A</td>
<td>CARRY OUT WORK BASED RISK CONTROL PROCESSES</td>
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<td>CPCPCM4002A</td>
<td>ESTIMATE AND COST WORK</td>
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<td>BSBOh5403A</td>
<td>IDENTIFY HAZARDS AND ASSESS OHS RISKS</td>
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<td>CPCPCM4004A</td>
<td>PREPARE SIMPLE SKETCHES AND DRAWINGS</td>
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<td>CPCBC4015A</td>
<td>PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS</td>
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<td>CPCPCM4003A</td>
<td>PRODUCE 2-D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE</td>
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<td>BSBCUS301A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
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Plumbing and services - Management stream

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<td>APPLY CODES AND STANDARDS TO BUILDING TRADE AND SERVICES CONTRACTING</td>
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<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
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Plumbing and services - Operations stream

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<td>PLAN, SIZE AND LAY OUT SANITARY DRAINAGE SYSTEMS</td>
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<td>CPCPrD4002A</td>
<td>PLAN, SIZE AND LAY OUT STORMWATER DRAINAGE SYSTEMS</td>
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<tr>
<td>CPCPrD4003A</td>
<td>PLAN, SIZE AND LAY OUT DOMESTIC TREATMENT PLANT DISPOSAL SYSTEMS</td>
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<td>CPCPS54001A</td>
<td>PLAN, SIZE AND LAY OUT CONSUMER GAS INSTALLATIONS</td>
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<td>CPCPFS4001A</td>
<td>PLAN, SIZE AND LAY OUT ROOF DRAINAGE SYSTEMS</td>
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<td>CPCPS54001A</td>
<td>PLAN, SIZE AND LAY OUT PIPEWORK AND FIXTURES</td>
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<td>CPCPWT4001A</td>
<td>PLAN, SIZE AND LAY OUT HOT AND COLD WATER SERVICES AND SYSTEMS</td>
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<td>ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS</td>
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Elective Units of Study

All streams

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<td>RESOLVE BUSINESS DISPUTES</td>
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<td>CPCCBC4025A</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
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<td>COMMUNICATE ELECTRONICALLY</td>
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<td>CREATE AND USE DATABASES</td>
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<td>WRITE COMPLEX DOCUMENTS</td>
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<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
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<td>CPCPS4001A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
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<td>APPLY CODES AND STANDARDS TO BUILDING TRADE AND SERVICES CONTRACTING</td>
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<td>COMMISSION AND MAINTAIN SPECIAL HAZARD FIRE SUPPRESSION SYSTEMS</td>
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<td>COMMISSION FIRE SYSTEM PUMP SETS</td>
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<td>DESIGN RESIDENTIAL AND DOMESTIC FIRE SPRINKLER SYSTEMS</td>
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<td>COMMISSION FIRE ALARM AND DETECTION SYSTEMS</td>
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<td>COMMISSION FIREFIGHTING APPLIANCES</td>
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<td>TAADL404B</td>
<td>FACILITATE WORK BASED LEARNING</td>
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Air conditioning and mechanical services stream

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<td>BUILD THERMALLY EFFICIENT AND SUSTAINABLE STRUCTURES</td>
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<td>CPCCBC4021A</td>
<td>MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE</td>
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<td>PREPARE SIMPLE SKETCHES AND DRAWINGS</td>
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<td>PLAN, SIZE AND LAY OUT SANITARY DRAINAGE SYSTEMS</td>
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<td>PLAN, SIZE AND LAY OUT STORMWATER DRAINAGE SYSTEMS</td>
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<td>PLAIN, SIZE AND LAY OUT HOT AND COLD WATER SERVICES AND SYSTEMS</td>
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<td>COMMISSION AND MAINTAIN HOT WATER TEMPERATURE CONTROL DEVICES</td>
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<tr>
<td>BSBCUS301A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
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</table>
DIPLOMA OF BUILDING SURVEYING
Course Code: CPC50108
Campus: Newport.

Course Objectives: The course provides training in building theory and surveying related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in plan preparation, estimating, scheduling, construction technology, OHS, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.

Careers: Building surveyor; Building certifier.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent.
Admission Requirements International: Successful completion of VCE/VCAL or equivalent.
Admission Requirements Mature Age: Successful completion of VCE/VCAL or equivalent.
Admission Requirements VET: Successful completion of VCE/VCAL or equivalent.

Selection Processes: Direct Entry, Interview, VTAC, Written Test.

ATAR score

COURSE STRUCTURE
24 compulsory units of competency are required for award of this qualification.

Compulsory Units of Study
CPCCSV5001A ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS 100
CPCCSV5002A EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS 72
CPCCSV5003A PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS 90
CPCCSV5004A APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS 36
CPCCSV5005A APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES TO DOMESTIC SCALE BUILDINGS 36
CPCCSV5006A ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS 36
CPCCSV5007A UNDERTAKE SITE SURVEYS AND SET-OUT PROCEDURES FOR BUILDING PROJECTS 72
CPCCSV5008A APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING 36
CPCCSV5009A ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS 36
CPCCSV5010A INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT 36
CPCCSV5011A APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS 36
CPCCSV5012A ASSESS TIMBER-FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS 36
CPCCSV5013A APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS 36
CPCCSV5014A APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS 36
CPCCSV5015A ASSESS STRUCTURAL REQUIREMENTS FOR DOMESTIC SCALE BUILDINGS 72
BSBADM506B MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT 80
BSBITS5401A MAINTAIN BUSINESS TECHNOLOGY 40
CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS 50
CHCCOM4B DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES 75
ICAU1128B OPERATE A PERSONAL COMPUTER 30
ICAU1129B OPERATE A WORD PROCESSING APPLICATION 40
ICAU1130B OPERATE A DATABASE APPLICATION 40
ICAU1133B SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL 25

DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)
Course Code: CPC50208
Campus: Newport.

This course is for Continuing students only

Course Objectives: The aim is that graduates will acquire specialist skill and knowledge in quantity surveying, tendering, planning and scheduling construction technology in residential and commercial buildings.

Careers: Builder.

Course Duration: 2 years.

Selection Processes: Direct Entry, Interview, VTAC, Written Test.

ATAR score

COURSE STRUCTURE
12 units of competency are required for award of this qualification: 6 compulsory units; 6 elective units.

Compulsory Units of Study
CPCCBC5001A APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR MEDIUM RISE BUILDING PROJECTS 200
CPCCBC5003A SUPERVISE THE PLANNING OF ON-SITE MEDIUM RISE BUILDING OR CONSTRUCTION WORK 200
CPCCBC5008A APPLY STRUCTURAL PRINCIPLES TO THE CONSTRUCTION OF MEDIUM RISE BUILDINGS 300
BSBOHS504A APPLY PRINCIPLES OF OHS RISK MANAGEMENT 30
BSBPIN550A MANAGE PROJECT QUALITY 40
BSBPIN550A MANAGE PROJECT RISK 40

Elective Units of Study
CPCCBC5002A MONITOR COSTING SYSTEMS ON MEDIUM RISE BUILDING AND CONSTRUCTION PROJECTS 60
CPCCBC5004A SUPERVISE AND APPLY QUALITY STANDARDS TO THE SELECTION OF BUILDING AND CONSTRUCTION MATERIALS 60
CPCCBC5005A SELECT AND MANAGE BUILDING AND CONSTRUCTION CONTRACTORS 40
CPCCBC5006A APPLY SITE SURVEYS AND SET-OUT PROCEDURES TO MEDIUM RISE BUILDING PROJECTS 110
CPCCBC5007A ADMINISTER THE LEGAL OBLIGATIONS OF A BUILDING OR CONSTRUCTION CONTRACT 100
SCHOOL OF CONSTRUCTION INDUSTRIES

CPCCBC5009A  IDENTIFY SERVICES LAYOUT AND CONNECTION METHODS TO MEDIUM RISE CONSTRUCTION PROJECTS 140
CPCCBC5010A  MANAGE CONSTRUCTION WORK 150
CPCCBC5011A  MANAGE ENVIRONMENTAL MANAGEMENT PRACTICES AND PROCESSES IN BUILDING AND CONSTRUCTION 150
CPCCBC5012A  MANAGE THE APPLICATION AND MONITORING OF ENERGY CONSERVATION AND MANAGEMENT PRACTICES AND PROCESSES 150
CPCCBC5013A  DEVELOP PROFESSIONAL TECHNICAL AND LEGAL REPORTS ON BUILDING AND CONSTRUCTION PROJECTS 40
CPCSU55001A  DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY 50
BSBCUS5001A  DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY 40
BSBFIM501A  MANAGE BUDGETS & FINANCIAL PLANS 70
BSBHRM509A  MANAGE REHABILITATION & RETURN TO WORK 50
BSBINN502A  BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT 50
BSBITA401A  DESIGN DATABASES 60
BSBITU402A  DEVELOP AND USE COMPLEX SPREADSHEETS 50
BSBITU404A  PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS 50
BSBLED502A  MANAGE PROGRAMS THAT PROMOTE PERSONAL EFFECTIVENESS 60
BSBMGT502B  MANAGE PEOPLE PERFORMANCE 70
BSBMGT515A  MANAGE OPERATIONAL PLAN 60
BSBRKS501A  MANAGE RISK 60
BSBSLS502A  LEAD AND MANAGE A SALES TEAM 60
BSBWOR501A  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
BSBWOR502A  ENSURE TEAM EFFECTIVENESS 60
CPPDSM5022A  IMPLEMENT ASSET MANAGEMENT PLAN 25.

DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)
Course Code: CPC50210
Campus: Newport.
Course Objectives: This qualification is designed to meet the needs of builders, including selecting contractors, overseeing the work and its quality, and liaising with clients. This qualification is designed to assist in meeting the licensing/registration requirements of those wishing to become a registered builder.
Careers: Occupational titles may include: Builder Estimator; Building Supervisor.
Course Duration: 2 years.
Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent.
Admission Requirements International: Successful completion of VCE/VCAL or equivalent.
Admission Requirements Mature Age: Successful completion of VCE/VCAL or equivalent.
Admission Requirements VET: Successful completion of VCE/VCAL or equivalent.
Selection Processes: Direct Entry, Interview, VTAC.

ADVANCED DIPLOMA OF BUILDING SURVEYING
Course Code: CPC60108
Campus: Newport.
Course Objectives: The course provides training in building theory and surveying related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in plan preparation, estimating scheduling, construction technology OHS, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.
Careers: - Building surveyor - Building certifier.
Course Duration: 1 year.
Selection Processes: Direct Entry, Interview, Written Test.
### COURSE STRUCTURE

43 units of competency are required for award of this qualification.

#### Compulsory Units of Study

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<tr>
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<th>Course Title</th>
<th>Units</th>
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<td>CPCCSV5003A</td>
<td>PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS</td>
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<td>CPCCSV5004A</td>
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<td>ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS</td>
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<tr>
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<td>UNDERTAKE SITE SURVEYS AND SET-OUT PROCEDURES FOR BUILDING PROJECTS</td>
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<td>APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING</td>
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<td>ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS</td>
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<td>INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT</td>
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<td>CPCCSV5011A</td>
<td>APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS</td>
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<td>ASSESS TIMBER-FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS</td>
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<td>APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS</td>
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<tr>
<td>CPCCSV6001A</td>
<td>ASSESS THE CONSTRUCTION OF BUILDINGS UP TO THREE STOREYS</td>
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<td>BSBMGT502B</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
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<td>CHCCOM3C</td>
<td>UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS</td>
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<tr>
<td>CHCCOM4B</td>
<td>DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES</td>
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<td>ICAU1129B</td>
<td>OPERATE A WORD PROCESSING APPLICATION</td>
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<td>ICAU1130B</td>
<td>OPERATE A SPREADSHEET APPLICATION</td>
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<td>ICAU1131B</td>
<td>OPERATE A DATABASE APPLICATION</td>
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<td>ICAU1132B</td>
<td>OPERATE A PRESENTATION PACKAGE</td>
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<td>LGAPEM502A</td>
<td>APPLY ECOLOGICALLY SUSTAINABLE DEVELOPMENT PRINCIPLES TO THE BUILT ENVIRONMENT</td>
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<tr>
<td>LMFF4010A</td>
<td>IDENTIFY AND CALCULATE PRODUCTION COSTS</td>
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### CERTIFICATE II IN FURNITURE FINISHING

**Course Code:** LMF20202  
**Campus:** Newport.

**About this course:** This qualification is part of the Furnishing Industry Training Package. It is designed for students who want to acquire the skills and knowledge to work in the furniture finishing sector of the furnishing industry. You will learn how: prepare surfaces, mix and apply stains, apply finishing material by hand and spray gun, restore furnishing items, operate a range of furniture finishing equipment, occupational health and safety, communications skills costing.

**Course Objectives:** This qualification reflects the role of individuals working at entry level in the furniture industry, who undertake a prescribed range of tasks using limited practical skills and fundamental knowledge, in a defined context working under supervision.

**Careers:** Process Worker (Furniture Industry).

**Course Duration:** 0.5 years.

**Admission Requirements Year 12:** All students are interviewed for selection. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework are required.

**Admission Requirements International:** Not applicable.

**Admission Requirements Mature Age:** All students are interviewed for selection. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework are required.

**Admission Requirements VET:** All students are interviewed for selection. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework are required.

**Selection Processes:** Direct Entry, Interview.
SCHOOL OF CONSTRUCTION INDUSTRIES

COURSE STRUCTURE
Twelve (12) units are required to complete this qualification.

Group 1 - MANDATORY UNITS
Select all four (4) units from this list:

- LMFCR0001B FOLLOW SAFE WORKING POLICIES AND PRACTICES 40
- LMFCR0002B COMMUNICATE IN THE WORKPLACE 20
- LMFCR0003B CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- LMFCR0004B WORK EFFECTIVELY WITH OTHERS 15

Group 2 - SPECIALIST UNITS
All five (5) units must be chosen from Group 2.

- LMFFF2001B USE FURNITURE FINISHING SECTOR HAND AND POWER TOOLS 48
- LMFFF2003B REMOVE SURFACE COATINGS 40
- LMFFF2004B PREPARE SURFACES FOR FINISHING 24
- LMFFF2007B APPLY STAINS, FILLERS AND BLEACH 52
- TLID307D HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40

Group 3 - ELECTIVES
Three (3) units must be selected from Group 3

- LMFFF2002B DISMANTLE/REASSEMBLE FURNITURE 56
- LMFFF2005B MAINTAIN SPRAY EQUIPMENT AND BOOTH 24
- LMFFF2006B APPLY SURFACE COATINGS BY SPRAY GUN 60
- LMFFF2008B APPLY SURFACE COATINGS BY HAND 40
- LMFFF3006B REPAIR AND TOUCH UP SURFACES 40

CERTIFICATE II IN FURNITURE MAKING
Course Code: LMF20309

Campus: Melton, Newport.

About this course: Enjoy a satisfying career as a furniture builder or cabinet-maker with a basic pre-apprenticeship course to prepare you for a Certificate III in Furniture-Making. You will skill up to eventually work in a production environment, building free-standing furniture or built-in cabinets, or provide on-site assistance in installing furniture or cabinets.

Course Objectives: This qualification is a pre-apprenticeship course that prepares students for a Certificate III in Furniture Making.

Careers: Job roles covered by this qualification include assistant cabinet maker, assistant installer of built-in cabinets, and production operator within a cabinet making enterprise. Cabinets include free-standing and built-in furniture.

Course Duration: 2 months.

Admission Requirements Year 12: All students that are interviewed for selection, undertake a pre selection test and require language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skills Framework.

Admission Requirements International: Not applicable.

Admission Requirements VET: All students that are interviewed for selection, undertake a pre selection test and require language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skills Framework.

Selection Processes: Direct Entry.

CERTIFICATE III IN FURNITURE MAKING
Course Code: LMF30302

Campus: Newport.

This course is for Continuing students only

About this course: Acquire the skills to build freestanding furniture and prepare yourself for a career in furniture-making. Learn specific techniques of furniture construction such as making timber joints by hand, preparing surfaces for finishing, using hand tools and machinery. You will also learn about estimating and costing a job, interpreting work documents and following safe working policies and procedures.

Course Objectives: The course provides the knowledge and skills required for those wishing to specialise in furniture making.

Careers: Furniture Making.

Course Duration: 4 years.


Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

COURSE STRUCTURE
This course is 3 years part-time. Full-time or part-time delivery.

Core Units of Study
- LMFCR0001B FOLLOW SAFE WORKING POLICIES AND PRACTICES 40
- LMFCR0002B COMMUNICATE IN THE WORKPLACE 20

Admission Requirements Year 12: All students that are interviewed for selection, undertake a pre selection test and require language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skills Framework.

Admission Requirements International: Not applicable.

Admission Requirements VET: All students that are interviewed for selection, undertake a pre selection test and require language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skills Framework.

Selection Processes: Direct Entry.
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LMFCR0003B  CARRY OUT MEASUREMENTS AND CALCULATIONS  20
LMFCR0004B  WORK EFFECTIVELY WITH OTHERS 15

Specialist Units of Study
LMFFM2001B  USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 48
LMFFM2002B  ASSEMBLE FURNISHING COMPONENTS  20
LMFFM2006B  HAND MAKE TIMBER JOINTS  40
LMFFM2010B  SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56
LMFFM3011B  PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS  60
LMFFF2004B  PREPARE SURFACES FOR FINISHING  24
LMFGN3001B  READ AND INTERPRET WORK DOCUMENTS 24
LMFGN3002B  ESTIMATE AND COST JOB 16
LMFFM2003B  SELECT AND APPLY HARDWARE  16
LMFFM2007B  FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE 16
LMFFM3002B  CONSTRUCT FURNITURE USING LEG AND RAIL METHOD 64
LMFFM3004B  PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER 64
LMFFM3005B  FABRICATE CUSTOM FURNITURE 64
LMFFM3007B  PREPARE AND APPLY DECORATIVE SURFACES FOR FURNITURE 24
LMFFM3010B  SET UP, OPERATE AND MAINTAIN DRILLING MACHINES 24
LMFFM3025B  SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES 60
LMFFM3031B  SET UP, OPERATE AND MAINTAIN CNC MACHINING AND PROCESSING CENTRES 80
LMFFM3033B  CONSTRUCT JIGS AND FIXTURES 40
TLD307D  HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40

CERTIFICATE III IN FURNITURE MAKING (CABINET MAKING)
Course Code: LMF30402
Campus: Newport.
This course is for Continuing students only
About this course: Learn how to manufacture and install free-standing and fitted furniture in homes or businesses. You will learn to use hand and power tools, prepare surfaces for finishing, produce manual and computer-aided drawings, estimate and cost a job.

Course Objectives: The course provides the knowledge and skills for those wishing to specialise in furniture making with a particular emphasis on cabinet making.

Careers: Cabinet Making.

Course Duration: 4 years.


Entry Requirements: To qualify for 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 is conducted by the employer.

COURSE STRUCTURE
This course is 3 years part-time. Full-time or part-time delivery.

Core Units of Study
LMFCR0001B  FOLLOW SAFE WORKING POLICIES AND PRACTICES 40
LMFCR0002B  COMMUNICATE IN THE WORKPLACE 20
LMFCR0003B  CARRY OUT MEASUREMENTS AND CALCULATIONS 20
LMFCR0004B  WORK EFFECTIVELY WITH OTHERS 15
LMFFF2004B  PREPARE SURFACES FOR FINISHING 24
LMFM2001B  USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 48
LMFM2002B  ASSEMBLE FURNISHING COMPONENTS 20
LMFM2003B  SELECT AND APPLY HARDWARE 16
LMFM2004B  APPLY SHEET LAMINATES BY HAND 8
LMFM2005B  JOIN SOLID TIMBER 8
LMFM2006B  HAND MAKE TIMBER JOINTS 40
LMFM2010B  SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56
LMFM2011B  APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES 16
LMFM3002B  CONSTRUCT FURNITURE USING LEG AND RAIL METHOD 64
LMFM3003B  PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD 64
LMFM3004B  PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER 64
LMFM3005B  FABRICATE CUSTOM FURNITURE 64
LMFM3006B  INSTALL FURNISHING PRODUCTS 24
LMFM3011B  PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS 60
LMFM3012B  PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION 16
LMFM3013B  READ AND INTERPRET WORK DOCUMENTS 24
LMFM3014B  ESTIMATE AND COST JOB 16
TLD307D  HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40

Elective Units of Study
A minimum of six elective units of study, selected by the student with the approval of the Head of Department, from the list of relevant units as detailed in the Furnishing Training Package LMF02 v. 1 Australian National Training Authority 2002.

CERTIFICATE III IN FURNITURE MAKING (WOOD MACHINING)
Course Code: LMF30502
Campus: Newport.
About this course: Learn the skills to become a qualified furniture-maker with a focus on wood machining. You will learn how to set up and operate a wide variety of machines, how to hand make timber joints and how to maintain your tools.
Course Objectives: The course aims to provide the knowledge and skills for those wishing to specialise in furniture making with a particular emphasis on wood machining.

Careers: Wood Machinists.

Course Duration: 4 years.


Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

COURSE STRUCTURE

This course is 3 years part-time. Full-time or part-time delivery.

Core Units of Study
- LMFCR0001B FOLLOW SAFE WORKING POLICIES AND PRACTICES 40
- LMFCR0002B COMMUNICATE IN THE WORKPLACE 20
- LMFCR0003B CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- LMFCR0004B WORK EFFECTIVELY WITH OTHERS 15

Specialist Units of Study
- LMFFM2001B USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 48
- LMFFM2002B ASSEMBLE FURNISHING COMPONENTS 20
- LMFFM2010B SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56
- LMFFM2011B APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES 16
- LMFFM3011B PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS 60
- LMFFM3012B PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION 16
- LMFFM3020B SET UP, OPERATE AND MAINTAIN SAWING MACHINES 24
- LMFFM3021B SET UP, OPERATE AND MAINTAIN DRILLING MACHINES 24
- LMFFM3022B SET UP, OPERATE AND MAINTAIN JOINING MACHINES 52
- LMFFM3023B SET UP, OPERATE AND MAINTAIN PLANING AND FINISHING MACHINES 40
- LMFFM3025B SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES 60
- LMFFM3003B PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD 64
- LMFF2004B PREPARE SURFACES FOR FINISHING 24
- LMFGN3001B READ AND INTERPRET WORK DOCUMENTS 24
- LMFGN3002B ESTIMATE AND COST JOB 16
- TLD0307O HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40

Elective Units of Study
- LMFFM3027B SET UP, OPERATE AND MAINTAIN AUTOMATED EDGE BANDING MACHINES 60
- LMFGN2002B MOVE AND STORE MATERIALS AND PRODUCTS 16
- LMFFM3030B SET UP, OPERATE AND MAINTAIN CNC SIZING MACHINES 60
- LMFFM3031B SET UP, OPERATE AND MAINTAIN CNC MACHINING AND PROCESSING CENTRES 80
- LMFFM3032B PRODUCE AND MAINTAIN CUTTING TOOLS 40

CERTIFICATE III IN CABINET MAKING

Course Code: LAF32109

Campus: Newport.

About this course: Learn how to manufacture and install free-standing and fitted furniture in bathrooms, kitchens and other places in homes or businesses. You will learn to use hand and power tools, apply surface coatings using a spray gun, produce manual and computer-aided drawings and estimate and cost a job.

Course Objectives: This qualification applies to trade level cabinet making work associated with free standing furniture manufacturing or the manufacture and installation of fitted furniture. Training programs for this qualification are suitable to be undertaken as part of a formal training contract with an employer under an Australian Apprenticeship arrangement.

Careers: The Certificate III in Cabinet Making describes the trade level outcomes for those working in furniture making and those involved in the manufacture and installation of fitted furniture typically in a kitchen, bathroom and related context. Installation skills may be applied to new or renovation work. All cabinet maker outcomes require customer communication skills in order to ensure customer requirements are met.

Course Duration: 4 years.

Admission Requirements Year 12: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Admission Requirements VET: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.


COURSE STRUCTURE

To be awarded the Certificate III in Cabinet Making, competency must be achieved in twenty seven (27) units.

• 6 mandatory units must be completed
• 18 specialist units must be completed
• 3 other electives must be completed

Core Units

All five units must be completed
- MSAPMSUP102A COMMUNICATE IN THE WORKPLACE 20
- MSAPMSUP106A WORK IN A TEAM 30
- LMFCR0003B CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- LMFFM2001B USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 48
- LMFGN3001B READ AND INTERPRET WORK DOCUMENTS 24

At least one of the following units must be chosen
- CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6
- MSAPM0HS200A WORK SAFELY 30

Common Specialist

- BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
- LMFFM2003B SELECT AND APPLY HARDWARE 16
- LMFFM2010B SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56
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LMFFM3012B  PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION  16
LMFFM3030B  SET UP, OPERATE AND MAINTAIN CNC SIZING MACHINES   60
LMFFM3031B  SET UP, OPERATE AND MAINTAIN CNC MACHINING AND PROCESSING CENTRES  80
LMFGN3002B  ESTIMATE AND COST JOB  16
MSACMT230A  APPLY COST FACTORS TO WORK PRACTICES  40
LMFFM2011B  APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES  16

Furniture Stream
LMFFM2002B  ASSEMBLE FURNISHING COMPONENTS  20
LMFFF2004B  PREPARE SURFACES FOR FINISHING  24
LMFFM2005B  JOIN SOLID TIMBER  8
LMFFM2006B  HAND MAKE TIMBER JOINTS  40
LMFFM3002B  CONSTRUCT FURNITURE USING LEG AND RAIL METHOD  64
LMFFM3005B  FABRICATE CUSTOM FURNITURE  64
LMFFM3006B  INSTALL FURNISHING PRODUCTS  24

Kitchens and Bathrooms Stream
LMFKB2001A  PREPARE FOR CABINET INSTALLATION  12
LMFKB3001A  IDENTIFY PROCESSES IN KITCHEN AND BATHROOM PROJECTS  80
LMFKB3002A  DETERMINE REQUIREMENTS FOR INSTALLATION OF CABINETS  46
LMFKB3003A  CHECK AND MEASURE FIT OF CABINETS  20
LMFKB3004A  CONDUCT ON-SITE ADJUSTMENTS TO CABINETS AND COMPONENTS  16
LMFKB3005A  FABRICATE CABINETS FOR THE BUILT-IN ENVIRONMENT  80
LMFKB3006A  INSTALL FITTED CABINETS AND COMPONENTS  35

Elective Specialist
LMFFM3003B  PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD  64
LMFFM3004B  PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER  64
LMFFM3007B  PREPARE AND APPLY DECORATIVE SURFACES FOR FURNITURE  24
LMFFM3010B  SELECT TIMBERS FOR FURNITURE PRODUCTION  8
LMFFM3011B  PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS  60
LMFFM3013B  MEASURE AND DRAW SITE LAYOUT FOR MANUFACTURED FURNITURE PRODUCTS  16
LMFFM3020B  SET UP, OPERATE AND MAINTAIN SAWING MACHINES  24
LMFFM3021B  SET UP, OPERATE AND MAINTAIN DRILLING MACHINES  24
LMFFM3022B  SET UP, OPERATE AND MAINTAIN JOINING MACHINES  52
LMFFM3023B  SET UP, OPERATE AND MAINTAIN PLANING AND FINISHING MACHINES  40
LMFFM3025B  SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES  60
LMFFM3027B  SET UP, OPERATE AND MAINTAIN AUTOMATED EDGE BANDING MACHINES  60
LMFFM3033B  CONSTRUCT JIGS AND FIXTURES  40
LMFFT4009B  MATCH FURNISHING STYLE/MATERIALS TO CUSTOMER REQUIREMENTS  24
MSACMT251A  APPLY QUALITY STANDARDS  30
TLID307D  HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES  40
LMFFF2006B  APPLY SURFACE COATINGS BY SPRAY GUN  60
MSACMT270A  USE SUSTAINABLE ENERGY PRACTICES  30
MSAPMSUP390A  USE STRUCTURED PROBLEM SOLVING TOOLS  40
MSACMT271A  USE SUSTAINABLE ENVIRONMENTAL PRACTICES  30
LMFT4001B  COORDINATE ON-SITE INSTALLATION OF FURNISHING PRODUCTS  40
LMFFF2007B  APPLY STAINS, FILLERS AND BLEACH  52
LMFDT4007A  ESTABLISH THE DESIGN BRIEF  36.

CERTIFICATE II IN ENGINEERING
Course Code: MEM20105B

Campus: Newport.

Course Objectives: This qualification provides the skills and knowledge to be able to demonstrate:
• basic operational knowledge in a moderate range of areas.
• apply a defined range of skills.
• apply problem solving techniques.
• information and time management.

Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Admission Requirements Year 12: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Admission Requirements VET: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE
12 week full-time. Full-time, part-time or flexible.

Core Units of Study
MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT  10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK  10
MEM15002A  APPLY QUALITY PROCEDURES  20
MEM15024A  APPLY QUALITY SYSTEMS  10
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT  10

Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training
CERTIFICATE II IN ENGINEERING - PRODUCTION TECHNOLOGY
Course Code: MEM20205B

Campus: Newport.

Course Objectives: This qualification provides the skills and knowledge to be able to demonstrate: - basic operational knowledge in a moderate range of areas. - apply a defined range of skills. - apply problem solving techniques. - information and time management.

Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Admission Requirements Year 12: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Admission Requirements VET: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE
20 weeks Full-time. Full-time, part-time or flexible.

Core Units of Study
MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT  10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK  10
MEM15002A  APPLY QUALITY SYSTEMS  20
MEM15024A  APPLY QUALITY PROCEDURES  10
MEM16006A  ORGANISE AND COMMUNICATE INFORMATION  10
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT  10
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING  20

Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 53 points, including any prerequisites.

Course Objectives: To provide a pathway for secondary students into the marine industry, to give students exposure to a wide range of the specific vocational areas in the marine industry.

Careers: Range of employment in the marine industry, eg boatbuilder, marine cabinet maker, marine diesel mechanic, marine upholsterer, marina worker, charter boat operator.

Selection Processes: Direct Entry, Employer Choice.

COURSE STRUCTURE
Full time for 10 weeks. Full-time.

Core Units of Study
MEM13 14A  APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT  10
MEM14. 4A  PLAN TO UNDERTAKE A ROUTINE TASK  10
MEM1524A  APPLY QUALITY PROCEDURES  10
MEM16. 6A  ORGANISE AND COMMUNICATE INFORMATION  20
MEM16. 7A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT  10
MEM50. 1B  CLASSIFY RECREATIONAL BOATING TECHNOLOGIES AND FEATURES  60
MEM50. 2B  WORK SAFELY ON MARINE CRAFT  10
MEM50. 3B  FOLLOW WORK PROCEDURES TO MAINTAIN THE MARINE ENVIRONMENT  10

(a) Elective Units of Study
A minimum of six units of study from the following:
MEM4. 1B  GENERAL WOODWORKING MACHINE OPERATIONS  40
MEM5. 3B  SOFT SOLDERING (BASIC)  20
MEM5. 5B  CARRY OUT MECHANICAL CUTTING  20
MEM5. 7C  MANUAL HEATING AND THERMAL CUTTING  20
MEM5. 12C  PERFORM ROUTINE MANUAL METAL ARC WELDING  20
MEM5. 50B  PERFORM ROUTINE GAS METAL ARC WELDING  20
MEM9. 2B  INTERPRET TECHNICAL DRAWING  40
MEM11. 10B  OPERATE MOBILE LOAD SHIFTING EQUIPMENT  40
MEM11. 11B  UNDERTAKE MANUAL HANDLING  20
MEM12. 23A  PERFORM ENGINEERING MEASUREMENTS  30
MEM13 3B  WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS  20
MEM18. 1C  USE HAND TOOLS  20
MEM18. 2B  USE POWER TOOLS/HAND HELD OPERATIONS  20
MEM25. 1B  APPLY FIBRE REINFORCED PLASTICS  20
MEM25. 4B  FAIR AND SHAPE SURFACES  20
MEM25. 7B  MAINTAIN MARINE VESSEL SURFACES  40
MEM50. 4B  MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINA CODES  10
MEM50. 5B  REFUEL VESSELS  40
MEM50. 6B  CHECK OPERATIONAL CAPABILITY OF MARINE CRAFT  40
MEM50. 7B  CHECK OPERATIONAL CAPABILITY OF SAILS AND SAIL OPERATING EQUIPMENT  20
MEM50. 8B  CARRY OUT TRIP PREPARATION AND PLANNING  40
MEM50. 9B  SAFELY OPERATE A POWERED RECREATIONAL BOAT  20
MEM50. 10B  RESPOND TO BOATING EMERGENCIES AND INCIDENTS  40

CERTIFICATE III IN MARINE CRAFT CONSTRUCTION
Course Code: MEM30705
Campus: Newport.

About this course: Set sail on your career in the boating and marine industry as a qualified boat builder. Learn the skills to construct and repair all types of vessels from small pleasure craft and work boats to large commercial and naval ships. You will learn skills including fibreglassing, timber work and engine installation.

Course Objectives: The course is appropriate for a person working as a tradesperson in boat and small marine craft (usually up to 16 metres) construction, repair and maintenance.

Careers: Construction, repair and maintenance of vessels.

Admission Requirements Year 12: Students must be employed as boatbuilder or shipwright apprentices.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: Students must be employed as boatbuilder or shipwright apprentices.

Admission Requirements VET: Students must be employed as boatbuilder or shipwright apprentices.

Selection is conducted by the employer.

COURSE STRUCTURE
3 years Part-TimeWeekly block release (8 weeks per year for three years).

Core Units of Study
MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM12024A  PERFORM COMPUTATIONS  30
MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT  10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK  10
MEM14005A  PLAN A COMPLETE ACTIVITY  20
MEM15002A  APPLY QUALITY SYSTEMS  20
MEM15024A  APPLY QUALITY PROCEDURES  10
MEM16006A  ORGANISE AND COMMUNICATE INFORMATION  20
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT  10
MEM16008A  INTERACT WITH COMPUTING TECHNOLOGY  20
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING  20
MEM04018B  PERFORM GENERAL WOODWORKING MACHINE OPS  40
MEM08014B  APPLY PROTECTIVE COATINGS (BASIC)  40
MEM09002B  INTERPRET TECHNICAL DRAWING  40
MEM09021B  INTERPRET AND PRODUCE CURVED 3D SHAPES  40
MEM12007D  MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES  40
MEM13003B  WORK SAFELY WITH INDUSTRIAL CHEMICALS & MATERIALS  20
MEM18001C  USE HAND TOOLS  20
MEM18002B  USE POWER TOOLS/HAND HELD OPERATIONS  20
MEM25002B  FORM AND INTEGRATE FIBRE-REINFORCED STRUCTURE  40
MEM25003B  SET UP MARINE VESSEL STRUCTURES  30
MEM25004B  FAIR AND SHAPE SURFACES  20
MEM25005B  CONSTRUCT AND ASSEMBLE MARINE VESSEL TIMBER COMP  80
MEM25007B  MAINTAIN MARINE VESSEL SURFACES  40
MEM25008B  REPAIR MARINE VESSEL SURFACES AND STRUCTURE  40
MEM25009B  FORM TIMBER SHAPES USING HOT PROCESSES  20
MEM25010B  PERFORM FITOUT PROCEDURES  40
MEM25013B  PRODUCE THREE-DIMENSIONAL PLUGS/MOULDS  120
MEM25014B  PERFORM MARINE SLIPPING OPERATIONS  20
MEM25006B  UNDERTAKE MARINE SHEATHING OPERATIONS  20
MEM50003B  FOLLOW WORK PROCEDURES TO MAINTAIN MARINE ENVIRONMENT  10
MEM50004B  MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINA CODES  10
MEM25015A  ASSEMBLE AND INSTALL EQUIPMENT AND ACCESSORIES/ANCILLARIES  20
PMBPROD291B  OPERATE RESIN INFUSION MOULDING EQUIPMENT  30
PMBPROD293B  OPERATE VACUUM BAGGING EQUIPMENT  40
PMBPROD294B  OPERATE RESIN TRANSFER MOULDING EQUIPMENT  30
PMBPROD298B  OPERATE EQUIPMENT USING PRE-PREG MATERIAL  40
UNIT5

Below are unit details for courses offered by the School of Construction Industries in 2012.

IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

BCCBS2001B CONDUCT TACK COAT SPRAYING OPERATIONS
Locations: Newport, Sunshine.

Description: This unit specifies the competency required to spray tack coat in asphalt or sprayed sealing operations to prepare for a bituminous surface (or next treatment) to be applied. It includes the minimum criteria for competency assessment. This unit includes sprayers carried on a light truck or towed and spraying at an agreed application rate in a uniform manner.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources (Various), VU 2008.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BCCBS2002B HAND SPREAD ASPHALT
Locations: Newport.

Description: This unit specifies the competency required to hand spread asphalt to the required line and level for a finished surface. It relates to hand asphalt spreading and levelling conducted before and after compaction. It includes the minimum criteria for competency assessment. This unit includes joint construction and working in conjunction with an asphalt paver.

Nominal Hours: 18

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BCCBS2003B SAFELY HANDLE BITUMINOUS MATERIALS
Locations: Newport.

Description: This unit specifies the competency required to safely handle bituminous materials for the construction and maintenance of pavements. It includes the minimum criteria for competency assessment. This unit includes safety and handling requirements for the heating and blending application of bituminous materials.

Nominal Hours: 18

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BCF2001A USE STATIC MACHINES
Locations: Newport, Sunshine.

Description: Identify static machines, their operation and safety requirements; Prepare machine for use; Operate machine; Maintain machine and attachments; Clean up.

Nominal Hours: 32

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTQ/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF2004A LAYOUT SIGNS
Locations: Newport, Sunshine.

Prerequisites: BCG1002A plan and Organise Work; BCG1003A Read and Interpret Plans

Description: Developing the design of internal/external signs to client’s requirements, using data from client’s drawings and information.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTQ/workplace assignments.

BCF2005A USE COLOUR MATCHING FOR SIGN WRITING
Locations: Newport, Sunshine.

Prerequisites: BCG1003A Read and Interpret Plans; BCG1005A Use Hand and Power Tools

Description: This unit applies to identifying and matching colours against a specified sample.

Nominal Hours: 24

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTQ/workplace assignments.

BCF2010A MAINTAIN INVENTORY AND CONTROL, STOCK
Locations: Newport, Sunshine.

Description: Identify stock materials and equipment; Maintain inventory/stock lists; Store and record stocks; Control stock.

Nominal Hours: 8

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTQ/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF2011A USE COMPUTERS
Locations: Newport, Sunshine.

Description: Identify computer operation and application uses in the workplace: Use system and provide data entry; verify/confirm data input.
BCF2012A  PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT
Locations: Newport, Sunshine.

Description: Plan and prepare packaging and transport of manufactured products; Identify and select appropriate packaging for manufactured products; Prepare for handling and transporting of manufactured products; Undertake appropriate handling and transporting techniques of manufactured products; Clean up.

Nominal Hours: 10
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF2013A  ASSEMBLE COMPONENTS
Locations: Newport, Sunshine.

Description: Plan and prepare for assembly; Assemble and hold components in place; Secure assembled components; Clean up.

Nominal Hours: 32
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF2014A  MANUALLY CUT GLASS TO SIMPLE SHAPES
Locations: Newport, Sunshine.

Description: Plan and prepare work; Cut glass to a straight line; Circle and hole cutting; Cutting glass to simple shapes; Maintain safe working area; Clean up.

Nominal Hours: 4
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF2016A  PREPARE FOR OFF-SITE MANUFACTURING PROCESS
Locations: Newport, Sunshine.

Description: Plan and prepare for the manufacturing process; Identify, select and prepare materials for use in off-site production process; Identify fabricated components and method of assembly; Process for manufacture, assembly and fabrication and sequencing is monitored; Clean up.

Nominal Hours: 32
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.
This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCF3008A IDENTIFY WINDOW AND DOOR CONSTRUCTION**

**Locations:** Newport, Sunshine.

**Description:** Plan and prepare work; Identify structural features of doors/windows; Determine materials for timber windows and doors; Clean up.

**Nominal Hours:** 8

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCF3009A SETTING OUT OF WINDOWS AND DOORS**

**Locations:** Newport, Sunshine.

**Description:** Plan and prepare work; Develop height set out; Develop width set out; Mark out material; Clean up.

**Nominal Hours:** 8

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCF3010A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES**

**Locations:** Newport, Sunshine.

**Description:** Plan and prepare work; Set up machine; Machine components; Clean up.

**Nominal Hours:** 40

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCF3011A ASSEMBLE (DOOR/WINDOWS)**

**Locations:** Newport, Sunshine.

**Description:** Plan and prepare work; Check components to be assembled; Assemble frame; Assemble door/sash; Prepare door/sash for fitting; Fit door/sash; Clean up.

**Nominal Hours:** 16

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.
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BCF3029A  APPLY WATER GILDING - GLASS

Locations: Newport, Sunshine.

Description: 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: 8

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3030A  SCREEN PRINT

Locations: Newport, Sunshine.

Description: Plan and prepare work; Screen print; Identify and solve problems; Maintain equipment and tools.

Nominal Hours: 12

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3036A  SHIFT MATERIALS MANUALLY

Locations: Newport, Sunshine.

Description: Plan and prepare work; Manually handle material; Shift material using tools and equipment; Clean up.

Nominal Hours: 12

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3037A  SET OUT AND LEVEL

Locations: Newport, Sunshine.

Description: 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

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3038A  APPLY AND TRIM DECORATIVE FINISHES

Locations: Newport, Sunshine.

Description: Identify types of decorative finishes; Identify preparation requirements and prepare for fixing; Carry out fixing processes and finishing techniques; Clean up.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3041A  CUT AND INSTALL GLASS

Locations: Newport, Sunshine.

Description: Plan and prepare work; Select and install glass; Maintain safe working area; Clean up.

Nominal Hours: 16

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3042A  MARK OFF/OFF

Locations: Newport, Sunshine.

Description: 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

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3045A  MANUFACTURE JOINERY UNIT COMPONENTS

Locations: Newport, Sunshine.

Description: Plan and prepare work; Select, prepare materials for use in joinery production process; Manufacture components; Secure and hold components in place; Fabri cate assembled components; Process for manufacture and fabrication sequencing is monitored; Clean up.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3052A  SIGN WRITE TO SIMPLE FORMS

Locations: Newport, Sunshine.

Description: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.

Nominal Hours: 56

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3053A  SIGN WRITE TO DECORATIVE FORMS

Description: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.

Nominal Hours: 72

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BCF3054A APPLY GRAPHICS USING PRESSURE SENSITIVE FILMS
Description: Plan and prepare work; Layout sign; Weed out vinyl; Apply transfer tape; Apply vinyl; Clean up finished sign.
Nominal Hours: 24
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3055A APPLY GRAPHICS TO ILLUMINATED SIGNFACES
Description: Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.
Nominal Hours: 24
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3056A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL
Description: Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.
Nominal Hours: 36
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3057A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - DIGITAL
Description: Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.
Nominal Hours: 36
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3058A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - 3D DIMENSIONAL
Description: Plan and prepare work; Start up and operate computer; Identify and solve operating problems; Maintain equipment; Clean up.
Nominal Hours: 36
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3062A HAND RENDER PICTORIALS
Description: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Nominal Hours: 36
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG1009A CARRY OUT EXCAVATION AND INSTALL SUPPORT
Prerequisites: BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Description: 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.
Nominal Hours: 36
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG1015A PREPARE FOR CONSTRUCTION PROCESS (BRICK/ BLOCK LAYING)
Prerequisites: BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding.
Description: 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.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG1016A PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)
Prerequisites: BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Description: Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG1017A PREPARE FOR CONSTRUCTION PROCESS (DEMOLITION)
Description: This unit consists of:
• Plan for demolition process
• Prepare materials for demolition process
• Prepare work area for demolition process
• Use tools and equipment for construction processes
• Set up plant and equipment for initial demolition processes
• Clean up
Nominal Hours: 20
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**Assessment:** Competency shall be assessed while work is undertaken under direct supervision with regular checks, but may include some autonomy when working as part of a team. Competency in this unit may be determined concurrently, based on integrated project work. Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be a completion of each process.

**BCG2000A ASSEMBLE SIMPLE PARTITION FRAMES**

**Prerequisites:** BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry).

**Description:** Plan and prepare work; Select materials and cut components; Assemble frames/partitions; Clean up.

**Nominal Hours:** 40

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**Locations:** Newport, Sunshine.

**BCG2001A PREPARE SURFACES**

**Prerequisites:** BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007E Erect and dismantle restricted height scaffolding.

**Description:** 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

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**Locations:** Newport, Sunshine.

**BCG2003A CARRY OUT GENERAL DEMOLITION**

**Prerequisites:** BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007E Erect and dismantle restricted height scaffolding, BCG1017A Prepare for construction process (demolition).

**Description:** Plan and prepare work; Demolish building/structure; Clean up.

**Nominal Hours:** 32

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**Locations:** Newport, Sunshine.

**BCG2004A CARRY OUT LEVELLING**

**Prerequisites:** BCG1004A Carry out measurements and calculations, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices.

**Description:** Plan and prepare work; Maintain given level or specified slope with boring rods; Set up and use levelling devices; Clean up.

**Nominal Hours:** 16

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**Locations:** Newport, Sunshine.

**BCG2005A ERECT AND STRIP FORMWORK FOR CONCRETE WORK**

**Locations:** Newport, Sunshine.

**Prerequisites:** 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.

**Description:** Plan and prepare work; Assist with the erection of formwork; Strip formwork; Clean up.

**Nominal Hours:** 24

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**Locations:** Newport, Sunshine.

**BCG2008A USE EXPLOSIVE POWER TOOLS (EPT)**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.

**Description:** Plan and prepare work; Set out for fasteners; Use explosive power tools; Clean up; Maintain explosive power tool and kit.

**Nominal Hours:** 16

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**Locations:** Newport, Sunshine.

**BCG2010A REMOVE/REPLACE DOOR AND WINDOW FURNITURE**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1005A Use hand and power tools.

**Description:** Plan and prepare work; Remove doors, shutters and furniture; Replace doors, shutters and furniture; Clean up.

**Nominal Hours:** 4

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**Locations:** Newport, Sunshine.

**BCG2012A MAKE SET-OUTS**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations.

**Description:** Plan and prepare for set-out; Make set-out for unit; Store set-out.

**Nominal Hours:** 8
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG3009A  CONSTRUCT AND INSTALL NON-LOAD BEARING INTERNAL PARTITION WALL

Locations: Newport, Sunshine.

Prerequisites: BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.

Description: Plan and prepare work; Construct non-load bearing partition timber wall frames; Erect and maintain a full height demountable partition; Erect a half-panel glass partition; Clean up.

Nominal Hours: 16

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3010A  INSTALL WINDOWS TO WALL FRAMING

Locations: Newport, Sunshine.

Prerequisites: BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG2004A Carry out levelling.

Description: Plan and prepare work; Install timber or aluminium window frame; Clean up.

Nominal Hours: 12

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3011A  INSTALL TIMBER BEARING WALL FRAMING

Locations: Newport, Sunshine.

Prerequisites: BCG1002A Plan and organise work, BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.

Description: Plan and prepare work; Set out wall plates; Set out and prepare studs and trimmers; Construct walls; Erect walls; Clean up.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG3012A  CONSTRUCT AND ERECT TIMBER WALL FRAMING

Locations: Newport, Sunshine.

Prerequisites: BCG1002A Plan and organise work, BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.

Description: Plan and prepare work; Set out wall plates; Set out and prepare studs and trimmers; Construct walls; Erect walls; Clean up.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG3013A  INSTALL INTERNAL PARTITION WALL

Locations: Newport, Sunshine.

Prerequisites: BCG1002A Plan and organise work, BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.

Description: Plan and prepare work; Install timber or aluminium window frame; Clean up.

Nominal Hours: 12

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3014A  ERECT TIMBER PITCHED ROOF FRAMING

Locations: Newport, Sunshine.

Prerequisites: BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof).

Description: 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: 60

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3015A  ERECT TIMBER ROOF TRUSSES

Locations: Newport, Sunshine.

Prerequisites: BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber framing.

Description: Plan and prepare work; Erect timber roof trusses; Construct gable and eaves structure; Clean up.

Nominal Hours: 32

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3016A  INSTALL SUB FLOOR FRAMING

Locations: Newport, Sunshine.

Prerequisites: BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely use of waste, BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.

Description: Plan and prepare work; 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: 24

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG3017A  INSTALL TIMBER AND SHEET FLOORING

Locations: Newport, Sunshine.

Prerequisites: 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.

Description: Plan and prepare work; Straighten and prepare floor joists; Set out and fix first board; Lay sheet flooring; Clean up.

Nominal Hours: 8

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
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BCG3018A  ERECT STEEL ROOF TRUSSES
Locations: Newport, Sunshine.
Prerequisites: BCG1006A Use small plant and equipment, BCG2006A Carry out steelfixing; BCG3019A Construct and erect steel wall framing.
Description: Plan and prepare work; Erect steel roof trusses; Clean up.
Nominal Hours: 8
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3019A  CONSTRUCT AND ERECT STEEL WALL FRAMING
Locations: Newport, Sunshine.
Prerequisites: BCG1006A Use small plant and equipment, BCG2006A Carry out steelfixing.
Description: Plan and prepare work; Construct and erect walls; Install insulation and soffit; Clean up.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3020A  CONSTRUCT TIMBER ROOF STRUCTURES - IRREGULAR ROOFS
Locations: Newport, Sunshine.
Prerequisites: BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof), BCG3014A Erect timber pitched roof framing.
Description: Plan and prepare work; Set out and prepare members for roof erection; Erect pyramid or conical roof; Erect roof to spayed plan end; Construct dormers in roof surfaces; Complete eaves and barge ends; Clean up.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3021A  INSTALL DOOR FRAMES
Locations: Newport, Sunshine.
Prerequisites: BCG1002A Plan and organise work, BCG1006A Use small plant and power tools, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Description: Plan and prepare work; Prepare door frame for floor slab; Install door frame; Clean up.
Nominal Hours: 8
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3022A  FINISH EAVES
Locations: Newport, Sunshine.
Prerequisites: BCG1005A Use hand and power tools, BCG1007A Use small plant and equipment, BCG3016A Prepare for construction process (carpentry), BCG1003A Read and interpret plans, BCG2004A Carry out levelling.
Description: Plan and prepare work; Erect scaffold; Construct framework and line eaves; Clean up.
Nominal Hours: 12
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3023A  INSTALL EXTERIOR CLADDING
Prerequisites: BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Description: Plan and prepare work; Straighten and prepare exterior walls; Fix timber plinths, flashing and insulation; Set out and prepare for horizontal panelling/weatherboards; Fix horizontal panelling/weatherboards; Fix vertical panelling/boards; Clean up.
Nominal Hours: 36
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3024A  CONSTRUCT TIMBER EXTERNAL STAIRS
Prerequisites: BCG1003A Read and interpret plans, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG3016A Install sub floor framing.
Description: 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
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3025A  INSTALL EXTERNAL OR INTERNAL DOORS
Locations: Newport, Sunshine.
Prerequisites: BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG3009A Construct and install non-lead bearing internal partition, BCG3021A All door frames.
Description: 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
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3026A  INSTALL FITMENTS
Locations: Newport, Sunshine.
Description: Plan and prepare work; Select and prepare materials for installing fitments; Install fitments; Clean up.
Nominal Hours: 16
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3027A  CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION

Locations: Newport, Sunshine.
Prerequisites: BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry), BCG2001A Use explosives power tools (EPT).
Description: Plan and prepare work; Set out; Prepare for formwork; Prepare for shower base installation; Install vanity unit; Install sink unit; Clean up.
Nominal Hours: 24
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3029A  FIX TIMBER MOULDINGS

Locations: Newport, Sunshine.
Prerequisites: BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1006A Use plant and equipment, BCG1016A Prepare for construction process (carpentry).
Description: Plan and prepare work; Set out; Prepare for formwork; Prepare for window and door installation; Fit and fix skirting; Fit and fix scotia mould to windows; Construct and install pelmets; Fit and fix skirting; Clean up.
Nominal Hours: 16
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3031A  ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)

Locations: Newport, Sunshine.
Prerequisites: 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.
Description: Plan and prepare work; Set out and prepare door jamb/frame; Install door jamb/frame; Clean up.
Nominal Hours: 6
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3032A  FIX TIMBER RAKING MOULDINGS

Locations: Newport, Sunshine.
Prerequisites: BCG3028A Fix linings and panelling, BCG3029A Fix timber mouldings.
Description: 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
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3033A  RESTORE/RENOVATE WINDOWS AND FRAMES

Locations: Newport, Sunshine.
Prerequisites: BCG3010A Install windows to wall framing.
Description: Select and prepare materials and equipment; Restore and renovate curved window frame; Restore and renovate casement window; Restore and renovate double hung window; Clean up.
Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3034A  ERECT/DISMANTLE FORMWORK

Locations: Newport, Sunshine.
Description: Select system, plan and prepare for work; Prepare for formwork; Erect formwork; Install metal deckiing as slab soft; Inspect formwork; Strip formwork; Back prop formwork; Clean up.
Nominal Hours: 50
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3035A  ERECT/DISMANTLE JUMP FORM FORMWORK

Locations: Newport, Sunshine.
Prerequisites: BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork.
Description: Plan and prepare work; Set out; Assemble core form system; Locate and install penetrations; Install reinforcement; Close shutters; Place concrete; Strip shutters; Jump system; Dismantle system; Clean up.
Nominal Hours: 80
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3047A  ERECT CEILING FRAMING (PITCHED ROOF)

Locations: Newport, Sunshine.
Prerequisites: BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.
Description: Plan and prepare work; Install plates on masonry walls; Install ceiling joists; Install hanging beams; Install ceiling battens; Clean up.
Nominal Hours: 32
Assessment: One or more of the following: written assignment, written test,
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simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCG3048A INSTALL GLASS BLOCKWORK**

**Locations:** Newport, Sunshine.

**Prerequisites:** 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 for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).  

**Description:** Plan and prepare work; Surface preparation; Lay glass blocks; Clean up.

**Nominal Hours:** 24  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCG3068A CONSTRUCT BATTERED MASONRY SURFACES**

**Locations:** Newport, Sunshine.

**Description:** This unit gives the student the knowledge and skills to construct battered masonry surfaces.  

**Nominal Hours:** 32  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCG3069A CONSTRUCT FIREPLACE AND CHIMNEY**

**Locations:** Newport, Sunshine.

**Prerequisites:** 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.

**Description:** Plan and prepare work; Select location and materials; Lay bricks/blocks and form steps; Complete chimney; Clean up.

**Nominal Hours:** 48  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCG3107A CARRY OUT SOLID BRICK CONSTRUCTION**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).  

**Description:** Plan and prepare work; Set out brickwork; Construct base brickwork; Form and shape brickwork; Construct cavity and single brick walls; Rake/rule joints; Clean up.

**Nominal Hours:** 60  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCG3109A CONSTRUCT MASONRY STEPS AND STAIRS**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner).  

**Description:** Plan and prepare work; Set out steps; Lay bricks/blocks and form steps; Clean up.

**Nominal Hours:** 36  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCG3110A LAY BRICKS AND BLOCKS (WALL AND CORNER)**

**Locations:** Newport, Sunshine.

**Prerequisites:** BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.

**Description:** Plan and prepare work; Select bricks/blocks and mortar materials; Prepare location and materials; Lay bricks/blocks; Form and shape brickwork; Rake/rule joints; Clean up.

**Nominal Hours:** 76  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCG3111A LAY MULTI-THICKNESS WALLS AND PIERS**

**Locations:** Newport, Sunshine.

**Prerequisites:** 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.

**Description:** Plan and prepare work; Set out brickwork; Construct base brickwork; Construct isolated piers; Construct attached piers; Form and shape brickwork; Rake/rule joints; Clean up.

**Nominal Hours:** 40  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BCG3112A  CONSTRUCT MASONRY ARCH - SEMI-CIRCULAR AND SEGMENTAL

Locations: Newport, Sunshine.


Description: 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: 24

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3113A  CONSTRUCT CURVED WALL

Locations: Newport, Sunshine.


Description: Plan and prepare work; Set out; Lay first course; Lay subsequent courses and complete wall; Clean up.

Nominal Hours: 32

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3114A  CONSTRUCT MASONRY BLOCKWORK

Locations: Newport, Sunshine.


Description: Plan and prepare work; Set out blockwork; Construct masonry blockwork; Place reinforcement and concrete; Install bond beam; Clean up.

Nominal Hours: 32

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3115A  LAY SEGMENTAL/UNIT PAVING

Locations: Newport, Sunshine.

Prerequisites: BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concrete to simple forms, BCG2004A Carry out levelling, BCG3011A Carry out basic setting out.

Description: Define soil type and determine paving material; Prepare to lay paving; Construct paving; Clean up.

Nominal Hours: 24

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3120A  FIX LININGS AND PANELLING

Locations: Newport, Sunshine.


Description: Plan and prepare work; Locate and prepare frame/surface; Install lining to frame/surface; Clean up.

Nominal Hours: 24

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3122A  ERECT/DISMANTLE SLIP FORM FORMWORK

Locations: Newport, Sunshine.

Prerequisites: BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork.

Description: 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

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCGCA2001B  HANDLE CARPENTRY MATERIALS

Locations: Newport, Sunshine.

Description: This unit specifies the competency required to safely manually handle, store and apply environmental management principles associated with carpentry materials and components. The unit includes preparing material for mechanical handling.

Nominal Hours: 16

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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BCGCA2002B  USE CARPENTRY TOOLS AND EQUIPMENT

Locations: Newport, Sunshine.

Description: Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

Nominal Hours: 96

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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assessments of this qualification are conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA2003B ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to erect and dismantle formwork to footings and slabs on ground for establishing levels and containment of finished concrete. The unit includes forming basic slabs, forming rebates to slabs on ground and steps to strip footings.

**Nominal Hours:** 24

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCGCA3002B INSTALL FLOORING SYSTEMS**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to plan, prepare, set out and install timber flooring systems to support imposed loads. The unit includes application in brick veneer, full masonry and timber frame construction.

**Nominal Hours:** 24

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCGCA2004B CONSTRUCT WALL FRAMES**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to plan, prepare, set out, construct and erect load bearing and non load bearing wall frames for the different types of loadings determined by the roof top and bracing configuration. The unit includes set out, cutting and fabrication of both timber and metal wall frames, the erection, connection and bracing of wall frames to specifications.

**Nominal Hours:** 60

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCGCA3003B CONSTRUCT CEILING FRAMES**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to plan, prepare, set out, construct and erect ceiling frames to accommodate ceiling joists, hanging beams, strutting beams and composite beams. The unit includes the selection of members and the setting out of the ceiling frame in conjunction with the roof members.

**Nominal Hours:** 32

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCGCA2005B CARRY OUT SETTING OUT**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to identify site boundaries and survey indicators, establishing, measuring and setting up of profiled set outs for buildings and structural components of building. The unit includes the positioning of a building and associated structures on a site.

**Nominal Hours:** 12

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCGCA2006B CARRY OUT SETTING OUT FOR FOOTINGS AND SLABS ON GROUND**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to identify site boundaries and survey indicators, establishing, measuring and setting up of profiled set outs for buildings and structural components of building. The unit includes the positioning of a building and associated structures on a site.

**Nominal Hours:** 24

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA3004B CARRY OUT GENERAL DEMOLITION TO MINOR BUILDING STRUCTURES**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to carry out general demolition work to minor building structures to facilitate alterations, extensions and additions to a building. The unit includes work being completed to a work schedule, plans and specifications.

**Nominal Hours:** 32

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCGCA3005B CARRY OUT SETTING OUT**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to identify site boundaries and survey indicators, establishing, measuring and setting up of profiled set outs for buildings and structural components of building. The unit includes the positioning of a building and associated structures on a site.

**Nominal Hours:** 12

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**BCGCA3006B ERECT ROOF TRUSSES**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to select, set out, erect and brace roof trusses to accommodate roof coverings for waterproofing purposes. The unit includes gable, hip and valley and hip roofing types.
This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCGCA3007B  CONSTRUCT A PITCHED ROOF

Locations: Newport, Sunshine.

Description: This unit specifies the competency required to select, set out, construct and erect pitched roofs to accommodate roof coverings for waterproofing purposes. The unit includes scotch valley gable, hip and valley, broken hip and valley and combinations thereof.

Nominal Hours: 60

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCGCA3008B  CONSTRUCT EAVES

Description: This unit specifies the competency required to prepare, set out and construct eaves including the cutting and fixing of fascias and barges to provide a finish between the wall and the roof. The unit includes boxed eaves and the finish to gable ends.

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCGCA3009B  CONSTRUCT ADVANCED ROOFS

Locations: Newport, Sunshine.

Description: This unit specifies the competency required to plan, prepare, set out and construct pitched roofs on irregular plan building shapes which may have skewed, splayed ends or hexagonal ends. The unit includes such roofs that may include dormer windows and may be of gable, hip, hip and valley or combinations thereof that are applied to different types and styles of buildings.

Nominal Hours: 80

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCGCA3010B  INSTALL AND REPLACE WINDOWS AND DOORS

Locations: Newport, Sunshine.

Description: This unit specifies the competency required to plan, prepare, set out and install window and door units and to replace window and door units to different types and styles of buildings for access, security, weather proofing and replacement of defective windows and doors. The unit includes timber and metal window and door units.

Nominal Hours: 32

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCGCA3011B  REFURBISH TIMBER SASHES TO WINDOW FRAMES

Locations: Newport, Sunshine.

Description: This unit specifies the competency required to refurbish timber sashes to window frames to rectify operation of external windows for ongoing use. The unit includes timber casement windows, double hung windows and the refitting of timber sashes.

Nominal Hours: 16

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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BCGCA3012B  FRAME AND FIT WET AREA FIXTURES

Locations: Newport, Sunshine.

Description: This unit specifies the competency required to install supporting framework for fixtures and flashings associated with the wet area construction for a bath, a shower base, a sink/basin unit and preparation for wet area linings. The unit includes bathroom, laundry, shower, toilet and en-suite wet areas.

Nominal Hours: 24

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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BCGCA3013B  INSTALL LINING, PANELLING AND MOULDING

Locations: Newport, Sunshine.

Description: This unit specifies the competency required to prepare, set out and install lining and panelling to either masonry or timber/metal framed walls. The unit includes the installation of mouldings to provide decorative finishes.
Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA3014B CONSTRUCT BULKHEADS**

Locations: Newport, Sunshine.

Description: This unit specifies the competency required to construct bulkheads to conceal services and/or for decorative purposes. The unit includes straight, curved and geometric shaped bulkheads generally constructed in-situ and may include prefabricated filaments.

Nominal Hours: 16

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA3015B ASSEMBLE PARTITIONS**

Locations: Newport, Sunshine.

Description: This unit specifies the competency required to set out and assemble partitions for the purpose of dividing areas into useable spaces. The unit includes prefabricated and demountable partitions constructed of timber or metal.

Nominal Hours: 16

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA3016B CONSTRUCT TIMBER EXTERNAL STAIRS**

Locations: Newport, Sunshine.

Description: This unit specifies the competency required to construct and install timber external stairs that may involve one or more flights to provide access into a structure. The unit includes timber treads and stringers.

Nominal Hours: 36

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA3017B INSTALL EXTERIOR CLADDING**

Locations: Newport, Sunshine.

Description: This unit specifies the competency required to install material finishes applied to the external framed wall surface for the purpose of weatherproofing and securing the building. The unit includes sheet material, weatherboarding of timber, plastic, metal and fibre cement sheet.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA3018B CONSTRUCT, ERECT AND DISMANTLE FORMWORK FOR STAIRS AND RAMPS**

Locations: Newport, Sunshine.

Description: This unit specifies the competency required to construct, erect and dismantle formwork for stairs and ramps to form up the concrete that may involve one or more flights to provide access between floors and/or landings. The unit includes timber, metal or prefabricated formwork.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA3019B ERECT AND DISMANTLE FORMWORK TO SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS**

Locations: Newport, Sunshine.

Description: This unit specifies the competency required to erect and dismantle formwork to suspended slabs, columns, beams and walls to contain concrete in above ground construction. The unit includes timber, metal or prefabricated formwork of modular or in-situ design.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA3020B ERECT AND DISMANTLE JUMP FORM FORMWORK**

Locations: Newport, Sunshine.

Description: This unit specifies the competency required to erect and dismantle jump form formwork to form wall structures where the formwork process is continuous.
The unit includes curved or straight jump form formwork.

**Nominal Hours:** 60

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA3021B ERECT AND DISMANTLE SLIP FORM FORMWORK**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to erect and dismantle slip form formwork to form wall structures where the formwork process is continuous. The unit includes curved or straight slip form formwork.

**Nominal Hours:** 60

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA3022B INSTALL CURTAIN WALLING**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to fix and fit curtain walling facades to multi-storey structures to provide external cladding of structural steel or reinforced concrete. The unit includes fabricated frameworks with metal cladding, fabricated framework with glass panels, pre-cast concrete panels, manufactured and natural stone products in or on the structure.

**Nominal Hours:** 40

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA3023B CARRY OUT LEVELLING OPERATIONS**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to conduct levelling procedures using the rise and fall method and the height of instrument method for the purpose of establishing correct and accurate set out of buildings, their components and preparation. The unit includes the set up, testing and use of levelling devices and undertaking closed traverses using a range of levelling equipment.

**Nominal Hours:** 24

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGF2003B CUT AND BEND MATERIALS USING OXY/LPG EQUIPMENT**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to heat, cut and bend construction materials using Oxy/LPG equipment. The unit includes the planning and preparation for the work, the set up and testing of the equipment, the cutting of materials, the heating and bending of materials, the shut down of equipment and the completion of clean-up activities.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCM1001B FOLLOW OH&S POLICIES AND PROCEDURES**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to work safely on a General Construction site adhering to OH&S policies and procedures. This unit includes emergency procedures and basic risk assessment.

**Nominal Hours:** 40

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCM1002B WORK EFFECTIVELY IN THE GENERAL CONSTRUCTION INDUSTRY**

**Locations:** Newport, Sunshine.

**Description:** This unit covers the competency, background and underpinning knowledge required to prepare for and sustain effective work within the General Construction Industry. It covers the identification and clarification of the General Construction industry work context, scope and employment conditions, the acceptance of responsibility by the individual, criteria for working in a team, individual career path improvement activities and the participation in site meetings.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.
to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCM1003B PLAN AND ORGANISE WORK**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to plan allotted tasks to maximise personal productivity on a General Construction site. This unit includes pre work planning, safe and efficient work sequencing.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCM1004B CONDUCT WORKPLACE COMMUNICATION**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to communicate effectively with other workers in a general construction workplace environment. This unit includes gathering, conveying and receiving information through verbal and written forms of communication.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCM1005B CARRY OUT MEASUREMENTS AND CALCULATIONS**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to carry out measurements and perform simple calculations to determine task and material requirements for a job in a General Construction work environment.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCM2001B READ AND INTERPRET PLANS AND SPECIFICATIONS**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to read and interpret plans and specifications relevant to General Construction operations. The unit includes the identification of types of plans and drawings and their functions, the recognition of commonly used symbols and abbreviations, the identification of key features and specifications on a site plan, the comprehension of written job specifications and the recognition of document status and amendment detail.

**Nominal Hours:** 36

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCM2002B CARRY OUT EXCAVATION**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to undertake hand excavation tasks and excavations requiring the assistance of plant machinery to form excavations for footings and the provisions of services. The unit includes excavation to new and existing sites, new or diversion of existing services.

**Nominal Hours:** 16

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCM2007B USE EXPLOSIVE POWER TOOLS**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to apply safe and effective operation of explosive power tools used to fasten materials or fix fasteners to bases of concrete, masonry or steel. The unit includes both direct action and indirect action explosive powered fastening tools.

**Nominal Hours:** 16

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCM2008B ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to erect and dismantle restricted height scaffolding to provide work platforms for various occupational
applications. The unit includes placement of safety barriers and only involves modular scaffolding restricted to a height of 4 metres.

**Nominal Hours:** 40

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCM3001B OPERATE ELEVATED WORK PLATFORMS**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to safely and effectively operate elevated work platforms (EWP’s) in a variety of different terrains and situations to access isolated work areas. The unit includes locating, setting up, operation and shut down.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCO2003B CARRY OUT CONCRETING TO SIMPLE FORMS**

**Locations:** Newport, Sunshine.

**Description:** This unit specifies the competency required to safely install formwork, reinforcement, place and finish concrete for the construction of minor slabs, pathways and other minor works to a specified design finish.

**Nominal Hours:** 16

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BSADMS06A MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT**

**Locations:** Newport, Sunshine.

**Description:** 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:** 80

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BSBCMN206A PROCESS AND MAINTAIN WORKPLACE INFORMATION**

**Locations:** Newport, Sunshine.

**Description:** This unit covers the skills and knowledge required to collect, process, store and maintain workplace information and its systems. It includes the maintenance of filing and record systems.

**Nominal Hours:** 30

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BSBCMN208A DELIVER A SERVICE TO CUSTOMERS**

**Locations:** Newport, Sunshine.

**Description:** This unit covers the skills and knowledge required to identify customer needs and provide a service to customers within a prescribed framework.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BSBCMN209A PROVIDE INFORMATION TO CLIENTS

Locations: Newport, Sunshine.

Description: This unit covers the skills and knowledge required to greet clients and determine their needs in accordance with the organisation’s requirements.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY

Locations: Newport, Sunshine.

Description: Maintain performance of hardware and software; Provide basic system administration; Identify future technology requirements.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BSBITA401A DESIGN DATABASES

Locations: Newport, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to design and develop a database (including queries, forms and reports) to meet a defined need using existing data. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 60

Required Reading: Australian Standards Building Code of Australia, ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BSBPMG508A MANAGE PROJECT RISK

Locations: Newport.

Description: This unit describes the performance outcomes, skills and knowledge required to manage risk within a project to avoid adverse effects on project outcomes. It covers determining, monitoring and controlling project risks, and assessing risk management outcomes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BSBLS5502A LEAD AND MANAGE A SALES TEAM

Locations: Newport.

Description: This unit describes the performance outcomes, skills and knowledge required to plan, implement, direct and evaluate sales team activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 60

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4001A APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR LOW RISE BUILDING PROJECTS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards applicable to the construction processes of residential and low rise commercial buildings (low rise’ licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction). To successfully construct low rise buildings requires a thorough understanding of the complex range of legislative and workplace requirements to maintain performance of hardware and software; Provide basic system administration; Identify future technology requirements.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4002A MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

Locations: Newport.

Description: This unit of competency specifies the outcomes required to conduct an OHS risk analysis, including the inspection of workplaces for hazards. The development and implementation of appropriate responses, including responses required by state or territory legislation and regulations, to mitigate the risks are also addressed. The unit requires candidates to have a comprehensive and appropriate understanding of the complex range of legislative and workplace requirements to manage risk in building and construction workplaces. This unit contains employability skills.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCBC4003A SELECT AND PREPARE A CONSTRUCTION CONTRACT

Locations: Newport.

Description: This unit of competency specifies the outcomes required to select and prepare appropriate construction contracts, including the sections, clauses and conditions for low rise construction projects. The ability to interpret complex documents, communicate clearly and succinctly and negotiate are essential skills.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4004A IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to establish the estimated costs associated with the acquisition of materials and labour on building and construction sites, together with the application of relevant overhead costs and margins. Knowledge of physical resource and supplier identification, assessment of the availability of and requirements for skilled labour and application of appropriate codes, regulations and approvals gaining processes is essential.

Nominal Hours: 60

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

Locations: Newport.

Description: This unit of competency specifies the outcomes required to produce schedules of resource requirements so that orders can be placed for materials and labour for residential and commercial projects and to record and track costs as they are incurred. Knowledge of codes, regulations and approval processes, contractor systems, physical resource and supplier identification and the ability to assess the availability of and requirements for skilled labour are essential.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4006A SELECT, PROCURE AND STORE CONSTRUCTION MATERIALS FOR LOW RISE PROJECTS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to select, acquire and store construction materials, including the sections, clauses and conditions for low rise construction projects. The ability to interpret complex documents, communicate clearly and succinctly and negotiate are essential skills.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4007A PLAN BUILDING OR CONSTRUCTION WORK

Locations: Newport.

Description: This unit of competency specifies the outcomes required to plan on-site activities, including the employment of physical and human resources and the development of documentation and advice for relevant authorities concerning residential and commercial projects. The ability to identify appropriate resources and suppliers, and assess the availability of and requirements for skilled labour are essential.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4008A CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECTS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to supervise implementation of administration processes relating to residential and commercial construction projects. The ability to administer payments, supervise on-site communications, ensure compliance with quality control and complete record keeping processes is essential.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4009A APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to apply legal requirements to building and construction projects of residential and low rise commercial buildings (low rise’ licensing classification with reference to Class 1 and 10 construction and Class 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction). It ensures the delivery to the site of materials that meet contract specifications and service requirements for low rise projects.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction). Application of legal requirements includes the capacity to ensure compliance with all contractual requirements. A thorough knowledge of the application of current legal and regulatory requirements is essential.

Nominal Hours: 50

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4010A APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW RISE CONSTRUCTIONS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to apply structural principles to the erection or demolition of low rise residential structures using conventional methods. The unit addresses those structures classified by the Building Code of Australia (BCA) as Class 1 and Class 10. Knowledge of the application of structural principles in accordance with Australian standards is essential.

Nominal Hours: 160

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4011A APPLY STRUCTURAL PRINCIPLES TO COMMERCIAL LOW RISE CONSTRUCTIONS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to apply structural principles to the erection or demolition of low rise projects of a more complex nature than single residential dwellings, which are typically commercial structures classified in the Building Code of Australia (BCA) as Classes 2 to 9 with a gross floor area not exceeding 2000 square metres but not including Type A or Type B construction. Knowledge of the application of structural principles in accordance with Australian standards is essential.

Nominal Hours: 80

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4012A READ AND INTERPRET PLANS AND SPECIFICATIONS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to read and interpret plans and specifications applicable to medium rise residential and commercial projects in order to inform estimation, planning and supervisory activities.

Nominal Hours: 30

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4013A PREPARE AND EVALUATE TENDER DOCUMENTATION

Locations: Newport.

Description: This unit of competency specifies the outcomes required to evaluate contract specifications and information and to prepare tender documents associated with projects in the building and construction industries. Knowledge of tender preparation and interpretation of project demands and requirements and the capability to bring together a body of diverse information are essential. How to find the information and present it in a manner that meets organisational needs in short timeframes is important, as is the ability to manage time effectively.

Nominal Hours: 20

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4014A PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to produce sketches and drawings. The sketches may be used to clarify or communicate ideas to clients or other parties. They may also be simplified versions taken from architectural drawings, designed to capture design concepts or options. The sketches may be used for estimating purposes and to show measurements and other requirements for building and construction works. This unit does not describe more complex drafting skills.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4015A PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to prepare specifications, using standard forms of specification as a basis. The preparation of a clearly understood specification for construction works requires establishing the level of detail required and identifying all the inherent contractual obligations. The capacity to develop specifications, that may range from outline to detailed specifications and which conform to National Specification System of Australia
Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4019A APPLY SUSTAINABLE BUILDING DESIGN PRINCIPLES TO WATER MANAGEMENT SYSTEMS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to apply sound water management principles as part of the implementation of sustainable building and construction processes. The range of legislative and council planning requirements are addressed in addition to the need to respond to growing consumer demand for sustainable buildings and environmentally friendly developments.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4020A BUILD THERMALLY EFFICIENT AND SUSTAINABLE STRUCTURES

Locations: Newport.

Description: This unit of competency specifies the outcomes required to apply sound principles of thermal efficiency as part of the implementation of sustainable building and construction processes. The range of legislative and council planning requirements are addressed in this unit, in addition to the need to respond to growing consumer demand for sustainable buildings and environmentally friendly developments.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4021A MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE

Locations: Newport.

Description: This unit of competency specifies the outcomes required to support sustainable building practices by minimising waste on the building and construction site. The range of legislative and council planning requirements are addressed in addition to industry best practice in relation to the management of by-products generated and removed from demolition, renovation and construction sites.
Nominal Hours: 20
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCBC4022A SUPERVISE TILT-UP WORK**

Locations: Newport.
Description: This unit of competency specifies the outcomes required to organise, coordinate and supervise tilt-up work on site. The knowledge and skills required to apply licensing and other regulatory requirements to the process are addressed. The erection of tilt-up pre-cast concrete panels requires the application of highly structured processes and the application of safe work practices.
Nominal Hours: 40
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCBC4023A PLAN AND UNDERTAKE SITE INSPECTION AND ASSESSMENT OF ASBESTOS PRODUCTS AND MATERIALS**

Locations: Newport.
Description: This unit of competency specifies the outcomes required to plan, inspect and remove samples of asbestos materials and substances. The unit includes research, planning, preparation and conduct for the inspection of asbestos materials. It also includes the removal, handling and quarantining of samples for testing.
Nominal Hours: 30
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCBC4024A RESOLVE BUSINESS DISPUTES**

Locations: Newport.
Description: This unit of competency specifies the outcomes required to advise on or resolve business disputes that may arise in the course of activities in residential and commercial contracting projects. Dispute resolution procedures may be applied as one of the disputing parties or as an independent party.
Nominal Hours: 20
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCBC4025A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT**

Locations: Newport.
Description: This unit of competency specifies the outcomes required to present confidently, prepare for personal responsibilities in the workplace and provide opportunities for personal professional development.
Nominal Hours: 20
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS**

Locations: Newport.
Description: This unit of competency specifies the outcomes required to prepare documentation and submit a building approval application or submission to appropriate authorities and the management of the submission through to its final approval. To successfully manage building approvals requires a detailed understanding of the technical documentation that must be prepared, including building plans and specifications together with knowledge of the current regulatory and planning processes. The unit requires the ability to communicate effectively with related building professionals, planning officers and clients.
Nominal Hours: 20
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCBC4028A PREPARE DESIGN BRIEF FOR CONSTRUCTION WORKS**

Locations: Newport.
Description: This unit of competency specifies the outcomes required to generate a brief for a conventional design, seek feedback on drafts, negotiate with the client and prepare a final design brief for client approval.
Nominal Hours: 20
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: To be advised.

**CPCBC4034A APPLY CODES AND STANDARDS TO BUILDING TRADE AND SERVICES CONTRACTING**

Locations: Newport.
Description: This unit of competency specifies the outcomes required to access, interpret and apply relevant standards and codes applicable to the performance
of building trade contracting and plumbing and services. Successfully complying with the range of relevant standards and codes requires a thorough and relevant knowledge of the purpose of the Building Code of Australia (BCA) and the Plumbing Code of Australia (PCA), coupled with the ability to interpret and apply specific and relevant standards across the range of trades and service sectors.

Nominal Hours: 40
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5001A APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR MEDIUM RISE BUILDING PROJECTS

Locations: Newport.
Description: This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards applicable to the construction processes of medium rise commercial and wide span buildings (medium rise licensing classification with reference to Class 1 and 10 construction, Class 2 and 3 to a maximum of 3 storeys, Class 4 to 9 to a maximum of 3 storeys, not including Type A construction). To successfully construct medium rise buildings requires a thorough knowledge of the purpose and content of the Building Code of Australia (BCA), coupled with the ability to interpret other codes and standards related to a specific building.
Nominal Hours: 200
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5001B APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR MEDIUM RISE BUILDING PROJECTS

Locations: Newport.
Description: This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards applicable to the construction processes of medium rise commercial and wide span buildings (medium rise licensing classification with reference to Classes 1 and 10 construction, Classes 2 and 3 to a maximum of 3 storeys, and Classes 4 to 9 to a maximum of 3 storeys, not including Type A construction).
Nominal Hours: 200
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5002A MONITOR COSTING SYSTEMS ON MEDIUM RISE BUILDING AND CONSTRUCTION PROJECTS

Locations: Newport.
Description: This unit of competency specifies the outcomes required to monitor building or construction costing systems. The processes and practices involved in supervising and monitoring costing systems result in the ongoing maintenance of cost control and the production of expenditure schedules and other arrangements, which ensure contracts or projects remain on budget. In order to achieve the outcomes for this unit, knowledge of relevant legislation, codes and standards, industry estimating and costing systems, and financial principles is required.
Nominal Hours: 60
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5003A SUPERVISE THE PLANNING OF ON-SITE MEDIUM RISE BUILDING OR CONSTRUCTION WORK

Locations: Newport.
Description: This unit of competency specifies the outcomes required to supervise the planning process and organisation of on-site building or construction work projects up to and including medium rise commercial and wide span buildings (medium rise licensing classification with reference to Class 1 and 10 construction, Class 2 and 3 to a maximum of 3 storeys, Class 4 to 9 to a maximum of 3 storeys, not including Type A construction). Successful supervision of planning and organisation requires effective interpretation of contractual and planning requirements and development of strategies for using human and physical resources effectively in order to comply with contractual obligations. In order to achieve the outcomes for this unit, knowledge of relevant building and construction planning practices, state or territory building and construction codes, standards and regulations and human resource principles and practices is required.
Nominal Hours: 200
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5004A SUPERVISE AND APPLY QUALITY STANDARDS TO THE SELECTION OF BUILDING AND CONSTRUCTION MATERIALS

Locations: Newport.
Description: This unit of competency specifies the outcomes required to supervise the systems through which materials are selected, acquired and stored on site for building or construction work up to and including medium rise projects. It ensures the delivery to the site of materials that meet contract specifications and service requirements for commercial projects. To achieve the outcomes for this unit, knowledge of relevant building construction materials and technologies, environmental effects on materials and testing procedures is required.
Nominal Hours: 60
Required Reading: Australian Standards Building Code of Australia ABCB.
FACULTY OF TECHNICAL AND TRADES INNOVATION

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5005A SELECT AND MANAGE BUILDING AND CONSTRUCTION CONTRACTORS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to select and manage building and construction contractors. It covers the processes and practices involved in supervising the systems through which the selection and management of subcontract resources occurs within the organisation, and through which subcontracting needs are identified and quantified. In order to achieve the outcomes for this unit, knowledge of relevant industry legislation, standards and codes, the subcontracting system and industrial relations processes are required.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5006A APPLY SITE SURVEYS AND SET-OUT PROCEDURES TO MEDIUM RISE BUILDING PROJECTS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to apply site surveys and set-out procedures to medium rise building and construction projects. It addresses the skills and practices required to measure, record and interpret data using measuring and levelling equipment and to set out building projects. The ability to operate specific surveying equipment and apply calculations and knowledge of the Building Code of Australia (BCA) and Australian standards are essential.

Nominal Hours: 110

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5007A ADMINISTER THE LEGAL OBLIGATIONS OF A BUILDING OR CONSTRUCTION CONTRACT

Locations: Newport.

Description: This unit of competency specifies the outcomes required to administer the legal obligations of a building or construction contract. It is concerned with licensing and/or builders’ registration and other legislative matters as appropriate, and administering the systems through which the obligations of complying with legislation are fulfilled. In order to achieve the outcomes for this unit, knowledge of relevant industry legislation, codes, standards, regulations, licensing, employee awards, agreements, OHS, taxation and insurance is required.

Nominal Hours: 100

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5008A APPLY STRUCTURAL PRINCIPLES TO THE CONSTRUCTION OF MEDIUM RISE BUILDINGS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to apply structural principles to the building of medium rise buildings. The design and construction of medium rise buildings requires the input of a range of skilled professionals, including architects and engineers. The building and construction professional plays a significant role within this project team and requires the ability to communicate effectively with building design professionals, and develop sound and safe practices in relation to structural procedures on site.

Nominal Hours: 300

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5009A IDENTIFY SERVICES LAYOUT AND CONNECTION METHODS TO MEDIUM RISE CONSTRUCTION PROJECTS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to identify drawings, specifications and requirements for services in a range of medium rise and wide span commercial projects. It requires an ability to identify and evaluate differing methods and services in accordance with building regulations and standards.

Nominal Hours: 140

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC5010A MANAGE CONSTRUCTION WORK

Locations: Newport.

Description: This unit of competency specifies the outcomes required to manage construction work and/or projects, which may involve fulfilling single or multi-site commercial contractual obligations. To successfully manage construction projects requires knowledge of relevant industry legislation, codes, standards, methods, procedures and practices as well as the ability to communicate effectively with others.

Nominal Hours: 150

Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC5011A MANAGE ENVIRONMENTAL MANAGEMENT PRACTICES AND PROCESSES IN BUILDING AND CONSTRUCTION

Locations: Newport.

Description: This unit of competency specifies the outcomes required to manage environmental management practices and processes in building and construction, as part of the organisation’s overall management system. To successfully manage practices and processes requires knowledge of current trends in environmental practices and methodologies, statistical analysis and legislative requirements.

Nominal Hours: 150

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC5012A MANAGE THE APPLICATION AND MONITORING OF ENERGY CONSERVATION AND MANAGEMENT PRACTICES AND PROCESSES

Locations: Newport.

Description: This unit of competency specifies the outcomes required to manage the application and monitoring of energy conservation and management practices and processes within the building and construction industry. Successful application of the unit requires knowledge of energy management practices and methodologies, statistical analysis, current trends and factors in energy conservation, and legislative and regulatory requirements.

Nominal Hours: 150

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC5013A DEVELOP PROFESSIONAL TECHNICAL AND LEGAL REPORTS ON BUILDING AND CONSTRUCTION PROJECTS

Locations: Melton.

Description: This unit of competency specifies the outcomes required to develop professional technical and legal reports on buildings and commercial construction projects. The unit requires knowledge of relevant legislation, codes, standards and regulations, contract documentation and construction planning and practices, as well as the ability to communicate effectively.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC5018A APPLY STRUCTURAL PRINCIPLES TO THE CONSTRUCTION OF MEDIUM RISE BUILDINGS

Locations: Newport.

Prerequisites: CPCCBC5001B - APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR MEDIUM RISE BUILDINGS

Description: This unit of competency specifies the outcomes required to apply structural principles to the building of medium rise buildings. The design and construction of medium rise buildings require the input of a range of skilled professionals, including architects and engineers. The building and construction professional plays a significant role within this project team and requires the ability to communicate effectively with building design professionals, and develop sound and safe practices in relation to structural procedures on site.

Nominal Hours: 300

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBL2001A HANDLE AND PREPARE BRICKLAYING AND BLOCKLAYING MATERIALS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to safely handle bricklaying and blocklaying materials manually and mechanically, including their storage requirements. It also includes preparatory mixing requirements and environmental requirements for the disposal of waste.

Nominal Hours: 16

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBL2002A USE BRICKLAYING AND BLOCKLAYING TOOLS AND EQUIPMENT

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to use tools and equipment used in bricklaying and blocklaying safely and effectively. It includes the identification, selection and use of hand and power tools, plant and equipment used in masonry work.

Nominal Hours: 30
Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCL3001A LAY PAVING

Locations: Newport.

Prerequisites: CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to lay pavers on level and inclined surfaces. It includes preparing, setting out and laying of the paving.

Nominal Hours: 24

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCL3002A CARRY OUT MASONRY VENEER CONSTRUCTION

Locations: Newport.

Prerequisites: CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct masonry veneer buildings and structures. It includes planning, preparation, set out and installation of the masonry.

Nominal Hours: 60

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCL3003A CARRY OUT CAVITY BRICK CONSTRUCTION

Locations: Newport.

Prerequisites: CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct cavity brick/block buildings and structures. It includes planning, preparation, set out and installation of the masonry.

Nominal Hours: 60

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCL3004A CONSTRUCT MASONRY STEPS AND STAIRS

Locations: Newport.

Prerequisites: CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct masonry steps, stairs and wing walls for different types and styles of buildings. It includes planning, preparation, set out and installation of the masonry.

Nominal Hours: 32

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCL3005A LAY MASONRY WALLS AND CORNERS

Locations: Newport.

Prerequisites: CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct masonry walls and corners to different types and styles of buildings. It includes planning, preparation, set out and installation of the masonry.

Nominal Hours: 76

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCL3006A LAY MULTI-THICKNESS WALLS AND PIERS

Locations: Newport.

Prerequisites: CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct multi-thickness walls and piers for different types and styles of buildings. It includes planning, preparation, set out and construction of walls and piers.

Nominal Hours: 60

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCL3007A INSTALL GLASS BLOCKWORK

Locations: Newport.

Prerequisites: CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to install glass blockwork in accordance with Australian Standards.
Description: This unit of competency specifies the outcomes required to install glass blockwork to buildings. It includes preparation, set out and installation of the blocks.

Nominal Hours: 8

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBL3008A INSTALL AERATED AUTOCLAVED CONCRETE PRODUCTS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to install aerated autoclaved concrete (AAC) products to different types and styles of buildings. It includes planning, preparation, set out and installation requirements of the work.

Nominal Hours: 40

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBL3009A INSTALL FLASHINGS AND DAMP PROOF COURSE

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to install flashings and damp proofing products to different types and styles of buildings. It includes planning, preparation, set out, installation and application requirements of the work.

Nominal Hours: 8

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBL3010A CONSTRUCT MASONRY ARCHES

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct masonry arches within walls and above columns or attached piers. It includes the preparation, set out and construction of masonry walls and arches.

Nominal Hours: 100

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBL3011A CONSTRUCT CURVED WALLS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct a specified masonry curved wall. It includes the preparation, set out and construction of curved walls.

Nominal Hours: 32

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBL3012A CONSTRUCT FIREPLACES AND CHIMNEYS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct brick fireplaces and chimneys in various types and styles of buildings. It includes planning, preparation, set out and construction requirements of the work.

Nominal Hours: 48

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBL3013A CONSTRUCT MASONRY STRUCTURAL SYSTEMS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct masonry load bearing walls and engaged and isolated piers. It includes planning, preparation set out and construction requirements of the work.

Nominal Hours: 40

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCBL3014A INSTALL FIRE-RATED MASONRY CONSTRUCTION

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct fire-rated masonry construction systems for fire-resistant construction. It includes planning, set out and installation requirements of the work.

Nominal Hours: 32

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBL3015A CONSTRUCT DECORATIVE BRICKWORK

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct decorative brickwork to buildings. It includes planning, set out and laying of bricks to form a decorative finish.

Nominal Hours: 70

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBL3016A CONSTRUCT BATTERED MASONRY WALLS AND PIERS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct battered and piered masonry walls. It includes the preparation of the base and the laying of masonry or stone to form the wall.

Nominal Hours: 32

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBL3017A CARRY OUT TUCK POINTING TO BRICKWORK

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct battered and piered masonry walls. It includes the preparation of the base and the laying of masonry or stone to form the wall.

Nominal Hours: 12

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCA2001A HANDLE CARPENTRY MATERIALS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to safely manually handle, store and apply environmental management principles associated with carpentry materials and components. It includes preparing material for mechanical handling.

Nominal Hours: 16

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCA2002A USE CARPENTRY TOOLS AND EQUIPMENT

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to safely select and use carpentry tools and equipment. It includes hand tools, power tools, pneumatic tools, plant and equipment.

Nominal Hours: 96

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCA2003A ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
**Description:** This unit of competency specifies the outcomes required to erect and dismantle formwork to footings and slabs on ground, to establish levels and contain finished concrete. It includes forming basic slabs and forming rebates to slabs on ground and steps to strip footings.

**Nominal Hours:** 24

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3001A CARRY OUT GENERAL DEMOLITION OF MINOR BUILDING STRUCTURES**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to carry out general demolition work of minor building structures to facilitate alterations, extensions and additions to a building. It includes work being completed to a work schedule, plans and specifications.

**Nominal Hours:** 32

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3002A CARRY OUT SETTING OUT**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to identify site boundaries and survey indicators, and establishing, measuring and setting up profiled set outs for buildings and structural components of building work.

**Nominal Hours:** 24

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3003A INSTALL FLOORING SYSTEMS**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to plan, prepare, set out and install timber flooring systems to support imposed loads. It includes application in brick veneer, full masonry and timber frame construction.

**Nominal Hours:** 40

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3004A CONSTRUCT WALL FRAMES**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to plan, prepare, set out, construct and erect load bearing and non-load bearing wall frames for the different types of loadings determined by the roof top and bracing configuration. It includes set out, cutting and fabrication of both timber and metal wall frames, and the erection, connection and bracing of wall frames to specifications.

**Nominal Hours:** 60

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3005A CONSTRUCT CEILING FRAMES**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to plan, prepare, set out, construct and erect ceiling frames to accommodate ceiling joists, hanging beams, strutting beams and composite beams. It includes selection of members and setting out of the ceiling frame in conjunction with the roof members.

**Nominal Hours:** 32

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
**FACULTY OF TECHNICAL AND TRADES INNOVATION**

**CPCCCA3006A ERECT ROOF TRUSSES**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to select, set out, erect and brace roof trusses to accommodate roof coverings for waterproofing purposes. It includes gable, hip and valley, and hip roofing types.

**Nominal Hours:** 40

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3007A CONSTRUCT PITCHED ROOFS**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to select, set out, construct and erect pitched roofs to accommodate roof coverings for waterproofing purposes. It includes scotch valley gable, hip and valley, broken hip and valley and combinations thereof.

**Nominal Hours:** 60

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3008A CONSTRUCT EAVES**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to prepare, set out and construct eaves, including the cutting and fixing of fascias and borges to provide a finish between the wall and the roof. It includes boxed eaves and the finish to gable ends.

**Nominal Hours:** 20

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3009A CONSTRUCT ADVANCED ROOFS**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**CPCCCA3007A CONSTRUCT PITCHED ROOFS**

**Description:** This unit of competency specifies the outcomes required to plan, prepare, set out and construct pitched roofs on irregular plan building shapes which may have skewed, splayed or hexagonal ends. It includes such roofs that include dormer windows and may be of gable, hip, hip and valley, or combinations of these that are applied to different types and styles of buildings.

**Nominal Hours:** 80

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3010A INSTALL AND REPLACE WINDOWS AND DOORS**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to plan, prepare, set out and install window and door units, and to replace window and door units to different types and styles of buildings for access, security, weather proofing and replacement of defective windows and doors. It includes timber and metal window and door units.

**Nominal Hours:** 70

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3011A REFURBISH TIMBER SASHES TO WINDOW FRAMES**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to refurbish timber sashes to window frames to rectify operation of external windows for ongoing use. It includes timber casement windows and double hung windows, and the refitting of timber sashes.

**Nominal Hours:** 16

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCA3012A FRAME AND FIT WET AREA FIXTURES

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to install supporting framework for fixtures and flashings associated with the wet area construction for a bath, shower base and sink or basin unit, and preparation for wet area linings. It includes bathroom, laundry, shower, toilet and en suite wet areas.

Nominal Hours: 24

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCA3013A INSTALL LINING, PANELLING AND MOULDING

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to prepare, set out and install lining and panelling to either masonry or timber/metal framed walls. It includes the installation of mouldings to provide decorative finishes.

Nominal Hours: 40

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCA3014A CONSTRUCT BULKHEADS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct bulkheads to conceal services or for decorative purposes. It includes straight, curved and geometric shaped bulkheads, generally constructed in situ and includes prefabricated fitments.

Nominal Hours: 16

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCA3015A ASSEMBLE PARTITIONS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to set out and assemble partitions for the purpose of dividing areas into useable spaces. It includes prefabricated and demountable partitions constructed of timber or metal.

Nominal Hours: 32

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCA3016A CONSTRUCT TIMBER EXTERNAL STAIRS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to construct and install timber external stairs, that may involve one or more flights, to provide access into a structure. It includes timber treads and stringers.

Nominal Hours: 40

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCA3017A INSTALL EXTERIOR CLADDING

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to install material finishes applied to an external framed wall surface for the purpose of weatherproofing and securing the building. It includes sheet material, weatherboarding of timber, plastic, metal and fibre cement sheet.

Nominal Hours: 20

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
**CPCCCA3018A CONSTRUCT, ERECT AND DISMANTLE FORMWORK FOR STAIRS AND RAMS**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to construct, erect and dismantle formwork for stairs and ramps to form up the concrete that may involve one or more flights in order to provide access between floors and/or landings. It includes timber, metal or prefabricated formwork.

**Nominal Hours:** 40

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3019A ERECT AND DISMANTLE FORMWORK TO SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to erect and dismantle formwork to form suspended slabs, columns, beams and walls to contain concrete in below ground construction. It includes timber, metal or prefabricated formwork of modular or in-situ design.

**Nominal Hours:** 40

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3020A ERECT AND DISMANTLE JUMP FORM FORMWORK**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to erect and dismantle jump form formwork to form wall structures where the formwork process is continuous. It includes curved or straight jump form formwork.

**Nominal Hours:** 60

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3021A ERECT AND DISMANTLE SLIP FORM FORMWORK**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to erect and dismantle slip form formwork to form wall structures where the formwork process is continuous. It includes curved or straight slip form formwork.

**Nominal Hours:** 60

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3022A INSTALL CURTAIN WALLING**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to erect curtain walling facades to multi-storey structures to provide external cladding of structural steel or reinforced concrete. It includes fabricated frameworks with metal cladding, fabricated framework with glass panels, precast concrete panels, and manufactured and natural stone products in or on the structure.

**Nominal Hours:** 40

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3023A CARRY OUT LEVELLING OPERATIONS**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to conduct levelling procedures using the rise and fall method and the height of instrument method for the purpose of establishing correct and accurate set out of buildings, their components and proportion. It includes the set up, testing and use of levelling devices and undertaking closed traverses using a range of levelling equipment.

**Nominal Hours:** 24

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCCM1001A  UNDERTAKE BASIC ESTIMATION AND COSTING

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to estimate materials, labour and time requirements and establish costs for a basic construction project.

Nominal Hours: 16

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM1002A  WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY

Locations: Newport.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to prepare for and sustain effective work within the construction industry. It covers the identification and clarification of the construction industry work context, scope and employment conditions, responsibility required to be accepted by the individual, working in a team, individual career path improvement activities and sustainable work practices and techniques.

Nominal Hours: 20

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM1003A  PLAN AND ORGANISE WORK

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to plan and organise individual and group work activities on a construction site. The unit includes identifying task requirements, planning steps and organising work.

Nominal Hours: 20

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM1004A  CONDUCT WORKPLACE COMMUNICATION

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to communicate effectively with other workers in a construction workplace environment. It includes gathering, conveying and receiving information through verbal and written forms of communication.

Nominal Hours: 20

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM1005A  CARRY OUT MEASUREMENTS AND CALCULATIONS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to carry out measurements and perform simple calculations to determine task and material requirements for a job in a construction work environment.

Nominal Hours: 20

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM1006A  WORK SAFELY AT HEIGHTS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to work safely on construction sites where the work activity involves working above 1.5 metres from ground level and where fall protection measures are required.

Nominal Hours: 8

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCCM2001A  READ AND INTERPRET PLANS AND SPECIFICATIONS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to read and interpret plans and specifications relevant to construction operations. It includes the identification of types of plans and drawings and their functions, the recognition of commonly used symbols and abbreviations, the identification of key features and specifications on a site plan, the comprehension of written job specifications and the recognition of document status and amendment detail.

Nominal Hours: 36

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM2002A  CARRY OUT EXCAVATION

Locations: Newport.

Prerequisites: CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to undertake hand excavation tasks and excavations requiring the assistance of plant machinery to form excavations for footings, and the provision of services. It includes excavation to new and existing sites, and new services or the diversion of existing services.

Nominal Hours: 16

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM2003A  CALCULATE AND COST CONSTRUCTION WORK

Locations: Newport.

Description: This unit of competency specifies the outcomes required to estimate materials, labour and time; the calculation of costs; and the associated documentation.

Nominal Hours: 20

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM2004A  HANDLE CONSTRUCTION MATERIALS

Locations: Newport.

Prerequisites: CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to safely handle, store and apply environmental management principles associated with construction materials and components. It includes preparing material for mechanical handling.

Nominal Hours: 16

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM2005A  USE CONSTRUCTION TOOLS AND EQUIPMENT

Locations: Newport.

Prerequisites: CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to safely select and use construction tools and equipment. It includes hand tools, power tools, pneumatic tools, and plant and equipment.

Nominal Hours: 96

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM2006A  APPLY BASIC LEVELLING PROCEDURES

Locations: Newport.

Prerequisites: CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to carry out levelling in a single plane for the purpose of establishing correct and accurate set out of buildings components. It includes the set up, testing and use of levelling devices, and establishing and transferring heights using a range of levelling equipment.

Nominal Hours: 8

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCCM2007A USE EXPLOSIVE POWER TOOLS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to apply safe and effective operation of explosive power tools (EPT), used to fasten materials or fix fasteners to bases. It includes both direct action and indirect action explosive powered fastening tools.

Nominal Hours: 16

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to erect and dismantle restricted height scaffolding to provide work platforms for various occupational applications. It includes placement of safety barriers and only involves modular scaffolding restricted to a height of 4 metres.

Nominal Hours: 40

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM2009A CARRY OUT BASIC DEMOLITION

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to carry out basic demolition. It includes the demolition of single storey buildings and structures using basic demolition techniques. It includes the preparation of the site for the demolition process and the removal of components.

Nominal Hours: 32

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM3001A OPERATE ELEVATED WORK PLATFORMS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to safely and effectively operate some types of elevated work platforms (EWP’s) in a variety of different terrains and situations to access isolated work areas. The unit includes locating, setting up, operating and shutting down EWPs. In addition to achievement of this competency, an EWP operator may need to obtain additional certification of training and experience before being allowed to operate the equipment.

Nominal Hours: 32

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM3003A WORK SAFELY AROUND POWER SOURCES, SERVICES AND ASSETS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to work with or operate plant in or around close proximity of power sources, services and assets for the general safety of personnel and equipment. It includes all occupational areas that may require working near electricity.

Nominal Hours: 40

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCO2003A CARRY OUT CONCRETING TO SIMPLE FORMS

Locations: Newport.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to carry out formwork, reinforcement and place and finish concrete for the construction of simple slabs, pathways and other minor works. It includes positioning the truck, placing concrete from the truck to work area, spreading concrete and cleaning up site.

Nominal Hours: 20

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
PROCEDURES IN THE CONSTRUCTION INDUSTRY

CPCCO3007A  CUT AND CORE CONCRETE

Locations: Newport.
Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to plan, prepare, cut and core concrete for the provision of service holes, core samples, construction joints and joining new components. The unit includes the use of sawing and drilling equipment.
Nominal Hours: 16
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJN2001A  ASSEMBLE COMPONENTS

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to assemble manufactured components to form a completed constructed unit.
Nominal Hours: 32
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJN2002A  PREPARE FOR OFF-SITE MANUFACTURING PROCESS

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to prepare material for the manufacturing process and assemble components to form manufactured units.
Nominal Hours: 32
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJN2003A  PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to use appropriate types of packaging systems to protect finished products from damage during transportation.
Nominal Hours: 10
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJN3001A  USE STATIC MACHINES

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to use static machines, which are those fixed to a set location for their operation, as applies with off-site manufacturing processes.
Nominal Hours: 56
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJN3002A  USE COMPUTER-CONTROLLED MACHINERY

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to program, load and operate computer-controlled machinery for the production of components.
Nominal Hours: 60
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJN3003A  MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES AND DOORS

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to carry out machining and manufacturing processes to set out component material in preparation for the assembly of window frames, sashes, doors and door frames.
Nominal Hours: 80
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with...
each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJN3004A MANUFACTURE JOINERY COMPONENTS

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to carry out machining and manufacturing processes for component material in preparation for assembling joinery components.
Nominal Hours: 40
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJN3005A CUT AND INSTALL GLASS

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to manually cut glass to simple shapes for installation purposes.
Nominal Hours: 16
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJS3001A DESIGN AND SET OUT STAIRS

Locations: Newport.
Description: This unit specifies the outcomes required to design and set out dressed material to prepare for manufacturing processes in preparation for the assembly of components to construct a stair.
Nominal Hours: 24
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJS3002A MANUFACTURE STAIR COMPONENTS FOR STRAIGHT FLIGHTED STAIRS

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to undertake the manufacturing processes required to prepare and manufacture components for the assembly of straight flighted stairs.
Nominal Hours: 32
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJS3003A ASSEMBLE AND INSTALL STAIRS

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to assemble prepared components required for the assembly and installation of a timber stair to location.
Nominal Hours: 24
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJS3004A MANUFACTURE AND INSTALL CONTINUOUS HANDRAILING AND SPECIAL STAIR COMPONENTS

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to prepare, join and install continuous handrail and special stair components. Special stair components include wreaths, scrolls, bullnosed steps and decorative features.
Nominal Hours: 56
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCJS3006A CONSTRUCT FABRICATED STAIRS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit specifies the outcomes required to construct fabricated stairs, which may involve one or more flights in their structure and could incorporate fabricated components that are alternatives to timber components.

Nominal Hours: 24

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Locations: Newport, Sunshine.

Description: This unit of competency specifies the outcomes required to undertake Occupational Health and Safety (OHS) induction training within the construction industry. It requires the ability to demonstrate personal awareness of OHS legislative requirements, and the basic principles of risk management and prevention of injury and illness in the construction industry. Licensing requirements will apply to this unit of competency depending on the regulatory requirements of each jurisdiction.

Nominal Hours: 6

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCOHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Locations: Newport, Sunshine.

Description: This unit of competency specifies the outcomes required to carry out OHS requirements through safe work practices at any on or off-site construction workplace. It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others.

Nominal Hours: 20

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPB3015A INSTALL ACOUSTIC AND THERMAL ENVIRONMENTAL PROTECTION SYSTEMS

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to install wall and ceiling systems that satisfy environmental requirements in terms of acoustic ratings and energy efficiency ratings in accordance with sustainable building practices. It includes planning and preparation for work, installation of insulation to wall cavities and plenum, installation of acoustic systems and completion of past work clean-up activities.

Nominal Hours: 20

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPB3026A ERECT AND MAINTAIN TRESTLE AND PLANK SYSTEMS

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to erect and monitor trestle and plank work platforms.

Nominal Hours: 10

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPD2001A HANDLE PAINTING AND DECORATING MATERIALS

Locations: Sunshine.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to handle, sort and store painting and decorating materials. The unit includes planning and preparing for the work, identifying, handling and storing materials; and selecting and distributing appropriate housekeeping standards. Environmentally sustainable practices are required for waste disposal and equipment cleaning.

Nominal Hours: 16

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
**CPCCPD2002A USE PAINTING AND DECORATING TOOLS AND EQUIPMENT**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to use painting and decorating tools, plant and equipment. The unit includes the identification, selection and safe use of a range of commonly used painting and decorating tools, plant and equipment and the storage and user maintenance of these.

**Nominal Hours:** 80

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**CPCCPD2003A REMOVE AND REPLACE DOORS AND DOOR AND WINDOW COMPONENTS**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to remove and replace doors and door and window furniture for the purpose of painting or replacement. The unit includes reglazing and planning and preparation for the work, the removal and replacement of doors and door and window furniture and completion of clean-up activities.

**Nominal Hours:** 4

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**CPCCPD3001A PREPARE SURFACES FOR PAINTING**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to restore, repair and prepare different material surfaces for the application of paint. The unit includes planning and preparation for the work, preparation of new or uncoated surfaces, preparation of previously coated surfaces, preparation of previously wallpapered surfaces for painting and completion of clean-up activities.

**Nominal Hours:** 40

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**CPCCPD3002A APPLY PAINT BY BRUSH AND ROLLER**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to apply painted coats to different surfaces to form a protective and decorative painted finish. The unit includes planning and preparation for the work, preparation of the work area, mixing of materials, application of paint, finishing of the surface and completion of clean-up activities.

**Nominal Hours:** 100

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**CPCCPD3003A APPLY TEXTURE COAT PAINT FINISHES BY BRUSH, ROLLER AND SPRAY**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to apply texture coat paint finishes to different surfaces by using brush, roller and spray. The unit includes planning and preparation for the work, preparation of the work area and materials, application of the texture coat paint and completion of clean-up activities.

**Nominal Hours:** 40

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**CPCCPD3004A APPLY PAINT BY SPRAY**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to apply paint by spray onto different surfaces to form a protective paint finish. The unit includes planning and preparation for the work, preparation of materials and application area, setting up and testing of the spray equipment, application of paint and completion of clean-up activities.

**Nominal Hours:** 80

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCPD3005A MATCH SPECIFIED PAINT COLOUR

Locations: Sunshine.

Prerequisites: CPCCHO1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to colour match new and existing painting finishes. The unit includes planning and preparation for the work, matching of paint colour to a specified sample and completion of clean-up activities.

Nominal Hours: 50

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPD3006A APPLY STAINS AND CLEAR TIMBER FINISHES

Locations: Sunshine.

Prerequisites: CPCCHO1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to apply stains and clear timber finishes to different material surfaces, including previously stained or finished timber to form a protective and decorative finish. The unit includes planning and preparation for the work, preparation of the work area and materials, staining of bare timber, application of clear finishes and completion of clean-up activities.

Nominal Hours: 40

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPD3007A APPLY WALLPAPER

Locations: Sunshine.

Prerequisites: CPCCHO1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to apply wallpaper to walls of different materials to form a protective and decorative finish. The unit includes planning and preparation for the work, preparation of the surfaces and materials, application of the wallpaper and completion of clean-up activities.

Nominal Hours: 50

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPD3008A APPLY DECORATIVE PAINT FINISHES

Locations: Sunshine.

Prerequisites: CPCCHO1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to apply decorative paint finishes to a range of different material surfaces. The unit includes planning and preparation for the work; preparation of the application area; application of mirror paint finishes, broken colour effects and lines by brush; and completion of clean-up activities.

Nominal Hours: 114

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPD3009A REMOVE GRAFFITI AND APPLY PROTECTIVE COATINGS

Locations: Sunshine.

Prerequisites: CPCCHO1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to remove graffiti and apply preventative materials to different surfaces to form graffiti-resistant surface systems. The unit includes planning and preparation for the work, preparation of the work site and materials, removal of graffiti, application of preventative material and completion of clean-up activities.

Nominal Hours: 30

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPD3011A APPLY LEAD PAINT AND ASBESTOS MANAGEMENT

Locations: Sunshine.

Prerequisites: CPCCHO1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to treat lead paint hazards, including removal of lead-based paints from surfaces, encapsulation and the control of associated hazards. The unit includes planning and preparation for the work, definition and preparation of the work area, removal of contaminated material, encapsulation of contaminated material and completion of clean-up activities.

Nominal Hours: 20

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCPD3012A APPLY ADVANCED WALLPAPER TECHNIQUES

Locations: Sunshine.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to apply wallpaper and specialty materials to walls and ceilings to form a protective and decorative finish. The unit includes planning and preparation for the work, preparation of the surfaces and materials, application of the wallpaper and specialty materials, and completion of clean-up activities.

Nominal Hours: 30

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPD3013A APPLY INTUMESCENT COATINGS

Locations: Sunshine.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to apply intumescent coatings to a range of different material surfaces. The unit includes planning and preparation for the work, preparation of the application area, application of the specialist coatings and completion of clean-up activities.

Nominal Hours: 50

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPD3014A APPLY ADVANCED DECORATIVE PAINT FINISHES

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to apply decorative paint finishes to a range of different material surfaces. The unit includes planning and preparation for the work, preparation of the application area, application of imitation marble effects and imitation wood grain effects, application of stencils and completion of clean-up activities.

Nominal Hours: 40

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCR13001A OPERATE PERSONNEL AND MATERIALS HOISTS

Locations: Wrenbee.

Description: This unit of competency specifies the outcomes required to operate personnel and materials hoists for moving people and equipment to various heights in a multi-storey structure.

Nominal Hours: 80

Required Reading: VU produced Work Books VU 2008 VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSF2003A CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to heat, cut and bend construction materials using oxy-LPG equipment. It includes planning and preparation for the work, setting up and testing the equipment, cutting materials, heating and bending materials, shutdown of equipment and completion of clean-up activities.

Nominal Hours: 20

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSF2004A PLACE AND FIX REINFORCEMENT MATERIALS

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to place and fix reinforcement for concrete work as part of construction processes. It includes planning and preparation for the work, final preparation for placement, placing and fixing reinforcement, checking the reinforcement and completing clean-up activities.

Nominal Hours: 80
Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSH2003A APPLY AND INSTALL SEALANT AND SEALANT DEVICES**

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit specifies the outcomes required to apply sealants and sealant devices to structures.

Nominal Hours: 16

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSH3001A SET OUT AND ASSEMBLE CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORKSTATIONS**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit specifies the outcomes required to set out component parts and assemble and fit them to complete the construction of a fitment.

Nominal Hours: 80

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSH3005A APPLY AND TRIM DECORATIVE FINISHES**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit specifies the outcomes required to prepare and apply decorative and ornamental edgings and add-ons as finishes to specified designs.

Nominal Hours: 40

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI2001A USE COLOUR FOR SIGNAGE**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to use colour for signage in a range of sign manufacture and installation activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 24

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI2002A LAY OUT AND DESIGN SIGNAGE**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to lay out and design signage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 40

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI2003A PREPARE SURFACES FOR SIGNAGE**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to prepare a range of surfaces for signage application. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 20

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI2004A  PRODUCE DIGITAL SIGNAGE**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to produce digital signage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 36

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI2005A  FABRICATE SIGNAGE**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to fabricate signage using acrylic or light metal materials. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 40

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI2006A  SIGNWRITE TO SIMPLE FORMS**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to manually write signs on a range of surfaces to design specifications. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 76

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI2007A  APPLY FASTENERS AND FIXINGS**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to apply proprietary fasteners and fixings in a range of fastening activities undertaken with a range of common construction materials.

**Nominal Hours:** 16

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI3001A  PRODUCE VINYL SIGNAGE**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to produce visual signage in a variety of styles and shapes for attachment to surfaces. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 36

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI3002A  USE ROTARY ROUTER**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to engrave signs using a laser or rotary router. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 20

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI3003A  SIGNWRITE TO DECORATIVE FORMS**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to manually signwrite to decorative forms using a range of techniques and materials. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 92

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI3004A  APPLY ADVANCED VINYL APPLICATIONS**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to produce vinyl signage in advanced forms. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 40

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI3005A  USE ENGRAVING SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to engrave signs using laser or rotary routers. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 40

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI3006A  APPLY GILDING TO SIGNAGE**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to prepare background surfaces; masking, drafting and applying gilding to lettering, shapes, heraldic and other decorative forms of signage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 40

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI3007A  APPLY LINES AND SCROLLS**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to set out and apply materials to produce various forms of line and scroll work on specified surfaces.

**Nominal Hours:** 48

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** To be advised.

**CPCCSI3008A  WRITE SHOWCARDS AND CHALKBOARDS**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to manually write showcards and chalkboards for commercial purposes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 36

**Required Reading:** Australian Standards VU Produced Workshops.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI3009A  SCREEN-PRINT SIGNAGE**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to prepare screens and apply paint to sign faces, creating decoratively designed signs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 36

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI3010A HAND Render Pictorials**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to produce and lay out signs that form hand-rendered pictorial images on a range of substrates as part of signage installations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 36

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI3011A USE LED TECHNOLOGY FOR SIGNAGE**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to use light emitting diode (LED) technology for signage. No licensing (less than 240 volts), legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 40

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI3012A APPLY ELECTRICAL THEORY FOR ILLUMINATED SIGNAGE**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to apply electrical theory for signage applications. No licensing (less than 240 volts), legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 8

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI3013A INSTALL LED SYSTEMS**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to install light emitting diode (LED) signs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 40

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSI3014A MANUFACTURE GAS-CHARGED GLASS-FORMED ILLUMINATED SIGNAGE**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to manufacture gas-charged glass-formed illuminated signage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 200

Required Reading: Australian Standards VU Produced Workshops.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSP2003A PREPARE SURFACES FOR PLASTERING**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to prepare surfaces to accept a new skin of lining materials. It includes planning and preparation for work, producing a level and plumb surface through sanding and grinding, patching, levelling, packing, filling and finishing, and post work clean-up.

Nominal Hours: 40

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each
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competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSP3003A APPLY TROWELLED TEXTURE COAT FINISHES

Locations: Sunshine.
Prerequisites: CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to mix and apply trowelled texture coat finishes. It includes planning and preparation for the work; preparation of the background surface; mixing, application and finishing of the texture coats; and completion of clean-up activities.
Nominal Hours: 80
Required Reading: Australian Standards VU Produced Workshops.
Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCST2005A CARRY OUT LOAD SLINGING OF OFF-SITE MATERIALS

Locations: Sunshine.
Prerequisites: CPCCOH52001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to sling and move materials under supervision.
Nominal Hours: 8
Required Reading: Australian Standards.
Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5001A ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS

Locations: Newport.
Description: This unit of competency specifies the outcomes required to assess the construction of domestic scale buildings and those of a similar loading, construction and size, such as small industrial, commercial or public buildings. It includes evaluation and identification of appropriate construction methods, and identification of required standards and services according to relevant legislation, design and maintenance specifications.
Nominal Hours: 100
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5002A EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS

Locations: Newport.
Description: This unit of competency specifies the outcomes required to evaluate and select materials for domestic scale buildings. It relates to a range of building materials, including concrete, glass, timber, plastic and plasterboard in accordance with the Building Code of Australia (BCA).
Nominal Hours: 72
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5003A PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS

Locations: Newport.
Description: This unit of competency specifies the outcomes required to read and interpret plans and specifications and to undertake basic architectural drafting of conventional residential structures. It includes the production of two and three-dimensional (3-D) drawings in accordance with standard industry drawing practice and to a level suitable for building permit approval.
Nominal Hours: 90
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5004A APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS

Locations: Newport.
Description: This unit of competency specifies the outcomes required to research, interpret and apply appropriate land use and urban development to a conventional building project in compliance with relevant legislation and the Building Code of Australia (BCA).
Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5005A APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES TO DOMESTIC SCALE BUILDINGS

Locations: Newport.
Description: This unit of competency specifies the outcomes required to apply footing and geomechanical design principles to domestic scale buildings or those of a
similar loading, construction and size, such as small industrial, commercial or public buildings. It includes the evaluation and distribution of soil types, and identification of appropriate footing systems and maintenance requirements for foundation components of the project.

Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5006A ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS

Locations: Newport.
Description: This unit of competency specifies the outcomes required to identify construction faults in residential buildings. It includes the identification and evaluation of construction problems and determination of alternative building methods in accordance with legislative requirements.

Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5007A UNDERTAKE SITE SURVEYS AND SET-OUT PROCEDURES FOR BUILDING PROJECTS

Locations: Newport.
Description: This unit of competency specifies the outcomes required to undertake site surveys and set out procedures for civil and residential building projects. It includes the use of basic measuring and levelling equipment, recording and interpretation of data, and evaluation of and compliance with relevant legislation.

Nominal Hours: 72
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5008A APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING

Locations: Newport.
Description: This unit of competency specifies the outcomes required to research, interpret and apply building control legislation for use in building surveying activities relating to domestic scale buildings and structures. It includes the evaluation of the Australian common law system and the various sources of law applicable to building surveying activities and the identification and application of the professional code of ethics required for the assessment and inspection of buildings.

Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5009A ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS

Locations: Newport.
Description: This unit of competency specifies the outcomes required to assess the impact of fire on building materials. It includes the research, analysis and reporting of testing conducted on a range of building materials and structures in differing circumstances to determine combustion, flammability, heat transfer, burning conditions, building material behaviour, fire loads of buildings and fire resistance.

Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5010A INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT

Locations: Newport.
Description: This unit of competency specifies the outcomes required to initiate and undertake consultation with individuals and groups in regard to building surveying practices. It includes the identification and implementation of appropriate interaction models according to community demographics, cultural considerations and social stratification; the analysis and evaluation of data to enable informed decision-making; and the presentation of findings to clients and other appropriate stakeholders.

Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5011A APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS

Locations: Newport.
Description: This unit of competency specifies the outcomes required to ensure that the building process complies with the Building Code of Australia (BCA) and relevant Australian standards. The unit applies to residential buildings and includes the evaluation and interpretation of building requirements, classification of buildings according to the BCA criteria and strategies for compliance.

Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSV5012A ASSESS TIMBER-FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS**

Locations: Newport.

Description: This unit of competency specifies the outcomes required to select structural members for a timber-framed domestic building up to and including two storeys. It includes the evaluation of plans and specifications, and selection of structural members for ceiling and roof framing, timber wall frames, timber stumps, floor bearers and joists. It requires compliance with all relevant legislation, the Building Code of Australia (BCA) and Australian standards.

Nominal Hours: 36

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSV5013A APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS**

Locations: Newport.

Description: This unit of competency specifies the outcomes required to apply energy efficient design to buildings. It includes the evaluation of building designs to establish suitable forms of construction and the identification of appropriate energy consumption practices for incorporation into design briefs.

Nominal Hours: 36

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSV5014A APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS**

Locations: Newport.

Description: This unit of competency specifies the outcomes required to assess residential buildings for compliance with building legislation. It includes the evaluation and interpretation of plans, progressive inspection of building work, preparation of reports and compliance with legislative requirements.

Nominal Hours: 36

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: To be advised.

**CPCCSV5015A ASSESS STRUCTURAL REQUIREMENTS FOR DOMESTIC SCALE BUILDINGS**

Locations: Newport.

Description: This unit of competency specifies the outcomes required to assess the structural requirements of domestic scale buildings and those of a similar loading, construction and size, such as small industrial, commercial or public buildings. It includes the application of design concepts to the selection, positioning and sizing of all structural members and materials that form a building structure.

Nominal Hours: 72

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSV6001A ASSESS THE CONSTRUCTION OF BUILDINGS UP TO THREE STOREYS**

Locations: Newport.

Description: This unit of competency specifies the outcomes required to assess the construction of buildings of up to three storeys and a maximum floor area of 2000 square metres. It includes evaluation and identification of appropriate construction methods and the identification of required standards and services according to relevant legislation, design and maintenance specifications.

Nominal Hours: 72

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSV6002A PRODUCE WORKING DRAWINGS FOR BUILDINGS UP TO THREE STOREYS**

Locations: Newport.

Description: This unit of competency specifies the outcomes required to read and interpret plans and specifications and to undertake architectural drafting of buildings up to three storeys and a maximum floor area not exceeding 2000 square metres. It includes the production of two and three-dimensional drawings in accordance with standard industry drawing practice and to a level suitable for building permit approval.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCSV6003A ASSESS CONSTRUCTION FAULTS IN BUILDINGS UP TO THREE STOREYS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to identify construction faults in buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres. It includes the identification and evaluation of construction problems and determination of alternative methods in accordance with legislative requirements.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6004A APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES TO BUILDINGS UP TO THREE STOREYS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to apply footing and geomechanical design principles to buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres. It includes the identification, classification, calculated positioning and sizing of all structural footing that form foundation components of the project.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6005A EVALUATE SERVICES LAYOUT AND CONNECTION METHODS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO THREE STOREYS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to evaluate the layout of services and connection methods for residential and commercial buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres. It includes the evaluation of cold and hot water supply, sewerage layout, electric and electronic installation requirements, smoke and fire preventative systems. It requires compliance with relevant legislation, Australian standards and the Building Code of Australia (BCA).

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6006A EVALUATE THE USE OF CONCRETE FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO THREE STOREYS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to evaluate and select concrete for commercial and residential buildings of up to three storeys and with a maximum floor area of 2000 square metres. This unit relates primarily to the selection, maintenance and repair of concrete as a fundamental building material in accordance with the Building Code of Australia (BCA).

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6007A ASSESS STRUCTURAL REQUIREMENTS FOR BUILDINGS UP TO THREE STOREYS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to assess the structural requirements of buildings up to three storeys and with a maximum floor area not exceeding 2000 square metres. It includes the application of design concepts to the selection, positioning and sizing of all structural members and materials that form a building structure.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6008A APPLY BUILDING CODES AND STANDARDS TO BUILDINGS UP TO THREE STOREYS

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to ensure the building process complies with the Building Code of Australia (BCA) and relevant Australian standards. It applies specifically to buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres.

Nominal Hours: 72

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCSV6009A IMPLEMENT PERFORMANCE-BASED CODES AND RISK MANAGEMENT PRINCIPLES FOR BUILDINGS UP TO THREE STOREYS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to implement performance-based codes, risk assessment and risk management principles to commercial and residential buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres.

Nominal Hours: 72

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6010A APPLY FIRE TECHNOLOGY TO BUILDINGS UP TO THREE STOREYS

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to evaluate smoke detection and fire prevention, protection and control systems for buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres. It includes evaluation of firefighting equipment in buildings, integration of active and passive fire protection systems, and the determination of sprinkler and drencher requirements according to the Building Code of Australia (BCA), relevant legislation and Australian standards.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6011A APPLY LEGAL PROCEDURES TO BUILDING SURVEYING

Locations: Newport.

Description: This unit of competency specifies the outcomes required to advise on building control activities in a court of law and present evidence in accordance with rules of evidence for civil and criminal trials. It includes the identification and application of the rules of statutory interpretation as they relate to building control legislation.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6012A FACILITATE COMMUNITY DEVELOPMENT CONSULTATION

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to initiate and undertake community consultation to facilitate supported community development. It includes the identification and implementation of appropriate consultation models according to community demographics, analysis and evaluation of data to enable informed decision-making, and the presentation of findings to appropriate stakeholders.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6013A COORDINATE BUILDING REFURBISHMENT

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to undertake standard refurbishment of buildings. It includes the evaluation of property/ premises to establish the scope of work, preparation of inspection reports, and the engagement and coordination of subcontractors to carry out defined tasks.

Nominal Hours: 72

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6014A MANAGE AND PLAN LAND USE

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to plan and manage the use of land in a regulated building environment. It includes the evaluation of relevant legislation and application of land management practices and planning concepts required in conventional building developments.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6015A ANALYSE AND PRESENT BUILDING SURVEYING RESEARCH INFORMATION

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to gather, organise and present building surveying information using available systems. It includes the design, execution and documentation of research for a building surveying project.
Nominal Hours: 90

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6016A APPLY BUILDING SURVEYING PROCEDURES TO BUILDINGS UP TO THREE STOREYS

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to assess medium rise building projects of up to three storeys and a maximum floor area of 2000 square metres for compliance with building and land use requirements. It includes the evaluation and interpretation of plans, progressive inspection of building work, preparation of reports and compliance with legislative requirements.

Nominal Hours: 90

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCVE1001A UNDERTAKE A BASIC CONSTRUCTION PROJECT

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to undertake a basic construction project to provide elementary skills applicable to the construction industry. It includes completion of a project using basic tools, equipment and materials.

Nominal Hours: 40

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCVE1002A UNDERTAKE A BASIC COMPUTER DESIGN PROJECT

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to undertake a basic computer design project involving the design of a simple residential structure. It includes interpretation of a client brief, application of the computer design software, refining of the design through consultation with the client, and final production of the design in plan and elevation format.

Nominal Hours: 36

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCWC2001A COMPLETE PENETRATIONS AND FLASHINGS

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to complete the penetrations and flashings associated with wall and ceiling lining. It does not cover the technical aspects of passive fire systems. It includes planning and preparation for work, selection and safe use of tools and equipment to complete the penetrations and flashings, restoration of the integrity of the wall or ceiling, and completion of post work clean-up activities.

Nominal Hours: 20

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCWC3003A INSTALL DRY WALL PASSIVE FIRE-RATED SYSTEMS

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to select and install dry wall fire-rated systems to walls and ceilings. It includes planning and preparation for installation; installation of approved systems for timber stud walls, steel stud partitions, shaft walls, timber joist and suspended ceilings; and completion of post-installation activities.

Nominal Hours: 40

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCWF2001A HANDLE WALL AND FLOOR TILING MATERIALS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to handle, store and apply environmental principles to wall and floor tiling products, materials and components. It includes the preparation, handling, sorting and stacking, distribution and disposal of wall and floor tiling products, materials and components in the application of the tiles to walls and floors.

Nominal Hours: 24
**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCWF2002A  USE WALL AND FLOOR TILING TOOLS AND EQUIPMENT**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to safely and effectively use tools and equipment specific to ceramic wall and floor tiling work. It includes identification, selection and use of tools for specific applications.

**Nominal Hours:** 96

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCWF3001A  PREPARE SURFACES FOR TILING APPLICATION**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to repair and prepare different substrates for wall and floor tiling applications. It includes the preparation of materials and substrates for the tiling process.

**Nominal Hours:** 40

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCWF3002A  FIX FLOOR TILES**

**Locations:** Newport.

**Description:** This unit of competency specifies the outcomes required to fix floor tiles to different substrates using mortar or adhesive. It includes the preparation, cutting, fixing and grouting of tiles for floors, including steps/stairs and thresholds.

**Nominal Hours:** 120

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCWF3003A  FIX WALL TILES**

**Locations:** Newport.

**Description:** This unit of competency specifies the outcomes required to fix wall tiles to differing substrates, using mortar or adhesive. It includes the preparation, cutting, fixing and grouting of tiles for walls, including internal and external wall junctions and between wall and floor junctions.

**Nominal Hours:** 140

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCWF3004A  REPAIR WALL AND FLOOR TILES**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to repair wall and floor, using mortar or adhesive. It includes preparing, removing and replacing wall and floor tiles.

**Nominal Hours:** 40

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCWF3005A  CARRY OUT DECORATIVE TILING**

**Locations:** Newport.

**Description:** This unit of competency specifies the outcomes required to locate and set out dimensions and plans for decorative tiling projects, to form a specific pattern and meet client requirements. It includes identifying, setting out, cutting and laying out tiles to walls and floors where advanced setting out is required to align wall and floor joints, including heritage tiles.

**Nominal Hours:** 40

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCWF3006A  CARRY OUT MOSAIC TILING**

**Locations:** Newport.

**Description:** This unit of competency specifies the outcomes required to fix a mosaic directly into place to a tiled wall or floor. It includes the cutting and laying out of a pattern or template and the application of the tiles to the required area.

**Nominal Hours:** 40
**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**CPCCWF3007A  TILE CURVED SURFACES**

**Locations:** Newport.

**Description:** This unit of competency specifies the outcomes required to tile curved surfaces on solid and sheet substrate, using mortar or adhesive. It includes the preparation for and laying of curved wall and floor surfaces, columns, circular walls and arches.

**Nominal Hours:** 80

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**CPCCWP2003A  PREPARE FOR CONSTRUCTION WATERPROOFING PROCESS**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to apply waterproofing to differing types of wet areas in varying building situations. It includes identification of the processes required and planning and preparation of materials for application.

**Nominal Hours:** 100

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**CPCCWP2004A  PREPARE SURFACES FOR WATERPROOFING APPLICATION**

**Locations:** Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to repair and prepare different material surfaces that form part of the application of waterproofing within the construction process. It includes the inspection, preparation for, and repair and finishing of surfaces prior to the application of the waterproofing process.

**Nominal Hours:** 100

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**CPCCWP3002A  APPLY WATERPROOFING PROCESS TO INTERNAL WET AREAS**

**Locations:** Newport.

**Description:** This unit of competency specifies the outcomes required to apply waterproofing practices and principles to internal wet areas. It includes identification of the waterproofing system to be used, its preparation and its application.

**Nominal Hours:** 50

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**CPCPCM2001A  WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to prepare for and sustain effective work within the plumbing and services sector of the building and construction industry. It requires the ability to accept instructions, work with others, plan activities and perform tasks, as well as participate in workplace planning and meetings. Outcomes include effective participation in a plumbing and services workplace to promote a harmonious and efficient work environment. The unit covers the identification and clarification of the sector work context and setting, acceptance of workplace responsibility by the individual, working in a team, individual career path improvement and participation in meetings.

**Nominal Hours:** 12

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**CPCPCM2002A  CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION**

**Locations:** Sunshine.

**Description:** This unit of competency specifies the outcomes required to communicate effectively through oral, visual and written means of communication in order to facilitate work practices that are safe, meet specifications and provide quality outcomes.

**Nominal Hours:** 10

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPCM2003A  CARRY OUT OHS REQUIREMENTS**

**Locations:** Sunshine.

**Description:** This unit of competency specifies the outcomes required to carry out OHS requirements through safe work practices at a plumbing workplace. The unit requires the performance of work in a safe manner through awareness of risks, work requirements and the planning and performance of safe work practices with concern for personal safety and the safety of others.

**Nominal Hours:** 36

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPCM2004A  READ PLANS AND CALCULATE PLUMBING QUANTITIES**

**Locations:** Sunshine.

**Description:** This unit of competency specifies the outcomes required to use and interpret plans and specifications associated with construction work, and accurately complete measurements and calculations to establish quantities of materials for plumbing work. The unit requires the interpretation of plans, drawings and specifications to interpret requirements, and making measurements and calculations to determine quantities of plumbing materials.

**Nominal Hours:** 8

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPCM2005A  HANDLE AND STORE PLUMBING MATERIALS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to safely handle and store plumbing materials and to identify and address environmental concerns and associated hazards, including the disposal of waste. It addresses OHS and environmental requirements to minimise risk to the health and safety of personnel and to the environment.

**Nominal Hours:** 6

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPCM2006A  USE PLUMBING HAND AND POWER TOOLS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to use commonly used hand and power tools in plumbing work applications.

**Nominal Hours:** 40

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPCM2007A  CARRY OUT LEVELLING**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**CPCPCM2004A - READ PLANS AND CALCULATE PLUMBING QUANTITIES**

**Description:** This unit of competency specifies the outcomes required to plan and use levelling equipment to establish, record and apply those levels to plumbing work applications.

**Nominal Hours:** 6

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPCM2008A  CUT AND JOIN SHEET METAL**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**CPCPCM2010A - MARK OUT MATERIALS**

**Description:** This unit of competency specifies the outcomes required to cut and join sheet metal associated with the fabrication, installation and repair functions of the plumbing sector.

**Nominal Hours:** 8

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPCM2009A  CUT USING OXY-LPG-ACETYLENE EQUIPMENT**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Description:** This unit of competency specifies the outcomes required to use oxy-LPG-acetylene equipment to carry out basic cutting of mild steel in support of plumbing applications and fabrication to meet job specifications.
Nominal Hours: 8
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2010A  MARK OUT MATERIALS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to mark out plumbing materials prior to fabricating piping, steel sections, ducting and sheet materials, roofing and cladding.
Nominal Hours: 20
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2012A  WELD USING OXY-ACETYLENE EQUIPMENT
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
CPCPCM2010A - MARK OUT MATERIALS
Description: This unit of competency specifies the outcomes required to weld/braze metals associated with the fabrication and installation of plumbing components, using oxy/LPG-acetylene equipment.
Nominal Hours: 16
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2011A  APPLY FIRST AID IN THE WORKPLACE
Locations: Sunshine.
Description: This unit of competency specifies the outcomes required to provide basic first aid in the workplace.
Nominal Hours: 8
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2013A  WELD USING ARC WELDING EQUIPMENT
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to weld metals associated with the fabrication and installation of plumbing components, using arc welding equipment.
Nominal Hours: 16
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2014A  CARRY OUT SIMPLE CONCRETING AND RENDERING
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to perform minor repairs and undertake minor concreting and rendering tasks.
Nominal Hours: 16
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2015A  WORK SAFELY ON ROOFS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to perform safe working practices when undertaking plumbing work on roofing structures.
Nominal Hours: 20
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM3001A  FLASH PENETRATIONS THROUGH ROOFS AND WALLS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to set out, cut and flash a roof or wall penetration.
Nominal Hours: 18
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM3002A WELD PLASTIC PIPE USING FUSION METHOD

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to fusion weld polyethylene (PE), polypropylene (PP) and polybutylene (PB) (approved as per Australian standards) polymer pipes, and test joints in plastic pipe up to DN300 for water, sanitary and stormwater application only.

Nominal Hours: 8

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM3003A FABRICATE AND INSTALL NON-FERROUS PRESSURE PIPING

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

CPCPMS3004A - INSTALL MEDICAL GAS PIPELINE SYSTEMS

Description: This unit of competency specifies the outcomes required to determine installation requirements and to fabricate, install and test non-ferrous pressure pipe.

Nominal Hours: 12

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM4001A CARRY OUT WORK BASED RISK CONTROL PROCESSES

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to carry out work-based risk control processes. It covers the identification of hazards, the assessment of risk, the identification of unacceptable risk and the determination, preparation and completion of a course of action. This unit is strongly related to the unit BSBCMN416A Identify risk and apply risk management processes.

Nominal Hours: 24

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPC4002A ESTIMATE AND COST WORK

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to estimate materials, labour and time requirements and to establish costs for provision of services or products. The unit covers the gaining of information, the estimation of materials, labour and time, the calculation of costs and the associated documentation.

Nominal Hours: 40

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM4003A PRODUCE 2-D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to produce two-dimensional (2-D) architectural drawings using computer-aided design (CAD) software under limited supervision.

Nominal Hours: 40

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM4004A PREPARE SIMPLE SKETCHES AND DRAWINGS

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to produce on-site drawings of work required in buildings up to five floors with residential, commercial, industrial or mixed occupancy. Sketches may be used for estimating purposes and show measurements and other requirements for building and construction or fire, mechanical and/or plumbing services.

Nominal Hours: 200

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPDR2001A LOCATE AND CLEAR BLOCKAGES

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to locate and clear blockages to sanitary plumbing, water and sewerage pipe installations and drainage and roof installations, with the use of mechanically operated drain clearing machines and attachments, closed circuit television (CCTV) and manually operated drain cleaning tools and equipment where required.

Nominal Hours: 8

Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPDR2002A INSTALL DOMESTIC TREATMENT PLANTS**

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install pre-cast concrete and glass reinforced plastic approved domestic treatment plants.

Nominal Hours: 16

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPDR2003A MAINTAIN EFFLUENT DISINFECTION SYSTEMS**

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to maintain chlorine disinfection systems for domestic treatment plants.

Nominal Hours: 4

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPDR2004A INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS**

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install stormwater and sub-soil drainage systems to an approved point of discharge.

Nominal Hours: 8

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPDR2005A DRAIN WORK SITE**

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to remove water from a work site, either temporarily or permanently, through stormwater and sub-soil drainage systems. It includes the installation of submersible and non-submersible type pumps, suitable for pumping unscreened roof water, sub-soil water and surface water.

Nominal Hours: 4

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPDR2006A INSTALL PREFABRICATED INSPECTION OPENINGS AND ENCLOSURES**

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install prefabricated inspection openings and enclosures.

Nominal Hours: 4

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPDR3001A PLAN LAYOUT OF A RESIDENTIAL EXTERNAL SANITARY DRAINAGE SYSTEM**

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to plan the layout of sanitary drainage systems for residential buildings.

Nominal Hours: 8

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPDR3002A INSTALL BELOW GROUND SANITARY DRAINAGE SYSTEMS**

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install below ground sanitary drainage systems for sewage and waste discharge from sanitary fixtures to an authorities’ approved point of discharge or on-site disposal system.

Nominal Hours: 26

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with...
evidence of competence outcomes, within periodic and scheduled timelines.

CPCPDR3003A INSTALL ON-SITE DISPOSAL SYSTEMS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install an on-site effluent disposal system from a domestic treatment plant.
Nominal Hours: 8
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPDR4001A PLAN, SIZE AND LAY OUT SANITARY DRAINAGE SYSTEMS
Locations: Sunshine.
Description: This unit of competency specifies the outcomes required to plan, size and document the layout of surface and sub-soil stormwater drainage systems up to points of connection. It covers the preparation for the planning, identification and confirmation of system specifications and requirements, the planning of the system layout and work finalisation processes, including records and documentation.
Nominal Hours: 40
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPDR4002A PLAN, SIZE AND LAY OUT STORMWATER DRAINAGE SYSTEMS
Locations: Sunshine.
Description: This unit of competency specifies the outcomes required to plan, size and document the layout of domestic treatment plant disposal systems. It covers preparation for the planning, identification and confirmation of system specifications and requirements, and the planning of the system layout and work finalisation processes, including records and documentation.
Nominal Hours: 40
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPDR4003A PLAN, SIZE AND LAY OUT DOMESTIC TREATMENT PLANT DISPOSAL SYSTEMS
Locations: Sunshine.
Description: This unit of competency specifies the outcomes required to plan, size and document the layout of domestic treatment plant disposal systems. It covers preparation for the planning, identification and confirmation of system specifications and requirements, and the planning of the system layout and work finalisation processes, including records and documentation.
Nominal Hours: 30
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPFS2001A CONNECT STATIC STORAGE TANKS FOR FIXED FIRE PROTECTION SYSTEMS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to connect static storage tanks to fixed fire protection systems.
Nominal Hours: 60
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPFS2002A INSTALL PORTABLE FIRE EQUIPMENT
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install portable fire extinguishers, fire blankets and signage.
Nominal Hours: 24
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPFS3001A FABRICATE AND INSTALL FIRE HYDRANT AND HOSE REEL SYSTEMS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to fabricate and install fire hydrant and hose reel systems.
Nominal Hours: 40
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPS3003A FIT OFF SPRINKLER HEADS, CONTROLS AND ANCILLARY EQUIPMENT

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install sprinkler heads, system controls and ancillary equipment for sprinkler fire protection systems.
Nominal Hours: 40
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPS3004A INSTALL CONTROL VALVE ASSEMBLIES, ACTUATING DEVICES AND LOCAL ALARMS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install control valve assemblies, actuating devices and local alarms for fire protection systems in commercial, industrial, residential and domestic situations.
Nominal Hours: 100
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPS3007A INSTALL DOMESTIC AND RESIDENTIAL LIFE SAFETY SPRINKLER SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install domestic and residential life safety fire sprinkler systems in buildings up to four storeys in height.
Nominal Hours: 60
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPS3008A TEST AND MAINTAIN FIRE HYDRANT AND HOSE REEL INSTALLATIONS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to test and maintain fire hydrant and hose reel installations in commercial and domestic situations. The unit requires the conduct of routine testing and maintenance of fire hydrant and hose reel installations in the full range of domestic and commercial situations.
Nominal Hours: 60
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPS4002A COMMISSION AND MAINTAIN SPECIAL HAZARD FIRE SUPPRESSION SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPCM4001A - CARRY OUT WORK BASED RISK CONTROL PROCESSES
Description: This unit of competency specifies the outcomes required to test, commission and maintain special hazard fire suppression systems. It covers preparation for the work, identification and confirmation of system specifications and requirements, physical testing and commissioning of the systems, and conduct of systems maintenance and work finalisation processes, including records and documentation. NOTE: All technicians performing work described in this unit that involves the handling of prescribed ozone-depleting substances (ODS) and synthetic greenhouse gases (SGG) extinguishing agents must hold an appropriate extinguishing agent handling licence (EAHL).
Nominal Hours: 20
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPS4003A COMMISSION FIRE SYSTEM PUMP SETS

Locations: Sunshine.
Prerequisites: CPCPCM4001A - CARRY OUT WORK BASED RISK CONTROL PROCESSES
Description: This unit of competency specifies the outcomes required to test and commission fire system pump sets. It covers preparation for the work, identification and confirmation of system specifications and requirements, physical testing and commissioning of systems, and work finalisation processes, including records and documentation.
Nominal Hours: 16
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

**CPCFS4004A DESIGN RESIDENTIAL AND DOMESTIC FIRE
SPRINKLER SYSTEMS**

Locations: Sunshine.

Prerequisites: CPCFS4001A -

Description: This unit of competency specifies the outcomes required to design
domestic and residential fire sprinkler systems using hydraulic calculations. It covers
preparation for the work, determination of system requirements, detailed design and
recording of system plans, and work finalisation processes.

Nominal Hours: 48

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

**CPCFS4005A COMMISSION FIRE ALARM AND DETECTION
SYSTEMS**

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to commission
fire alarm and detection systems. It covers preparation for the work, identification
and confirmation of system specifications and requirements, physical testing and
commissioning of the systems, and work finalisation processes, including records and
documentation.

Nominal Hours: 60

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

**CPCFS4006A COMMISSION FIREFIGHTING APPLIANCES**

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to commission
firefighting appliances. It covers preparation for the work, identification and
confirmation of system specifications and requirements, physical testing and
commissioning of appliances, and work finalisation processes, including records and
documentation.

Nominal Hours: 20

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

**CPCPGS3001A INSTALL GAS PIPING SYSTEMS**

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install
and test gas consumer piping carrying natural gas (NG), liquefied petroleum
gas (LPG) or tempered liquefied petroleum gas (TLPG) up to 200kPa. Design
requirements of this unit.

Nominal Hours: 24

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

**CPCPGS3002A SIZE CONSUMER GAS PIPING SYSTEMS**

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to size
consumer gas piping carrying natural gas (NG), liquefied petroleum gas (LPG) or
tempered liquefied petroleum gas (TLPG) up to 200kPa.

Nominal Hours: 8

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

**CPCPGS3003A INSTALL AND COMMISSION TYPE A GAS
APPLIANCES**

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install and
commission Type A gas appliances approved for use with natural gas (NG), liquefied
petroleum gas (LPG) or tempered liquefied petroleum gas (TLPG) up to 200kPa.
Type A gas appliances are bottled appliances of less than 500 megajoules (MJ) for
which an approval scheme exists. They include but are not limited to space heaters,
ducted heating systems, hot water storage, instant hot water heaters, decorative
heaters, and gas stoves and hot plates.

Nominal Hours: 20

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

**CPCPGS3004A INSTALL LPG STORAGE OF AGGREGATE STORAGE
CAPACITY UP TO 500 LITRES**

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install liquefied petroleum gas (LPG) storage facilities with a storage capacity up to 500 litres for consumer piping systems. The unit requires the selection, location and installation of LPG storage facilities with a storage capacity of up to 500 litres, either single tank or multiple cylinder installations and the testing of the associated piping system. The storage is connected to consumer piping systems with operating pressures less than 200kPa. The design requirements of this unit are limited to the application of the design to layout and installation.

Nominal Hours: 4
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3005A INSTALL LPG STORAGE OF AGGREGATE STORAGE CAPACITY EXCEEDING 500 LITRES AND LESS THAN 8KL

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
CPCPGS3001A - INSTALL GAS PIPING SYSTEMS

Description: This unit of competency specifies the outcomes required to select, locate, install and test liquefied petroleum gas (LPG) storage facilities with a storage capacity of more than 500 litres but less than 8KL. The storage is connected to consumer piping systems with an operating pressure not exceeding 140kPa. The design requirements of this unit are limited to the application of the design to layout and installation.

Nominal Hours: 6
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3006A INSTALL LPG SYSTEMS IN CARAVANS, MOBILE HOMES, WATER CRAFT AND MOBILE WORKPLACES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install and commission liquefied petroleum gas (LPG) systems in caravans, mobile homes, water craft and mobile workplaces. The unit requires the determination of requirements, the installation and commissioning of LPG systems with an operating pressure not exceeding 2.75kPa. The design requirements of this unit are limited to the application of the design to layout and installation.

Nominal Hours: 16
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3007A INSTALL GAS DETECTION DEVICES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install gas detection equipment to liquefied petroleum gas (LPG) systems in water craft. The unit requires determining the design of an LPG detection system, confirming that it complies with standards, and then installing and testing it. The design requirements of this unit are limited to the application of the design to layout and installation.

Nominal Hours: 4
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3008A INSTALL GAS PRESSURE CONTROL EQUIPMENT

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install and commission gas control and regulating equipment for consumer gas piping carrying natural gas (NG), liquefied petroleum gas (LPG), or tempered liquefied petroleum gas (TLPG) up to 200kPa. This unit requires the determination of the requirements for gas control and regulating equipment (for pressures up to 200kPa), and its installation, testing and commissioning in accordance with standards. The design requirements of this unit are limited to the application of the design to layout and installation.

Nominal Hours: 8
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3009A INSTALL TYPE A GAS APPLIANCE FLUES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install and test flues for Type A gas appliances.

Nominal Hours: 12
Required Reading: Australian Standards.
CPCPGS3010A INSTALL TYPE B GAS APPLIANCE FLUES

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install flue systems for Type B gas appliances. Work may also involve the installation of power flue applications. The design requirements of this unit are limited to the application of the design to layout and installation.

Nominal Hours: 4

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3011A PURGE CONSUMER PIPING

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to purge consumer gas piping systems.

Nominal Hours: 8

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3012A MAINTAIN TYPE A GAS APPLIANCES

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to perform basic maintenance on Type A gas appliances.

Nominal Hours: 8

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3013A DISCONNECT AND RECONNECT TYPE A GAS APPLIANCES

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to disconnect and reconnect services from Type A gas appliances operating on natural gas (NG), liquefied petroleum gas (LPG), or tempered liquefied petroleum gas (TLPG) up to 200kPa. The work is confined to disconnecting and reconnecting a like appliance.

Nominal Hours: 16

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3014A CALCULATE AND INSTALL NATURAL VENTILATION FOR TYPE A GAS APPLIANCES

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to determine, install and test materials and equipment required to support natural ventilation of Type A gas appliances operating on natural gas (NG), liquefied petroleum gas (LPG) or tempered liquefied petroleum gas (TLPG) up to 200kPa.

Nominal Hours: 8

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3015A INSTALL SUBSIDIARY GAS METERS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install and test subsidiary gas meters for gas consumer piping systems.

Nominal Hours: 4

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS4001A PLAN, SIZE AND LAY OUT CONSUMER GAS INSTALLATIONS

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to plan, size and document a consumer’s gas installation, including consumer piping operating up to a pressure of 200kPa, fluing, ventilation and appliance installation associated with natural gas (NG), simulated natural gas (SNG), liquefied petroleum gas (LPG)
and tempered liquefied petroleum gas (TLPG) for a building of minimum four floors and multiple buildings supplied through one gas source (billing meter or storage tank). It covers preparing for work, determining gas installation requirements, detailed planning of the layout, and completing work finalisation processes, including records and documentation. Work associated with this unit is undertaken within the scope of AS5601 (AG601) Gas installations and local licensing requirements (gas, electrical and plumbing).

**Nominal Hours:** 60

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPWT3007A CONNECT IRRIGATION SYSTEMS FROM DRINKING WATER SUPPLY**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS  
CPCPIG3001A - DESIGN DOMESTIC URBAN IRRIGATION SYSTEMS

**Description:** This unit of competency specifies the outcomes required to prepare basic designs and irrigation drawings for domestic and small commercial projects.

**Nominal Hours:** 4

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPGS3003A INSTALL AND COMMISSION TYPE A GAS APPLIANCES**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS  
CPCPGS3003A - INSTALL AND COMMISSION TYPE A GAS APPLIANCES

**Description:** This unit of competency specifies the outcomes required to diagnose and repair faults on domestic and commercial Type A gas appliances. Work associated with this unit is undertaken within the scope of AS5601 (AG601) Gas installations and local licensing requirements (gas, electrical and plumbing).

**Nominal Hours:** 180

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPGS4002A SERVICE TYPE A GAS APPLIANCES**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS  
CPCPGS3003A - INSTALL AND COMMISSION TYPE A GAS APPLIANCES

**Description:** This unit of competency specifies the outcomes required to set out, install and commission irrigation systems.

**Nominal Hours:** 138

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPGS4003A INSTALL, COMMISSION AND SERVICE TYPE B GAS APPLIANCES**

**Locations:** Sunshine.

**Description:** This unit of competency specifies the outcomes required to install, commission and service Type B gas appliances, from the gas isolation valve and electrical isolation switch to the flue spigot on the appliance, in accordance with current and relevant standards. Before satisfying this unit, the candidate requires a restricted electrical licence or equivalent to connect and disconnect appliances in accordance with the requirements of the particular State or Territory.

**Nominal Hours:** 138

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPIG3002A INSTALL AND COMMISSION DOMESTIC IRRIGATION PUMPS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS  
CPCPCM2004A - READ PLANS AND CALCULATE PLUMBING QUANTITIES  
CPCPIG3001A - SET OUT, INSTALL AND COMMISSION IRRIGATION SYSTEMS  
CPCPIG3002A - INSTALL AND COMMISSION DOMESTIC IRRIGATION SYSTEMS

**Description:** This unit of competency specifies the outcomes required to set out, install and commission irrigation systems.

**Nominal Hours:** 4

**Required Reading:** Australian Standards.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPMS2001A ASSEMBLE MECHANICAL SERVICES COMPONENTS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS  
CPCPCM2004A - READ PLANS AND CALCULATE PLUMBING QUANTITIES  
CPCPIG3001A - SET OUT, INSTALL AND COMMISSION IRRIGATION SYSTEMS  
CPCPIG3002A - INSTALL AND COMMISSION DOMESTIC IRRIGATION SYSTEMS

**Description:** This unit of competency specifies the outcomes required to assemble mechanical services components for heating and cooling systems prior to their installation.
Nominal Hours: 12

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3001A FABRICATE AND INSTALL STEEL PRESSURE PIPING

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
CPCPCM2009A - CUT USING OXY-LPG-ACETYLENE EQUIPMENT

Description: This unit of competency specifies the outcomes required to determine installation requirements and to fabricate, install and test steel pressure piping. It applies to pipe systems with operating pressures not exceeding 1750kPa and 200°C.

Nominal Hours: 50

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3002A SELECT AND FIT INSULATION AND SHEATHING

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install insulating sheathing on hot and cold piping, fittings and vessels. It includes the selection of insulation materials.

Nominal Hours: 8

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3003A INSTALL SMALL BORE HEATING SYSTEMS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install small bore hydronic hot water heating systems.

Nominal Hours: 12

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3004A INSTALL MEDICAL GAS PIPELINE SYSTEMS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
CPCPCM3003A - FABRICATE AND INSTALL NON-FERROUS PRESSURE PIPING

Description: This unit of competency specifies the outcomes required to install and test medical gas pipeline systems.

Nominal Hours: 24

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3005A INSTALL AND TEST DUCTING SYSTEMS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install and test ducting systems used for ventilation systems, heating and/or cooling systems, and exhaust systems.

Nominal Hours: 12

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3006A INSTALL AIR HANDLING UNITS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install and test air heating, cooling and ventilation plenums or enclosures that are fabricated on site.

Nominal Hours: 12

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3007A INSTALL AND TEST SPLIT SYSTEM AIR CONDITIONING

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install and test split system air conditioning.
Nominal Hours: 12

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3008A INSTALL AIR CONDITIONING CONTROL EQUIPMENT

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install air conditioning control equipment for the control of pressure, temperature, flow rate, humidity and density.

Nominal Hours: 8

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3009A MAINTAIN MECHANICAL SERVICES EQUIPMENT

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to perform general maintenance of heating, ventilating and air conditioning systems and associated mechanical equipment (air distribution systems, hydronic systems and control systems).

Nominal Hours: 8

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3010A INSTALL AND MAINTAIN EVAPORATIVE AIR COOLING SYSTEMS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to install and maintain evaporative air cooling systems.

Nominal Hours: 20

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS4001A PLAN, SIZE AND LAY OUT HEATING AND COOLING SYSTEMS

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to plan, size and document the layout of heating and cooling systems for multi-floor structures. It covers preparing for the work, identifying and confirming system specifications and requirements, planning system layout, and work finalisation processes, including records and documentation.

Nominal Hours: 160

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS4002A COMMISSION AIR AND WATER SYSTEMS

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to test and commission air and water heating and cooling systems. It covers preparing for the work, determining testing requirements, preparing systems for balancing, and the physical balancing, testing and commissioning of the systems and completion of work finalisation processes, including recording.

Nominal Hours: 132

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS4003A DESIGN COMPRESSED AIR SYSTEMS

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to design and size compressed air distribution systems and prepare system plans and specifications.

Nominal Hours: 40

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCPRF2002A SELECT AND INSTALL ROOF SHEETING AND WALL CLADDING

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to select and install roof sheeting, steel battens and wall cladding for roofs. It includes the selection and installation of non-metallic roof materials associated with metal roofing (excluding roof tiles and slate) and of insulation materials.

Nominal Hours: 16

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF2003A COLLECT AND STORE ROOF WATER

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to determine storage requirements and to plan, prepare and install storage tanks and related piping for the collection and storage of roof water. The unit requires the installation of water storage tanks of at least 1000 litres capacity.

Nominal Hours: 6

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF2004A FABRICATE ROOF COVERINGS FOR CURVED STRUCTURES

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to design and fabricate curved industrial roof coverings.

Nominal Hours: 8

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF3001A RECEIVE ROOFING MATERIALS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to coordinate the delivery, receipt and handling of roofing materials on a site.

Nominal Hours: 4

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF3002A FABRICATE AND INSTALL ROOF DRAINAGE COMPONENTS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to fabricate and install roof drainage components and rainwater goods for commercial and residential roof systems.

Nominal Hours: 48

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF3003A FABRICATE AND INSTALL EXTERNAL FLASHINGS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to fabricate and install external flashings for roof and ceiling systems.

Nominal Hours: 16

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF3004A INSTALL ROOF COMPONENTS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to select and install industrial type roofing components in roofs.

Nominal Hours: 10

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCRF3005A INSTALL ROOF COVERINGS TO CURVED ROOF STRUCTURES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to plan, size and document the layout of components of roof drainage systems.
Nominal Hours: 60
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCRF3006A INSTALL COMPOSITE ROOF SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install roof sheets for composite roof systems.
Nominal Hours: 20
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCRF4001A PLAN, SIZE AND LAY OUT ROOF DRAINAGE SYSTEMS

Locations: Sunshine.
Description: This unit of competency specifies the outcomes required to plan, size and document the layout of components of roof drainage systems.
Nominal Hours: 60
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPSN3001A PLAN LAYOUT OF A RESIDENTIAL SANITARY PLUMBING SYSTEM

Locations: Sunshine.
Description: This unit of competency specifies the outcomes required to plan the layout of a sanitary plumbing system for residential buildings.
Nominal Hours: 8
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPSN3002A INSTALL DISCHARGE PIPES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install pipework from soil and wastewater fixtures to a stack or drain.
Nominal Hours: 28
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPSN3003A FABRICATE AND INSTALL SANITARY STACKS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to fabricate and install sanitary stacks for soil and waste discharges.
Nominal Hours: 28
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPSN3004A INSTALL AND FIT OFF SANITARY FIXTURES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install and fit off sanitary fixtures. It applies to the installation of sanitary plumbing, including the connection of discharge pipes to sanitary plumbing and drainage, and installations using soil and water fixtures flushometer services.
Nominal Hours: 20
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPSN3005A INSTALL PRE-TREATMENT FACILITIES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install pre-treatment facilities designed to intercept and retain prohibited discharges to the sanitary plumbing and drainage system.
Nominal Hours: 8
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPSN3006A  INSTALL SEWERAGE PUMP SETS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install sewerage pumps, and install and test small bore macerators.
Nominal Hours: 8
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPSN4001A  PLAN, SIZE AND LAY OUT SANITARY PIPEWORK AND FIXTURES
Locations: Sunshine.
Description: This unit of competency specifies the outcomes required to plan, size and document the layout of sanitary pipework and fixtures for multi-floor buildings.
Nominal Hours: 50
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3001A  SET OUT AND INSTALL WATER SERVICES
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install hot, cold and tempered water services from the water supply to the fixture or points of discharge and storage.
Nominal Hours: 36
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3002A  INSTALL AND ADJUST WATER SERVICE CONTROLS AND DEVICES
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install water service controls and mixing devices used to manually control water mix and flow. It includes the basic adjustment and maintenance of correct flow operation for flushing devices, control valves, temperature control devices pumps and appliances, and excludes the commissioning and adjustment of backflow prevention devices and thermostatic mixing valves.
Nominal Hours: 12
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3003A  INSTALL AND COMMISSION WATER HEATING SYSTEMS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install and commission water heaters for domestic and commercial applications.
Nominal Hours: 22
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3004A  INSTALL AND MAINTAIN DOMESTIC WATER TREATMENT EQUIPMENT
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install, test and maintain domestic water softeners, water coolers and water filtering equipment.
Nominal Hours: 8
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3005A  INSTALL WATER PUMP SETS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Description: This unit of competency specifies the outcomes required to install water pumps and the installation and testing of a centrifugal pump set.
Nominal Hours: 8

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3006A FIT OFF AND COMMISSION HOT AND COLD WATER SERVICES

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to fit off and commission hot and cold water services to appropriate fixtures. It includes the provision for non-drinkable water applications.

Nominal Hours: 16

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3007A CONNECT IRRIGATION SYSTEMS FROM DRINKING WATER SUPPLY

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: This unit of competency specifies the outcomes required to connect irrigation and watering systems from a drinking water supply. It does not include the commissioning of backflow prevention devices or arrangements.

Nominal Hours: 6

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3008A INSTALL WATER SERVICE

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

CPCPCM2004A - READ PLANS AND CALCULATE PLUMBING QUANTITIES

Description: This unit of competency specifies the outcomes required to install a water supply system from the authorities’ main to the metering device, in accordance with water authority requirements.

Nominal Hours: 10

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3009A INSTALL WATER PIPE SYSTEMS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Description: Install water pipe systems.

Nominal Hours: 12

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT4001A PLAN, SIZE AND LAY OUT HOT AND COLD WATER SERVICES AND SYSTEMS

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to plan, size and document the layout of hot, tempered and cold water services and fire hydrant and hose reel systems for multi-floor buildings. It covers preparation for work, identification of water service and system requirements, planning the service and system layout and completion of work finalisation processes.

Nominal Hours: 80

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT4002A COMMISSION AND MAINTAIN BACKFLOW PREVENTION DEVICES

Locations: Sunshine.

Prerequisites: CPCPCM4001A - CARRY OUT WORK BASED RISK CONTROL PROCESSES

Description: This unit of competency specifies the outcomes required to test, commission and maintain backflow prevention devices in water services. It covers preparation for work, identification of testing and commissioning requirements, physical testing and commissioning of devices, maintenance of devices and completion of work finalisation processes.

Nominal Hours: 20

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCWVT4003A COMMISSION AND MAINTAIN HOT WATER TEMPERATURE CONTROL DEVICES

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to test, commission and maintain hot water temperature control devices, including thermostatic mixing valves in water services. It covers preparation for work, identification of testing and commissioning requirements, physical testing and commissioning of devices, maintenance of devices and completion of work finalisation processes.

Nominal Hours: 20

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce the knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCSUS4001A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Sunshine.

Description: This unit of competency specifies the outcomes required to effectively analyse, implement and monitor environmentally sustainable work practices and their effectiveness on a work site, including contributing to consumer environmental efficiency.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCSUS5001A DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY

Locations: Newport.

Description: This unit of competency specifies the outcomes required to develop and implement policies and procedures to continuously support resource efficiency and environmentally sustainable work practices.

Nominal Hours: 50

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CUPDSM5022A IMPLEMENT ASSET MANAGEMENT PLAN

Locations: Newport.

Description: This unit of competency specifies the outcomes required to plan for the management of assets. It requires the ability to implement effective strategies to manage the operational, resource and maintenance needs of assets and to review and evaluate those strategies. The unit may form part of the licensing requirements for persons working in the property industry, including in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated activities.

Nominal Hours: 25

Required Reading: Australian Standards Building Code of Australia ABCB.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CUFGT303A INSTALL AND OPERATE FOLLOW SPOTS

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to install and operate follow spots for productions in the screen, media and entertainment industries. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 20

Required Reading: No required text.

Assessment: Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience.

CUVCOR07B USE DRAWING TECH TO REPRESENT OBJECT

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the skills and knowledge required to visually represent objects or ideas. At this level, drawing techniques would be basic. This is a core unit which complements all specialisation units. It is different from the drawing specialisation units which focus on drawing an art form. This work would usually be carried out under supervision.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Assessment may include written and verbal tests, presentations and projects.

CUVCRS04B PRODUCE TECHNICAL DRAWINGS

Locations: Melton, Sunshine.

Description: This unit describes the skills and knowledge required to develop and refine a range of techniques to produce technical drawings. It outlines the ways technical drawing can be applied to a range of contexts where visual representation is required. People working in many industries require the skills and knowledge in this unit, and the unit is written to allow for contextualisation to a particular industry context. This work would usually be carried out independently, although guidance would be available if required. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.
ICA5151B  GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS


Description: This unit defines the competency required to identify, analyse and document business requirements.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5159B  BUILD A SECURITY SHIELD FOR A NETWORK


Description: This unit defines the competency required to build a security shield for a wireless local area network (WLAN) or local area network (LAN).

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD3218B  CREATE USER DOCUMENTATION


Description: This unit defines the competency required to create user documentation that is clear to the target audience and is easy to navigate.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1204B  LOCATE AND USE RELEVANT ONLINE INFORMATION


Description: This unit defines the competency required to use search engines to locate relevant information on the internet and assess the content of sites for accuracy, currency and/or authority.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAW4027B  RELATE TO CLIENTS ON A BUSINESS LEVEL


Description: Understand organisational environment; Identify internal and external client requirements; Negotiate client support service; Monitor, adjust and implement procedures to maintain client focus.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

LGAPLEMS02A  APPLY ECOLOGICALLY SUSTAINABLE DEVELOPMENT PRINCIPLES TO THE BUILT ENVIRONMENT

Locations: Newport, Sunshine.

Description: Identify and gather data on the application of ecologically sustainable development principles to the built environment; Develop strategies for the application of ecologically sustainable development principles to the built environment; Develop planning strategies for the application of ecologically sustainable development principles to the built environment.

Nominal Hours: 60

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFCR0001B  FOLLOW SAFE WORKING POLICIES AND PRACTICES

Locations: Newport.

Description: This unit covers the essential activities required to satisfy safe work practices within the furnishing industry. It incorporates and expands upon WorkSafe Australia Guidelines (NOHSCA).

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFCR0002B  COMMUNICATE IN THE WORKPLACE

Locations: Newport.

Description: This unit covers the skills and knowledge required to communicate in a furnishing industry workplace. It covers the activities of gathering, conveying and receiving information together with completing routine written correspondence. This unit encompasses the requirements of Business Services Australia Unit BSBCMN203A within a furnishing industry context.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFCR0003B  CARRY OUT MEASUREMENTS AND CALCULATIONS

Locations: Newport.

Description: This unit covers the competency to accurately complete measurements and calculations of materials relevant to the work requirements.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements.
including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMCR0004B WORK EFFECTIVELY WITH OTHERS**

**Locations:** Newport.

**Description:** This unit covers the competency required to work in a group environment requiring group commitment and cooperation and support of other group members. This unit encompasses the requirements of Business Services Australia Unit BSBCMN204A within a furnishing industry context.

**Nominal Hours:** 15

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFDT4007A ESTABLISH THE DESIGN BRIEF**

**Locations:** Newport.

**Description:** This unit specifies the skills and knowledge required to establish the objectives of a design brief and determine direction for the concepts and solutions which may result from the design process.

**Nominal Hours:** 36

**Required Reading:** No text required.

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**LMFF2001B USE FURNITURE FINISHING SECTOR HAND AND POWER TOOLS**

**Locations:** Newport.

**Description:** This unit covers the competency to use hand and power tools, and basic static machines, in applications relating to the furniture finishing sector of the furnishing industry.

**Nominal Hours:** 48

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFF2003B REMOVE SURFACE COATINGS**

**Locations:** Newport.

**Description:** This unit covers the competency to safely remove surface coatings by hand or chemical means in preparation for the application of new surface coatings.

**Nominal Hours:** 40

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFF2004B PREPARE SURFACES FOR FINISHING**

**Locations:** Newport.

**Description:** This unit covers the competency to prepare surfaces for the application of surface coatings by hand or machine.

**Nominal Hours:** 24

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFF2005B MAINTAIN SPRAY EQUIPMENT AND BOOTH**

**Locations:** Newport.

**Description:** This unit covers the competency to strip, clean, restore and service spray equipment and booths.

**Nominal Hours:** 24

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFF2006B APPLY SURFACE COATINGS BY SPRAY GUN**

**Locations:** Newport.

**Description:** This unit covers the competency to apply surface coatings by hand-held spray gun.

**Nominal Hours:** 60

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
evidence of competence outcomes, within periodic and scheduled timelines.

LMFF2007B  APPLY STAINS, FILLERS AND BLEACH

Locations: Newport.
Description: This unit covers the competency to apply stains, fillers and bleach to timber surfaces.
Nominal Hours: 52
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFF2008B  APPLY SURFACE COATINGS BY HAND

Locations: Newport.
Description: This unit covers the competency to apply brushable coatings, including one-pot polyurethane, enamels, acrylics and polish, by hand.
Nominal Hours: 40
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFF3006B  REPAIR AND TOUCH UP SURFACES

Locations: Newport.
Description: This unit covers the competency to apply techniques to repair and touch up damaged surfaces.
Nominal Hours: 40
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFF2001B  USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS

Locations: Newport.
Description: This unit covers the competency to use hand and power tools in applications relating to the furniture making sector of the furnishing industry.
Nominal Hours: 48
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM2002B  ASSEMBLE FURNISHING COMPONENTS

Locations: Newport.
Description: This unit covers the competency to assemble timber components to produce furniture frames or furniture.
Nominal Hours: 20
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM2003B  SELECT AND APPLY HARDWARE

Locations: Newport.
Description: This unit covers the competency to select and apply hardware to new and refurbished furniture.
Nominal Hours: 16
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM2004B  APPLY SHEET LAMINATES BY HAND

Locations: Newport.
Description: This unit covers the competency to apply laminates by hand, including the preparation, layout, application and finalisation processes.
Nominal Hours: 8
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM2005B  JOIN SOLID TIMBER

Locations: Newport.
Description: This unit covers the competency to join solid timber required for the manufacture of solid timber flat surfaces.
Nominal Hours: 8
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM2006B  HAND MAKE TIMBER JOINTS

Locations: Newport.
Description: This unit covers the competency required to join timber by constructing joints using hand and portable power tools.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM2007B FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE**

Locations: Newport.

Description: This unit covers the competency to assemble timber production furniture using modular construction methods and components to a given plan.

Nominal Hours: 16

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM2010B SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES**

Locations: Newport.

Description: This unit covers the competency to operate and maintain basic static machines used for sawing, planing, sanding and drilling in the production of furniture.

Nominal Hours: 56

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM2011B APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES**

Locations: Newport.

Description: This unit covers the competency to apply manufactured board conversion techniques to produce furnishing component parts and manufactured board panel doors.

Nominal Hours: 16

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3002B CONSTRUCT FURNITURE USING LEG AND RAIL METHOD**

Locations: Newport.

Description: This unit covers the competency to follow plans to construct and assemble furniture using leg and rail construction.

Nominal Hours: 64

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3003B PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD**

Locations: Newport.

Description: This unit covers the competency to construct and assemble manufactured board furniture using angled and curved construction methods.

Nominal Hours: 64

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3004B PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER**

Locations: Newport.

Description: This unit covers the competency to construct and assemble furniture using angular construction methods.

Nominal Hours: 64

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3005B FABRICATE CUSTOM FURNITURE**

Locations: Newport.

Description: This unit covers the competency to plan, construct and assemble custom furniture in response to specific orders and job requests.

Nominal Hours: 64

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3006A INSTALL FURNISHING PRODUCTS**

Locations: Newport, Sunshine.
**LMFFM3006B INSTALL FURNISHING PRODUCTS**

**Locations:** Newport.

**Description:** This unit applies to employees engaged in the installation of furnishing products to a given plan.

**Nominal Hours:** 24

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3007B PREPARE AND APPLY DECORATIVE SURFACES FOR FURNITURE**

**Locations:** Newport.

**Description:** This unit covers the competency to prepare, construct and apply veneers and inlays.

**Nominal Hours:** 24

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3013B MEASURE AND DRAW SITE LAYOUT FOR MANUFACTURED FURNITURE PRODUCTS**

**Locations:** Newport.

**Description:** This unit covers the competency to measure and record site layout details to provide an accurate basis for both manufacture and installation of furniture products.

**Nominal Hours:** 16

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3010B SELECT TIMBERS FOR FURNITURE PRODUCTION**

**Locations:** Newport.

**Description:** This unit covers the competency required to select timbers for use in production by applying knowledge of timber technology.

**Nominal Hours:** 8

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3011B PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS**

**Locations:** Newport.

**Description:** This unit covers the competency to produce production drawings using both manual and computer-aided methods.

**Nominal Hours:** 60

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3012B PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION**

**Locations:** Newport.

**Description:** This unit applies to employees required to read plans and job specifications, and to prepare cutting lists and processing data for subsequent processing operations.

**Nominal Hours:** 16

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3020B SET UP, OPERATE AND MAINTAIN SAWING MACHINES**

**Locations:** Newport.

**Description:** This unit covers the competency to set up, operate and maintain sawing machines using their full technical potential and capacities. It encompasses and builds on the machines and tasks covered in unit LMFFM2010A Set up, operate and maintain basic static machines.

**Nominal Hours:** 24

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
**LMFFM3021B SET UP, OPERATE AND MAINTAIN DRILLING MACHINES**

**Locations:** Newport.

**Description:** This unit covers the competency to set up, operate and maintain drilling machines using their full technical potential and capacities. It encompasses and builds on the drilling machines and tasks covered in unit LMFFM2010A. Set up, operate, and maintain basic static machines.

**Nominal Hours:** 24

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3022B SET UP, OPERATE AND MAINTAIN JOINING MACHINES**

**Locations:** Newport.

**Description:** This unit covers the competency to set up, operate and maintain joining machines using their full potential and capacities in the production of furniture.

**Nominal Hours:** 52

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3023B SET UP, OPERATE AND MAINTAIN PLANING AND FINISHING MACHINES**

**Locations:** Newport.

**Description:** This unit covers the competency to set up, operate and maintain planing and finishing machines using their full potential and capacities in the production of furniture. It encompasses and builds on the machines and tasks covered in unit LMFFM2010A. Set up, operate, and maintain basic static machines.

**Nominal Hours:** 40

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**SLMFFM3025B SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES**

**Locations:** Newport.

**Description:** This unit covers the competency to set up, operate and maintain routing and shaping machines using their full potential and capacities in the production of furniture.

**Nominal Hours:** 60

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3027B SET UP, OPERATE AND MAINTAIN AUTOMATED EDGE BANDING MACHINES**

**Locations:** Newport.

**Description:** This unit covers the competency to set up, operate and maintain edge banding machines which use automated processes to apply and finish edge treatments.

**Nominal Hours:** 60

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3030B SET UP, OPERATE AND MAINTAIN CNC SIZING MACHINES**

**Locations:** Newport.

**Description:** This unit covers the competency to set up, operate and maintain CNC sizing machines to produce furniture or components.

**Nominal Hours:** 60

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3031B SET UP, OPERATE AND MAINTAIN CNC MACHINING AND PROCESSING CENTRES**

**Locations:** Newport.

**Description:** This unit covers the competency to set up, operate and maintain CNC machining and processing centres to produce furniture or components.

**Nominal Hours:** 80

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3032B PRODUCE AND MAINTAIN CUTTING TOOLS**

**Locations:** Newport.

**Description:** This unit covers the competency to select and machine materials, to produce and maintain profile knives, and to maintain router cutters, straight knives and profile cutter heads used in woodworking machinery.

**Nominal Hours:** 40

**Required Reading:** VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFFM3033B CONSTRUCT JIGS AND FIXTURES**

Locations: Newport.

Description: This unit covers the competency to prepare and construct jigs and fixtures to produce furniture components.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFF4001B COORDINATE ON-SITE INSTALLATION OF FURNISHING PRODUCTS**

Locations: Newport.

Description: This unit covers the competency to coordinate tradespersons who provide services involved in the installation, refurbishment, restoration or repair of furnishing products, primarily in a kitchen, bathroom or laundry setting.

Nominal Hours: 40

Required Reading: No text required.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**LMFF4008A GLAZE/REGLAZE RESIDENTIAL WINDOWS AND DOORS**

Locations: Newport, Sunshine.

Description: This unit addresses the knowledge and skills required to fit glass to residential windows and doors.

Nominal Hours: 72

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**LMFF4010A IDENTIFY AND CALCULATE PRODUCTION COSTS**

Locations: Newport, Sunshine.

Description: Gather information; Estimate materials and labour; Determine/calculator overheads; Calculate costs; Document details and verify where necessary.

Nominal Hours: 36

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**LMFGG2002B APPLY FIRST AID**

Locations: Sunshine.

Description: This unit covers the competency to identify the need for and the application of First Aid until the arrival of medically qualified personnel or the evacuation of the patient.

Nominal Hours: 8

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFGG2008A GLAZE/REGLAZE RESIDENTIAL WINDOWS AND DOORS**

Locations: Newport, Sunshine.

Description: This unit addresses the knowledge and skills required to fit glass to residential windows and doors.

Nominal Hours: 72

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.
FACULTY OF TECHNICAL AND TRADES INNOVATION

LMFGG3015A  FABRICATE AND INSTALL SHOWER SCREENS AND WARDROBE DOORS

Locations: Newport.

Description: This unit addresses the knowledge and skills required to plan, fabricate and install shower screens and wardrobe doors.

Nominal Hours: 24

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFGN2002B  MOVE AND STORE MATERIALS AND PRODUCTS

Description: This unit covers the competency to move, store and to record raw materials, goods and finished products.

Nominal Hours: 16

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFGN3000B  READ AND INTERPRET WORK DOCUMENTS

Description: This unit covers the competency to interpret work documents including cutting lists, standards, drawings and specifications to produce or repair furnishings and to install floor coverings, glass and other furnishing items.

Nominal Hours: 24

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFGB3002A  ESTIMATE AND COST JOB

Locations: Newport.

Description: This unit covers the competency to estimate materials, labour and time requirements and establish costs for provision of services or products.

Nominal Hours: 16

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFGB3001A  PREPARE FOR CABINET INSTALLATION

Description: This unit covers the skills and knowledge required to prepare a site and confirm completeness of cabinets and components required for installation. It requires checking of job information and identifying quality issues.

Nominal Hours: 12

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFGB3001A  IDENTIFY PROCESSES IN KITCHEN AND BATHROOM PROJECTS

Locations: Newport.

Description: This unit covers the skills and knowledge required to identify the processes used in new and renovated kitchen and bathroom projects. This includes key stages, service providers and quality elements that typically characterise a project concerned with the development of kitchens and bathrooms.

Nominal Hours: 80

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFGB3002A  DETERMINE REQUIREMENTS FOR INSTALLATION OF CABINETS

Locations: Newport.

Description: This unit covers the skills and knowledge required to assess a site, including walls, floors, appliances, services and other structural components to determine implications and modifications required for location and installation of cabinets.

Nominal Hours: 46

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFGB3003A  CHECK AND MEASURE FIT OF CABINETS

Locations: Newport.

Description: This unit covers the skills and knowledge required to take measurements on-site and check cabinetry to ensure accurate fit. It requires assessment of levels and squareness of walls and floors and other structural components to determine adjustments required on cabinets to ensure exact fit.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFKB3004A  CONDUCT ON-SITE ADJUSTMENTS TO CABINETS AND COMPONENTS

Locations: Newport.

Description: This unit covers the skills and knowledge required to examine required cabinet adjustments, select appropriate techniques and make adjustments to pre-made cabinets in order to achieve accurate fit at site of installation. It includes conducting measurements to check accuracy of adjustments made.

Nominal Hours: 16
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFKB3005A  FABRICATE CABINETS FOR THE BUILT-IN ENVIRONMENT

Locations: Newport.

Description: This unit covers the skills and knowledge required to plan production processes and construct and assemble components to fabricate cabinets that meet predetermined specifications. It includes use of materials and processes typically applied within a cabinet manufacturing environment.

Nominal Hours: 80
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFKB3006A  INSTALL FITTED CABINETS AND COMPONENTS

Locations: Newport.

Description: This unit covers the skills and knowledge required to install cabinets according to specifications and design plans, including the application of selected components to achieve a quality finish. This unit requires an ability to access and apply information and instruction for the use of components and cabinet products.

Nominal Hours: 35
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM08014B  APPLY PROTECTIVE COATINGS (BASIC)

Locations: Sunshine.

Description: This unit covers spraying pre-treatments and protective coatings not limited to brush, roller and conventional spray equipment, at a basic level.

Nominal Hours: 40
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM09021B  INTERPRET AND PRODUCE CURVED 3D SHAPES

Locations: Sunshine.

Description: This unit covers producing and interpreting lines plan drawings manually or using CAD equipment.

Nominal Hours: 40
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM10009B  INSTALL REFRIGERATION AND AIR CONDITIONING PLANT/EQUIPMENT

Locations: Sunshine.

Description: This unit covers installing refrigeration/air conditioning systems in commercial, industrial, marine and transport applications.

Nominal Hours: 40
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM10010B  INSTALL PIPEWORK AND PIPEWORK ASSEMBLIES

Locations: Sunshine.

Description: This unit covers planning, preparing and installing pipework and assemblies.

Nominal Hours: 40
Required Reading: Australian Standards.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM11. 10B  OPERATE MOBILE LOAD SHIFTING EQUIPMENT

Locations: Newport, Sunshine.

Description: This unit covers operating mobile load shifting equipment, including moving and placing loads.

Nominal Hours: 40
MEM11. 11B UNDERTAKE MANUAL HANDLING

Locations: Newport, Sunshine.

Description: This unit covers lifting and moving materials manually.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM18. 1C USE HAND TOOLS

Description: This unit covers using a range of hand tools for a variety of general engineering applications.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM18. 2B USE POWER TOOLS/HAND HELD OPERATIONS

Locations: Newport, Sunshine.

Description: This unit covers using a range of hand held power tools and fixed power tools for hand held operations for a variety of general engineering applications.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM18055B DISMANTLE, REPLACE AND ASSEMBLE ENGINE COMPONENTS

Locations: Sunshine.

Description: This unit covers dismantling and identifying faulty components, selecting replacements, and assembling engineering components into assemblies or sub-assemblies in accordance with standard operating procedures.

Nominal Hours: 30

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18086B TEST, RECOVER, EVACUATE AND CHARGE REFRIGERATION SYSTEMS

Locations: Sunshine.

Description: This unit covers testing, recovering, evacuating and charging refrigeration systems to achieve performance specification.

Nominal Hours: 40

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM2. 5C11A MEASURE WITH GRADUATED DEVICES

Locations: Newport, Sunshine.

Description: Use a range of graduated devices to measure/determine dimensions or variables; Maintain graduated devices.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

MEM25. 1B APPLY FIBRE REINFORCED PLASTICS

Locations: Newport, Sunshine.

Description: This unit covers applying and farming/shaping fibereinforced materials. It covers the use of manual and mechanical methods using a variety of glass reinforcements and other fibres. Typical applications include marine vessel and aircraft construction.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25. 4B FAIR AND SHAPE SURFACES

Locations: Newport, Sunshine.

Description: This unit covers filling, sanding, fairing and grinding to achieve uniform or correct contours and surfaces. Typical applications include marine vessel construction and the manufacture of transport vehicles.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM25. 7B MAINTAIN MARINE VESSEL SURFACES

Locations: Newport, Sunshine.

Description: This unit covers performing cosmetic maintenance/repair of surfaces, including fibre reinforced plastics, timber and metal surfaces.
in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

MEM25007B MAINTAIN MARINE VESSEL SURFACES

Locations: Newport.

Description: This unit covers performing cosmetic maintenance/repair of surfaces, including fibre reinforced plastics, timber and metal surfaces.

Nominal Hours: 40

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

MEM25008B REPAIR MARINE VESSEL SURFACES AND STRUCTURE

Locations: Newport.

Description: This unit covers repairing marine structures and surfaces, including fibre reinforced plastics, timber and metal surfaces.

Nominal Hours: 40

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

MEM25009B FORM TIMBER SHAPES USING HOT PROCESSES

Locations: Newport.

Description: This unit covers forming solid timber shapes using hot processes.

Nominal Hours: 20

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

MEM25010B PERFORM FITOUT PROCEDURES

Locations: Newport.

Description: This unit covers fitting out marine vessels. It includes setout, construction, assembly and installation of a variety of components.

Nominal Hours: 40

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

MEM25013B PRODUCE THREE-DIMENSIONAL PLUGS/MOULDS

Locations: Newport.

Description: This unit covers manufacturing three dimensional plugs and, where applicable, solid and/or split moulds constructions used in marine vessel construction.
MEM25014B  PERFORM MARINE SLIPPING OPERATIONS
Locations: Newport.
Description: This unit covers preparing slipping facilities, hauling out and launching vessels using a range of methods appropriate to the slipping facility.
Nominal Hours: 20
Required Reading: Not applicable.
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

MEM4. 18B  GENERAL WOODWORKING MACHINE OPERATIONS
Locations: Newport, Sunshine.
Description: This unit covers setting up and operating woodworking machines used by engineering pattern makers and marine fabricators.
Nominal Hours: 40
Required Reading: Not applicable.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM5. 12C  PERFORM ROUTINE MANUAL METAL ARC WELDING
Locations: Newport, Sunshine.
Description: This unit covers preparing the materials and carrying out routing manual metal arc welding (MMAW).
Nominal Hours: 20
Required Reading: Not applicable.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM5. 3B  SOFT SOLDERING (BASIC)
Locations: Newport, Sunshine.
Description: This unit applies to performing soft soldering applications of ferrous and non-ferrous materials, using straightforward techniques, where heat damage to components or finish of soldered joint is not critical.
Nominal Hours: 20
Required Reading: Not applicable.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM5. 5B  PERFORM ROUTINE GAS METAL ARC WELDING
Locations: Newport, Sunshine.
Description: This unit covers preparing materials and routine gas metal arc welding (GMAW).
Nominal Hours: 20
Required Reading: Not applicable.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM5. 50B  CARRY OUT MECHANICAL CUTTING
Locations: Newport, Sunshine.
Description: This unit covers setting up and operating a range of mechanical cutting and holing equipment.
Nominal Hours: 20
Required Reading: Not applicable.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM5. 7C  MANUAL HEATING AND THERMAL CUTTING
Locations: Newport, Sunshine.
Description: This unit covers performing manual heating, thermal cutting and gouging including the assembly and disassembly and operation of the equipment on a range of materials (ferrous, non-ferrous and non-metallic) using a variety of methods.
Nominal Hours: 20
Required Reading: Not applicable.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50. 1B  RESPOND TO BOATING EMERGENCIES AND INCIDENTS
Locations: Newport, Sunshine.
Description: This unit covers dealing with boating emergencies and incidents including the use of safety equipment and the provision of assistance to others in distress. It also includes raising alarms and dealing with on-board emergencies. This unit was developed by the National Marine Safety Committee (NMSC).
Nominal Hours: 40
Required Reading: Not applicable.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50. 1B  CLASSIFY RECREATIONAL BOATING TECHNOLOGIES AND FEATURES
Locations: Newport, Sunshine.
Description: This unit covers recognising vessel features, fittings and fixtures; correctly identifying power and transmission systems; describing system operating purpose; and using appropriate terminology.
Nominal Hours: 60
Required Reading: Not applicable.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50. 2B  WORK SAFELY ON MARINE CRAFT
Locations: Newport, Sunshine.
Description: This unit covers identifying risks and safely working on and moving around vessels - for sales, service or repair - on and out of the water.
MEM50. 3B  FOLLOW WORK PROCEDURES TO MAINTAIN THE MARINE ENVIRONMENT
Locations: Newport, Sunshine.
Description: This unit covers conducting work on vessels or equipment without adversely affecting the quality of the marine environment.
Nominal Hours: 10
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50. 4B  MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINA CODES
Locations: Newport, Sunshine.
Description: This unit covers workers in the industry controlling pollution through the limitation, capture and disposal of pollutants in the marine environment.
Nominal Hours: 10
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50. 5B  REFUEL VESSELS
Locations: Newport, Sunshine.
Description: This unit covers refuelling vessels and appliances.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50. 6B  CHECK OPERATIONAL CAPABILITY OF MARINE CRAFT
Locations: Newport, Sunshine.
Description: This unit covers conducting basic checks on the operational condition of vessels in or out of the water.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50. 7B  CHECK OPERATIONAL CAPABILITY OF SAILS AND SAIL OPERATING EQUIPMENT
Locations: Newport, Sunshine.
Description: This unit covers conducting basic checks on vessel sail systems.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50. 8B  CARRY OUT TRIP PREPARATION AND PLANNING
Locations: Newport, Sunshine.
Description: This unit covers undertaking the required steps to plan and prepare for a safe boating trip. It includes maintenance of the boat and safety equipment as well as mooring and berthing apparatus. This unit was developed by the National Marine Safety Committee (NMSC).
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50. 9B  SAFELY OPERATE A POWERED RECREATIONAL BOAT
Locations: Newport, Sunshine.
Description: This unit covers safely handling/operating a powered recreational boat on coastal and inland waters. It includes manouevring and handling the boat as well as safe navigation and anchoring. This unit was developed by the National Marine Safety Committee (NMSC).
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM50003B  FOLLOW WORK PROCEDURES TO MAINTAIN MARINE ENVIRONMENT
Locations: Newport.
Description: This unit covers applying sheathing to marine structures (sheathing operations).
Nominal Hours: 10
Required Reading: Not applicable.
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

MEM50004B  MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINA CODES
Locations: Newport.
Description: This unit covers conducting work on vessels or equipment without adversely affecting the quality of the marine environment.
Nominal Hours: 10
Required Reading: Not applicable.
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.
MEM9.2B  INTERPRET TECHNICAL DRAWING

Locations: Newport, Sunshine.

Description: This unit covers interpreting technical drawing applying to any of the full range of engineering disciplines.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

Nominal Hours: 20

Required Reading: Australian Standards.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT270A  USE SUSTAINABLE ENERGY PRACTICES

Locations: Newport.

Description: This unit covers the skills needed to use and make improvements in sustainable energy practices in production, maintenance and logistics.

Nominal Hours: 30

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

MSACMT271A  USE SUSTAINABLE ENVIRONMENTAL PRACTICES

Locations: Newport.

Description: This unit covers the knowledge and skills needed to use and make improvements in sustainable environmental practices in production, maintenance and logistics.

Nominal Hours: 30

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSAPMSUP102A  COMMUNICATE IN THE WORKPLACE

Locations: Newport.

Description: This unit covers receiving, relaying and recording written and oral messages and providing relevant information in response to requests, within time lines.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBM974  DEVELOP BASIC ILLUMINATED SIGNFACES

Locations: Newport, Sunshine.

Description: Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.

Nominal Hours: 24

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
VBM975  PRODUCE BASIC COMPUTER AIDED MANUFACTURED SIGNS - VINYL

Locations: Newport, Sunshine.

Description: Plan and prepare work; Start up and operate computer; Solve routine operating problems; Clean up.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM976  PRODUCE A BASIC SIGN

Locations: Newport, Sunshine.

Description: Plan and prepare work; Apply materials to layout; Clean up.

Nominal Hours: 76

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM977  WORKPLACE DOCUMENTS AND PLANS

Locations: Newport, Sunshine.

Description: 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: 16

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM978  BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS

Locations: Newport, Sunshine.

Description: 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: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM979  WORKPLACE SAFETY

Locations: Newport, Sunshine.

Description: Use appropriate terminology related to workplace safety; Minimise the OH&S hazards associated with the trade sector; Apply working principles that ensure responsibility for the safety of self and others; Select appropriate materials to work in the selected trade sector of the building and construction industry; Identify the action that should be taken in an emergency situation; Identify the action that should be taken as the result of an accident.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM980  LEVELLING

Locations: Newport, Sunshine.

Description: Use appropriate terminology related to levelling; Select the correct levelling device for the application; Apply levelling techniques.

Nominal Hours: 8

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM981  BASIC FIRST AID

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the student with skills, ability and knowledge to render basic first aid support to injured people.

Nominal Hours: 8

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM982  CALCULATIONS FOR THE BUILDING INDUSTRY

Description: Fractions and decimals; Ratio, proportion and percent; Perimeters, areas and volumes; Units, quantities and costs.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM983  COMMUNICATIONS FOR THE BUILDING INDUSTRY

Locations: Newport, Sunshine.

Description: Communicating work related information; Giving and receiving instructions; Working in teams; Dealing with customers.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
VBN236  QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY
Locations: Newport, Sunshine.
Description: 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: 8
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workspace projects and RTO/workspace assignments.

VBN695  DRAFTING FOR THE JOINERYSHOPFITTING/STAIRBUILDING INDUSTRY
Locations: Newport, Sunshine.
Description: The purpose of this module is to provide the participant with the knowledge and skills necessary to sketch drawings and draft basic plans used in the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 12
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workspace projects and RTO/workspace assignments.

VBN696  SMALL PLANT AND PORTABLE POWER TOOLS FOR THE JOINERYSHOPFITTING/STAIRBUILDING INDUSTRY
Locations: Newport, Sunshine.
Description: The purpose of this module is to provide the participant with the skills and knowledge necessary to operate and maintain small plant and portable power tools used in the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 48
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workspace projects and RTO/workspace assignments.

VBN697  FORM SETOUTS AND TAKE OFF QUANTITIES IN JOINERYSHOPFITTING/STAIRBUILDING
Locations: Newport, Sunshine.
Description: The purpose of this module is to provide the participant with the skills and knowledge required to form basic setouts and determine quantities within the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 32
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workspace projects and RTO/workspace assignments.

VBN698  HAND TOOLS FOR JOINERYSHOPFITTING/STAIRBUILDING INDUSTRY
Locations: Newport, Sunshine.
Description: The purpose of this module is to provide the participant with the skills and knowledge necessary to use and maintain hand tools in the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 32
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN704 TIMBER STAIR CONSTRUCTION
Locations: Newport, Sunshine.
Description: The purpose of this module is to provide the participant with the skills and knowledge necessary to construct and assemble basic timber stairs.
Nominal Hours: 48
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBP521 WALL AND FLOOR TILING HAND AND POWER TOOLS
Locations: Newport.
Prerequisites: VBQM697 - WORKPLACE SAFETY AND INDUSTRY INDUCTION
Description: The purpose of this module is to provide the student with the skills and knowledge necessary to select, maintain and apply hand and power tools and equipment used in the wall and floor tiling industry.
Nominal Hours: 40
Required Reading: Australian Standards Manufacturers Material and Application Specifications.
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBP522 TITLING SUBSTRATES
Locations: Newport.
Prerequisites: VBP521 - WALL AND FLOOR TILING HAND AND POWER TOOLS
Description: The purpose of this module is to provide the student with the skills and knowledge necessary to prepare substrates to receive wall or floor tiles.
Nominal Hours: 48
Required Reading: Australian Standards Manufacturers Material and Application Specifications.
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBP523 TILING ADHESIVES
Locations: Newport.
Prerequisites: VBP522 - TITLING SUBSTRATES
Description: The purpose of this module is to provide the student with the skills and knowledge necessary to identify, select and apply wall and floor adhesives.
Nominal Hours: 96
Required Reading: Australian Standards Manufacturers Material and Application Specifications.
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBP524 WALL TILING
Locations: Newport.
Prerequisites: VBQM697 - WORKPLACE SAFETY AND INDUSTRY INDUCTION
Description: The purpose of this module is to provide the student with the skills and knowledge necessary to install wall tiles to substrates.
Nominal Hours: 128
Required Reading: Australian Standards Manufacturers Material and Application Specifications.
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBP525 FLOOR TILING
Locations: Newport.
Prerequisites: VBQM697 - WORKPLACE SAFETY AND INDUSTRY INDUCTION
Description: The purpose of this module is to provide the student with the skills and knowledge necessary to install floor tiles to substrates.
Nominal Hours: 128
Required Reading: Australian Standards Manufacturers Material and Application Specifications.
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM697 WORKPLACE SAFETY AND INDUSTRY INDUCTION
Locations: Newport, Sunshine.
Description: The purpose of this module is to introduce the participant to the building and construction industry and provide the skills, ability and knowledge required to ensure the safety of themselves and others while working.
Nominal Hours: 34
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM698 WORKPLACE PROCEDURES FOR ENVIRONMENTAL SUSTAINABILITY
Locations: Newport, Sunshine.
Description: The purpose of this module is to provide the participant with the knowledge and skills to identify activities and procedures in the building and construction industry which may impact on environmental sustainability and to identify and implement procedures to minimise their effect.
Nominal Hours: 16
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM699 BASIC FIRST AID
Locations: Newport, Sunshine.
Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to render basic first aid support to injured people.
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VBQM700 BUILDING STRUCTURES

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to identify different building structures found in the commercial and housing sectors of the building and construction industry.

Nominal Hours: 8

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM704 INTRODUCTION TO SCAFFOLDING

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to understand the safe erection, use and disassembly of restricted height scaffolding.

Nominal Hours: 24

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM701 CALCULATIONS FOR THE BUILDING INDUSTRY

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the knowledge and skills to practically apply mathematics in the building industry.

Nominal Hours: 20

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM705 LEVELLING

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to select and apply levelling in the building industry.

Nominal Hours: 8

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM702 CAREER STUDIES

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to enable them to confidently embark on a career in the building industry.

Nominal Hours: 16

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM706 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the knowledge and skills to apply quality principles and practices within the building and construction industry.

Nominal Hours: 8

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM703 COMMUNICATIONS FOR THE BUILDING INDUSTRY

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the knowledge and skills to effectively communicate in the building and construction industry at a simple, routine and predictable level.

Nominal Hours: 20

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM707 SAFE HANDLING AND USE OF PLANT AND POWER TOOLS

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to safely operate, maintain and use small plant and portable power tools under direct supervision in their industry sector. This module does not address carpentry specific power tools.

Nominal Hours: 24

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM708 WORKPLACE DOCUMENTS AND PLANS

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge necessary to read and interpret documents and plans.
Nominal Hours: 20
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM709  BRICKLAYING HAND TOOLS**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge related to the use of hand tools and equipment used in the bricklaying sector of the building and construction industry.

Nominal Hours: 60
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM710  BRICKLAYING BASIC SKILLS**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply basicbricklaying skills. This module also includes an appreciation of the principles of concrete.

Nominal Hours: 126
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM711  BRICKLAYING VENEER CONSTRUCTION PRINCIPLES**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply brickveneer construction principles.

Nominal Hours: 100
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM712  BRICKLAYING CAVITY CONSTRUCTION PRINCIPLES**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply brickcavity construction principles.

Nominal Hours: 100
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM713  MASONRY BLOCKWORK**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply masonryblockwork construction principles. (Excludes the practical application of reinforced concrete masonry bondbeams.)

Nominal Hours: 50
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM714  CARPENTRY HAND TOOLS**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to select, maintain and apply handtools and equipment used in the carpentry sector of the building and construction industry.

Nominal Hours: 80
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM715  CARPENTRY POWER TOOLS**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to select, safelyoperate and maintain power tools used in the carpentry sector of the building construction industry.

Nominal Hours: 64
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM716  BASIC SETTING OUT**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to set out a building.

Nominal Hours: 24
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM717  SUB-FLOOR FRAMING**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct subfloor framing.

Nominal Hours: 36
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM718 WALL FRAMING**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct wallframing.

Nominal Hours: 48

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM719 ROOF FRAMING**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct roofframing.

Nominal Hours: 40

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM720 EXTERNAL CLADDING**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to install external cladding.

Nominal Hours: 24

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM721 INSTALLATION OF WINDOW AND DOOR FRAME**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to install windowand door frames.

Nominal Hours: 24

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM722 INTERIOR FIXING**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to install interior fixing.

Nominal Hours: 40

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM723 INTRODUCTION TO DEMOLITION**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge necessary to demolish internal structures.

Nominal Hours: 16

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM724 FORMWORK FOR CONCRETING**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct formwork for concreting.

Nominal Hours: 40

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM725 PAINTING AND DECORATING HAND TOOLS**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge related to the use of hand tools and equipment used in the painting and decorating sector of the building and construction industry.

Nominal Hours: 40

Required Reading: The teacher will provide teaching and learning material as required.

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM726 SURFACE PREPARATION**

Locations: Newport, Sunshine.

Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to prepare surfaces in the painting and decorating industry.

Nominal Hours: 80

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.
VBQM727  PAINT PRINCIPLES
Locations: Newport, Sunshine.
Description: The purpose of this module is to provide the participant with the ability and knowledge to discuss the principles of paint.
Nominal Hours: 12
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM728  COLOUR THEORY AND PRACTICE
Locations: Newport, Sunshine.
Description: The purpose of this module is to provide the participant with the ability and knowledge to apply colour mixing principles.
Nominal Hours: 32
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM729  PAINT APPLICATION
Locations: Newport, Sunshine.
Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply timberstaining, finishing and preservation.
Nominal Hours: 140
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM730  TIMBER STAINING AND CLEAR FINISHING PRINCIPLES
Locations: Newport, Sunshine.
Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply timberstaining, finishing and preservation.
Nominal Hours: 40
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM731  PROTECTIVE METAL COATINGS
Locations: Newport, Sunshine.
Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply protective metal coatings.
Nominal Hours: 40
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM732  SPRAY PAINTING
Locations: Newport, Sunshine.
Description: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply surface coatings using spray painting equipment.
Nominal Hours: 32
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM733  PAPERHANGING PRINCIPLES
Locations: Newport, Sunshine.
Description: The purpose of this module is to provide the participant with the ability and knowledge to hand wallpaper.
Nominal Hours: 20
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VPAU535  USE SIGN INDUSTRY TOOLS, PLANT AND EQUIPMENT
Locations: Sunshine.
Prerequisites: CPCCCMA1005A - CARRY OUT MEASUREMENTS AND CALCULATIONS
CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit specifies the outcomes required to safely select and use sign industry tools, plant and equipment.
Nominal Hours: 40
Required Reading: VU Produced Work Books VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU536  WRITE SIGNS ON UNEVEN SURFACES
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Description: This unit of competency specifies the outcomes required to write signs on uneven surfaces.
Nominal Hours: 60
Required Reading: VU Produced Work Books VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
VPAU537  OPERATE A FLAT BED ROUTER

Locations: Sunshine.

Prerequisites: CPCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Description: This unit specifies the outcomes required to safely use a flat bed router to produce signs.

Nominal Hours: 20

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU541  PRODUCE BASIC COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL

Locations: Sunshine.

Prerequisites: CPCCSI2002A - LAY OUT AND DESIGN SIGNAGE

Description: This unit applies to the preparation of materials and design layout for computer operation in producing basic computer aided manufactured vinyl signs.

Nominal Hours: 60

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU542  PRODUCE BASIC SIGNS

Locations: Sunshine.

Prerequisites: CPCCSI2002A - LAY OUT AND DESIGN SIGNAGE

Description: This unit applies to the preparation and production processes used to apply substances to surfaces in forming basic signs.

Nominal Hours: 96

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU582  UNDERTAKE SITE SURVEY AND ANALYSIS TO INFORM DESIGN PROCESS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to undertake a site survey and a site analysis for residential and commercial building projects. It includes the use of basic measuring and levelling equipment, recording and interpretation of data, and evaluation of, and compliance with relevant legislation.

Nominal Hours: 40


VPAU583  APPLY STRUCTURAL AND CONSTRUCTION TECHNOLOGY TO THE DESIGN OF RESIDENTIAL BUILDINGS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to apply structural and construction technology to the design of residential buildings. It requires compliance with state legislation and the provisions for BCA Classes 1 and 10 and relevant Australian Standards as they apply to the structural and construction components of a residential building.

Nominal Hours: 180


Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning an underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU584  APPLY STRUCTURAL AND CONSTRUCTION TECHNOLOGY TO THE DESIGN OF COMMERCIAL BUILDINGS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to apply structural and construction technology to the design of commercial buildings. It requires compliance with state legislation and the provisions for BCA Classes 2 to 9 and relevant Australian Standards as they apply to the structural and construction components of a commercial building.
This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards to the design of commercial buildings. It includes the ability to apply a range of design solutions for commercial buildings (BCA Classes 2 to 9), in compliance with the Building Code of Australia (BCA) and make recommendations for alternative solutions as required. It requires thorough knowledge of the purpose and content of the Building Code of Australia (BCA).

VPAU586  COMPLY WITH CODES AND STANDARDS IN THE DESIGN OF COMMERCIAL BUILDINGS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards to the design of commercial buildings. It includes the ability to apply a range of design solutions for commercial buildings (BCA Classes 2 to 9), in compliance with the Building Code of Australia (BCA) and make recommendations for alternative solutions as required. It requires thorough knowledge of the purpose and content of the Building Code of Australia (BCA).

Nominal Hours: 50

together with application of underpinning knowledge. Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies. Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge. Assessment will be applied under project related conditions (real or simulated) & require evidence of process. Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU589 INTEGRATE SERVICES LAYOUT INTO DESIGN DOCUMENTATION

Locations: Newport.

Description: This unit of competency specifies the outcomes required to integrate the layout of services and connections into design documentation for commercial (BCA Classes 1 and 10) and commercial (BCA Classes 2 to 9) buildings. It includes the knowledge and application of current sustainable and energy efficient practices and appliances and involves consultation with other professionals to obtain agreement on service layout details and specifications. It requires compliance with relevant legislation, Australian Standards and the Building Code of Australia (BCA).

Nominal Hours: 40


Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package. Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge. Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies. Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge. Assessment will be applied under project related conditions (real or simulated) & require evidence of process. Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU591 PRODUCE WORKING DRAWINGS FOR COMMERCIAL BUILDINGS

Locations: Newport.

Description: This unit of competency specifies outcomes required to produce two and three-dimensional drawings in accordance with standard industry practice and to a level suitable for building permit approval applications. It includes the ability to read and interpret plans and specifications and to produce working drawings for commercial buildings (BCA Classes 2 to 9).

Nominal Hours: 180


Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package. Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge. Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies. Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge. Assessment will be applied under project related conditions (real or simulated) & require evidence of process. Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU592 SELECT CONSTRUCTION MATERIALS FOR BUILDING PROJECTS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to evaluate and select a range of suitable construction materials for building projects, taking into account a range of criteria including physical attributes, cost and sustainability. It includes the ability to analyse properties and characteristics to determine their suitability for application in the construction of a building. It requires selection of materials that comply with relevant legislation, Australian Standards and the Building Code of Australia (BCA).

Nominal Hours: 40


Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package. Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge. Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies. Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge. Assessment will be applied under project related conditions (real or simulated) & require evidence of process. Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.
VPAU593 PROVIDE DESIGN SOLUTIONS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to apply the theories and principles of design to the design of buildings. It can be applied to both residential buildings (BCA Classes 1 and 10) and commercial buildings (BCA Classes 2 to 9). It requires the ability to research, analyse and evaluate information on the history and elements of architecture and their influence on current practice. It includes developing a design response which meets the requirements of a project brief, and communicating a final design solution to relevant stakeholders.

Nominal Hours: 200


Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package. Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge. Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies. Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge. Assessment will be applied under project related conditions (real or simulated) & require evidence of process. Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances. Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU594 INTEGRATE DIGITAL APPLICATIONS INTO ARCHITECTURAL WORKFLOWS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to use a range of digital applications in architectural workflows. It includes the ability to determine the appropriate digital applications required for specific project outputs and the application of architectural standards and conventions to produce and manage the project. Work is likely to be undertaken in consultation with team members and external consultants.

Nominal Hours: 240


Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package. Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge. Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies. Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge. Assessment will be applied under project related conditions (real or simulated) & require evidence of process. Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances. Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU595 PRESENT ARCHITECTURAL DESIGNS

Locations: Newport.

Description: This unit of competency specifies the outcomes required to present a design concept for an architectural project. The design could be for a residential (BCA Classes 1 and 10) or commercial (BCA Classes 2 to 9) building. It includes reviewing the project brief, developing presentation materials and presenting the final design concept to relevant stakeholders. Materials for presentation could include sketches, computer generated drawings/images, or models. It requires the ability to effectively clarify or communicate ideas and the design concept to stakeholders.

Nominal Hours: 120


Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package. Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge. Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies. Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge. Assessment will be applied under project related conditions (real or simulated) & require evidence of process. Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances. Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU596 MANAGE ARCHITECTURAL PROJECT ADMINISTRATION

Locations: Newport.

Description: This unit of competency specifies the outcomes required to manage architectural administration and the development of project documentation. It requires the knowledge of the legislation pertaining to project administration and the ability to comply with the organisational requirements for quality assurance. Work is expected to be undertaken in consultation with both internal personnel and external consultants and with limited supervision.

Nominal Hours: 60


Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package. Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge. Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies. Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge. Assessment will be applied under project related conditions (real or simulated) & require evidence of process. Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances. Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU597 UNDERTAKE COMPLEX ARCHITECTURAL PROJECTS

Locations: Newport.

Description: This unit specifies the outcomes required to undertake complex architectural projects for residential (BCA Classes 1 and 10) and/or commercial (BCA Classes 2 to 9) buildings. It includes consultation with a client to prepare a project brief and the development and presentation of a design concept that meets the requirements of the brief and relevant legislative requirements and codes and standards. It requires the preparation of all necessary documentation and the development of a critical path management diagram. It requires thorough knowledge.
of the Building Code of Australia (BCA), relevant Australian Standards and local authority regulatory requirements.

**Nominal Hours:** 280

**Required Reading:** Building Code of Australia Building Codes Board 2009 Canprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Canprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Canprint - Canberra.

**Assessment:** Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package. Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge. Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies. Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge. Assessment will be applied under project related conditions (real or simulated) & require evidence of process. Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances. Assessment will be in conjunction with assessment of other units of competency, including those listed above.

**VU20526 USE BASIC PLUMBING HAND TOOLS**

**Locations:** Melton, Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to use basic hand tools for a range of simple plumbing tasks.

**Nominal Hours:** 50

**Required Reading:** Not applicable.

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**VU20527 USE BASIC POWER TOOLS**

**Locations:** Melton, Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to identify, select, use and store basic power tools associated with simple plumbing tasks.

**Nominal Hours:** 20

**Required Reading:** Not applicable.

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**VU20528 PERFORM BASIC OXY-ACETYLENE WELDING AND CUTTING**

**Locations:** Melton, Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to use oxy-acetylene equipment to perform welding and cutting tasks related to simple plumbing jobs.

**Nominal Hours:** 20

**Required Reading:** Not applicable.

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**VU20529 USE BASIC ELECTRIC WELDING EQUIPMENT AND TECHNIQUES**

**Locations:** Melton, Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to use a range of electric welding tools and techniques.

**Nominal Hours:** 20

**Required Reading:** Not applicable.

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**VU20530 USE PLUMBING PIPES, FITTINGS AND FIXTURES TO SIMULATE PLUMBING INSTALLATIONS**

**Locations:** Melton, Sunshine.

**Description:** This unit of competency specifies the outcomes required to identify plumbing pipes, plumbing fittings and plumbing fixtures associated with basic plumbing tasks.

**Nominal Hours:** 30

**Required Reading:** Not applicable.

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**VU20531 APPLY BASIC SHEET METAL PRACTICES**

**Locations:** Melton, Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to cut, join and bend sheet metal products for a range of simple plumbing related tasks.

**Nominal Hours:** 50

**Required Reading:** Not applicable.

**Assessment:** Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

**VU20532 FABRICATE SIMPLE PLUMBING PIPE SYSTEMS**

**Locations:** Melton, Sunshine.

**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

**Description:** This unit of competency specifies the outcomes required to distinguish, select and fabricate drainage, water and gas tubing and pipes for a range of simple plumbing related tasks.
Nominal Hours: 30

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

VU20533  CUT AND PENETRATE BUILDING MATERIALS AND STRUCTURES

Locations: Melton, Sunshine.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Description: This unit of competency specifies the outcomes required to identify the properties of building materials and structures to facilitate cutting and penetration where required to fulfil job tasks.

Nominal Hours: 30

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

VU20534  IDENTIFY CAREER PATHWAYS IN THE PLUMBING INDUSTRY

Locations: Melton, Sunshine.

Description: This unit of competency describes the outcomes to distinguish and determine opportunities and pathways of employment in the plumbing industry.

Nominal Hours: 30

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.
SCHOOL OF INDUSTRY SKILLS TRAINING

Below are details of courses offered by the School of Industry Skills Training in 2012. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to international students are marked with the (I) symbol.

CERTIFICATE IV IN BUSINESS (OPERATIONS MANAGEMENT)
Course Code: 21699VIC
Campus: Footscray Nicholson.
This course is for Continuing students only
About this course: This course provides students with the skills and knowledge to pursue a career in operations management.

Course Objectives: These courses provide students with an understanding of the operations management functions within an organisation and the techniques, skills and knowledge, which are required. Operation Managers perform duties and tasks in the following areas; Planning; Materials Management; Purchasing; Work study, Industrial Engineering; Occupational Health and Safety.

Careers: Operations Manager
Selection Processes: Direct Entry, Written Test.

COURSE STRUCTURE
18 months part-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students can progress from Certificate IV in Business (Operations Management) to Diploma in Business (Operations Management) and Advanced Diploma level. Please contact the School for advice.

Core Units of Study
- BSBFLM403B IMPLEMENT EFFECTIVE WORKPLACE RELATIONSHIPS 50
- BSBCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
- TDITF397B IMPLEMENT AND MONITOR OHS PROCEDURES 30
- BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY 40
- MEM112.24A PERFORM COMPUTATIONS 30
- VBP115 INTRODUCTION TO WAREHOUSE OPERATIONS 60
- FDFPLSCP4A SCHEDULE AND MANAGE PRODUCTION 50
- TDTE1398B APPLY WORKPLACE STATISTICS 20
- BSBRHR405A IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES 50
- MCM5400A IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM 50
- MCMT260A USE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING 40
- MCMT460A FACILITATE THE USE OF PLANNING SOFTWARE SYSTEMS IN MANUFACTURING 50

Elective Units of Study
A minimum of 2 units from the following:
- BSBCMN420A WRITE COMPLEX DOCUMENTS 50
- BSBMWKG407A MAKE A PRESENTATION 30
- LGADMIN421A PARTICIPATE IN NEGOTIATIONS 25
- TAADDEL404A FACILITATE WORK-BASED LEARNING 15
- TDITF797B IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES 40
- TDDJI978 APPLY QUALITY PROCEDURES 20
- BSBFLM409B IMPLEMENT CONTINUOUS IMPROVEMENT 50

DIPLOMA OF BUSINESS (OPERATIONS MANAGEMENT)
Course Code: 21700VIC
Campus: Footscray Nicholson.
This course is for Continuing students only
About this course: This course provides students with the skills and knowledge to pursue a career in operations management.

Course Objectives: The Diploma of Business (Operations Management) is designed to assist individuals to commence or develop careers in the management of operations within any organisation which may include service, retail or manufacturing organisations. Operations management is the set of activities which transforms inputs into the desired goods of services.

Careers: Graduates from this program will be employed responsible roles such as: Operations Manager Production Manager Supply manager Business Services Management.

Course Duration: 1 year.
Admission Requirements Other: All applicants are by direct application through an interview process. As this qualification is a nested program, all applicants must have successfully completed the Certificate IV in Business (Operations Management). You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Processes: Direct Entry, Interview.

COURSE STRUCTURE
18 months part-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students progress through Certificate IV in Business (Operations Management) levels prior to commencing this Diploma program. Please contact the School for advice.

Core Units of Study
- BSBPUR501A DEVELOP IMPLEMENT AND REVIEW PURCHASING STRATEGIES 60
- BSBPUR502A MANAGE SUPPLIER RELATIONSHIPS 40
- BSBPUR504A MANAGE A SUPPLY CHAIN 60
- BSBCMN419A MANAGE PROJECTS 60
- BSBSMM406A MANAGE FINANCES 50
- BSBMGT505A ENSURE A SAFE WORKPLACE 60
- BSBFLM514A MANAGE PEOPLE 60
- BSBFLM505B MANAGE OPERATIONAL PLAN 60

Elective Units of Study
Complete the unit below and other approved unit at the equivalent level:
CERTIFICATE III IN PUBLIC TRANSPORT CUSTOMER SERVICE & COMPLIANCE
Course Code: 22049VIC
Campus: Footscray Nicholson, Werribee.
About this course: This practical course has been developed with industry to provide women and men with the knowledge, skill and industry awareness to start their career in the transport, storage and logistics industry. This VU qualification will enable you to confidently seek employment in a wide range of occupations including technical, operational and administrative positions in businesses or specialised companies involved in storage, movement or distribution of goods and services nationally or internationally.
Course Objectives: This course prepares students to study the Diploma of Logistics. To attain the 22049VIC Certificate IV in Logistics and Supply Chain Principles participants are required to successfully complete a total of sixteen (16) units, comprising of: Eleven (11) core units Five (5) elective units that may be selected from this AQTF level
Core Units of Study
Subject BSBCMN101A not found
TDE397B PARTICIPATE IN BASIC WORKPLACE COMMUNICATION 40
TDF197B FOLLOW OHS PROCEDURES 20
TDL197C APPLY CUSTOMER SERVICE SKILLS 30
TDL197B COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES 30
THCOR01B WORK WITH COLLEAGUES AND CUSTOMERS 20
VBQU206 PROVIDE TRAVEL INFORMATION TO CUSTOMERS 20
TDA1403A PROVIDE TRANSPORT SERVICES TO PASSENGERS WITH SPECIAL NEEDS 30
TDE701A USE COMMUNICATION SYSTEMS 20
TDE897B PROCESS WORKPLACE DOCUMENTATION 20
TDF1901A ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT 30
TDF697B APPLY ACCIDENT-EMERGENCY PROCEDURES 20
TDG701A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
TDTI199B PROVIDE REVENUE PROTECTION MEASURES 20
VBQU207 APPREHEND OFFENDERS 40
PRSS0208A GIVE EVIDENCE IN COURT 4
PRSS0305A MANAGE CONFLICT THROUGH NEGOTIATION 16
PRSS0316A CONTROL PERSONS USING EMPTY HAND TECHNIQUES 16
TDE497B PREPARE WORKPLACE DOCUMENTS 20
TDTI1298B MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR 20
Elective Units of Study
TUI607C FACILITATE WORK TEAMS 50
TUI607D COLLECT, ANALYSE AND PRESENT WORKPLACE DATA AND INFORMATION 30
TUI207C ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS 30
SITXFIN004A MANAGE FINANCES WITHIN A BUDGET 30
TLIF1407C DEVELOP AND MAINTAIN A SAFE WORKPLACE 50
TLIK107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
VU20086 WORK EFFECTIVELY IN THE TRANSPORT AND LOGISTICS INDUSTRY 30
VU20087 MONITOR A SUPPLY CHAIN OPERATIONS 60
VU20088 MONITOR WAREHOUSE OPERATIONS 60
VU20089 MONITOR TRANSPORT OPERATIONS 60
TUI1307C APPLY WORKPLACE STATISTICS 20

CERTIFICATE IV IN LOGISTICS AND SUPPLY CHAIN PRINCIPLES
Course Code: 22049VIC
Campus: Industry.
About this course: The course provides entry-level training for persons wishing to work in the logistics and supply chain industry. Successful graduates would be eligible to obtain employment in administrative, technical or support roles within the industry and would find increased opportunities in supervisory roles after gaining more industry experience.
Course Objectives: The course provides entry-level training for persons wishing to work in the logistics and supply chain industry. Successful graduates would be eligible to obtain employment in administrative, technical or support roles within the industry and would find increased opportunities in supervisory roles after gaining more industry experience. This course prepares students to study the Diploma of Logistics.
Careers: Authorised Officers with Public Transport Companies.
Selection Processes: Direct Entry.
Contact the department on 9919 7600.

COURSE STRUCTURE
Full-time over 486 hours or part-time equivalent. Full-time or part-time.
FACULTY OF TECHNICAL AND TRADES INNOVATION

TLIA907E  COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION  30
BSBPUR301B  PURCHASE GOODS AND SERVICES  60
TLIR107C  MONITOR SUPPLIER PERFORMANCE  30
TLI207C  APPLY QUALITY SYSTEMS  40
TUE707B  USE COMMUNICATION SYSTEMS  20
HLFA402B  APPLY ADVANCED FIRST AID  30
TUD1007C  OPERATE A FORKLIFT  40
TUF2207C  IMPLEMENT/MONITOR PROCEDURES WHEN WAREHOUSING/STORING DANGEROUS GOODS AND/OR HAZARDOUS SUBSTANCES  60
TLIL5807A  PLAN A CAREER IN LOGISTICS  40
BSBSUS201A  PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  20

CERTIFICATE IV IN PURCHASING
Course Code: BSB41607

About this course: Develop the skills and knowledge to enter a career in the purchasing area. Learn competencies essential to the acquisition of materials, services and equipment used in the operation of the organisation including planning, negotiating contracts, establishing procurement needs and conducting online transactions. The Certificate also provides a pathway to further education in the Diploma of Purchasing or the Diploma of Logistics.

Course Objectives: Purchasing involves the activities associated with the acquisition of materials, services and equipment used in the operation of the organisation. Purchasing and procurement activities are essential to every enterprise irrespective of the size of the organisation, or the industry sector.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Procurement Officer Purchasing and Inventory Administrator Purchasing Assistant Purchasing Clerk Purchasing Officer Stock Control Officer.

Course Duration: 0.5 years.

Admission Requirements Other: For full time study you will need to have a minimum English level of 5.5 IELTS and to have satisfactorily completed VCE or its equivalent. You may be asked to attend an interview. Should places be available, direct application will be considered.

Selection Processes: Interview.

COURSE STRUCTURE
10 units of competency are required for award of this qualification 3 core units 7 elective units.

Core Units of Study
BSBITU305A  CONDUCT ONLINE TRANSACTIONS  40
BSBPUR401B  PLAN PURCHASING  40
BSBPUR402B  NEGOTIATE CONTRACTS  50

Elective Units of Study
Elective Units of Study - 5 units must be selected from the list below and two may be selected from any other endorsed training package and I unit may be selected from either a Certificate III or Diploma qualification with approval of the course coordinator
BSBCUS401A  MANAGE QUALITY CUSTOMER SERVICE  40
BSBFIM501A  MANAGE BUDGETS & FINANCIAL PLANS  70
BSMGT502B  MANAGE PEOPLE PERFORMANCE  70

DIPLOMA OF PURCHASING
Course Code: BSB51507

About this course: Expand on your theoretical knowledge base in purchasing and further your career as a purchasing officer in the supply, purchasing, tendering or contract management field. Gain the skills to manage the work of other staff, develop strategies for effective purchasing, manage contracts and write tender documents.

Course Objectives: The course aims to provide the skills and knowledge for students wishing to pursue a career in an area of Supply, Purchasing, Tendering, or Contract Management.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
• Contract Manager
• Inventory and Purchasing Manager
• Purchasing Consultant
• Purchasing Coordinator
• Purchasing Manager
• Site and Purchasing Coordinator.

Course Duration: 0.5 years.

Admission Requirements Other: Additional entry requirements
Selection Processes: Interview, VTAC, Written Application.

COURSE STRUCTURE
8 units of competency are required for award of this qualification 5 core units; 3 elective units.

Core Units of Study
BSBPUR501B  DEVELOP, IMPLEMENT AND REVIEW PURCHASING STRATEGIES  60
BSBPUR502B  MANAGE SUPPLIER RELATIONSHIPS  40
BSBPUR504B  MANAGE A SUPPLY CHAIN  60
BSBRKG502B  MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS  40
BSBRSK501A  MANAGE RISK  60

Elective Units of Study
Select a minimum of two units from the list below
BSBCUS501A  MANAGE QUALITY CUSTOMER SERVICE  40
BSBFIM501A  MANAGE BUDGETS & FINANCIAL PLANS  70
BSMGT502B  MANAGE PEOPLE PERFORMANCE  70
CERTIFICATE III IN DOGGING
Course Code: CPC30508
Campus: Werribee, Industry.
Course Objectives: This qualification provides a trade outcome in dogging operations in the construction industry.
Careers: Occupational titles may include: Dogger.
Course Duration: 2 years.
Admission Requirements Other: To qualify for admission to the course applicants must be registered as an apprentice.

COURSE STRUCTURE
15 units of competency are required for award of this qualification: 11 compulsory units; 4 elective units.

Compulsory Units of Study
- CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCCM1003A PLAN AND ORGANISE WORK 20
- CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 40
- CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
- CPCCCM3003A WORK SAFELY AROUND POWER SOURCES, SERVICES AND ASSETS 56
- CPCCDO3001A PERFORM DOGGING 80
- CPCCRI3002A PERFORM BASIC RIGGING 40
- CPCCLRG3001A LICENSE TO PERFORM DOGGING - BASIC LEVEL 196
- CPCCLRG3002A LICENSE TO PERFORM DOGGING - INTERMEDIATE LEVEL 24

Elective Units of Study
- CPCCM2007A USE EXPLOSIVE POWER TOOLS 16
- CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
- CPCCM3001A OPERATE ELEVATED WORK PLATFORMS 32
- CPCCD03002A PERFORM CRANE SCHEDULING 40
- CPCCRI3001A OPERATE PERSONNEL AND MATERIALS HOISTS 32
- BCCCM3003B IMPLEMENT TRAFFIC MANAGEMENT PLAN 20
- BSBSMB301A MANAGE SMALL BUSINESS FINANCES 60

CERTIFICATE III IN RIGGING
Course Code: CPC30708
Campus: Werribee, Industry.
Course Objectives: This qualification provides a trade outcome in rigging in the construction industry.
Careers: Occupational titles may include: Rigger.
Course Duration: 2 years.
Admission Requirements Other: To qualify for admission to the course applicants must be registered as an apprentice.

COURSE STRUCTURE
18 units of competency are required for award of this qualification: 14 compulsory units; 4 elective units.

Compulsory Units of Study
- CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCCM1003A PLAN AND ORGANISE WORK 20
- CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 40
- CPCCCM3001A OPERATE ELEVATED WORK PLATFORMS 32
- CPCCCM3003A WORK SAFELY AROUND POWER SOURCES, SERVICES AND ASSETS 40
- CPCCDO3002A PERFORM CRANE SCHEDULING 40
- CPCCRI3002A PERFORM BASIC RIGGING 40
- CPCCRI3003A PERFORM INTERMEDIATE RIGGING 40
- CPCCM2007A USE EXPLOSIVE POWER TOOLS 16
- CPCCM3002A OPERATE A TRUCK MOUNTED LOADING CRANE 40
- CPCCHLHS3001A LICENSE TO OPERATE A PERSONNEL AND MATERIALS HOIST 32
- CPCCHLHS3002A LICENSE TO OPERATE A MATERIALS HOIST 24
- CPCCRI3001A OPERATE PERSONNEL AND MATERIALS HOISTS 32
- CPCCRI3004A PERFORM ADVANCED STRUCTURAL STEEL ERECTION 24
- CPCCRI3005A PERFORM ADVANCED TILT-UP SLAB ERECTION 24
- CPCCRI3006A PERFORM ADVANCED TOWER CRANE ERECTION 16
- CPCCSC2002A ERECT AND DISMANTLE BASIC SCAFFOLDING 56
CERTIFICATE III IN SCAFFOLDING
Course Code: CPC30908
Campus: Werribee, Industry.
Course Objectives: This qualification provides a trade outcome in scaffolding operations in the residential and commercial construction industry.
Careers: Occupational titles may include: - Scaffolder.
Course Duration: 2 years.
Admission Requirements Other: To qualify for admission to the course applicants must be registered as an apprentice.

COURSE STRUCTURE
15 units of competency are required for award of this qualification 11 compulsory units; 4 elective units.

Compulsory Units of Study
CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
CPCCCM1003A PLAN AND ORGANISE WORK 20
CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
CPCCOH52001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
CPCCCS4001A SAFELY HANDLE AND USE SCAFFOLDING TOOLS AND EQUIPMENT 8
CPCCCS4002A ERECT AND DISMANTLE BASIC SCAFFOLDING 56
CPCCCS4003A ERECT AND DISMANTLE INTERMEDIATE SCAFFOLDING 56
CPCCSLF2001A LICENCE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL 40
CPCCSLF3001A LICENCE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - INTERMEDIATE LEVEL 40

Elective Units of Study
CPCCCM2007A USE EXPLOSIVE POWER TOOLS 16
CPCCCM3001A OPERATE ELEVATED WORK PLATFORMS 32
CPCCCM3002A OPERATE A TRUCK MOUNTED LOADING CRANE 40
CPCCD03001A PERFORM DOGGING 80
CPCCIR1001A OPERATE PERSONNEL AND MATERIALS HOISTS 32
CPCCSF2003A CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT 20
BCCA3003B IMPLEMENT TRAFFIC MANAGEMENT PLAN 20
BSBSAIB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30
BSBSAIB406A MANAGE SMALL BUSINESS FINANCES 60
TTDD1097B OPERATE A FORKLIFT 40

CERTIFICATE IV IN BUILDING AND CONSTRUCTION (SPECIALIST TRADES)
Course Code: CPC40608
Campus: Werribee, Industry.
Course Objectives: This qualification is designed to meet the needs of experienced tradespersons seeking to
Careers: Occupational titles may include:
• Building manager and supervisor
• Heritage restorer
• Crane operator
• Rigger.
Course Duration: 1 year.
Admission Requirements Other: Students must be working within the building industry
Selection Processes: Direct Entry, Interview.

COURSE STRUCTURE
15 units of competency are required for award of this qualification; 4 common compulsory units; all compulsory units for one of the following streams Crane operations (four units); Rigging (four units); elective units (number to take the total number of units completed to 15).

Compulsory Units of Study
CPCCBC4004A IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS 60
CPCCBC4012A READ AND INTERPRET PLANS AND SPECIFICATIONS 30
CPCCBC4034A APPLY CODES AND STANDARDS TO BUILDING TRADE AND SERVICES CONTRACTING 40
BSBOHS404B CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK 40
CPCCBC4045A PERFORM ADVANCED RIGGING 100
CPCCBC4046A ERECT AND DISMANTLE ADVANCED SCAFFOLDING 40
CPCLRG4001A LICENCE TO PERFORM RIGGING — ADVANCED LEVEL 40
CPCCSLF4001A LICENCE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - ADVANCED LEVEL 40

Elective Units of Study
CPCCBC4019A APPLY SUSTAINABLE BUILDING DESIGN PRINCIPLES TO WATER MANAGEMENT SYSTEMS 40
CPCCBC4020A BUILD THERMALLY EFFICIENT AND SUSTAINABLE STRUCTURES 40
CPCCBC4021A MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE 20
CPCCBC4023A PLAN AND UNDERTAKE SITE INSPECTION AND ASSESSMENT OF ASBESTOS PRODUCTS AND MATERIALS 30
CPCCBC4024A RESOLVE BUSINESS DISPUTES 20
CPCCBC4025A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 20
CPCCBC4047A QUALITY ASSURE FIRE RATED LINING SYSTEMS 40
PCPSUS4001A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
CERTIFICATE II IN CIVIL CONSTRUCTION
Course Code: RI20709
Campus: Werribee, Industry.
Course Objectives: This qualification reflects the role of individuals working at an operational role in civil construction, who undertake a prescribed range of tasks using limited practical skills and fundamental knowledge, in a defined context working under supervision.
Careers: A graduate of this course, may gain an entry level position in the civil construction industry eg. labourer in a road construction/maintenance company or similar in a company that works in housing estate development.
Course Duration: 0.5 years.
Admission Requirements Year 12: All students are interviewed for selection prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.
Admission Requirements International: Not applicable.
Admission Requirements Mature Age: All students are interviewed for selection prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.
Admission Requirements VET: All students are interviewed for selection prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.
Selection Processes: Direct Entry.
COURSE STRUCTURE
Students must successfully complete sixteen (16) units of study made up of Thirteen (13) mandatory units Three (3) elective units.

CERTIFICATE III IN CIVIL CONSTRUCTION PLANT OPERATIONS
Course Code: RI30809
Campus: Werribee.
About this course: Become a fully qualified plant operator and open the door to civil construction work, including roads, bridges, dams, waterworks and trenches. You will train in power tools and in carrying out concrete work, learn how to control traffic and how to operate large machinery.
Course Objectives: This course is offered as a traineeship, the qualification reflects the role of a skilled operator working with civil construction machinery, who applies a broad range of skills in a varied work context, using some discretion and judgement and relevant theoretical knowledge. The individual may provide theoretical advice and support a team.
Careers: Mobile plant operator.
Course Duration: 3 years.
Admission Requirements Year 12: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.
Admission Requirements International: Not applicable.
Admission Requirements Mature Age: Students enrolled as apprentices or trainees...
must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Admission Requirements VET: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Selection Processes: Employer Choice.

Course Structure
Successful completion of nineteen (19) units of competency made up of: fourteen (14) core units of competency, and five (5) elective units from the electives list below, including one (1) unit from Group A electives listed below AND two (2) units from Group B electives listed below OR two (2) units from the Group A electives listed below.

Core Units
RIIBEF201A PLAN AND ORGANISE WORK 20
RIICCM201A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
RIICCM202A IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES 30
RIICCM203A READ AND INTERPRET PLANS AND SPECIFICATIONS 40
RIICCM205A CARRY OUT MANUAL EXCAVATION 8
RIICCM206A SUPPORT PLANT OPERATIONS 8
RIICCM207A SPREAD AND COMPACT MATERIALS MANUALLY 12
RIICCM208A CARRY OUT BASIC LEVELLING 8
RIICOM201A COMMUNICATE IN THE WORKPLACE 20
RIIOHS201A WORK SAFELY AND FOLLOW OHS POLICIES AND PROCEDURES 20
RIISAM201A HANDLE RESOURCES AND INFRASTRUCTURE MATERIALS AND SAFELY DISPOSE OF NON TOXIC MATERIALS 16
RIISAM203A USE HAND AND POWER TOOLS 80
RIISAM204A OPERATE SMALL PLANT AND EQUIPMENT 20
RIIWMC203A DRAIN AND DEWATER CIVIL CONSTRUCTION SITE 20

Elective Units
RIICCA209A CARRY OUT CONCRETE WORK 40
RIICCA210A INSTALL TRENCH SUPPORT 16
RIICRC201A REPAIR POTHOLES 36
RIICRC208A LAY PIPES 40
RIIOHS205A CONTROL TRAFFIC WITH STOP-SLOW BAT 8
RIIOHS302A IMPLEMENT TRAFFIC MANAGEMENT PLAN 20
RIIRC306A CONDUCT EARTHWORKS 80
RIIIMG301A MAINTAIN SITE RECORDS 10

Group A Elective Units
RIIMPO318A CONDUCT SKID STEER LOADER OPERATIONS 80
RIIMPO319A CONDUCT BACKHOE/LOADER OPERATIONS 200
RIIMPO320A CONDUCT CIVIL CONSTRUCTION EXCAVATOR OPERATIONS 200
RIIMPO321A CONDUCT CIVIL CONSTRUCTION WHEEL LOADER OPERATIONS 160
RIIMPO322A CONDUCT CIVIL CONSTRUCTION TRACKED FRONT END LOADER OPERATIONS 80
RIIMPO324A CONDUCT CIVIL CONSTRUCTION GRADER OPERATIONS 240

Group B Elective Units
RIIMPO317A CONDUCT ROLLER OPERATIONS 80
RIIMPO326A CONDUCT CIVIL CONSTRUCTION WATER CART OPERATIONS 40
RIIHEH304A CONDUCT TIP TRUCK OPERATIONS 60

Certificate III in Road Construction and Maintenance
Course Code: RII31409
Campus: Werribee

Course Objectives: This course is offered as a traineeship, the qualification reflects the role of a skilled operator working in road construction and maintenance, who applies a broad range of skills in a varied work context, using some discretion and judgement and relevant theoretical knowledge. The individual may provide theoretical advice and support a team.

Careers: Road construction and maintenance worker.

Course Duration: 3 years.

Admission Requirements Year 12: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Admission Requirements VET: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Selection Processes: Employer Choice.

Course Structure
Successful completion of twenty five (25) units of competency made up of:

• sixteen (16) mandatory units, and
• nine (9) elective units of which:
  • at least eight (8) must come from the electives listed below, including at least four (4) at AQF 3 level
  • at least four (4) must be road construction (CRC) units including at least two (2) at Certificate III level
  • up to one (1) unit may come from Certificate II, Certificate III or Certificate IV level from this, or any other Training Package.

Core Units
RIIBEF201A PLAN AND ORGANISE WORK 20
RIICCM201A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
RIICCM202A IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES 30
RIICCM203A READ AND INTERPRET PLANS AND SPECIFICATIONS 40
RIICCM205A CARRY OUT MANUAL EXCAVATION 8
RIICCM206A SUPPORT PLANT OPERATIONS 8
RIICCM207A SPREAD AND COMPACT MATERIALS MANUALLY 12
RIICCM208A CARRY OUT BASIC LEVELLING 8
RIICOM201A COMMUNICATE IN THE WORKPLACE 20
RIIOHS201A WORK SAFELY AND FOLLOW OHS POLICIES AND PROCEDURES 20
RIISAM201A HANDLE RESOURCES AND INFRASTRUCTURE MATERIALS AND SAFELY DISPOSE OF NON TOXIC MATERIALS 16
RIISAM203A USE HAND AND POWER TOOLS 80
RIISAM204A OPERATE SMALL PLANT AND EQUIPMENT 20
RIIWMC203A DRAIN AND DEWATER CIVIL CONSTRUCTION SITE 20

Elective Units
RIICCA209A CARRY OUT CONCRETE WORK 40
RIICCA210A INSTALL TRENCH SUPPORT 16
RIICRC201A REPAIR POTHOLES 36
RIICRC208A LAY PIPES 40
RIIOHS205A CONTROL TRAFFIC WITH STOP-SLOW BAT 8
RIIOHS302A IMPLEMENT TRAFFIC MANAGEMENT PLAN 20
RIIRC306A CONDUCT EARTHWORKS 80
RIIIMG301A MAINTAIN SITE RECORDS 10

Group A Elective Units
RIIMPO318A CONDUCT SKID STEER LOADER OPERATIONS 80
RIIMPO319A CONDUCT BACKHOE/LOADER OPERATIONS 200
RIIMPO320A CONDUCT CIVIL CONSTRUCTION EXCAVATOR OPERATIONS 200
RIIMPO321A CONDUCT CIVIL CONSTRUCTION WHEEL LOADER OPERATIONS 160
RIIMPO322A CONDUCT CIVIL CONSTRUCTION TRACKED FRONT END LOADER OPERATIONS 80
RIIMPO324A CONDUCT CIVIL CONSTRUCTION GRADER OPERATIONS 240
RIIMPO317A CONDUCT ROLLER OPERATIONS 80
RIIMPO326A CONDUCT CIVIL CONSTRUCTION WATER CART OPERATIONS 40
RIIHEH304A CONDUCT TIP TRUCK OPERATIONS 60
CERTIFICATE I IN CONSERVATION AND LAND MANAGEMENT
Course Code: RTD10102
Campus: Werribee, Newport.

About this course: Gain hands-on skills to enter the conservation and land management field. Prepare yourself for jobs related to gardening, landscaping, local council bush crews, parks and gardens. Learn fundamental skills including how to build and repair fences, operate machinery such as brush-cutters and small building tools, build paths and recognise Indigenous plants and animals. A focus of the course is learning how to recognise, record and manage natural areas, and sites special to Kooris. Cultural and personal empowerment through job-seeking skills and mentoring from community leaders is another important feature.

Course Objectives: The course aims to prepare students to gain knowledge and skills to find employment or lead to further studies in a pre-apprenticeship or apprenticeship.

Careers: Students who complete this course will gain the necessary skills to gain employment or lead to an apprenticeship in this field or related studies.

Course Duration: 0.5 years.

Selection Processes: Employer Choice.

COURSE STRUCTURE
A total of 6 units of competency must be completed:

Group A
RTC1801A  PREPARE FOR WORK 10

RTC1006A  SUPPORT NURSERY WORK 15
RTC1301A  OPERATE BASIC MACHINERY AND EQUIPMENT 20

RTC2701A  FOLLOW OHS PROCEDURES 20
RTC2702A  OBSERVE ENVIRONMENTAL WORK PRACTICES 20
RTC2704A  PROVIDE BASIC FIRST AID 10
RTC2705A  WORK EFFECTIVELY IN THE INDUSTRY 20
RTC2801A  PARTICIPATE IN WORKPLACE COMMUNICATIONS 30
RTC2012A  PLANT TREES AND SHRUBS 20
RTC2016A  RECOGNISE PLANTS 40
RTD2022A  CARRY OUT NATURAL AREA RESTORATION WORKS 40
RTC2209A  INSTALL, MAINTAIN & REPAIR FENCING 30

Group B
RTD2004A  COLLECT, PREPARE & PRESERVE PLANT SPECIMENS 30
RTC2012A  PLANT TREES AND SHRUBS 20
RTC2016A  RECOGNISE PLANTS 40
RTD2022A  CARRY OUT NATURAL AREA RESTORATION WORKS 40
RTD2202A  CONDUCT EROSION & SEDIMENT CONTROL ACTIVITIES 40
RTC2203A  CONDUCT VISUAL INSPECTION OF PARK FACILITIES 20
RTD2206A  INSTALL AGGREGATE PATHS 20
RTC2209A  INSTALL, MAINTAIN & REPAIR FENCING 30
RTC2210A  MAINTAIN PROPERTIES & STRUCTURES 30
RTC2301A  UNDERTAKE OPERATIONAL MAINTENANCE OF MACHINERY 30
RTC2304A  OPERATE & MAINTAIN CHAINSAWS 40

CERTIFICATE II IN CONSERVATION AND LAND MANAGEMENT
Course Code: RTD20102
Campus: Werribee.

About this course: Build on your basic skills to improve your employability in the conservation and land management field in jobs related to gardening, landscaping, local council bush crews, parks and gardens, or to further your studies in an apprenticeship. Learn to plant trees and shrubs, identify plants, operate machinery and hand tools and conduct erosion and sediment control activities.

Course Objectives: The course aims to prepare students to gain knowledge and skills to find employment or lead to further studies in an apprenticeship.

Careers: Students who complete this course will gain the necessary skills to gain employment or lead to an apprenticeship in this field or related studies.

Course Duration: 0.5 years.

Selection Processes: Employer Choice.

COURSE STRUCTURE
A total of 15 units of competency must be completed:

Group A
RTC2701A  FOLLOW OHS PROCEDURES 20
RTC2702A  OBSERVE ENVIRONMENTAL WORK PRACTICES 20
RTC2704A  PROVIDE BASIC FIRST AID 10
RTC2705A  WORK EFFECTIVELY IN THE INDUSTRY 20
RTC2801A  PARTICIPATE IN WORKPLACE COMMUNICATIONS 30
RTC2012A  PLANT TREES AND SHRUBS 20
RTC2016A  RECOGNISE PLANTS 40
RTD2022A  CARRY OUT NATURAL AREA RESTORATION WORKS 40
RTC2209A  INSTALL, MAINTAIN & REPAIR FENCING 30

Group B
RTD2004A  COLLECT, PREPARE & PRESERVE PLANT SPECIMENS 30
RTC2012A  PLANT TREES AND SHRUBS 20
RTC2016A  RECOGNISE PLANTS 40
RTD2022A  CARRY OUT NATURAL AREA RESTORATION WORKS 40
RTD2202A  CONDUCT EROSION & SEDIMENT CONTROL ACTIVITIES 40
RTC2203A  CONDUCT VISUAL INSPECTION OF PARK FACILITIES 20
RTD2206A  INSTALL AGGREGATE PATHS 20
RTC2209A  INSTALL, MAINTAIN & REPAIR FENCING 30
RTC2210A  MAINTAIN PROPERTIES & STRUCTURES 30
RTC2301A  UNDERTAKE OPERATIONAL MAINTENANCE OF MACHINERY 30
RTC2304A  OPERATE & MAINTAIN CHAINSAWS 40
CERTIFICATE I IN TRANSPORT & LOGISTICS (RAIL OPERATIONS)
Course Code: TLI10407
Campus: Werribee, Industry.
Course Objectives: To give participants the breadth, depth and complexity of knowledge and skills to perform a defined range of activities most of which may be routines and predictable.
Careers: Employment as station assistant with Connex.
Course Duration: 0.5 years.
Student selection (skill sets)
COURSE STRUCTURE
Students must successfully complete a total of 7 units.
Certificate I
TLIC107C  DRIVE VEHICLES 30
TLIF107C  FOLLOW OH&S PROCEDURES 20
TLID107C  PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 30
TLIG107C  WORK EFFECTIVELY WITH OTHERS 40
Certificate II
TUA2107C  DESPATCH STOCK 20
TLIB107C  CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT 40
TLID107C  PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
TLIE507C  CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TLIF207C  CONDUCT HOUSEKEEPING ACTIVITIES 20
TLIG107C  WORK EFFECTIVELY WITH OTHERS 40

CERTIFICATE II IN TRANSPORT AND LOGISTICS (WAREHOUSING AND STORAGE)
Course Code: TLI20107
Campus: Werribee, Industry.
About this course: Get your foot into a career in the rapidly growing field of transport and logistics. You will study the prescribed range of functions, routines and procedures in warehousing and storage, and your qualification will give you the responsibility for getting good results in your field.
Course Objectives: To give participants the skills, knowledge and qualification to perform a prescribed range of functions involving known routines and procedures and some accountability for the quality outcomes.
Careers: Industry skills training is running a number of courses based on skill sets from this qualification as well as holding ongoing discussions with industry to conduct training in the entire qualification.
Course Duration: 1 year.
Admission Requirements Year 12: Student, employer and agency selection.
Admission Requirements International: Not applicable.
Admission Requirements Mature Age: Student, employer and agency selection.
Admission Requirements VET: Student, employer and agency selection.
Student selection (skill sets)
COURSE STRUCTURE
Students must successfully complete a total of 14 units.
Certificate I
TLIC107C  DRIVE VEHICLES 30
TLIF107C  FOLLOW OH&S PROCEDURES 20
TLID107C  PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 30
TLIG107C  WORK EFFECTIVELY WITH OTHERS 40
Certificate II
TUA2107C  DESPATCH STOCK 20
TLIB107C  CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT 40
TLID107C  PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
TLIE507C  CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TLIF207C  CONDUCT HOUSEKEEPING ACTIVITIES 20
TLIG107C  WORK EFFECTIVELY WITH OTHERS 40

CERTIFICATE II IN TRANSPORT AND LOGISTICS (ROAD TRANSPORT)
Course Code: TLI20207
Campus: Werribee, Industry.
About this course: Get a head start into a career in the dynamic field of road transport and logistics. You will learn the skills to fill a range of positions, take responsibility for your results and learn many of the routines and procedures crucial to the industry.
Course Objectives: To give participants the skills, knowledge and qualification to perform a prescribed range of functions involving known routines and procedures and some accountability for the quality outcomes.
Careers: Industry skills training is running a number of courses based on skill sets from this qualification as well as holding ongoing discussions with industry to conduct training in the entire qualification.
Course Duration: 1 year.
Admission Requirements Year 12: Student, employer and agency selection.
Admission Requirements International: Not applicable.
**Admission Requirements Mature Age:** Student, employer and agency selection.

**Admission Requirements VET:** Student, employer and agency selection.

**Selection Processes:** Employer Choice, User Choice (Apprenticeships).

**Student selection (skills set)**

**COURSE STRUCTURE**

Students must successfully complete a total of 14 units

**Certificate II**

- TLIB407C CARRY OUT VEHICLE INSPECTION 20
- TUC307C DRIVE MEDIUM RIGID VEHICLE 40
- TLID407C LOAD AND UNLOAD GOODS/CARGO 30
- TUE807C PROCESS WORKPLACE DOCUMENTATION 20
- TULI407C APPLY QUALITY PROCEDURES 20
- TLK107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
- BSBCM208A DELIVER A SERVICE TO CUSTOMERS 20
- TUL1007C APPLY FATIGUE MANAGEMENT STRATEGIES 30

**Certificate I**

- TLJL107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES 30
- TUE307C PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
- TLIE507C CARRY OUT BASIC WORKPLACE CALCULATIONS 20
- TLIG107C WORK EFFECTIVELY WITH OTHERS 40
- TLIC107C DRIVE VEHICLES 30

**COURSE STRUCTURE**

Students must successfully complete a total of 14 units

**Certificate II**

- TLI807C PROCESS WORKPLACE DOCUMENTATION 20
- TLI607C APPLY Accident-emergency PROCEDURES 20
- TLK107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
- TLK307C APPLY KEYBOARD SKILLS 20
- BSBCM217A PROCESS CUSTOMER FEEDBACK 30
- TUIQ1307B ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS 30
- BSBCM216A CREATE CUSTOMER FEEDBACK 20

**Certificate I**

- TLL107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES 30
- TLF107C FOLLOW OH&S PROCEDURES 20
- TLD107C SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS 20
- TUIE307C PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
- TUG107C WORK EFFECTIVELY WITH OTHERS 30
- TLI207D APPLY CUSTOMER SERVICE SKILLS 30
- TUES507C CARRY OUT BASIC WORKPLACE CALCULATIONS 20

**CERTIFICATE III IN TRANSPORT & LOGISTICS (WAREHOUSING AND STORAGE)**

Course Code: TLI30107

**Campus:** Werribee, Industry.

**About this course:** Get your career moving in transport and logistics. You will gain knowledge of operations and procedures including documentation, calculations, workplace security and shifting loads using gantry equipment and cranes.

**Course Objectives:** To give participants the skills, knowledge and qualification to perform a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measure and within known time constraints.

**Careers:** Industry skills training is running a number of courses based on skill sets from this qualification as well as holding ongoing discussions with industry to conduct training in the entire qualification.

**Course Duration:** 2 years.

**Selection Processes:** Employer Choice, User Choice (Apprenticeships).

**Student selection (skills sets)**

**COURSE STRUCTURE**

Students must successfully complete a total of 21 units

**Certificate III**

- TLIA1707C APPLY PRODUCT KNOWLEDGE TO WORK OPERATIONS 40
- TLIA1807C ORGANISE DESPATCH OPERATIONS 40
- TUE507C CONSOLIDATE MANIFEST DOCUMENTATION 20
- TUE207C ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS 40
- TLIG207C LEAD A WORK TEAM OR GROUP 40
- TLI01607C APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES 40
FACULTY OF TECHNICAL AND TRADES INNOVATION

TUA1507C  COMPLETE RECEIVAL/DESPATCH DOCUMENTATION 40
TUID1207C  OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT 40
TUID4307B  SHIFT LOADS USING GANTRY EQUIPMENT 80
TUID4407B  SHIFT LOADS USING CRANES 80

Certificate II
TULI07C  CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT 40
TUID1007C  OPERATE A FORKLIFT 40
TLU107C  APPLY QUALITY PROCEDURES 20
TLUK107C  USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
TUIA1207C  PICK AND PROCESS ORDERS 20
TUIA2107C  DESPATCH STOCK 20
BSBCM208C  DELIVER A SERVICE TO CUSTOMERS 20

Certificate I
TULIC507C  CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TLIF107C  FOLLOW OH&S PROCEDURES 20
TLIF207C  CONDUCT HOUSEKEEPING ACTIVITIES 20
TLIG107C  WORK EFFECTIVELY WITH OTHERS 40
TLID107C  SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS 20
TLD207C  SHIFT A LOAD USING MANUALLY OPERATED EQUIPMENT 20
TUE307C  PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40

Certificate III in Transport and Logistics (Road Transport)
Course Code: TLI30207

Campus: Werribee, Industry.

About this course: Reach your goal of working in the road transport industry. You will learn to undertake activities involving routines, methods and procedures in the operations sector.

Course Objectives: To give participants the skills, knowledge and qualification to perform a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measure and within known time constraints.

Careers: Industry skills training is running a number of courses based on skill sets from this qualification as well as holding ongoing discussions with industry to conduct training in the entire qualification.

Course Duration: 2 years.

Admission Requirements Year 12: Student, employers or agency selection.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: Student, employers or agency selection.

Admission Requirements VET: Student, employers or agency selection.


Student selection (skill sets)

COURSE STRUCTURE

Students must successfully complete a total of 21 units
### CERTIFICATE III IN TRANSPORT & LOGISTICS (RAIL OPERATIONS)

**Course Code:** TLI30407  
**Campus:** Werribee, Industry.

**About this course:** Gain a qualification as a station assistant. The course covers the skills of helping customers, implementing OHS procedures, and the basics of assisting to manage a station.

**Course Objectives:** To give participants the skills, knowledge and qualification to perform a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measure and within known time constraints.

**Careers:** Employment as station assistant with Connex.

**Course Duration:** 2 years.

**Admission Requirements Year 12:** Student, Employer choice.

**Admission Requirements International:** Not applicable.

**Admission Requirements Mature Age:** Student, Employer choice.

**Selection Processes:** Employer Choice, User Choice (Apprenticeships).

**Student selection (skill sets)**

### COURSE STRUCTURE

Students must successfully complete a total of 21 units.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>TLIQ1307B</td>
<td>ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS</td>
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<tr>
<td>THHGCS03B</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
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<tr>
<td>PSPGOV205B</td>
<td>PARTICIPATE IN WORKPLACE CHANGE</td>
<td>20</td>
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<tr>
<td>TLJJ207C</td>
<td>APPLY QUALITY SYSTEMS</td>
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<tr>
<td>TLIJ307C</td>
<td>IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
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<tr>
<td>BSBCMN302A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>40</td>
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<tr>
<td>TLIQ1207C</td>
<td>MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR</td>
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<tr>
<td>TLIS07C</td>
<td>MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR</td>
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<tr>
<td>TLIS607C</td>
<td>APPLY ACCIDENT-EMERGENCY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>TLICC107C</td>
<td>USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE</td>
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<tr>
<td>TLIK307C</td>
<td>APPLY KEYBOARD SKILLS</td>
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<tr>
<td>BSBCMN217A</td>
<td>PROCESS CUSTOMER FEEDBACK</td>
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<td>TLIQ107C</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>40</td>
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<tr>
<td>TLIG107C</td>
<td>DRIVE VEHICLES</td>
<td>30</td>
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<tr>
<td>TLIQ107C</td>
<td>COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES</td>
<td>30</td>
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<td>TLIQ307C</td>
<td>COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES</td>
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<tr>
<td>TLIE307C</td>
<td>PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS</td>
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<tr>
<td>TLIG107C</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
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<td>COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES</td>
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<td>TLIF107C</td>
<td>FOLLOW OHS PROCEDURES</td>
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<td>ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS</td>
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<td>TLIG107C</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
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<tr>
<td>BSBCMN216A</td>
<td>CREATE CUSTOMER FEEDBACK</td>
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</tbody>
</table>

### CERTIFICATE IV IN TRANSPORT AND LOGISTICS (WAREHOUSING AND STORAGE)

**Course Code:** TLI40107  
**Campus:** Werribee, Industry.

**Course Objectives:** To give participants the skills, knowledge and qualification to perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.

**Careers:** Industry skills training is running a number of courses based on skill sets from this qualification as well as holding ongoing discussions with industry to conduct training in the entire qualification.

**Course Duration:** 3 years.

**Admission Requirements Year 12:** Student, employer or agency selection.

**Admission Requirements International:** Not applicable.

**Admission Requirements Mature Age:** Student, employer or agency selection.

**Admission Requirements VET:** Student, employer or agency selection.

**Selection Processes:** Employer Choice, User Choice (Apprenticeships).

### COURSE STRUCTURE

Successful completion will require competence in units that relate to work defined as aligned with AQF level 4 this will be comprised of 28 units up to seven aligned at AQF level 4 Plus up to 7 units aligned at AQF level 3 Plus 7 units aligned at AQF level 2 and up to 7 units aligned to AQF level 1. Final selection of units will depend on employment outcomes and industry contextualisation.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>TLIJ707C</td>
<td>IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES</td>
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<tr>
<td>TLIJ107D</td>
<td>DEVELOP AND MAINTAIN A SAFE WORKPLACE</td>
<td>50</td>
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<tr>
<td>TLII107D</td>
<td>COORDINATE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
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<tr>
<td>TLIJ507D</td>
<td>APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES</td>
<td>40</td>
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<tr>
<td>TLIJ607C</td>
<td>FACILITATE WORK TEAMS</td>
<td>50</td>
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<tr>
<td>TLII107D</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
<td>50</td>
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<tr>
<td>TLIJ2307C</td>
<td>COORDINATE STOCKTAKES</td>
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<tr>
<td>TLIJ2207C</td>
<td>PARTICIPATE IN STOCK TAKES</td>
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</tr>
<tr>
<td>TLIJ2807C</td>
<td>ASSESS AND MONITOR OPTIMUM STOCK LEVELS</td>
<td>70</td>
</tr>
</tbody>
</table>
### SCERTIFICATE IV IN TRANSPORT AND LOGISTICS (ROAD TRANSPORT)

**Course Code:** TLI40207  
**Campus:** Werribee, Industry.

**About this course:** Work in the road transport industry with a focus in the operations of the warehousing and storage sector. This course provides vocational training at the operative and advisory level. The course covers a broad range of practices including organising transport workloads and driving a multi-combination vehicle.

**Careers:** Industry skills training is running a number of courses based on skill sets from this qualification as well as holding ongoing discussions with industry to conduct training in the entire qualification.

**Course Duration:** 3 years.

**Admission Requirements Year 12:** Student, employer or agency selection.

**Admission Requirements International:** Not applicable.

**Admission Requirements Mature Age:** Student, employer or agency selection.

**Admission Requirements VET:** Student, employer or agency selection.

**Selection Processes:** Employer Choice, User Choice (Apprenticeships).

**Student selection (skill sets)**

### COURSE STRUCTURE

Students must successfully complete a total of 28 units.

| Certificate IV | TLIA507C | CHECK AND EVALUATE RECORDS AND DOCUMENTATION | 20 |
|TÜL3607B | ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS | 40 |
|TÜL207C | DEVELOP ROSTERS | 20 |
|TÜL3707B | APPLY AND AMEND ROSTERS | 20 |

| Certificate III | TLIA3107C | CONSOLIDATE FREIGHT | 30 |
|TÜL3207C | ORGANISE TRANSPORT OF FREIGHT AND GOODS | 20 |

| Certificate | TLIC407D | DRIVE HEAVY RIGID VEHICLE | 40 |
|TÜL307C | CARRY OUT BASIC WORKPLACE CALCULATIONS | 20 |
|TÜL107C | FOLLOW OH&S PROCEDURES | 20 |
|TÜL207C | CONDUCT HOUSEKEEPING ACTIVITIES | 20 |
|TÜL207C | WORK EFFECTIVELY WITH OTHERS | 40 |

| Certificate | TLID1007C | OPERATE A FORKLIFT | 40 |
|TÜL170C | APPLY QUALITY PROCEDURES | 20 |
|TÜL1007C | OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT | 40 |

| Certificate I | TLI107C | PLAN AND NAVIGATE ROUTES | 20 |
|TÜL2107C | DESPATCH STOCK | 20 |
|TÜL107C | FOLLOW OH&S PROCEDURES | 20 |
|TÜL207C | CONDUCT HOUSEKEEPING ACTIVITIES | 20 |
|TÜL307C | PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS | 40 |

| Certificate | TLIE307C | SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS | 20 |
|TÜL307C | PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS | 40 |
|TÜL107C | SHIFTMATERIALS SAFELY USING MANUAL HANDLING METHODS | 20 |
SCHOOL OF INDUSTRY SKILLS TRAINING

TLIB407C  CARRY OUT VEHICLE INSPECTION 20
TLIC307C  DRIVE MEDIUM RIGID VEHICLE 40
TLID407C  LOAD AND UNLOAD GOODS/CARGO 30
TLIE807C  PROCESS WORKPLACE DOCUMENTATION 20
TLIJ107C  APPLY QUALITY PROCEDURES 20
TLIK107C  USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
Certificate I

TLIC107C  DRIVE VEHICLES 30
TLIL107C  COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES 30
TLIE307C  PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
TLIE507C  CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TLIF107C  FOLLOW OR&S PROCEDURES 20
TLIF207C  CONDUCT HOUSEKEEPING ACTIVITIES 20
TLIG107C  WORK EFFECTIVELY WITH OTHERS 40

CERTIFICATE IV IN TRANSPORT & LOGISTICS (RAIL OPERATIONS)
Course Code: TL40407

Campus: Werribee, Industry.

About this course: To give participants the skills, knowledge and qualification to perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.

Course Objectives: To give participants the skills, knowledge and qualification to perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.

Careers: Employment as a station assistant with Connex.

Course Duration: 3 years.

Admission Requirements Year 12: Student, Employer choice.

Admission Requirements International: Student, Employer choice.

Admission Requirements Mature Age: Student, Employer choice.

Admission Requirements VET: Student, Employer choice.


Student selection (skill sets)

COURSE STRUCTURE

Requirements for completion of the qualification: A successful assessment outcome for a total 28 units, comprising: (a) 7 units aligned at AQF 4 and (b) at least 5 units and up to 7 units aligned at AQF 3 and (c) at least 7 units and up to 9 units at AQF 2 and (d) 7 units aligned at AQF 1

Certificate IV units (AQF 4)
TLIC1907B  DRIVE TRAIN TO OPERATIONAL REQUIREMENTS 200
TLIC2307B  OPERATE TRAIN WITH DUE CONSIDERATIONS TO ROUTE CONDITIONS 200

Certificate I units (AQF 1)

TLIF2107B  RESPOND TO TRAIN DRIVING EMERGENCIES AND ABNORMAL SITUATIONS 40
TLIL507D  APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES 40
TLIJ907C  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 50
TLIL3307B  PROMOTE EFFECTIVE WORKPLACE PRACTICE 20
TLIC2707A  STABLE A MOTIVE POWER UNIT 20
TLIL407C  USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS 20
BSBCM209A  PROVIDE INFORMATION TO CLIENTS 20

Certificate III units (AQF 3)

BSBCM302A  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
TLIQ1307B  ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS 30
THHGCS03B  DEAL WITH CONFLICT SITUATIONS 20
PSPGOV205B  PARTICIPATE IN WORKPLACE CHANGE 20
TLIJ207C  APPLY QUALITY SYSTEMS 40

Certificate II units (AQF 2)

BSBCM216A  CREATE CUSTOMER FEEDBACK 20
BSBCM217A  PROCESS CUSTOMER FEEDBACK 30
TLIE807C  PROCESS WORKPLACE DOCUMENTATION 20
TLIF607C  APPLY ACCIDENT-EMERGENCY PROCEDURES 20
TLIK107C  USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
TLIK307C  APPLY KEYBOARD SKILLS 20

Certificate I units (AQF 1)
CERTIFICATE IV IN TRANSPORT AND LOGISTICS (ROAD TRANSPORT - DRIVING INSTRUCTION)

Course Code: TL41207

Campus: Werribee.

About this course: Qualify as a driving instructor. This course provides you with the skills, knowledge and qualification to teach others to drive cars. Learn to apply safe driving behaviours, maintain business records, follow occupational health and safety procedures and design and develop learning programs.

Course Objectives: To give participants the skills, knowledge and qualification to teach others to obtain a licence to drive a motor vehicle.

Careers: Motor vehicle driving instruction.

Course Duration: 0.5 years.

Admission Requirements Other: 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. Once (prerequisites) are satisfied, students will be selected in order of date of application.

Selection Processes: Employer Choice, Practical Test, Written Test.

COURSE STRUCTURE

9 weeks. This course is offered on a part-time basis

Students must successfully complete a total of 11 core units

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<th>Credits</th>
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<tr>
<td>TLIC3607B</td>
<td>APPLY SAFE CAR DRIVING BEHAVIOURS</td>
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<tr>
<td>BSBCM210A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
<td>35</td>
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<tr>
<td>BSBRK304B</td>
<td>MAINTAIN BUSINESS RECORDS</td>
<td>30</td>
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<tr>
<td>TAADEL301B</td>
<td>PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS</td>
<td>40</td>
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<tr>
<td>TAADE403B</td>
<td>FACILITATE INDIVIDUAL LEARNING</td>
<td>15</td>
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<tr>
<td>TAADE5402B</td>
<td>DESIGN AND DEVELOP LEARNING PROGRAMS</td>
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<tr>
<td>TLIF107C</td>
<td>FOLLOW OH&amp;S PROCEDURES</td>
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<tr>
<td>TLIC3607B</td>
<td>APPLY SAFE CAR DRIVING BEHAVIOURS</td>
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<tr>
<td>TLIG707B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
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<tr>
<td>TLL107C</td>
<td>COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES</td>
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<tr>
<td>TLL807C</td>
<td>COMPLETE ROUTINE ADMINISTRATIVE TASKS</td>
<td>10</td>
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<tr>
<td>TLIM107B</td>
<td>DEVELOP SAFE CAR DRIVING BEHAVIOURS IN OTHERS</td>
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</table>

DIPLOMA OF LOGISTICS

Course Code: TL50107


Course Objectives: This course aims to provide an accredited program at Diploma level for students wishing to pursue a career in an area of logistics and supply management and/or articulate into a relevant area of higher education.

Careers: Provides skills and knowledge to advance your career in such fields as purchasing, materials management, inventory management, warehousing, distribution, transport and customer service.

Course Duration: 1 year.

Admission Requirements Year 12: For full time study you will need to have a minimum English level of 5.0 IELTS and to have satisfactorily completed VCE or its equivalent. You may be asked to attend an interview. Should places be available, direct application will be considered. For part time study apply direct to the School. To qualify for admission to the course applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: For full time study you will need to have a minimum English level of 5.0 IELTS and to have satisfactorily completed VCE or its equivalent. You may be asked to attend an interview. Should places be available, direct application will be considered. For part time study apply direct to the School. To qualify for admission to the course applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.

Admission Requirements Year 12: For full time study you will need to have a minimum English level of 5.0 IELTS and to have satisfactorily completed VCE or its equivalent. You may be asked to attend an interview. Should places be available, direct application will be considered. For part time study apply direct to the School. To qualify for admission to the course applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.

Selection Processes: Direct Entry, Interview.

Selection is based on ENTER score with a possible interview. Applicants wishing to start the course at other times through the year may apply via direct entry. Contact the Unit on 9919 6259.

COURSE STRUCTURE

For a successful assessment outcome students must complete 14 units.

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<tr>
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<th>Course Title</th>
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<tr>
<td>TLL1907C</td>
<td>IMPLEMENT AND MONITOR TRANSPORT LOGISTICS</td>
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<tr>
<td>TLI2907C</td>
<td>PLAN AND MANAGE STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES</td>
<td>60</td>
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<tr>
<td>TLI5807A</td>
<td>MANAGE FACILITY AND INVENTORY REQUIREMENTS</td>
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<tr>
<td>MEM11015B</td>
<td>MANAGE WAREHOUSE INVENTORY SYSTEM</td>
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<tr>
<td>BSBMGT502A</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
<td>70</td>
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<tr>
<td>BSBMGT505A</td>
<td>ENSURE A SAFE WORKPLACE</td>
<td>60</td>
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<tr>
<td>TLI11807B</td>
<td>MANAGE CUSTOMER SERVICE</td>
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<tr>
<td>TLL2007C</td>
<td>DEVELOP AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES</td>
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<tr>
<td>TLI5507A</td>
<td>MANAGE A SUPPLY CHAIN</td>
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<tr>
<td>TLI407C</td>
<td>DEVELOP A TRANSPORT AND DISTRIBUTION BUSINESS PLAN</td>
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<td>TLI807C</td>
<td>MANAGE A TRANSPORT AND DISTRIBUTION BUSINESS UNIT</td>
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<tr>
<td>TLI9207C</td>
<td>SET AND ACHIEVE A BUDGET</td>
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<td>TLR307C</td>
<td>NEGOTIATE A CONTRACT</td>
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<tr>
<td>TLIR507A</td>
<td>MANAGE A CONTRACT</td>
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<td>TLIR607A</td>
<td>DEVELOP, IMPLEMENT AND REVIEW PURCHASING STRATEGIES</td>
<td>80</td>
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<tr>
<td>BSBMGT506A</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
<td>60</td>
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<tr>
<td>BSBINMS01A</td>
<td>MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM</td>
<td>50</td>
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<tr>
<td>TUL1907C</td>
<td>IMPLEMENT AND MONITOR TRANSPORT LOGISTICS</td>
<td>40</td>
</tr>
<tr>
<td>TLIQ1407A</td>
<td>MANAGE BUDGET AND FINANCIAL PLANS</td>
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</table>
**UNITS**

Below are unit details for courses offered by the School of Industry Skills Training in 2012.

**IMPORTANT NOTICE:** Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

### BBCCM2004B DRAIN AND DEWATER SITE

**Locations:** Werribee, Industry.

**Prerequisites:** BBCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to drain and/or dewater civil construction project sites for environmental protection purposes and the control of water which may effect construction. It includes the minimum criteria for competency assessment. This unit includes the drainage of surface water and the dewatering of trenches, excavations, pits, wells, ponds and caffer dams.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources (Various) VU 2008 VU.

**Assessment:** Project work; Workplace assessment; Practical projects; and/or RPL.

### BBCCM2007B SPREAD AND COMPACT MATERIALS MANUALLY

**Locations:** Werribee, Industry.

**Prerequisites:** BBCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to spread and compact soils and aggregate with hand tools, hand tampers and small compaction equipment. It also includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, directing the placement and spreading by machine plus the manual spreading and compaction of soils and aggregates and site clean up.

**Nominal Hours:** 12

**Required Reading:** VU produced Unit Learning Resources (Various) VU 2008 VU.

**Assessment:** Project work; Workplace assessment; Practical exercises; and/or RPL.

### BBCCM2009B WORK IN CONFINED SPACES

**Locations:** Werribee, Industry.

**Prerequisites:** BBCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to work in a confined space (enclosed or partially enclosed) for the purpose of carrying out work or inspections. It includes the minimum criteria for competency assessment. This unit includes entry and exit procedures, assessment of associated risks and how to operate safely in a confined space which is at atmospheric pressure during occupancy.

**Nominal Hours:** 30

**Required Reading:** VU produced Unit Learning Resources (Various) VU 2008 VU.

**Assessment:** Project work; Practical exercises; Verbal assessment; RPL.

### BBCCM2010B INSTALL TRENCH SUPPORT

**Locations:** Werribee, Industry.

**Prerequisites:** BBCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to shore a trench to prevent the collapse of trench walls and provide safety to personnel working in the trench. It includes the minimum criteria for competency assessment. This unit includes the set out, installation and removal of shoring.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources (Various) VU 2008 VU.

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises; Practical projects.

### BBCCM2013C CONTROL TRAFFIC WITH A STOP-SLOW BAT

**Locations:** Werribee, Industry.

**Prerequisites:** BBCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Description:** This unit specifies the competency required to control traffic on public roads and construction sites for the protection of site workers and the general public, including the minimum criteria for competency assessment. This unit includes operating a radio and using a stop-slow bat.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources (Various) VU 2008 VU.

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises; Practical projects.

### BBCCM3003B IMPLEMENT TRAFFIC MANAGEMENT PLAN

**Locations:** Werribee, Industry.

**Description:** This unit specifies the competency required to implement a traffic management plan for works on roads ensuring traffic flow is maintained and risk to the safety of the public and workers is minimised. It includes the minimum criteria for competency assessment.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

### BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION

**Locations:** Werribee, Industry.

**Description:** Receive and convey information; Carry out face to face routine communication; Work with others; Participate in simple on-site meeting processes.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

### BCG1001A CARRY OUT OH&S REQUIREMENTS

**Locations:** Werribee, Industry.

**Description:** 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.

**Nominal Hours:** 40

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG1002A PLAN AND ORGANISE WORK**

**Locations:** Werribee, Industry.

**Description:** 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.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG1003A READ AND INTERPRET PLANS**

**Locations:** Werribee, Industry.

**Description:** 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.

**Nominal Hours:** 36

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS**

**Locations:** Werribee, Industry.

**Description:** Obtain measurements; Perform simple calculations; Estimate approximate quantities.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG1005A USE HAND AND POWER TOOLS**

**Locations:** Werribee, Industry.

**Description:** 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.

**Nominal Hours:** 80

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG1006A USE SMALL PLANT AND EQUIPMENT**

**Locations:** Werribee, Industry.

**Description:** Identify plant and equipment, their operations and safety requirements; Select plant and equipment; Use plant and equipment; Clean up.

**Nominal Hours:** 16

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING**

**Locations:** Werribee, Industry.

**Prerequisites:** BCG1001A Carry out OH&S Requirements, BCG1005A Use hand and power tools.

**Description:** Plan and prepare work; Erect safety barriers; Erect scaffolding; Dismantle scaffold; Clean up.

**Nominal Hours:** 40

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG1008A USE SIMPLE LEVELLING DEVICES**

**Locations:** Werribee, Industry.

**Description:** 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.

**Nominal Hours:** 8

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG1010A CARRY OUT CONCRETING TO SIMPLE FORMS**

**Locations:** Werribee, Industry.

**Prerequisites:** BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.

**Description:** Select tools and equipment; Erect and strip simple formwork; Place and tie reinforcement; Place concrete; Clean up.

**Nominal Hours:** 40

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.
BCG1011A  HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE

Description: Plan and prepare work; Correctly manual handle, sort and stack construction material, Prepare for mechanical handling of materials; Handle and remove waste safely; Clean up.
Nominal Hours: 16
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG2007A  OPERATE ELEVATED WORK PLATFORMS (EWP)

Prerequisites: BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Description: 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
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG3011A  CARRY OUT BASIC SETTING OUT

Prerequisites: BCG1003A Read and interpret plans, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.
Description: 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
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BSBCMN216A  CREATE CUSTOMER FEEDBACK

Description: This unit specifies the outcomes required to deal with customer feedback at an introductory operational level. It covers the knowledge and skills required when meeting and greeting customers to create a positive impression and to establish rapport with the customer.
Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

BSBCMN217A  PROCESS CUSTOMER FEEDBACK

Description: This unit specifies the outcomes required to deal with customer feedback at an introductory operational level. It covers the knowledge and skills required when meeting and greeting customers to create a positive impression and to establish rapport with the customer.
Nominal Hours: 30
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

BSBPUR402B  NEGOTIATE CONTRACTS

Description: This unit specifies the outcomes required to negotiate terms of contracts with suppliers, and prepare and finalise contracts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 50
Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

BSBPUR501B  DEVELOP, IMPLEMENT AND REVIEW PURCHASING STRATEGIES

Description: This unit specifies the outcomes required to develop, implement and evaluate an organisation’s purchasing strategies, and implement improvements to those strategies.
Nominal Hours: 60
Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.
BSBPUR502B MANAGE SUPPLIER RELATIONSHIPS
Description: This unit specifies the outcomes required to manage relationships with suppliers of larger purchases or multiple smaller purchases, where the relationship is of some significance to the organisation. It covers managing purchasing agreements, resolving disagreements with suppliers, finalising agreements, and reviewing the performance of suppliers.
Nominal Hours: 40
Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks; written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

BSBPUR504B MANAGE A SUPPLY CHAIN
Description: This unit specifies the outcomes required to manage a supply chain, including the relationships between an organisation and its supply and demand partners along the chain. It covers implementing a demand driven supply chain management strategy, managing the supply chain, and evaluating and improving supply chain effectiveness.
Nominal Hours: 60
Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks; written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

BSBRKG304A MAINTAIN BUSINESS RECORDS
Description: This unit describes the work required to maintain the records of a business or records system in good order on a day-to-day basis. It includes the work to gather together records that are subject to business or records system updates, to perform these updates, and to retrieve reports from the system in response to a request.
Nominal Hours: 30
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.
The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling.

CPCBC4045A PERFORM ADVANCED RIGGING
Locations: Werribee.
Description: This unit of competency specifies the outcomes required to perform advanced rigging, including planning and preparing for work, conducting operational checks, safely and effectively performing advanced rigging activities for a range of tasks including the erection and dismantling of lifting devices, placing and securing hung prefabricated scaffolds, fixing and securing permanent guys, demolition activities, and load distribution and calculation in accordance with designated Australian standards. A Certificate of Competency or Licence in Intermediate Rigging issued by a state or territory OHS authority is a prerequisite for this unit.
Nominal Hours: 40
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4046A ERECT AND DISMANTLE ADVANCED SCAFFOLDING
Locations: Werribee.
Description: This unit of competency specifies the outcomes required to erect and dismantle advanced scaffolding, including planning and preparation for work, conducting operational checks, safely and effectively erecting and dismantling advanced scaffolding activities for a range of tasks, including erecting and dismantling hung scaffolds, suspended scaffolds, and tube and coupler scaffolding systems to provide work platforms, edge protection and access ways in accordance with designated Australian standards. A Certificate of Competency/Licence in Intermediate Scaffolding issued by a state or territory OHS authority is a prerequisite for this unit.
Nominal Hours: 40
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4047A QUALITY ASSURE FIRE RATED LINING SYSTEMS
Locations: Werribee.
Description: This unit of competency specifies the outcomes required to quality assure fire-rated lining systems, including walls, ceilings, structures, openings and penetrations. The unit covers planning and preparation for the work, identification of authorised installation requirements, and inspection and certification that all materials and installation techniques comply with authorised standards.
Nominal Hours: 40
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCC3002A OPERATE A TRUCK MOUNTED LOADING CRANE
Locations: Werribee.
Description: This unit of competency specifies the outcomes required to safely and effectively operate a truck mounted loading crane to load and unload building products delivered from supplier to the construction site. It includes set-up, operation, control and shut down of the crane.
Nominal Hours: 40
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

Nominal Hours: 8

Required Reading: VU Produced Workbooks.

CPCCLG3001A LICENSE TO PERFORM DOGGING

Locations: Werribee.

Description: This unit specifies the outcomes required to perform slinging techniques, including the selection and inspection of lifting gear and/or the directing of the crane operator in the movement of the load when the load is out of view of the crane/operator for licensing purposes.

Nominal Hours: 80

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCD02001A HANDLE AND USE DOGGING TOOLS AND EQUIPMENT

Locations: Werribee.

Description: This unit specifies the outcomes required to move, locate and store dogging equipment and use associated tools; assist project planning and ensure OHS requirements. The unit includes delivery, selection, positioning and maintenance of dogging tools and equipment.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCD0301A PERFORM DOGGING

Locations: Werribee.

Description: This unit specifies the outcomes required to undertake basic dogging work, both in sight and out of sight of the crane operator, for the purpose of shifting loads mechanically. The unit includes selecting sling types and sizes and maintaining the stability of the load.

Nominal Hours: 80

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCD0302A PERFORM CRANE SCHEDULING

Locations: Werribee.

Description: This unit specifies the outcomes required to schedule dogging operations to ensure safe, efficient and effective use of the crane within the overall daily site plan and operations. The unit includes coordinating and prioritising loads for the various construction elements of a project.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCLHS3001A LICENSE TO OPERATE A PERSONNEL AND MATERIALS HOIST

Locations: Werribee.

Description: This unit specifies the outcomes required to operate a builder’s hoist in which personnel, goods and/or materials may be hoisted, and which comprises a car, structure, machinery or other equipment associated with the hoist, and which may be a cantilever hoist, a tower hoist or a multiple winch operation. Included in this definition are situations where winches may be configured to operate as hoists for the transportation of personnel for licensing purposes.

Nominal Hours: 32

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCLHS3002A LICENSE TO OPERATE A MATERIALS HOIST

Locations: Werribee.

Description: This unit specifies the outcomes required to operate a materials hoist being a builder’s hoist by which only goods or materials and not personnel may be hoisted and where the car, bucket or platform is cantilevered from, and travels up and down externally to, a face of the support structure for licensing purposes.

Nominal Hours: 24

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCLR63001A LICENSE TO PERFORM RIGGING - BASIC LEVEL

Locations: Werribee.

Description: This unit specifies the outcomes required to perform basic rigging work associated with movement of plant and equipment, steel erections, hoists (including mast climbing hoists), placement of pre-cast concrete, safety nets and static lines, perimeter safety screens and shutters; and cantilever crane loading platforms for licensing purposes.

Nominal Hours: 196

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**CPCLRG3002A  LICENSE TO PERFORM RIGGING — INTERMEDIATE LEVEL**

*Locations:* Werribee.

*Description:* This unit specifies the outcomes required to perform rigging work at the
intermediate level, which includes all the outcomes for rigging work at the basic
level, and also includes rigging of cranes, rigging of conveyors, rigging of derricks and
excavators, rigging associated with tilt slabs, rigging associated with demolition work,
and dual lifts for licensing purposes.

*Nominal Hours:* 40

*Required Reading:* VU Produced Work Books VU.

*Assessment:* Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**CPCLRG4001A  LICENCE TO PERFORM RIGGING — ADVANCED LEVEL**

*Locations:* Werribee.

*Description:* This unit specifies the outcomes required to perform rigging work at the
advanced level, which includes all the outcomes for rigging work at the basic
and intermediate levels, and also includes rigging of gin poles and shear legs, flying
foxes and cable ways, guyed derricks and structures, and suspended scaffolds and
fabricated hung scaffolds for licensing purposes.

*Nominal Hours:* 40

*Required Reading:* VU Produced Work Books VU.

*Assessment:* Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCRSF2001A  LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING — BASIC LEVEL**

*Locations:* Werribee.

*Description:* This unit specifies the outcomes required to erect, alter and dismantle
scaffolding at the basic level, consisting of scaffolding work connected with the
operation or use of modular or pre-fabricated scaffolds, cantilevered materials hoists
with a maximum working load of 500kg, ropes and gin wheels, safety nets and static
lines, and bracket scaffolds (tank and formwork) for licensing purposes.

*Nominal Hours:* 40

*Required Reading:* VU Produced Workbooks.

*Assessment:* Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCRSF4001A  LICENCE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING — INTERMEDIATE LEVEL**

*Locations:* Werribee.

*Description:* This unit specifies the outcomes required to erect, alter and dismantle
scaffolding at the Intermediate level which includes use and operation of Cantilevered
crane-loading platforms, Cantilevered and spurred scaffolds, Barrow ramps and
sloping platforms, perimeter safety screens and shutters Mast climbers, and tube and
coupler scaffolds (including tube and coupler covered ways and gantries) for licensing
purposes.

*Nominal Hours:* 40

*Required Reading:* VU Produced Workbooks.

*Assessment:* Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCRSF4001A  LICENCE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING — ADVANCED LEVEL**

*Locations:* Werribee.

*Description:* This unit specifies the outcomes required to erect, alter and dismantle
scaffolding at the Advanced level. Scaffolding consists of all intermediate scaffolding
work including all other scaffolding work connected with the use and operation of
Hung scaffolds and Suspended scaffolds for licensing purposes.

*Nominal Hours:* 40

*Required Reading:* VU Produced Workbooks.

*Assessment:* Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCRI3002A  PERFORM BASIC RIGGING**

*Locations:* Werribee.

*Description:* This unit of competency specifies the outcomes required to erect or install
permanent steel structures, dismantle structural steel and move or locate plant and
equipment using a range of basic rigging and dogging techniques. It includes load
distribution and calculation.

*Nominal Hours:* 40

*Required Reading:* VU Produced Workbooks.

*Assessment:* Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCRI3003A  PERFORM INTERMEDIATE RIGGING**

*Locations:* Werribee.

*Description:* This unit of competency specifies the outcomes required to erect cranes
and tilt-up panels using intermediate rigging techniques. It includes load distribution
and calculation.

*Nominal Hours:* 40

*Required Reading:* VU Produced Workbooks.
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Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCR3004A PERFORM ADVANCED STRUCTURAL STEEL ERECTION
Locations: Werribee.
Description: This unit of competency specifies the outcomes required to erect or install advanced permanent steel structures, coordinating the slinging, stability, lifting, moving and placement of loads in conjunction with the crane operator. It includes equipment selection, load distribution and calculation.
Nominal Hours: 24
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCR3005A PERFORM ADVANCED TILT-UP SLAB ERECTION
Locations: Werribee.
Description: This unit of competency specifies the outcomes required to conduct advanced tilt-up slab erections coordinating the slinging, stability, lifting, moving, placement and storage of slabs in conjunction with the crane operator. It includes equipment selection, load distribution and calculation.
Nominal Hours: 24
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCR3006A PERFORM ADVANCED TOWER CRANE ERECTION
Locations: Werribee.
Description: This unit of competency specifies the outcomes required to conduct advanced tower crane erection coordinating the slinging, stability, lifting, moving and placement of tower cranes and tower crane sections in conjunction with the crane operator. It includes equipment selection, load distribution and calculation.
Nominal Hours: 16
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCSC2001A SAFELY HANDLE AND USE SCAFFOLDING TOOLS AND EQUIPMENT
Locations: Werribee.
Description: This unit of competency specifies the outcomes required to safely move, locate, inspect, service and store scaffolding together with associated tools and equipment, in order to assist project planning and ensure OHS requirements and manufacturer specifications are met. It includes delivering, selecting, positioning and maintaining scaffolding tools and equipment.
Nominal Hours: 8
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCSC2002A ERECT AND DISMANTLE BASIC SCAFFOLDING
Locations: Werribee.
Description: This unit of competency specifies the outcomes required to erect and dismantle a range of modular scaffolding systems to provide work platforms for construction purposes. It includes edge protection, access ways and falsework (scaffold support systems for formwork).
Nominal Hours: 56
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCSC3001A ERECT AND DISMANTLE INTERMEDIATE SCAFFOLDING
Locations: Werribee.
Description: This unit of competency specifies the outcomes required to erect and dismantle all types of tube and coupler scaffolding systems to provide work platforms for construction purposes and all work associated with modular scaffolding systems. It includes edge protection, access ways and falsework (scaffold support systems for formwork).
Nominal Hours: 56
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCSF3001A APPLY REINFORCEMENT SCHEDULE
Locations: Werribee.
Description: This unit of competency specifies the outcomes required to interpret the reinforcement schedule and use it to confirm and locate materials to support construction activities. It includes planning and preparation for work, reading and interpretation of the schedule, and use of the schedule to confirm materials, locate materials for construction use and provide information to others on site.
Nominal Hours: 16
Required Reading: VU Produced Work Books VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MEM12007D  MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES

Locations: Newport.

Description: This unit of competency covers the skills required by an Engineering Tradesperson - Fabrication for transferring the dimensions from the detail drawing to work, making templates as required, developing patterns and/or transferring measurements to structures, interpreting relevant codes, standards and symbols and estimating quantities of material from drawings.

Nominal Hours: 40

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practica... verbal tasks.

PMBPROD294B  OPERATE RESIN TRANSFER MOULDING EQUIPMENT

Locations: Newport.

Description: This competency covers the operation of resin transfer moulding equipment and the resolving of routine problems to procedure.

Nominal Hours: 30

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

MEM25015A  ASSEMBLE AND INSTALL EQUIPMENT AND ACCESSORIES/ANCILLARIES

Locations: Newport.

Description: This unit covers assembling and installing equipment and ancillaries/ accessories.

Nominal Hours: 20

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

PMBPROD298B  OPERATE EQUIPMENT USING PRE-PREG MATERIAL

Locations: Newport.

Description: This competency covers the operation of equipment using pre-preg materials to produce composite products and the resolving of routine problems to procedure in the production process. This competency is typically performed by operators working either independently or as part of a work team.

Nominal Hours: 40

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

PMBPROD291B  OPERATE RESIN INFUSION MOULDING EQUIPMENT

Locations: Newport.

Description: This competency covers the operation of resin infusion moulding equipment and the resolving of routine problems to procedure in the production process.

Nominal Hours: 30

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

PRSSO208A  GIVE EVIDENCE IN COURT


Description: This competency standard covers the skills and knowledge required to present evidence in a judicial or quasi-judicial environment. It requires the ability to prepare for legal proceedings, present evidence and follow up outcomes of proceedings. This work would be carried out under routine supervision and within organisational guidelines.

Nominal Hours: 4

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

PRSSO305A  MANAGE CONFLICT THROUGH NEGOTIATION


Description: This competency standard covers the process of using communication techniques to manage a conflict situation. It requires the ability to assess security risk situations, accurately receive and relay information, adapt interpersonal styles and techniques to varying social and cultural environments, and evaluate responses. This work would be carried out under limited supervision within organisational guidelines.

Nominal Hours: 16

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
PRSSO316A  CONTROL PERSONS USING EMPTY HAND TECHNIQUES


Description: This competency standard covers the process of selecting and applying appropriate empty hand techniques to minimise risk to self and others. It requires the ability to use force in circumstances where there is a risk to safety, within requirements of applicable legislation. Competency also requires a knowledge of the procedures for conducting an arrest. This work would be carried out under limited supervision within organisational guidelines.

Nominal Hours: 16

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

PSPGOV205B  PARTICIPATE IN WORKPLACE CHANGE


Description: This unit covers participation in the change process within a workgroup. It includes suggesting options for change and contributing to the implementation of change.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU.

Assessment: To be advised.

PSPPROC406A  PROCURE GOODS AND SERVICES


Description: This unit covers the expenditure of public monies for simple procurement of low value/low risk goods and services using contractual arrangements that include simple tendering and requests for quotation. The unit requires analysis and decision making in the procurement process which is undertaken under limited supervision. It includes planning and undertaking procurement, managing contractors and completing contractual arrangements.

Nominal Hours: 60

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

PSPPROC408A  DEVELOP REQUESTS FOR OFFERS


Description: This unit covers the development and dissemination of a request for offers to fulfil procurement requirements. It includes interpretation of procurement requirements, planning procurement activities, specifying the requirement, and developing a procurement plan and the formal request for offers. In practice, developing requests for offers may overlap with other public sector generalist and specialist work activities such as acting ethically, complying with legislation, applying government processes, working with diversity, gathering and analysing information, etc.

Nominal Hours: 30

Required Reading: tba.

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency's learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

PSPPROC409A  RECEIVE AND SELECT OFFERS


Description: This unit covers the receiving and selecting of offers as a result of a formal request for offer process. It includes receipt and evaluation managing the distribution and receipt of offers, selecting preferred providers, formalising contractual arrangements, and debriefing the market and other stakeholders. In practice, receiving and selecting offers may overlap with other public sector generalist and specialist work activities such as acting ethically, complying with legislation, applying government processes, working with diversity, using resources, etc.

Nominal Hours: 30

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

PSPPROC502A  ESTABLISH CONTRACT MANAGEMENT ARRANGEMENTS


Description: This unit covers the establishment of arrangements for contract management by officers whose primary role is contract management, and who may or may not have had involvement in the procurement process preceding execution of the contract.

Nominal Hours: 50

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit
of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to reinforce learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

PSPPROC503A MASONAGE CONTRACT PERFORMANCE


Description: This unit covers the implementation of strategies that ensure effective contract performance by officers whose primary role is contract management, and who may or may not have had involvement in the procurement process preceding execution of the contract.

Nominal Hours: 50

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

PSPPROC504A FINALISE CONTRACTS


Description: This unit covers finalisation processes for contracts. The unit is for officers whose primary role is contract management.

Nominal Hours: 30

Required Reading: VU Produced Workbooks.

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to reinforce learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

RIIBF201A PLAN AND ORGANISE WORK

Locations: Werribee.

Description: This unit covers the planning and organisation of work in the resources and infrastructure industries. It includes planning and preparing for work, sequencing work safely, and resolving problems.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICCM202A IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES

Locations: Werribee.

Description: This unit covers the identification, location and protection of underground services in the civil construction industry. It includes planning and preparing, locating underground services, and cleaning up.

Nominal Hours: 30

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICBS202A HAND SPREAD ASPHALT

Locations: Werribee.

Description: This unit covers the hand spreading of asphalt in the civil construction industry. It includes planning and preparing, spreading asphalt, and cleaning up.
RIICCM204A PLAN AND FIX REINFORCEMENT MATERIALS
Locations: Werribee.
Description: This unit covers the placement and fixing of reinforcement materials in the civil construction industry. It includes planning and preparing, preparing for reinforcement placement, placing and fixing reinforcement, checking reinforcement prior to concrete pour, and cleaning up.
Nominal Hours: 40
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICCM205A CARRY OUT MANUAL EXCAVATION
Locations: Werribee.
Description: This unit covers the carrying out of manual excavation in the civil construction industry. It includes preparing for work, digging small excavation by hand, completing and isolating the excavation, and cleaning up.
Nominal Hours: 8
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICCM206A SUPPORT PLANT OPERATIONS
Locations: Werribee.
Description: This unit covers the support of plant operations in the civil construction industry. It includes planning and preparing, identifying and protecting services, supporting the operators, and cleaning up.
Nominal Hours: 8
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICCM207A SPREAD AND COMPACT MATERIALS MANUALLY
Locations: Werribee.
Description: This unit covers the manual spreading and compacting of materials in the civil construction industry. It includes planning and preparing, conducting compaction machine operational checks, spreading and compacting materials, and cleaning up.
Nominal Hours: 12
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICCM208A CARRY OUT BASIC LEVELLING
Locations: Werribee.
Description: This unit covers the carrying out of basic levelling in the civil construction industry. It includes planning and preparing, establishing offsets for civil works, setting up and using levelling device, and cleaning up.
Nominal Hours: 8
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICCM209A CARRY OUT CONCRETE WORK
Locations: Werribee.
Description: This unit covers the carrying out of concrete work in the civil construction industry. It includes planning and preparing, selecting materials, setting out for concrete work, constructing and fitting reinforcement, erecting formwork, carrying out concrete work, stripping formwork, and cleaning up.
Nominal Hours: 40
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICCM210A INSTALL TRENCH SUPPORT
Locations: Werribee.
Description: This unit covers the installation of trench support in the civil construction industry. It includes planning and preparing, installing trench shoring, removing trench shoring, and cleaning up.
Nominal Hours: 16
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICCM211A ERECT AND DISMANTLE TEMPORARY FENCING AND GATES
Locations: Werribee.
Description: This unit covers the erection and dismantling of temporary fencing and gates in the civil construction industry. It includes planning and preparing, erecting fencing, erecting gates and signage, removing and making good, and cleaning up.
Nominal Hours: 40
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
RIICOM201A  COMMUNICATE IN THE WORKPLACE

Locations: Werribee.

Description: This unit covers communicating in the workplace in resources and infrastructure industries. It includes identifying and accessing site communication equipment and systems; communicating using site equipment and systems; carrying out face-to-face routine communication; and completing written documentation.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICRC201A  REPAIR POTHOLES

Locations: Werribee.

Description: This unit covers the repairing of potholes in the civil construction industry. It includes planning and preparing for work, repairing potholes, and cleaning up.

Nominal Hours: 36

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICRC208A  LAY PIPES

Locations: Werribee.

Description: This unit covers the laying of pipes in the civil construction industry. It includes planning and preparing, setting out excavations, installing bedding materials, laying pipes, and cleaning up.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICRC301A  MAINTAIN DRAINAGE SYSTEMS

Locations: Werribee.

Description: This unit covers the maintenance of drainage systems in the civil construction industry. It includes planning and preparing, maintaining drainage components, excavating and repairing drainage systems, maintaining open drains, inspecting, cleaning and repairing culverts, and cleaning up. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Nominal Hours: 16

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICRC303A  LAY PAVERS

Locations: Werribee.

Description: This unit covers the laying of pavers in the civil construction industry. It includes planning and preparing for work, preparing to lay paving, laying pavers, and cleaning up.

Nominal Hours: 24

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICRC306A  CONDUCT EARTHWORKS

Locations: Werribee.

Description: This unit covers the conduct of earthworks in the civil construction industry. It includes planning and preparing work, setting out sub-grades, forming earthworks, placing and compacting sub-grading replacement materials, and cleaning up.

Nominal Hours: 80

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIIIMG301A  MAINTAIN SITE RECORDS

Locations: Werribee.

Description: This unit covers the maintenance of site records in resources and infrastructure industries. It includes: identifying records, processing details; and reviewing and filing records.

Nominal Hours: 10

Required Reading: No text required.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

RIIMPO317A  CONDUCT ROLLER OPERATIONS

Locations: Werribee.

Description: This unit covers the conducting roller operations in the civil construction industry. It includes: planning and preparing; conducting machine pre-operational checks; selecting, removing and fitting attachments; operating and relocating the machine; and carrying out operator maintenance and clean up.

Nominal Hours: 80

Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIIMPO318A  CONDUCT SKID STEER LOADER OPERATIONS
Locations: Werribee.
Description: This unit covers conducting skid steer loader operations in resources and infrastructure industries. It includes: planning and preparing; conducting machine pre-operational checks; operating skid steer loaders; lifting, carrying and placing materials; selecting, removing and fitting attachments; relocating the skid steer loaders; carrying out machine operator maintenance; and cleaning up.
Nominal Hours: 80
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIIMPO319A  CONDUCT BACKHOE/LOADER OPERATIONS
Locations: Werribee.
Description: This unit covers conducting backhoe/loader operations in the civil construction industry. It includes: planning and preparing; conducting machine pre-operational checks; operating backhoe/loaders; lifting, carrying and placing materials; selecting, removing and fitting attachments; relocating the backhoe/loaders; carrying out machine operator maintenance; and cleaning up.
Nominal Hours: 200
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIIMPO320A  CONDUCT CIVIL CONSTRUCTION EXCAVATOR OPERATIONS
Locations: Werribee.
Description: This unit covers the conduct excavator operations in the civil construction industry. It includes: planning and preparing; conducting machine pre-operational checks; operating the machine; lifting, carrying and placing materials; selecting, removing and fitting attachments; relocating the machine; carrying out machine operator maintenance; and cleaning up.
Nominal Hours: 200
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIIMPO321A  CONDUCT CIVIL CONSTRUCTION WHEEL LOADER OPERATIONS
Locations: Werribee.
Description: This unit covers conducting wheeled front end loader operations in the civil construction industry. It includes: planning and preparing; conducting machine pre-operational checks; operating front end loaders; attaching, securing, lifting, carrying and placing materials; selecting, removing and fitting attachments; relocating the front end loader; carrying out machine operator maintenance; and cleaning up.
Nominal Hours: 160
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIIMPO322A  CONDUCT CIVIL CONSTRUCTION TRACKED FRONT END LOADER OPERATIONS
Locations: Werribee.
Description: This unit covers conducting tracked front end loader operations in the civil construction industry. It includes: planning and preparing; conducting machine pre-operational checks; operating the machine; lifting, carrying and placing materials; relocating the machine; carrying out machine operator maintenance; and cleaning up.
Nominal Hours: 80
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIIMPO324A  CONDUCT CIVIL CONSTRUCTION GRADER OPERATIONS
Locations: Werribee.
Description: This unit covers conducting grader operations in the civil construction industry. It includes: planning and preparing; conducting machine pre-operational checks; operating the machine; selecting, removing and fitting attachments; relocating the machine; carrying out machine operator maintenance; and cleaning up.
Nominal Hours: 240
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIIMPO326A  CONDUCT CIVIL CONSTRUCTION WATER CART OPERATIONS
Locations: Werribee.
Description: This unit covers conduct water cart operations in the civil construction industry. It includes: planning and preparing; conducting machine pre-operational checks; operating the water cart; loading, transporting and distributing water; carrying out driver maintenance; and cleaning up.
Nominal Hours: 40
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**RIIOHS201A  WORK SAFELY AND FOLLOW OHS POLICIES AND PROCEDURES**

Locations: Werribee.
Description: This unit covers working safely and follow OHS policies and procedures in resources and infrastructure industries. It includes: accessing and apply site safety procedures; applying personal safety measures and operational safety measures; maintaining personal wellbeing for job; and identifying and reporting incidents.
Nominal Hours: 20
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**RIIOHS202A  ENTER AND WORK IN CONFINED SPACES**

Locations: Werribee.
Description: This unit covers the entering and working in confined spaces in resources and infrastructure industries. It includes planning and preparing for entry of confined spaces; entry and working in confined spaces; exiting confined spaces and cleaning up.
Nominal Hours: 30
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**RIIOHS205A  CONTROL TRAFFIC WITH STOP-SLOW BAT**

Locations: Werribee.
Description: This unit covers controlling of traffic with a stop-slow bat in resources and infrastructure industries. It includes: planning and preparing; coordinating traffic; operating bat; and cleaning up.
Nominal Hours: 8
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**RIIOHS302A  IMPLEMENT TRAFFIC MANAGEMENT PLAN**

Locations: Werribee.
Description: This unit covers the competency required to implement a traffic management plans in the civil construction industry. It includes: planning and preparing; setting out, monitoring and closing down the traffic guidance scheme; and cleaning up.
Nominal Hours: 20
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**RIISAM201A  HANDLE RESOURCES AND INFRASTRUCTURE MATERIALS AND SAFELY DISPOSE OF NON TOXIC MATERIALS**

Locations: Werribee.
Description: This unit covers the handling of materials and safely dispose of non toxic materials in resources and infrastructure industries. It includes planning and preparing for work; handling and removing waste; and cleaning up.
Nominal Hours: 16
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**RIISAM203A  USE HAND AND POWER TOOLS**

Locations: Werribee.
Description: This unit covers the use of hand and power tools in resources and infrastructure industries. It includes planning and preparing for work, selecting and using hand tools and power tools, and cleaning up.
Nominal Hours: 80
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**RIISAM204A  OPERATE SMALL PLANT AND EQUIPMENT**

Locations: Werribee.
Description: This unit covers the competency required to operate a range of small plant and equipment in resources and infrastructure industries. It includes the planning and preparation for work, the conducting of pre-operational checks, the use of the plant and/or equipment, and carrying out operator maintenance and cleaning up.
Nominal Hours: 20
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

RIISAM205A  CUT, WELD AND BEND MATERIALS

Locations: Werribee.

Description: This unit covers the cutting, welding and bending of materials in
resources and infrastructure industries. It includes the planning and preparation for the
work, the setting up and testing of the equipment, the cutting, heating and bending
of materials using oxyacetylene, the shutdown of equipment and the completion of
clean-up activities.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

RIIVEH304A  CONDUCT TIP TRUCK OPERATIONS

Locations: Werribee.

Description: This unit covers the conduct of tip truck operations in the resources and
infrastructure industries. It includes planning and preparing, conducting pre-operational
checks, operating a tip truck, loading, transporting and tipping materials, carrying out
driver maintenance, and cleaning up.

Nominal Hours: 60

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

RIIWNG203A  DRAIN AND DEWATER CIVIL CONSTRUCTION SITE

Locations: Werribee.

Description: This unit covers draining and/or dewatering of civil construction project
sites. It includes: planning and preparing; positioning sedimentation control; remove
surface water; constructing sump and wells; removing water from sumps or wells,
trenches and pits; and cleaning up.

Nominal Hours: 20

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

RTC2203A  CONDUCT VISUAL INSPECTION OF PARK FACILITIES

Locations: Werribee.

Description: This competency standard covers the process of routine visual inspection
of park and recreational facilities to identify visible hazards and existing and/or
potential risks. Work is likely to be under routine supervision with intermittent
checking. Responsibility for some roles and coordination within a team may be
required. Inspection at this level is usually carried out according to establish guidelines.

Nominal Hours: 20

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

RTC2209A  INSTALL, MAINTAIN & REPAIR FENCING

Locations: Werribee.

Description: This competency standard covers the functions required to carry out
safe and effective conventional fencing work. Conventional fencing refers to post and
wire/wire netting under tension, and can be used for animal control or as a deterrent
for people and vehicles. It requires a working knowledge of the uses and structure of a
range of fences and fencing materials, equipment and tools. It requires an awareness
of workplace safety and environmental practices associated with maintenance
activities. The work functions in this standard are likely to be carried out under routine
supervision within enterprise guidelines.

Nominal Hours: 30

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

RTC2210A  MAINTAIN PROPERTIES & STRUCTURES

Locations: Werribee.

Description: This competency standard covers the functions required to maintain and
repair properties and structures in a situation that does not require the specialist skills
of another trade. It involves the application of basic skills and knowledge to match
equipment and materials to job requirements, and select the appropriate tools to
carry out repairs. The work is likely to be carried out under routine supervision with
intermittent checking usually within a team environment.

Nominal Hours: 30

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

RTC2301A  UNDERTAKE OPERATIONAL MAINTENANCE OF
MACHINERY

Locations: Werribee.

Description: This competency standard covers basic maintenance procedures required
to support machinery operations. It involves non-specialist skills to perform basic
servicing and repairs on a range of machinery according to scheduled maintenance
programs. Competency requires an awareness of workplace safety, and positive
environmental practices associated with maintenance activities. The work is likely to
be carried out under limited supervision with checking only related to overall progress
within established enterprise routines and procedures.

Nominal Hours: 30

Required Reading: VU Produced Work Books VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTC2304A  OPERATE & MAINTAIN CHAINSAWS

Locations: Werribee.

Description: This competency standard covers the maintenance, preparation and operation of hand-held chainsaws in a work environment. It requires the application of skills and knowledge to cross-cut fallen timber using appropriate cutting techniques to maximise volume and quality recovery. It also requires knowledge of licensing and OHS legislative requirements associated with chainsaw operation along with duty of care to self, others and the environment. The work in this standard is likely to be carried out under routine supervision with intermittent checking within enterprise guidelines.

Nominal Hours: 40

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTC2306A  OPERATE VEHICLES

Locations: Werribee.

Description: This competency standard covers the process of maintaining and operating vehicles in rural, horticultural or land management setting. Competency requires the application of basic driving skills to safely utilise various controls and features of a range of vehicles, and demonstrate safe driving techniques. Competency requires knowledge of legislative requirements with regard to licensing, and an awareness of duty of care to self, others and the environment. The work is likely to be carried out under minimal supervision within enterprise guidelines.

Nominal Hours: 20

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTC2307A  OPERATE MACHINERY & EQUIPMENT

Locations: Werribee.

Description: This competency standard covers the maintenance and operation of machinery and equipment. A practical application of skills and knowledge is required to carry out pre-operational checks, calibrate equipment, report faults and maintain operational records. In addition, an awareness of workplace safety and positive environmental practices associated with machinery and equipment operation is essential. This work is likely to be carried out under routine supervision within enterprise guidelines.

Nominal Hours: 30

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTC2309A  OPERATE TRACTORS

Locations: Werribee.

Description: This competency standard covers the operation of tractors with or without attached equipment. It requires the application of skills to safely utilise the various components and controls of tractors, check and confirm operational status, and set and secure equipment for operation. It also requires knowledge of the distinguishing characteristics of individual tractors including rated power, steering systems, and operational complexities. In addition, competence in tractor operation requires an awareness of licensing and legislative requirements, duty of care to self, others and the environment. The work in this standard is likely to be carried out under some supervision with regular checking within enterprise.

Nominal Hours: 30

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTD2004A  COLLECT, PREPARE & PRESERVE PLANT SPECIMENS

Locations: Werribee.

Description: This competency standard covers the process of collecting and preserving plant specimens for recording or identification purposes. It requires the ability to collect appropriate plant specimens, prepare and preserve them and to record data. Collecting, preparing and preserving plant specimens requires knowledge of plant lifecycles, plant recognition, simple taxonomic keys, and legislative limitations on the collection of flora including threatened species.

Nominal Hours: 30

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTD2202A  CONDUCT EROSION & SEDIMENT CONTROL ACTIVITIES

Locations: Werribee.

Description: This competency standard covers the process of carrying out erosion and sediment control activities in both urban and rural environments. It requires the ability to identify erosion and sediment control structures, carry out routine work in compliance with control measures, undertake work in accordance to legislation and community expectation and project specifications. Conducting erosion and sediment control activities requires knowledge of basic issues related to erosion and sedimentation, role of vegetation, characteristics of soils with an emphasis on erosion prone soils, relevant legislation and local environmental parameters.

Nominal Hours: 40

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
RTD2206A  INSTALL AGGREGATE PATHS

Locations: Werribee.

Description: This competency standard covers the process of installing aggregates paths. It requires the ability to plan and prepare for installation, set the site for path construction, undertake ground preparation, lay surface aggregate materials and make good the site. Installing aggregates paths requires knowledge of OHS responsibilities, setting out, reading of plans, use of different aggregate materials, tools and equipment used in installation of paths and methods of disposing of soil and waste materials in order to minimise damage to the environment.

Nominal Hours: 20

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTD2312A  INSPECT MACHINERY FOR PLANT, ANIMAL & SOIL MATERIAL

Locations: Werribee.

Description: This competency standard covers the process of formally inspecting machinery for material that may contribute to the spread of weeds, pests or diseases. It requires the ability to prepare for inspection, carry out thorough inspection of equipment, prepare reports and dispose of waste. Inspection is likely to be carried out under routine supervision and may involve operating in a team environment. Inspecting machinery for plant, animal and soil material requires knowledge of machinery and equipment operating features and major components, inspection points and procedures required by legislation, and how weeds, pests or diseases can spread through soil, animal or plant materials.

Nominal Hours: 20

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTD2313A  CLEAN MACHINERY OF PLANT, ANIMAL & SOIL MATERIAL

Locations: Werribee.

Description: This competency standard covers the process of cleaning machinery of material that may contribute to the spread of weeds, pests or diseases. It requires the ability to prepare for cleaning, carry out thorough cleaning of equipment and the appropriate disposal of waste. Cleaning is likely to be carried out under routine supervision and may involve operating in a team environment. Cleaning machinery for plant, animal and soil material requires knowledge of machinery and equipment operating features and major components, inspection points and procedures required by legislation, and how weeds, pests or diseases can spread through soil, animal or plant materials.

Nominal Hours: 20

Required Reading: VU Produced Work Books VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SRODRV001B  DRIVE AND RECOVER A 4WD VEHICLE


Description: This unit covers the skills and knowledge required to use appropriate range, gear and techniques to drive a four wheel drive vehicle through and over different terrain and apply basic vehicle recovery techniques. It relates only to the specialist skills and knowledge for four wheel drive vehicles. General driving and maintenance skills are covered in other units.

Nominal Hours: 25

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

SRODRV002B  DRIVE A 4WD VEHICLE IN DIFFICULT TERRAIN USING ADVANCED TECHNIQUE


Description: This unit covers the advanced skills and knowledge required to use appropriate range, gear and techniques to drive a four wheel drive vehicle through and over difficult terrain.

Nominal Hours: 25

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

SRODRV003B  COORDINATE RECOVERY OF A 4WD VEHICLE USING ADVANCED TECHNIQUES


Description: This unit covers the use of a variety of recovery equipment and advanced skill to recover four wheel drive vehicles in difficult terrain conditions.

Nominal Hours: 20

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

TDAI1403A  PROVIDE TRANSPORT SERVICES TO PASSENGERS WITH SPECIAL NEEDS


Description: TBA

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
**TDTD1097B  OPERATE A FORKLIFT**

**Locations:** Werribee, Industry.

**Description:** Check forklift condition; Drive the forklift; Operate a forklift to handle loads; Monitor site conditions; Monitor and maintain forklift performance.

**Nominal Hours:** 40

**Required Reading:** Australian Standards - VU Produced Workshops.

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**TDTD397C  HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES**

**Locations:** Werribee, Industry.

**Description:** Identify requirements for working with dangerous goods and/or hazardous substances; Confirm site incident procedures; Select handling techniques.

**Nominal Hours:** 40

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**TDTE1398B  APPLY WORKPLACE STATISTICS**

**Locations:** Werribee, Industry.

**Description:** 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.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**TDTE397B  PARTICIPATE IN BASIC WORKPLACE COMMUNICATION**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to participate effectively in basic workplace communication including communicating information about routine tasks, processes, events or skills, participating in group discussions to achieve appropriate work outcomes, and representing views of a group to others.

**Nominal Hours:** 40

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**TDTE701A  USE COMMUNICATION SYSTEMS**

**Locations:** Werribee, Industry.

**Description:** Identify system features; Communicate using communications technology; Maintain communication equipment operational status; Complete documentation.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**TDTE897B  PROCESS WORKPLACE DOCUMENTATION**

**Locations:** Werribee, Industry.

**Description:** Plan documentation; Complete documentation.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**TDTF1097A  APPLY ACCIDENT-EMERGENCY PROCEDURES**

**Locations:** Werribee, Industry.

**Description:** Identify system features; Communicate using communications technology; Maintain communication equipment operational status; Complete documentation.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**TDTF1901A  ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT**

**Locations:** Werribee, Industry.

**Description:** Perform checks and inspections; Rectify and report work hazards and non-compliances; Complete documentation.

**Nominal Hours:** 30

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**TDTF197B  FOLLOW OHS PROCEDURES**

**Locations:** Werribee, Industry.

**Description:** 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.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**TDTF397B  IMPLEMENT AND MONITOR OHS PROCEDURES**

**Description:** 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.

**Nominal Hours:** 30

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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**TDTF697B  APPLY ACCIDENT-EMERGENCY PROCEDURES**

**Locations:** Werribee, Industry.

**Description:** Respond to the incident; Control and assist at accident or emergency site; Finalise accident-emergency process and complete records.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
TDTF797B IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES


Description: Respond to the incident; Coordinate on-site activities; Complete follow-up actions.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTG701A WORK IN A SOCIALLY DIVERSE ENVIRONMENT


Description: Communicate with customers and colleagues from diverse backgrounds; Deal with cross-cultural misunderstandings.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDT1297C APPLY CUSTOMER SERVICE SKILLS


Description: Deal with customer inquiries; Monitor customer satisfaction.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTJ197B APPLY QUALITY PROCEDURES


Description: Apply quality concepts; Trial improvements; Implement improvements.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TLIA1207C PICK AND PROCESS ORDERS


Description: This unit involves the skills and knowledge required to pick and process orders in accordance with workplace requirements including identifying workplace order picking processes, policies and procedures; picking and despatching orders, and recording stock levels.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLIA1407C USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS


Description: This unit involves the skills and knowledge required to use product knowledge to complete work operations in accordance with workplace requirements including identifying products in a subsection of a warehouse or other storage area, examining quality and reporting on products, and using inventory and labelling systems to identify and locate products.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLIA1507C COMPLETE RECEIVAL/DESPATCH DOCUMENTATION


Description: This unit involves the skills and knowledge required to complete receival/despatch documentation in accordance with regulatory and workplace requirements including analysing orders to identify work requirements to fill order, following workplace order documentation processes, and finalising documentation in accordance with workplace procedures and any relevant regulatory requirements.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLIA1707C APPLY PRODUCT KNOWLEDGE TO WORK OPERATIONS


Description: This unit involves the skills and knowledge required to apply product knowledge to the organisation of work operations including identifying and
categorising products, matching products to locations based on specified criteria, and assisting individuals to solve stock identification and location problems.

Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units:
- Written objective tests
- Written responses, short and extended answers
- Oral test/technical interview
- On job or workplace assessment
- Practical/exercises
- Practical projects
- Assignments
- Personal appraisal
- Verbal assessment
- Profiling
- RPL.

TLIA1807C  ORGANISE DESPATCH OPERATIONS


Description: This unit involves the skills and knowledge required to organise despatch operations in accordance with workplace requirements including planning and organising despatch operations, organising the storage and despatch of stock, and completing all required documentation and records.

Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLIA2007C  REPLENISH STOCK


Description: This unit involves the skills and knowledge required to replenish stock in accordance with workplace requirements including participating in stock rotation activities, interpreting and filling replenishment requests, and completing all required stock replenishment tasks.

Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLIA2107C  DESPATCH STOCK


Description: This unit involves the skills and knowledge required to despatch stock in accordance with workplace requirements including analysing orders to identify work requirements, following workplace order picking processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules.

Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLIA2207C  PARTICIPATE IN STOCK TAKES


Description: This unit involves the skills and knowledge required to participate in stocktakings in accordance with workplace requirements including preparing for stocktakings, conducting stocktakings, counting stock, identifying stock discrepancies, and completing all required documentation.

Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLIA2307C  COORDINATE STOCKTAKES


Description: This unit involves the skills and knowledge required to coordinate stocktakings in accordance with workplace requirements including planning stocktakings, coordinating stocktaking activities, identifying stock discrepancies, and adjusting documentation in accordance with workplace procedures and relevant regulatory requirements.

Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLIA2507D  REGULATE TEMPERATURE CONTROLLED STOCK

Locations: Werribee.

Description: This unit involves the skills and knowledge required to regulate temperature controlled stock in accordance with workplace requirements including identifying goods requiring temperature control, monitoring temperature of goods, and identifying and rectifying any identified problems in accordance with workplace procedures.

Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLIA2807C  ASSESS AND MONITOR OPTIMUM STOCK LEVELS

Locations: Werribee.

Description: This unit involves the skills and knowledge required to assess and monitor optimum stock levels in accordance with workplace requirements including assessing...
projected demand, assessing variables that impact upon optimum stock levels, determining optimum inventory levels, and monitoring optimum inventory levels.

Nominal Hours: 70
Required Reading: VU produced Unit Learning Resources VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLIA2907C  PLAN AND MANAGE STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES
Description: This unit involves the skills and knowledge required to plan and manage the storage of dangerous goods and hazardous substances in accordance with relevant regulatory requirements and workplace procedures including the ADG Code. This includes defining the objectives of the required handling and storage operations, specifying equipment and system performance requirements, evaluating and selecting bulk handling and storage resources, and completing all required documentation.

Nominal Hours: 60
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLIA3107C  CONSOLIDATE FREIGHT
Locations: Werribee.
Description: This unit involves the skills and knowledge required to consolidate freight including assessing the scope to consolidate freight, combining or consolidating multiple shipments of products into higher volume shipments, and the related preparation of consignment documentation.

Nominal Hours: 30
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLIA3207C  ORGANISE TRANSPORT OF FREIGHT AND GOODS
Description: This unit involves the skills and knowledge required to organise the transport of freight or goods, including planning the transport operations, organising the transport of the freight, completing the required documentation and finalising the organisational process.

Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLIA507C  CHECK AND EVALUATE RECORDS AND DOCUMENTATION
Description: This unit involves the skills and knowledge required to check and evaluate records and documentation in accordance with regulatory and workplace requirements including checking documentation and analysing and evaluating records.

Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLIA5807A  MANAGE FACILITY AND INVENTORY REQUIREMENTS
Description: This unit involves the skills and knowledge required to manage a facility and its inventory requirements. It includes identifying space, safety and security requirements; developing an documentation system; designing storage zones; and evaluating facility utilisation.

Nominal Hours: 130
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLIA907E  COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION
Description: This unit involves the skills and knowledge required to complete and or evaluate import and export documentation, and check documentation in accordance with the requirements of Customs and related legislation and workplace procedures. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Nominal Hours: 30
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLIB107C  CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT
Description: This unit involves the skills and knowledge required to check and assess the operational capabilities of equipment in accordance with workplace requirements, including inspecting equipment and work area, checking the operational capability of equipment and its safety devices, identifying and assessing the impact of faults on safety and work requirements, and recording and reporting the results of inspection and testing in accordance with workplace procedures and relevant regulatory requirements.

Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLIB1807B  CONDUCT FULL TRAIN EXAMINATION
Locations: Werribee.
Description: This unit involves the skills and knowledge required to conduct a full train examination in accordance with workplace procedures and the requirements of
relevant safeworking regulations and codes of practice. It includes preparing for the examination of the train, preparing the train for examination, examining the rolling stock, examining the loads, and documenting and actioning the examination results.

**Nominal Hours:** 40

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIB1907B TEST TRAIN BRAKING SYSTEM**

**Locations:** Werribee.

**Description:** This unit involves the skills and knowledge required to test train braking systems in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice. It includes planning and preparing for train brake inspection and testing, inspecting and testing train brake operation, dealing with identified faults, and recording the results of a brake test in accordance with workplace requirements.

**Nominal Hours:** 30

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIB2007B VISUALLY INSPECT STATIONARY TRAIN**

**Locations:** Werribee.

**Description:** This unit involves the skills and knowledge required to visually inspect a stationary train in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice. It includes preparing for the visual inspection, inspecting the train, and documenting and actioning the inspection results.

**Nominal Hours:** 80

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIB207C TEST EQUIPMENT AND ISOLATE FAULTS**

**Locations:** Werribee.

**Description:** This unit involves the skills and knowledge required to test equipment and isolate faults in accordance with workplace requirements, including identifying scope of the operational test; planning operational tests; checking the equipment through full operating range; and isolating faults and/or formulating recommendations for adjustment, repair or replacement in accordance with workplace procedures and relevant regulatory requirements.

**Nominal Hours:** 40

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIB2107B CONDUCT TRAIN ROLL-BY INSPECTION**

**Locations:** Werribee.

**Description:** This unit involves the skills and knowledge required to conduct a train roll-by inspection in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice. It includes preparing to carry out a roll-by inspection of a moving train, inspecting the moving train in accordance with workplace procedures, and reporting and actioning the inspection results.

**Nominal Hours:** 20

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIB2207B DIAGNOSE AND RECTIFY MINOR FAULTS**

**Locations:** Werribee.

**Description:** This unit involves the skills and knowledge required to diagnose and rectify minor faults in accordance with workplace requirements, including identifying maintenance and/or repair requirements, conducting minor maintenance and routine repairs, checking and reporting minor repairs and/or maintenance, and providing support in accordance with workplace procedures.

**Nominal Hours:** 30

**Required Reading:** VU Produced Workbooks.

**Assessment:** To be advised.

**TLIB2607B PREPARE FOR TRAIN OPERATION**

**Locations:** Werribee.

**Description:** This unit involves the skills and knowledge required to prepare for train operation in accordance with workplace procedures and the requirements of relevant safeworking regulations and codes of practice. It includes implementing the prescribed pre-departure checks and confirming the required train documentation.

**Nominal Hours:** 40

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIB2807B MAINTAIN AND USE HAND TOOLS**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to maintain and use hand tools in accordance with workplace requirements, including selecting and using hand tools to complete workplace tasks, maintaining basic hand tools in accordance with manufacturers instructions, and securing and storing hand tools in accordance with workplace procedures.
**TLIC407C  CARRY OUT VEHICLE INSPECTION**


Description: This unit involves the skills and knowledge required to carry out an inspection of a commercial vehicle, including action to implement vehicle manufacturers specifications for routine checks, to clean the vehicle, and to ensure that all specified safety requirements are met and that the vehicle is operational to the requirements of both the workplace and the relevant state/territory roads and traffic authority.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIB7507A  INSPECT AND PREPARE A MOTIVE POWER UNIT**

Locations: Werribee.

Description: This unit involves the skills and knowledge required to inspect, prepare and start a motive power unit in accordance with relevant workplace practices, rail regulations and codes of practice. It includes the checking and preparing of the motive power unit, visually examining the motive power unit, conducting in-cab checks, and starting and positioning the motive power unit for service in accordance with workplace requirements.

Nominal Hours: 40

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIC107C  DRIVE VEHICLES**


Description: This unit involves the skills and knowledge required to drive commercial light vehicles and cars safely, including the systematic, safe and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition, and performance and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

Nominal Hours: 30

Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIC1707B  SHUNT ROLLING STOCK**

Locations: Werribee.

Description: This unit involves the skills and knowledge required to safely shunt rolling stock in accordance with safeworking and regulatory requirements and workplace procedures, including controlling and directing the physical movement of rolling stock and operating relevant equipment to carry out a developed shunting strategy.

Nominal Hours: 120

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIC1907B  DRIVE TRAIN TO OPERATIONAL REQUIREMENTS**


Description: This unit involves the skills and knowledge required to drive a train to operational requirements in accordance with safeworking and regulatory requirements and workplace procedures. This includes applying train management techniques to manage the movement of a train and, as the driver of a motive power unit, to conduct all movements and related activities required to achieve operational requirements. It also includes responding effectively to external factors and emergencies, handing over a train to a relief crew and stabilizing it at the end of a journey.

Nominal Hours: 200

Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIC2307B  OPERATE TRAIN WITH DUE CONSIDERATIONS TO ROUTE CONDITIONS**


Description: This unit involves the skills and knowledge required to operate a train with due consideration of route conditions in accordance with safeworking and regulatory requirements and workplace procedures. This includes identifying route requirements, applying route knowledge to the planning of a train journey, and using route knowledge during a train journey in accordance with workplace requirements and standards.

Nominal Hours: 200

Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIC2407B  OPERATE URBAN PASSENGER TRAIN**

Locations: Werribee.

Description: This unit involves the skills and knowledge required to operate an urban passenger train in accordance with safeworking and regulatory requirements and workplace procedures. This includes driving an urban train efficiently and effectively; assisting passengers as required; carrying out pre- and post-operation checks and terminus inspections; responding effectively to abnormal situations, incidents and external operating factors; and stabilizing an urban train in accordance with workplace requirements.
**TLIC2607A OPERATE AND MONITOR A MOTIVE POWER UNIT**


Description: This unit involves the skills and knowledge required to operate and monitor a motive power unit in accordance with relevant workplace practices, rail regulations and codes of practice. It includes operating the controls of the motive power unit, and monitoring its performance and maintaining its operational condition during a journey. It also includes working collaboratively with other train crew and relevant personnel.

Nominal Hours: 200

Required Reading: VU produced Unit Learning Resources VU Victorian Bus and Truck Drivers Handbook available at Newsagents.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIC3607B APPLY SAFE CAR DRIVING BEHAVIOURS**


Description: This unit involves the high-level safe driving skills and knowledge required by drivers to enable them to apply safe driving behaviours. This includes higher order skills, such as hazard perception, risk control and safe driving judgment, decision making and multi-tasking.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests - Written responses, short and extended answers - Oral test/technical interview - Simulated workplace assessment - On job or workplace assessment - Practical exercises - Practical projects - Assignments - Personal appraisal - Oral assessment - Verbal assessment - Profiling.

The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling.

**TLIC2707A STABLE A MOTIVE POWER UNIT**


Description: This unit involves the skills and knowledge required to stable a motive power unit in accordance with relevant workplace practices, rail regulations and codes of practice. It includes determining the required stabilizing location, shunting and securing the train, stabilizing and securing the motive power unit, carrying out all required post-operational checks and completing post-operational paperwork.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU produced Unit Learning Resources VU Victorian Bus and Truck Drivers Handbook available at Newsagents.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIC407D DRIVE HEAVY RIGID VEHICLE**


Description: This unit involves the skills and knowledge required to drive a heavy rigid vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance, and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU Victorian Bus and Truck Drivers Handbook available at Newsagents.

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIC507D DRIVE HEAVY COMBINATION VEHICLE**

Locations: Werribee.

Description: This unit involves the skills and knowledge required to drive a heavy combination vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance, and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

Nominal Hours: 40

Required Reading: Victorian Bus and Truck Drivers Handbook available at newsagents.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIC607C DRIVE MULTI-COMBINATION VEHICLE**


Description: This unit involves the skills and knowledge required to drive a multi-combination vehicle safely, including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

Nominal Hours: 200

Required Reading: VU produced Unit Learning Resources VU Victorian Bus and Truck Drivers Handbook available at Newsagents.
functions, coupling and uncoupling of dollies, monitoring of traffic and road conditions, management of vehicle condition and performance, and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU. Victorian Bus and Truck Drivers Handbook available at Newsagents.

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test/technical interview; On job or workplace assessment; Practical/exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

TLID107C OPERATE A FORKLIFT


Description: This unit involves the skills and knowledge required to operate a forklift, including checking forklift condition, driving the forklift to fulfil operational requirements, monitoring site conditions, and monitoring and maintaining forklift performance. Assessment of this unit will usually be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory OH&S authority.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test/technical interview; On job or workplace assessment; Practical/exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.
selecting handling techniques, and handling and storing dangerous goods and hazardous substances.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLID3507C OPERATE A BOOM TYPE ELEVATING WORK PLATFORM**

**Locations:** Werribee.

**Description:** This unit involves the skills and knowledge required to operate a boom type elevating work platform, including inspecting and testing the elevating work platform, assessing job requirements and work, planning work and setting up for lift, carrying out the elevation, implementing planned hazard control and strategies, and packing up the work platform after operations.

**Nominal Hours:** 30

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLID407C LOAD AND UNLOAD GOODS/CARGO**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to load and unload goods and cargo, including loading and unloading goods, securing and protecting the load and completing all required documentation.

**Nominal Hours:** 30

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLID4307B SHIFT LOADS USING GANTRY EQUIPMENT**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to shift loads using gantry equipment in accordance with workplace and regulatory requirements, including planning the work for the prevailing working conditions; using the controls and operating systems to manage the operation of the equipment; locating the load and identifying load characteristics; safely moving the load; monitoring the controls; and stopping, shutting down and securing the equipment after the completion of operations.

**Nominal Hours:** 80

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLID4407B SHIFT LOADS USING CRANES**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to shift loads using cranes in accordance with workplace and regulatory requirements, including planning the work for the prevailing working conditions; using the controls and operating systems to manage the operation of the crane; locating the load and identifying load characteristics; safely moving the load; monitoring the controls; and stopping, shutting down and securing the equipment after the completion of operations.

**Nominal Hours:** 80

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIE1207C CONSOLIDATE MANIFEST DOCUMENTATION**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to consolidate manifest documentation including the identification of the documentation required and the processing of the information in accordance with workplace procedures.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIE1307C APPLY WORKPLACE STATISTICS**

**Locations:** Footscray Nicholson, Werribee.

**Description:** This unit involves the skills and knowledge required to apply statistical data in the workplace including identifying situations where statistics are used in the workplace, collecting numerical data, processing and presenting data, and interpreting trends and patterns from numerical data.

**Nominal Hours:** 20

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIE1807B MAINTAIN FREIGHT RECORDS**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to maintain freight records in accordance with workplace procedures including the recording of all freight receipts and freight despatch documentation in accordance with workplace procedures and relevant regulatory requirements.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.
**TLIE807C  PROCESS WORKPLACE DOCUMENTATION**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to enter information into computer-based documents and forms. It may include forms, logs, diaries and basic hand-written or typed reports. It also includes estimating loads to be transported or placed in storage, identifying mass, area and volume limitations of available transport/storage systems and carrying out calculations required to organise load(s) to match identified transport/storage limitations.

**Nominal Hours:** 30

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

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**TLIE507C  CARRY OUT BASIC WORKPLACE CALCULATIONS**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to carry out basic routine workplace calculations, including carrying out required mathematical operations, preparing basic estimates of mass, size and volume, and interpreting basic graphical representations of mathematical information. It includes calculations for routine industry-related tasks using manual and electronic processes. It specifically includes the skills and knowledge needed to estimate/calculate manual load shifting requirements.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

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**TLIE707B  USE COMMUNICATION SYSTEMS**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to use communication systems including identifying system features, operating a communication system effectively, using appropriate communication protocols when using a system, maintaining equipment, and completing documentation.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

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**TLIE807C  PROCESS WORKPLACE DOCUMENTATION**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to process workplace documentation including planning the documentation to fulfill the identified purpose and completing the documentation in accordance with requirements. Documentation may include forms, logs, diaries and basic hand-written or typed reports. It may also include entry of information into computer-based documents and forms.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

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**TLIF107C  APPLY FATIGUE MANAGEMENT STRATEGIES**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to apply fatigue management strategies, including identifying and acting upon signs of fatigue and implementing appropriate strategies to minimise fatigue during work activities.

**Nominal Hours:** 30

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

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**TLIF1007C  FOLLOW OH&S PROCEDURES**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to follow and apply OH&S procedures when carrying out work activities, including identifying and following workplace procedures for hazard identification and risk control, contributing to arrangements for the management of occupational health and safety, and completing occupational health and safety records.

**Nominal Hours:** 20

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling

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**TLIF1307C  COORDINATE BREAKDOWNS AND EMERGENCIES**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to coordinate breakdowns and emergencies, including evaluating the breakdown/emergency situation, consulting with relevant personnel/emergency authorities, coordinating activities at the breakdown/emergency site, and completing all required reports and documentation.

**Nominal Hours:** 30

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.


**TLIF1407C  DEVELOP AND MAINTAIN A SAFE WORKPLACE**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to develop and maintain a safe workplace, including providing and informing personnel about OH&S legislation, codes and standards; planning and implementing safety requirements in accordance with regulations; monitoring, adjusting and reporting safety performance; investigating and reporting non-conformance; and evaluating the OH&S system and related policies, procedures and programs.

**Nominal Hours:** 50

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIF1807B  OPERATE FIREFIGHTING EQUIPMENT**

**Locations:** Werribee.

**Description:** This unit involves the skills and knowledge required to operate and check firefighting equipment in accordance with manufacturers instructions and workplace emergency procedures, including identifying and selecting the appropriate equipment, using the firefighting equipment to fight a fire, and checking that the firefighting equipment is operational.

**Nominal Hours:** 20

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIF307C  IMPLEMENT/MONITOR PROCEDURES WHEN WAREHOUSING/STORING DANGEROUS GOODS AND/OR HAZARDOUS SUBSTANCES**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to implement and monitor OH&S policies, safe work procedures and programs for the warehousing or storage of dangerous goods and or hazardous substances in accordance with regulatory requirements. This includes accessing and providing information; implementing and monitoring procedures for identifying and assessing hazards; and implementing and monitoring procedures for controlling risks.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIF5807B  APPLY SAFEWORKING RULES AND REGULATIONS TO RAIL FUNCTIONS**

**Locations:** Werribee.

**Description:** This unit involves the skills and knowledge required to apply applicable safeworking rules and regulations to rail functions carried out on rail networks, including the correct use of communication protocols; interpreting and responding to radio, hand signal and light commands; interpreting and following relevant safeworking rules and protocols; and taking appropriate action in the event of safety incidents, unsafe situations or emergencies.

**Nominal Hours:** 40

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each...
competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIF607C APPLY ACCIDENT-EMERGENCY PROCEDURES**


Description: This unit involves the skills and knowledge required to apply accident emergency procedures, including responding to an incident, controlling and assisting at an accident or emergency site, finalising accident-emergency processes, and completing records, reports and other required documentation in accordance with regulatory requirements and workplace procedures.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIF707C IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES**


Description: This unit involves the skills and knowledge required to implement and coordinate accident-emergency procedures, including responding to the incident, conducting on-site activities, and completing follow-up actions.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIG107C WORK EFFECTIVELY WITH OTHERS**


Description: This unit involves the basic skills and knowledge required to work effectively with others in a workplace including contributing to determination of appropriate work roles, contributing to the planning of activities, and working with others to complete the activities.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIG207C LEAD A WORK TEAM OR GROUP**


Description: This unit involves the skills and knowledge required to lead a work team or group including participating in team/group planning, managing and developing team/group performance, participating in and facilitating the work team/group in its achievement of workplace tasks, and documenting and reviewing work team/group performance.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIG507C ORGANISE TRANSPORT WORKLOAD**


Description: This unit involves the skills and knowledge required to organise transport workload, including organising and accepting responsibility for own workload, participating in identifying and meeting own learning needs, and planning and organising a personal daily routine.

Nominal Hours: 10

Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIG607C FACILITATE WORK TEAMS**


Description: This unit involves the skills and knowledge required to lead and facilitate work teams, including participating and providing leadership in team planning, developing team commitment and cooperation, managing and developing team performance, and participating in and facilitating the work of work teams/groups.

Nominal Hours: 50

Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIG707B WORK IN A SOCIALLY DIVERSE ENVIRONMENT**


Description: This unit involves the skills and knowledge required to work in a socially diverse environment, including the development and application of the cultural awareness that is required by all people working in the transport and distribution industries. It includes the cultural awareness required for serving customers and working with colleagues from diverse backgrounds.

Nominal Hours: 20

Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling

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FACULTY OF TECHNICAL AND TRADES INNOVATION
TLIH207C  PLAN AND NAVIGATE ROUTES
Description: This unit involves the skills and knowledge required to plan and navigate routes as part of transport operations, including interpreting information from a road map, street directory and a GPS (Global Positioning System) device, planning the most appropriate route taking into account pertinent factors, and completing required trip documentation in accordance with operational requirements.
Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLII107D  COORDINATE QUALITY CUSTOMER SERVICE
Description: This unit involves the skills and knowledge required to coordinate quality customer service in operations including planning to meet internal and external customer requirements, ensuring delivery of quality service, and monitoring, adjusting and reporting customer service.
Nominal Hours: 30
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLII207D  APPLY CUSTOMER SERVICE SKILLS
Description: This unit involves the skills and knowledge required to apply routine customer service skills to relevant workplace operations including dealing with customer inquiries, monitoring customer satisfaction and taking appropriate action to satisfy customer needs.
Nominal Hours: 30
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLIJ207C  APPLY QUALITY SYSTEMS
Description: This unit involves the skills and knowledge required to apply quality systems in workplace operations including working within a quality improvement system and using quality improvement systems, tools and techniques in accordance with enterprise procedures.
Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLIK107C  USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE
Description: This unit involves the skills and knowledge required to use infotechnology devices and computer applications in the workplace including identifying computer equipment and systems, setting up and shutting down equipment for use, and inputting, retrieving and presenting files/data in accordance with work requirements.
Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

TLIK307C  APPLY KEYBOARD SKILLS
Description: This unit involves the skills and knowledge required to enter data into an infotechnology device using a keyboard including the application of OH&S principles to keyboard operations and the accurate entry of the data.
Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources VU.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling.

TLIL107C  ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS
Locations: Werribee.
Description: This unit involves the skills and knowledge required to assess and confirm customer freight transport requirements, including assessing the goods/stock to be transported, determining the transit needs and any special requirements, confirming requirements with the customer and completing all required documentation.
Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLIL107C  COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES
Description: This unit involves the skills and knowledge required to complete workplace orientation and induction procedures when commencing a new work role, including identifying major areas of the workplace in terms of functions, organisational structures and occupations, and organising and accepting responsibility for own workload. It also includes the application of ethical practices in work activities, receiving and acting constructively on personal feedback, participating in the identification and meeting of one's own learning needs, and planning and organising a personal daily routine.
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Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - Simulated workplace assessment - On job or workplace assessment - Practical exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling.

The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling.

**TLIL1907C IMPLEMENT AND MONITOR TRANSPORT LOGISTICS**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit involves the skills and knowledge required to implement and monitor transport logistics in accordance with relevant regulatory requirements and workplace procedures, including monitoring consignment(s) tracking, and implementing a contingency management strategy.

**Nominal Hours:** 40

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIL2007C DEVELOP AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES**

**Description:** This unit involves the skills and knowledge required to develop and maintain operational procedures for transport and distribution enterprises in accordance with relevant regulatory requirements and workplace procedures, including planning and developing operational procedures, monitoring the implementation of the operational procedure(s), and evaluating the implementation of operational procedures.

**Nominal Hours:** 40

**Assessment:** Assignments, classwork, tests, projects, case studies and/or presentation.

**TLIL3007B PROMOTE EFFECTIVE WORKPLACE PRACTICE**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to monitor and process attendance records in accordance with regulatory and workplace requirements, including monitoring attendance records and checking and processing attendance information.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIL3607B DEVELOP ROSTERS**

**Locations:** Werribee.

**Description:** This unit involves the skills and knowledge required to develop rosters in accordance with regulatory and workplace requirements, including identifying operating requirements, identifying tasks and responsibilities and work requirements, and establishing and finalising work rosters.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIL3707B APPLY AND AMEND ROSTERS**

**Locations:** Werribee.

**Description:** This unit involves the skills and knowledge required to apply and amend rosters in accordance with regulatory and workplace requirements, including identifying changes to timetables, planned activities and support activities; confirming changes to planned activities; confirming personal availability; re-allocating personnel; and amending rosters.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIL507D APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to apply conflict resolution strategies to resolve grievances that may occur in the course of work, including identifying potential conflict situations, implementing appropriate conflict resolution strategies, and using effective interpersonal skills. Grievances and conflict situations may include those between employees in the workplace, between employees and managers, as well as grievances that might be raised by customers.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling.

**TLIL5507A MANAGE A SUPPLY CHAIN**

**Description:** This unit involves the skills and knowledge required to manage a supply chain, including the relationships between an organisation and its supply and demand partners along the chain. It covers implementing a demand-driven supply chain management strategy, managing the supply chain, and evaluating and improving supply chain effectiveness.

**Nominal Hours:** 60

**Assessment:** Assignments, classwork, tests, projects, case studies and/or presentation.
TLIL5807A  PLAN A CAREER IN LOGISTICS
Description: This unit involves the skills and knowledge required to undertake planning related to one's own career. It includes conducting self-assessment of skills and abilities; investigating possible career opportunities; developing and implementing a career plan; and monitoring progress against the plan. In practice, career planning may overlap with a range of other generalist or specialist work activities, such as gathering and analysing information, developing work plans, composing documents and so on.
Nominal Hours: 40
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLIL807C  COMPLETE ROUTINE ADMINISTRATIVE TASKS
Description: This unit involves the skills and knowledge required to complete routine administrative activities in a transport, warehousing, distribution and/or storage workplace, including receiving and distributing incoming mail, receiving and despatching outgoing mail, filing documents, and receiving and relaying written and oral messages.
Nominal Hours: 10
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

TLIL907C  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT
Description: This unit involves the skills and knowledge required to manage personal work priorities and own professional development, including managing own qualities, goals, plans and performance; setting and meeting own work priorities; and developing and maintaining own professional competence.
Nominal Hours: 50
Required Reading: VU produced Unit Learning Resources VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLILIC108A  LICENCE TO OPERATE A FORKLIFT TRUCK
Locations: Werribee.
Description: This unit specifies the outcomes required for the operation of a powered industrial truck equipped with a mast and an elevating load carriage to which is attached a pair of fork arms or other attachment, for licensing purposes. This definition also includes a truck on which the operator is raised with the attachment for order-picking.
Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLILIC1108A  LICENCE TO OPERATE A SLEWING MOBILE CRANE (OVER 100 TONNES)
Locations: Werribee.
Description: This unit specifies the outcomes required to operate a slewing mobile crane (over 100 tonnes) for licensing purposes. It encompasses the requirement for the up to 100 tonnes licence.
Nominal Hours: 70
Required Reading: VU Produced Work Books VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLILIC1208A  LICENCE TO OPERATE A VEHICLE LOADING CRANE (CAPACITY 10 METRE TONNES AND ABOVE)
Locations: Werribee.
Description: This unit specifies the outcomes required to operate a vehicle loading crane with a capacity of 10 metre tonnes or more, mounted on a vehicle for the principle purpose of loading and unloading such a vehicle, including the application of load estimation and slinging techniques to move a load, for licensing purposes.
Nominal Hours: 40
Required Reading: VU Produced Work Books VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
TLILIC208A LICENCE TO OPERATE AN ORDER PICKING FORKLIFT TRUCK

Locations: Werribee.

Description: This unit specifies the outcomes required to operate a powered industrial truck of a type where the operator’s control arrangement is incorporated with the load carriage/lifting media, and elevates with it, for licensing purposes.

Nominal Hours: 60

Required Reading: VU produced Unit Learning Resources VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLILIC308A LICENCE TO OPERATE A BRIDGE AND GANTRY CRANE

Locations: Werribee.

Description: This unit specifies the outcomes required to operate a bridge and gantry crane. It does not cover the types that are controlled from a location remote to a permanent cabin/control station on the crane and that have three or less powered operations, that is hoist/raise and lower is one operation, for licensing purposes.

Nominal Hours: 70

Required Reading: VU produced Unit Learning Resources VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLILIC508A LICENCE TO OPERATE A BOOM-TYPE ELEVATING WORK PLATFORM (BOOM LENGTH 11 METRES OR MORE)

Locations: Werribee.

Description: This unit specifies the outcomes required to operate a boomtype elevating work platform (boom length 11 metres or more) for licensing purposes, and involves the operation of a telescoping device, hinged device, or articulated device or any combination of these used to support a platform on which personnel, equipment and materials may be elevated to perform work. The 11 metre boom length shall be taken to mean the greater of the following: (a) The vertical distance from the floor of the platform to the surface supporting the elevating work platform with the platform at its maximum height; or (b) The nominal reach, measured horizontally from the centre point of rotation to the outer edge of the platform in its most extended position.

Nominal Hours: 30

Required Reading: VU produced Unit Learning Resources VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLILIC608A LICENCE TO OPERATE A NON-SLEWING MOBILE CRANE (GREATER THAN 3 TONNES CAPACITY)

Locations: Werribee.

Description: This unit specifies the outcomes required to operate a mobile crane of greater than 3 tonnes capacity that incorporates a boom or jib which includes articulated type mobile cranes and locomotive cranes, but does not include vehicle tow trucks, for licensing purposes.

Nominal Hours: 30

Required Reading: VU produced Unit Learning Resources VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLILIC808A LICENCE TO OPERATE A SLEWING MOBILE CRANE (UP TO 20 TONNES)

Locations: Werribee.

Description: This unit specifies the outcomes required to operate a slewing mobile crane (up to 20 tonnes) for licensing purposes. It encompasses the requirement for non-slewing mobile crane licence and the vehicle loading crane licence.

Nominal Hours: 70

Required Reading: VU produced Unit Learning Resources VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLILIC908A LICENCE TO OPERATE A SLEWING MOBILE CRANE (UP TO 60 TONNES)

Locations: Werribee.

Description: This unit specifies the outcomes required to operate a slewing mobile crane (up to 60 tonnes) for licensing purposes. It encompasses the requirement for the up to 20 tonnes licence.

Nominal Hours: 70

Required Reading: VU produced Unit Learning Resources VU.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLIM107B DEVELOP SAFE CAR DRIVING BEHAVIOURS IN OTHERS


Description: This unit involves the skills and knowledge required by driving instructors to teach clients from diverse backgrounds how to develop and maintain safe driving strategies. These strategies include recognising and dealing with behavioural barriers to learning, developing vehicle control skills, interpreting and applying regulatory requirements and road laws, developing critical higher order skills such as hazard perception and responding appropriately, exercising risk management strategies that contribute to safe driving techniques and meeting community expectations.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.
The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling

**TLIO1207C MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to manage disruptive and/or unlawful behaviour on transport systems, including monitoring passenger behaviour, identifying and attending to disruptive/unlawful activity, taking appropriate action to control disruptive/unlawful behaviour, and reporting and documenting incident(s).

**Nominal Hours:** 20

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIO1607C APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to apply and monitor security procedures in workplaces in the postal, warehousing, stevedoring, transport, distribution and allied industries in accordance with workplace and regulatory requirements. This includes checking and monitoring personnel and goods entering the worksite, carrying out surveillance of work areas, dealing with security incidents and emergencies, and completing required reports and surveillance documentation.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIP407C DEVELOP A TRANSPORT AND DISTRIBUTION BUSINESS PLAN**

**Description:** This unit involves the skills and knowledge required to develop a business plan for an organisation or a discrete business unit in the transport, storage and distribution industries in accordance with relevant regulatory requirements and workplace procedures. This includes conducting a situational and market analysis, analysing the organisational environment, developing appropriate strategies, and implementing and evaluating the resulting business plan.

**Nominal Hours:** 150

**Assessment:** Assignments, coursework, tests, projects, case studies and/or presentation.

**TLIP507C MANAGE WORKPLACE INFORMATION**

**Locations:** Werribee.

**Description:** This unit involves the skills and knowledge required to manage workplace information, including identifying and sourcing information needs; collecting, analysing and reporting information; using management information systems; contributing to the preparation of operational plans; and preparing resource proposals.

**Nominal Hours:** 60

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIP807C MANAGE A TRANSPORT AND DISTRIBUTION BUSINESS UNIT**

**Description:** This unit involves the skills and knowledge required to manage a transport and distribution business unit in accordance with relevant regulatory requirements and workplace procedures. This includes identifying the market for the business unit, setting transport and distribution business unit objectives, collecting information for business planning operations, establishing the resources required to achieve objectives, and managing business unit performance to achieve the required outcomes.

**Nominal Hours:** 100

**Assessment:** Assignments, coursework, tests, projects, case studies and/or presentation.

**TLIQ1307B ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS**

**Locations:** Werribee, Industry.

**Description:** This unit involves the skills and knowledge required to advise on and construct fares for customers in accordance with regulatory and workplace requirements, including advising on air, coach, ferry, tram, bus and rail fares; constructing fares and itineraries; and issuing documents.

**Nominal Hours:** 30

**Required Reading:** VU produced Unit Learning Resources VU.

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test/technical interview - On job or workplace assessment - Practical/exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL.

**TLIQ1407A MANAGE BUDGET AND FINANCIAL PLANS**

**Locations:** Footscray Nicholson, Industry.

**Description:** This qualification is appropriate for a person managing a warehouse or inventory system such as a Logistics Manager or Supply & Distribution Manager, Procurement Manager or Purchasing Manager. The job role may include responsibility for planning and directing the supply and distribution activities of organisations.

**Nominal Hours:** 80

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
TLIQ207C   SET AND ACHIEVE A BUDGET
Description: This unit involves the skills and knowledge required to set and achieve a workplace budget in accordance with relevant regulatory requirements and workplace procedures. This includes planning the budget requirements, monitoring the budget and taking appropriate corrective action, monitoring expenditure, and reviewing and appropriately modifying the budget if necessary.
Nominal Hours: 40
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLIQ707C   PREPARE AND PROCESS FINANCIAL DOCUMENTS
Locations: Werribee.
Description: This unit involves the skills and knowledge required to prepare and process financial documents, including recording and balancing petty cash transactions, balancing all other transactions, rectifying discrepancies as directed, preparing invoices for debtors, and preparing and processing banking documents.
Nominal Hours: 30
Required Reading: VU produced Unit Learning Resources VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLIR107C   MONITOR SUPPLIER PERFORMANCE
Description: This unit involves the skills and knowledge required to monitor the performance of contracted suppliers of goods/materials/services including administering the supplier contract, assessing for conformity to contracted requirements, and completing all required documentation concerning the contract.
Nominal Hours: 30
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLIR207C   SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS
Locations: Werribee.
Description: This unit involves the skills and knowledge required to source goods/services and evaluate contractors including analysing supply requirements, and evaluating and selecting appropriate potential contractor(s).
Nominal Hours: 30
Required Reading: VU produced Unit Learning Resources VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLIR307C   NEGOTIATE A CONTRACT
Description: This unit involves the skills and knowledge required to contract transport and distribution services in accordance with relevant regulatory requirements and workplace procedures. This includes negotiating the contract with a contractor, finalising the contract negotiations, and completing all enterprise contract requirements.
Nominal Hours: 60
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLIR507A   MANAGE A CONTRACT
Description: This unit involves the skills and knowledge required to manage a contract. It includes confirming contract requirements; establishing a contract management system; and monitoring and evaluating the contract.
Nominal Hours: 40
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLIR607A   DEVELOP, IMPLEMENT AND REVIEW PURCHASING STRATEGIES
Description: This unit involves the skills and knowledge required to develop, implement and review an organisation’s purchasing strategies. It includes determining, developing and implementing purchasing strategies, evaluating these and implementing improvements.
Nominal Hours: 80
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLIU107B   IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES
Locations: Werribee.
Description: This unit involves the skills and knowledge required to implement and monitor environmental protection policies and procedures including accessing relevant information concerning environmental protection regulations and procedures, and implementing and monitoring procedures concerning environmental hazards, related control procedures, environmental training arrangements, and required records and documentation.
Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLIY1508A   ESTABLISH SUPPLY CHAINS
Description: This unit covers the competency required to establish and develop a strategy and model for supply chain management. The establishment and development of supply chains in the material system are an integral support to the stated capability requirement. Licensing, legislative, regulatory or certification requirements are applicable to this unit.
Nominal Hours: 20
Required Reading: No required text.
Assessment: Assessment may include class work, project work, assignments, topic tests and presentations.

**UEENEEH002B ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS**

**Locations:** Werribee, Industry.

**Description:** This unit covers assembly, setting up and testing personal computers as directed in computer service manuals. It encompasses safe working practices, checking computer components, assembling components to form a basic personal computer, installing and testing basic operating system, drivers and application software, following written and oral instruction and applying customer relations procedures.

**Nominal Hours:** 80

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH009B SET UP AND TEST GAMING/GAMES EQUIPMENT**

**Locations:** Werribee, Industry.

**Description:** This unit covers setting-up of electronic gaming and games equipment to manufacturers’ instructions in compliance with regulations. It encompasses safe working practices, connection and secure placement of gaming/games equipment, following written and oral instruction and procedures and customer relations.

**Nominal Hours:** 60

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses; short and extended answers; Oral test/technical interview; On job or workplace assessment; Practical/exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEEH010B INSTALL COMMERCIAL AUDIO/VIDEO SYSTEM COMPONENTS**

**Locations:** Werribee, Industry.

**Description:** This unit covers installation of components for audio/video facilities in buildings and premises. The unit encompasses working safely and to specifications and standards, matching equipment with that specified for a given location, terminating and interconnecting cables/conductors and completing the necessary installation documentation.

**Nominal Hours:** 120

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test/technical interview; On job or workplace assessment; Practical/exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEEH029B DIAGNOSE AND RECTIFY FAULTS IN NAVIGATION SYSTEMS**

**Locations:** Werribee, Industry.

**Description:** This unit covers fault finding and repair of faults in navigation systems. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical diagnostic methods and knowledge of navigation system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 60

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**VBQU206 PROVIDE TRAVEL INFORMATION TO CUSTOMERS**

**Locations:** Werribee, Industry.

**Description:** This unit gives the student the knowledge and skills to provide travel information to customers.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**VBQU207 APPREHEND OFFENDERS**

**Locations:** Werribee, Industry.

**Description:** This unit gives the student the knowledge and skills to apprehend offenders.

**Nominal Hours:** 40

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**VPAU349 WORK SAFELY IN THE CONSTRUCTION INDUSTRY**

**Locations:** Werribee, Newport, Sunshine.

**Description:** This unit of competency specifies the outcomes required to undertake OHS induction training within the construction industry. It requires the ability to demonstrate personal awareness of OHS legislative requirements and the basic principles of the risk management and prevention of injury and illness in the construction industry. Licensing requirements will apply to this unit of competency.

**Nominal Hours:** 6

**Assessment:** Assessment methods may include more than one of the following: Practical assessment; Oral questioning; Written test; Simulated project-based activity.

**VU20086 WORK EFFECTIVELY IN THE TRANSPORT AND LOGISTICS INDUSTRY**

**Locations:** Footscray Nicholson, Werribee.

**Description:** This unit describes the skills and knowledge required to work effectively in the transport and logistics industry. The unit outcomes focus on the identification of current industry practices and emerging issues which underpins the identification and performance of work in the industry. No licensing, legislative, regulatory or certification requirements apply to this unit of competency at the time of publication.

**Nominal Hours:** 30

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
VU20087  MONITOR A SUPPLY CHAIN OPERATIONS


Description: This unit examines the supply chain and describes the skills and knowledge required to monitor the functions of an established supply chain. It includes applying practical knowledge of the relevant principles to the relationships and functions within a supply chain. This may include logistics, supply, demand, transport, and the flow of data.

Nominal Hours: 60

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VU20088  MONITOR WAREHOUSE OPERATIONS


Description: This unit describes the skills and knowledge required to monitor warehouse operations and identify and report issues and possible improvements. It requires knowledge of different types of warehouses and their functions and organisational requirements. This includes the use of warehouse equipment, inventory and stock control processes, information technology and communication systems, warehouse security arrangements and the application of engineered standards.

Nominal Hours: 60

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VU20089  MONITOR TRANSPORT OPERATIONS


Description: This unit describes the skills and knowledge required to monitor transport operations and identify and report issues and possible improvements. It requires knowledge of transport strategies and methods for local, national and international contexts and regulatory requirements and organisational requirements.

Nominal Hours: 60

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
Below are details of courses offered by the School of ICT in 2012. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to international students are marked with the (I) symbol.

CERTIFICATE IV IN SHARED TECHNOLOGY
Course Code: 21915VIC
Campus: Footscray Nicholson, St Albans.
Course Objectives: By undertaking Computer Systems Networks Specialisation, students will be able to complete programs offered by CSISCO Academy: CISCO CCNA Discovery path and CISCO IT Essentials.
Careers: Typical job roles within the Information Technology sector would be leading tradesperson, technician and small team leader.
Course Duration: 1 year.
Admission Requirements Year 12: There are no specific entry requirements for this course. However, it is recommended that participants have communication, literacy and numeracy skills sufficiently well developed for them to participate effectively in the training.
Admission Requirements International: Not applicable.
Admission Requirements Mature Age: There are no specific entry requirements for this course. However, it is recommended that participants have communication, literacy and numeracy skills sufficiently well developed for them to participate effectively in the training.
Admission Requirements VET: There are no specific entry requirements for this course. However, it is recommended that participants have communication, literacy and numeracy skills sufficiently well developed for them to participate effectively in the training.
Admission Requirements Other: There are no specific entry requirements for this course. However, it is recommended that participants have communication, literacy and numeracy skills sufficiently well developed for them to participate effectively in the training.
Selection Processes: Direct Entry.

COURSE STRUCTURE
To attain the Certificate IV in Shared Technology participants must: Complete all six (6) core units and sufficient elective units to meet the curriculum rules to total of 800 hours.

Core Units of Study
UEENEEE040B IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES 80
UEENEEE044B APPLY TECHNOLOGIES AND CONCEPTS TO ELECTROTECHNOLOGY WORK ACTIVITIES 100
VBP118 CARRY OUT A SHARED TECHNOLOGY PROJECT 60
VPAU479 PERFORM PRECISION MEASUREMENTS 30
VPAU480 USE COMPUTER TECHNOLOGY 40
VPAU478 DISMANTLE AND ASSEMBLE ENGINEERING COMPONENTS OR SUBASSEMBLIES 30

Elective Units of Study
VPAU645 INSTALL AND CONFIGURE A HOME OR SMALL OFFICE NETWORK 60
VPAU646 INSTALL AND CONFIGURE A SMALL TO MEDIUM BUSINESS NETWORK 60
VPAU808 IMPLEMENT AND TROUBLESHOOT ENTERPRISE ROUTERS AND SWITCHES 100
VPAU809 DESIGN, INSTALL AND CONFIGURE AN INTERNETWORK 100
UEENEED012B SUPPORT COMPUTER HARDWARE AND SOFTWARE 120
ICAS3032B PROVIDE NETWORK SYSTEMS ADMINISTRATION 20

CERTIFICATE I IN INFORMATION TECHNOLOGY
Course Code: ICA10105
Campus: Footscray Nicholson, St Albans, Werribee.
About this course: This course offers a basic qualification in the information technology field. It provides students with the skills to use computers efficiently in the workplace and with an understanding of a wide range of computer concepts.
Course Objectives: The course is appropriate for people wanting a basic qualification in the information technology field. The specific outcomes of the course are to provide the skills to use computers efficiently in the workplace and an understanding of a wide range of computer concepts and knowledge.
Careers: When you graduate you will have basic computer skills which will enable you to work in a range of different jobs and workplaces where basic ICT skills are required.
Course Duration: 0.5 years.
Selection Processes: Direct Entry.

COURSE STRUCTURE
The course is 15 weeks full-time or part time equivalent.

Core Units of Study
Achieve all three core units below
ICAU1128B OPERATE A PERSONAL COMPUTER 30
ICAU1129B OPERATE A WORD PROCESSING APPLICATION 30
ICAU1133B SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL 25

Elective Units of Study
Achieve three electives chosen from the list below.
One of the electives may be chosen from elsewhere in ICA05 (at Certificate I or Certificate II); or any other Training Package (at Certificate I or Certificate II)
BSBCM106A FOLLOW WORKPLACE SAFETY PROCEDURES 10
CUVVSP11B APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES 50
ICAI2015B INSTALL SOFTWARE APPLICATIONS 20
ICAS1193B CONNECT WORKSTATION TO THE INTERNET 10
ICAS2008B MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION 10
ICAS2014B CONNECT HARDWARE PERIPHERALS 20
ICAS2017B MAINTAIN SYSTEM INTEGRITY 20
ICAS2243B DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE 10
CERTIFICATE II IN INFORMATION TECHNOLOGY
Course Code: ICA20105
Campus: Footscray Nicholson, St Albans, Werribee.

About this course: This VET in Schools program Provides foundation ICT skills and knowledge for an individual to be an effective ICT user or employee.

Course Objectives: Provides foundation ICT skills and knowledge for an individual to be an effective ICT user or employee.

Careers: The qualification provides foundation general computing and employment skills that enable participation in an information technology environment in any industry. Such a qualification could equip an individual to undertake roles such as office assistant or to work in records management at a junior level.

Selection Processes: Direct Entry.

COURSE STRUCTURE
The course is 1 semester full-time. Full-time; Part-time; VET in Schools program

Core Units of Study
Achieve all eight core units below
BSBCM106A FOLLOW WORKPLACE SAFETY PROCEDURES 10
ICAD2102B DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES 40
ICAU2005B OPERATE COMPUTER HARDWARE 20
ICAU2006B OPERATE COMPUTING PACKAGES 60
ICAU2013B INTEGRATE COMMERCIAL COMPUTING PACKAGES 30
ICAW2002B USE COMPUTER OPERATING SYSTEMS 20
ICAW2001B WORK EFFECTIVELY IN AN IT ENVIRONMENT 20
ICAW2002B COMMUNICATE IN THE WORKPLACE 20

Elective Units of Study
Achieve 3 Elective Units chosen from the following electives list - Plus achieve 3 Elective Units chosen from the following sources (listed in recommended order)
ICAD2003B RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION 20
ICAD3218B CREATE USER DOCUMENTATION 20
ICAU2015B INSTALL SOFTWARE APPLICATIONS 20
ICAI3021B CONNECT INTERNAL HARDWARE COMPONENTS 20
ICAS2008B MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION 10
ICAS2009B INTERACT WITH CLIENTS 20
ICAS2010B APPLY PROBLEM SOLVING TECHNIQUES TO ROUTINE MALFUNCTIONS 20
ICAS2011B CONNECT HARDWARE PERIPHERALS 20
ICAS2012B RECORD CLIENT SUPPORT REQUIREMENTS 10
ICAS2017B MAINTAIN SYSTEM INTEGRITY 20
ICAS2243B DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE 10
ICAS5034B DETERMINE AND ACTION NETWORK PROBLEMS 30
ICAS5115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER 20
ICAS5121B ADMINISTER NETWORK PERIPHERALS 20
ICAS5234B CARE FOR COMPUTER HARDWARE 20
ICAT3025B RUN STANDARD DIAGNOSTIC TESTS 20
ICAU1128B OPERATE A PERSONAL COMPUTER 30
ICAU2007B MAINTAIN EQUIPMENT AND CONSUMABLES 20
ICAU3004B APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 20
ICAU3019B MIGRATE TO NEW TECHNOLOGY 20
ICAW2011B WORK INDIVIDUALLY OR AS A TEAM MEMBER TO ACHIEVE ORGANISATIONAL GOALS 20
ICPKN315A APPLY KNOWLEDGE AND REQUIREMENTS OF THE MULTIMEDIA SECTOR 60
ICPMMD321A CAPTURE A DIGITAL IMAGE 40
ICPMMD263A ACCESS AND USE THE INTERNET 20
BSBITU301A CREATE AND USE DATABASES 30
BSBITU304A PRODUCE SPREADSHEETS 35
ICAU5028B CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS 60
ICABI018B DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS 60
BSBITU402A DEVELOP AND USE COMPLEX SPREADSHEETS 50

CERTIFICATE III IN INFORMATION TECHNOLOGY
Course Code: ICA30105
Campus: Footscray Nicholson, St Albans, Werribee.

About this course: This course enables students to gain a broad range of skills and knowledge to provide web software support and application.

Course Objectives: Provides the skills and knowledge for an individual to be competent in introductory ICT technical functions and to support information activities in the workplace. Attain self sufficiency as an advanced ICT user.

Course Duration: 0.5 years.

Admission Requirements International: Not applicable

Admission Requirements Other: Prerequisite knowledge and skills equivalent to the following units as they contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above: BSBCMN106A, ICAD2012A, ICAU1128A, ICAU2005A, ICAU2006A, ICAU2013A, ICAW2001A, ICAW2002A

Selection Processes: Direct Entry.

COURSE STRUCTURE

The course may be offered on over six months full-time or part-time equivalent. Full-time, part-time, Onshore international students.

Complete all core and elective units of study as outlined below

Core Units of Study

Achieve all six core units below

- ICAO3218B CREATE USER DOCUMENTATION 20
- ICAI3020B INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE 20
- ICAS3031B PROVIDE ADVICE TO CLIENTS 40
- ICAS3234B CARE FOR COMPUTER HARDWARE 20
- ICAT3025B RUN STANDARD DIAGNOSTIC TESTS 20
- ICAU3004B APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 20

Specialist Stream Units Of Study

Complete a minimum of one of the following specialist core streams:

- 4 specialist core stream units - Applications, or
- 6 specialist core stream units - Network Administration, or
- 5 specialist core stream units - Support, or

SPECIALIST CORE STREAM - APPLICATIONS (4 UNITS)

- ICAU3028B CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS 60
- ICAU3126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
- ICAI3110C IMPLEMENT SYSTEM SOFTWARE CHANGES 20

SPECIALIST CORE STREAM - NETWORK ADMINISTRATION (6 UNITS)

- ICAI3021B CONNECT INTERNAL HARDWARE COMPONENTS 20
- ICAS3032B PROVIDE NETWORK SYSTEMS ADMINISTRATION 20
- ICAS3241B USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE 20

SPECIALIST CORE STREAM - SUPPORT (5 UNITS)

- ICAI3218B PROVIDE BASIC SYSTEM ADMINISTRATION 20
- ICAS3228B PROVIDE NETWORK SYSTEMS ADMINISTRATION 20
- ICAS3034B DETERMINE AND ACTION NETWORK PROBLEMS 30
- ICAS3120C CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEMS 50
- ICAS3212B ADMINISTER NETWORK PERIPHERALS 20

Elective Units of Study

A minimum of two elective units from the following sources:

- Other ICA30105 streams not already selected; and/or
- ICA30105 electives listed in the ICADS Training Package
- Elsewhere in the Information and Communications Technology Training Package (ICA05) at Certificate III or Certificate IV level.

A minimum of two elective units from the following sources:

- Any of the core or elective units listed for the Certificate III in Information Technology (ICA30105) and/or
- Preferred Training Packages (at Certificate III or Certificate IV) (BSB01 Business Services; ICT02 Telecommunications; CUF01 Film, TV, Radio and Multimedia; ICP05 Printing and Graphic Arts; WRR02 Retail; CUV03 Visual Arts, Craft and Design) and/or
- any other Training Package (at Certificate III or Certificate IV) based on documented industry or enterprise need.

ICAB3018B DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS 60
ICAB4135B CREATE A SIMPLE MARK UP LANGUAGE DOCUMENT TO SPECIFICATION 20
ICAB4169B USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE 20
ICAB4225B AUTOMATE PROCESSES 40
ICAD4190B MAINTAIN INFORMATION STANDARDS 20
ICAD4217B CREATE TECHNICAL DOCUMENTATION 20
ICA3021B CONNECT INTERNAL HARDWARE COMPONENTS 20
ICA3110C IMPLEMENT SYSTEM SOFTWARE CHANGES 20
ICA4029C INSTALL NETWORK HARDWARE TO A NETWORK 40
ICA4030B INSTALL SOFTWARE TO NETWORKED COMPUTERS 40
ICA4097C INSTALL AND CONFIGURE A NETWORK 40
ICAS4108B COMPLETE DATABASE BACK-UP AND RECOVERY 30
ICAS4127B SUPPORT SYSTEM SOFTWARE 50
ICAS4134C PROVIDE FIRST-LEVEL REMOTE HELP DESK SUPPORT 30
ICAS4191B MAINTAIN WEBSITE PERFORMANCE 30
ICAS4201B TRANSFER CONTENT TO A WEBSITE USING COMMERCIAL PACKAGES 20
ICAT4185B CREATE A WEBSITE TESTING PROCEDURE 20
ICAU4207B APPLY WEB AUTHORING TOOL TO CONVERT CLIENT DATA FOR WEBSITES 20
ICTCC330A MANAGE CUSTOMER RELATIONSHIP 35
ICA3010B INSTALL AND MANAGE A NETWORK 40
ICAD4217B CREATE TECHNICAL DOCUMENTATION 20
ICAW4027B RELATE TO CLIENTS ON A BUSINESS LEVEL 40
ICAS4106B ACTION AND COMPLETE CHANGE REQUESTS 40
ICAU4205B SELECT AND EMPLOY SOFTWARE AND HARDWARE TOOLS 40
ICAS4106B  ACTION AND COMPLETE CHANGE REQUESTS 40
ICAS4022B  DETERMINE AND ACTION CLIENT COMPUTING PROBLEMS 40
ICAD4217B  CREATE TECHNICAL DOCUMENTATION 20
ICAD4043B  DEVELOP AND PRESENT A FEASIBILITY REPORT 30
ICAB4170B  BUILD A DATABASE 30
ICAI3101B  INSTALL AND MANAGE A NETWORK 40
ICAW2002B  COMMUNICATE IN THE WORKPLACE 20
ICAW2005B  OPERATE COMPUTER HARDWARE 20
ICAU2231B  USE COMPUTER OPERATING SYSTEMS 20
ICAI4021C  PROVIDE FIRST-LEVEL REMOTE HELP DESK SUPPORT 30
ICAS4107B  MANAGE RESOLUTION OF SYSTEM FAULTS ON A LIVE SYSTEM 40
ICAS4108B  COMPLETE DATABASE BACK-UP AND RECOVERY 30
ICAS4113B  IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS 30
ICAU40205  PROVIDE ONE-TO-ONE INSTRUCTION 20
ICAS4125B  MONITOR AND ADMINISTER A DATABASE 30
ICAW4027B  MAINTAIN ETHICAL CONDUCT 20
ICAU3028B  CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS 60
PSPPM402B  IMPLEMENT SIMPLE PROJECTS 65

Specialist Stream Units of Study
Achieve all units in 1 of the 2 Specialist Core Streams (Database Administration or Help Desk)

Database Administration (6 Units)
ICAB4060B  IDENTIFY PHYSICAL DATABASE REQUIREMENTS 40
ICAB4136B  USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA 60
ICAS4107B  MANAGE RESOLUTION OF SYSTEM FAULTS ON A LIVE SYSTEM 40
ICAS4108B  COMPLETE DATABASE BACK-UP AND RECOVERY 30
ICAS4125B  MONITOR AND ADMINISTER A DATABASE 30
ICAB4170B  BUILD A DATABASE 30

Help Desk (7 Units)
ICAS4134C  PROVIDE FIRST-LEVEL REMOTE HELP DESK SUPPORT 30
ICAI4010C  ASSESS AND RESPOND TO CLIENT ACTIVELY 20
ICAI4041C  DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS 40
ICAB4225B  AUTOMATE PROCESSES 40
ICAD4217B  CREATE TECHNICAL DOCUMENTATION 20
ICAS4033B  ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES 20
ICAS4109B  EVALUATE SYSTEM STATUS 20
ICAS4134C  PROVIDE FIRST-LEVEL REMOTE HELP DESK SUPPORT 30
ICAW4027B  MAINTAIN ETHICAL CONDUCT 20

CERTIFICATE IV IN INFORMATION TECHNOLOGY (SUPPORT)
Course Code: ICA40205

Campus: Footscray Nicholson, St Albans, Werribee.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a variety of information technology support roles including database administration.


Course Duration: 1 year.
Selection Processes: Direct Entry.

COURSE STRUCTURE
One year full time study. Full-time, part-time, Trainee, workplace delivery.

Core Units of Study
BSBCM120A  CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING 30
ICAA4041C  DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS 40
ICAB4225B  AUTOMATE PROCESSES 40
ICAD4043B  DEVELOP AND PRESENT A FEASIBILITY REPORT 30
ICAD4217B  CREATE TECHNICAL DOCUMENTATION 20
ICAS4022B  DETERMINE AND ACTION CLIENT COMPUTING PROBLEMS 40
ICAS4106B  ACTION AND COMPLETE CHANGE REQUESTS 40
ICAS4113B  IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS 30
ICAS4114B  IMPLEMENT MAINTENANCE PROCEDURES 10
ICAT4221B  LOCATE EQUIPMENT, SYSTEMS AND SOFTWARE FAULTS 20
ICAW4214B  MAINTAIN ETHICAL CONDUCT 20
PSPPM402B  IMPLEMENT SIMPLE PROJECTS 65

DIPLOMA OF INFORMATION TECHNOLOGY (GENERAL)
Course Code: ICA50105

Campus: Footscray Nicholson, St Albans, Werribee, City Queen, Off-shore.

About this course: This course provides students in industry current skills in a range of IT skill areas.

Careers: This qualification is designed to be very flexible with a wide selection of unit choices and options. It is intended that the qualification provides those skills and knowledge required by an individual to operate effectively in high level ICT technical support roles within organisations.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of the Certificate III in Information Technology (ICA30105) or successful completion of VCE or be of mature age to apply and; prerequisite knowledge and skills equivalent to the following units as they contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above.

Admission Requirements International: Successful completion of the Certificate III in Information Technology (ICA30105) or successful completion of VCE or be of mature age to apply and; prerequisite knowledge and skills equivalent to the following units as they contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above.

Admission Requirements Mature Age: Successful completion of the Certificate III in Information Technology (ICA30105) or successful completion of VCE or be of mature age to apply and; prerequisite knowledge and skills equivalent to the following units as they contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above.
Admission Requirements VET: Successful completion of the Certificate III in Information Technology (ICA30105) or successful completion of VCE or be of mature age to apply and; prerequisite knowledge and skills equivalent to the following units as they contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above.

Selection Processes: Direct Entry, VTAC.

COURSE STRUCTURE
12 - 18 months full time study.

Core Units of Study
Achieve all six core units below
BSBPMG5050A  MANAGE PROJECT QUALITY  40
ICA5056B  PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS  30
ICA5158B  TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS  20
ICAP5039B  MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE  20
ICAS5202B  ENSURE PRIVACY FOR USERS  20
PSPPM502B  MANAGE COMPLEX PROJECTS  80

Specialist Stream Units of Study
Achieve 9 specialist core stream units (by choosing 3 units from each of 3 specialist core streams below - E business and Management, Client Support, Communication and Documentation, Hardware and Operating Systems, Networks, Software, Multimedia and Websites, Database)

SPECIALIST CORE STREAM - E-BUSINESS AND MANAGEMENT
ICA5054C  VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS  20
ICA5138B  DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS  30
ICA5148B  IDENTIFY NEW TECHNOLOGY MODELS FOR BUSINESS  20
ICA5088B  EVALUATE AND NEGOTIATE VENDOR OFFERINGS  10
ICA5151B  GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS  30
ICA5087B  ACQUIRE SYSTEM COMPONENTS  10
ICA5152B  IMPLEMENT RISK MANAGEMENT PROCESSES  20
ICAS5111B  REVIEW AND MANAGE DELIVERY OF MAINTENANCE SERVICES  20

SPECIALIST CORE STREAM - CLIENT SUPPORT
BSBFLM512A  ENSURE TEAM EFFECTIVENESS  60
ICA5143C  IMPLEMENT PROCESS RE-ENGINEERING STRATEGIES IN AN ORGANISATION  20
ICAI5216B  MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM  20
ICAP5036B  DETERMINE APPROPRIATE IT STRATEGIES AND SOLUTIONS  30
ICAI5083B  DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST  20

SPECIALIST CORE STREAM - COMMUNICATION AND DOCUMENTATION
ICAB5161B  BUILD A DOCUMENT USING EXTENSIBLE MARK UP LANGUAGE  30
ICAD5092B  UPDATE AND DOCUMENT OPERATIONAL PROCEDURES  30
ICAI5210B  ANALYSE INFORMATION AND ASSIGN META TAGS  20
ICAS5102B  ESTABLISH AND MAINTAIN CLIENT USER LIASON  20
ICAS5103B  ESTABLISH AND MAINTAIN CLIENT USER LIASON DURING SUPPORT ACTIVITY  20
ICAS5105B  COORDINATE CHANGE REQUESTS  20

SPECIALIST CORE STREAM - HARDWARE AND OPERATING SYSTEMS
ICA5150C  EVALUATE VENDOR PRODUCTS AND EQUIPMENT  20
ICAB5165C  BUILD AND CONFIGURE A SERVER  50
ICAI5087B  ACQUIRE SYSTEM COMPONENTS  10
ICAS5104B  DETERMINE MAINTENANCE STRATEGY  30

SPECIALIST CORE STREAM - NETWORKS
ICA5145B  IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK  20
ICAB5159C  BUILD A SECURITY SHIELD FOR A NETWORK  40
ICAI5173B  INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH  10
ICAI5176C  INSTALL AND CONFIGURE ROUTER  20

SPECIALIST CORE STREAM - SOFTWARE
ICAB5062B  PERFORM DATA CONVERSION  20
ICAB4229B  INTERMEDIATE PROG SKILLS IN ANOTHER LANGUAGE  60
ICAB5228B  MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS  40
ICAB5230B  MAINTAIN CUSTOM SOFTWARE  40
ICAT5079B  PERFORM INTEGRATION TEST  30

SPECIALIST CORE STREAM - MULTIMEDIA AND WEBSITES
CUFANM01A  DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION  40
CUFRA01A  ORIGINATE AND DEVELOP THE CONCEPT  60
CUFWRT07A  WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA  50
ICA5141C  DESIGN AND DEVELOP DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS  40
ICAB5165B  CREATE DYNAMIC PAGES  30
ICAB5177B  BUILD JAVA APPLETS  30
ICAB5180C  INTEGRATE DATABASE WITH A WEBSITE  25
ICAS5203B  EVALUATE AND SELECT A WEB HOSTING SERVICE  20
ICAT5079B  USE SITE SERVER TOOLS FOR TRANSACTION MANAGEMENT  20

SPECIALIST CORE STREAM - DATABASE
ICA5046B  MODEL PREFERRED SYSTEM SOLUTIONS  30
ICA5049B  DEVELOP HIGH LEVEL OBJECT ORIENTED CLASS SPECIFICATIONS  60
ICA5050B  DEVELOP DETAILED COMPONENT SPECIFICATIONS FROM PROJECT SPECIFICATIONS  40
ICAI5147B  DETERMINE SUITABILITY OF DATABASE FUNCTIONALITY AND SCALABILITY  30

Elective Units of Study
Achieve 3 Elective Units Chosen from the ICA50105 specialist core (above) or specialist elective streams (below) not already selected-Plus
Achieve 3 Elective Units Chosen from the following sources (Listed in Recommended Order)
any of the above core or electives sources; and/or elsewhere in the ICAOS Information and Communications Technology Training Package (at Certificate IV [maximum 2 units], Diploma or Advanced Diploma); and/or any other Training Package (at Diploma or Advanced Diploma) based on documented industry or enterprise needs

SPECIALIST ELECTIVES STREAM - E-BUSINESS AND MANAGEMENT
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBEBUS510A</td>
<td>MANAGE E-BUSINESS OUTSOURCING</td>
<td>25</td>
</tr>
<tr>
<td>BSBEBUS511A</td>
<td>IMPLEMENT A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM514A</td>
<td>MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>BSBPM508A</td>
<td>MANAGE PROJECT RISK</td>
<td>40</td>
</tr>
<tr>
<td>BSBEBUS505A</td>
<td>IMPLEMENT NEW TECHNOLOGIES FOR BUSINESS</td>
<td>60</td>
</tr>
<tr>
<td>ICAAS150C</td>
<td>EVALUATE VENDOR PRODUCTS AND EQUIPMENT</td>
<td>20</td>
</tr>
<tr>
<td>ICAP5155B</td>
<td>PLAN PROCESS RE ENGINEERING STRATEGIES FOR BUSINESS</td>
<td>30</td>
</tr>
<tr>
<td>ICAAS143C</td>
<td>IMPLEMENT PROCESS RE-ENGINEERING STRATEGIES IN AN ORGANISATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAS4027B</td>
<td>RELATE TO CLIENTS ON A BUSINESS LEVEL</td>
<td>40</td>
</tr>
<tr>
<td>ICAAS4233B</td>
<td>DETERMINE/APPLY APPROPRIATE DEVELOPMENT METHODOLOGIES</td>
<td>20</td>
</tr>
</tbody>
</table>

**SPECIALIST ELECTIVES STREAM - CLIENT SUPPORT**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBEBUS510A</td>
<td>MANAGE E-BUSINESS OUTSOURCING</td>
<td>25</td>
</tr>
<tr>
<td>BSBFLM509B</td>
<td>FACILITATE CONTINUOUS IMPROVEMENT</td>
<td>60</td>
</tr>
<tr>
<td>ICAS4116B</td>
<td>UNDERTAKE CAPACITY PLANNING</td>
<td>50</td>
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</table>

**SPECIALIST ELECTIVES STREAM - NETWORKS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAAS045C</td>
<td>PRODUCE NETWORK ARCHITECTURE DESIGN</td>
<td>30</td>
</tr>
<tr>
<td>ICAAS123C</td>
<td>MANAGE NETWORK SECURITY</td>
<td>50</td>
</tr>
<tr>
<td>ICAAS140C</td>
<td>DESIGN A SERVER</td>
<td>30</td>
</tr>
<tr>
<td>ICAB5162B</td>
<td>INSTALL, CONFIGURE AND TEST A PAYMENT GATEWAY</td>
<td>30</td>
</tr>
<tr>
<td>ICAS4119B</td>
<td>MONITOR AND ADMINISTER SYSTEM SECURITY</td>
<td>30</td>
</tr>
<tr>
<td>ICAAS097C</td>
<td>INSTALL AND CONFIGURE A NETWORK</td>
<td>40</td>
</tr>
<tr>
<td>ICAAS192B</td>
<td>CONFIGURE AN INTERNET GATEWAY</td>
<td>20</td>
</tr>
<tr>
<td>ICAB5136B</td>
<td>USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA</td>
<td>60</td>
</tr>
</tbody>
</table>

**SPECIALIST ELECTIVES STREAM - SOFTWARE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAAS048B</td>
<td>DEVELOP CONFIGURATION MANAGEMENT PROTOCOLS</td>
<td>60</td>
</tr>
<tr>
<td>ICAB5065B</td>
<td>PREPARE FOR THE BUILD PHASE</td>
<td>20</td>
</tr>
<tr>
<td>ICAB5066B</td>
<td>COORDINATE THE BUILD PHASE</td>
<td>20</td>
</tr>
<tr>
<td>ICAB5072B</td>
<td>DEVELOP INTEGRATION BLUEPRINT</td>
<td>20</td>
</tr>
<tr>
<td>ICAB5179B</td>
<td>BUILD DECKS USING WIRELESS MARK UP LANGUAGE</td>
<td>30</td>
</tr>
<tr>
<td>ICAB5233B</td>
<td>APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS</td>
<td>50</td>
</tr>
<tr>
<td>ICAT508B</td>
<td>PERFORM SYSTEMS TEST</td>
<td>30</td>
</tr>
<tr>
<td>ICAB4225B</td>
<td>AUTOMATE PROCESSES</td>
<td>40</td>
</tr>
<tr>
<td>ICAB4222B</td>
<td>INTRO PROG SKILLS IN ANOTHER LANGUAGE</td>
<td>60</td>
</tr>
</tbody>
</table>

**SPECIALIST ELECTIVES STREAM - MULTIMEDIA AND WEBSITES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ICAAS146B</td>
<td>DEVELOP WEBSITE INFORMATION ARCHITECTURE</td>
<td>30</td>
</tr>
<tr>
<td>ICAAS199B</td>
<td>MANAGE BUSINESS WEBSITES AND SERVERS</td>
<td>30</td>
</tr>
<tr>
<td>IPCPA410C</td>
<td>INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>IPCPA420C</td>
<td>INCORPORATE 2D GRAPHICS INTO MULTIMEDIA PRESENTATIONS</td>
<td>40</td>
</tr>
<tr>
<td>IPCPA430C</td>
<td>INCORPORATE DIGITAL PHOTOGRAPHY INTO MULTIMEDIA PRESENTATIONS</td>
<td>30</td>
</tr>
<tr>
<td>IPCPA610A</td>
<td>PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS</td>
<td>50</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAAS044C</td>
<td>DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN</td>
<td>30</td>
</tr>
<tr>
<td>ICAAS144B</td>
<td>DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK</td>
<td>20</td>
</tr>
<tr>
<td>ICAAS145B</td>
<td>IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK</td>
<td>20</td>
</tr>
<tr>
<td>ICAAS151B</td>
<td>GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>ICAB5159C</td>
<td>BUILD A SECURITY SHIELD FOR A NETWORK</td>
<td>40</td>
</tr>
<tr>
<td>ICAB5160C</td>
<td>BUILD AND CONFIGURE A SERVER</td>
<td>50</td>
</tr>
</tbody>
</table>

**DIPLOMA OF INFORMATION TECHNOLOGY (NETWORKING)**

**Course Code:** ICAAS0405  
**Campus:** Footscray Nicholson, St Albans, Werribee.

**About this course:** This course provides the skills and knowledge for an individual to be competent in high-level network management and engineering.

**Course Objectives:** Provides the skills and knowledge for an individual to be competent in high level network management and engineering.

**Careers:** E-Security Analyst/Manager, Intranet Engineer, Network Engineer, Senior Java Developer or Systems Engineer.

**Course Duration:** 1 year.

**Selection Processes:** Direct Entry, VTAC.

**COURSE STRUCTURE**

Approx. 410 hours full-time. Full-time, part-time, Onshore international students.

**Core Units of Study**

<table>
<thead>
<tr>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBPM505A</td>
<td>MANAGE PROJECT QUALITY</td>
<td>40</td>
</tr>
<tr>
<td>ICAAS056B</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
<td>30</td>
</tr>
<tr>
<td>ICAAS045B</td>
<td>PRODUCE NETWORK ARCHITECTURE DESIGN</td>
<td>30</td>
</tr>
<tr>
<td>ICAAS151B</td>
<td>TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAS5098B</td>
<td>INSTALL AND MANAGE COMPLEX NETWORKS</td>
<td>60</td>
</tr>
<tr>
<td>ICAS5100B</td>
<td>BUILD AN INTERNET INFRASTRUCTURE</td>
<td>50</td>
</tr>
<tr>
<td>ICAS5202B</td>
<td>ENSURE PRIVACY FOR USERS</td>
<td>20</td>
</tr>
<tr>
<td>PSPPM302B</td>
<td>MANAGE COMPLEX PROJECTS</td>
<td>80</td>
</tr>
</tbody>
</table>

**Specialist Units of Study**

Achieve 6 Elective Units from the Specialist Electives list below:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ICAAS044C</td>
<td>DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN</td>
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<td>ICAAS144B</td>
<td>DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK</td>
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<tr>
<td>ICAAS151B</td>
<td>GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS</td>
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</tr>
<tr>
<td>ICAB5159C</td>
<td>BUILD A SECURITY SHIELD FOR A NETWORK</td>
<td>40</td>
</tr>
<tr>
<td>ICAB5160C</td>
<td>BUILD AND CONFIGURE A SERVER</td>
<td>50</td>
</tr>
</tbody>
</table>
DIPLOMA OF INFORMATION TECHNOLOGY (DATABASE DESIGN AND DEVELOPMENT)

Course Code: ICA50505

Campus: Footscray Nicholson, St Albans, Werribee.

This course is for Continuing students only

About this course: This qualification provides the skills and knowledge for an individual to be competent in the effective design and development of ICT database systems. Graduates will have detailed knowledge of the technical intricacies of database development and design; and well rounded in a range of other competencies.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in the effective design and development of ICT database systems. Graduates will have detailed knowledge of the technical intricacies of database development and design, but will also be well rounded in a range of other competencies such as process reengineering, QA, business needs analysis and client expectations.

Careers: Business Intelligence/Data Warehousing Consultants, Coldfusion Developer, CRM Database Designer, Data Warehouse Trainer, Data Warehousing and Business Intelligence Manager, Database Designer, Database Developer, Database Specialist, Developer, Senior Database Administrator, Senior Project Manager - Data Warehousing CRM.

Course Duration: 1 year.

Selection Processes: Direct Entry, VTAC.

Elective Units of Study
Achieve 4 Elective Units Chosen from the Following Sources units not previously selected from the Specialist Electives list (above); and/or
ICA05 Information and Communications Technology Training Package at Diploma or Advanced Diploma (up to 2 units can be selected at Certificate IV); and/or preferred Training Packages at Diploma or Advanced Diploma (ICT02 Telecommunications; BSB01 Business Services; CUF01 Film, TV, Radio and Multimedia; ICP99 Printing and Graphic Arts); and/or
any other Training Package (to maximum of 2 units) at Diploma or Advanced Diploma based on documented industry or enterprise needs.

Elective Units of Study
A minimum of four units from the following:
Information Technology and Communications Training Package ICA05 at Diploma or Advanced Diploma (up to 2 units can be selected at Certificate IV); and/or preferred Training Packages at Diploma or Advanced Diploma (ICT02 Telecommunications; BSB01 Business Services; CUF01 Film, TV, Radio and Multimedia; ICP99 Printing and Graphic Arts); and/or
any other Training Package (to maximum of 2 units) at Diploma or Advanced Diploma based on documented industry or enterprise needs.

DIPLOMA OF INFORMATION TECHNOLOGY (WEBSITE DEVELOPMENT)

Course Code: ICA50605

Campus: Footscray Nicholson, St Albans, Werribee.

About this course: This course provides the skills and knowledge for an individual to be competent as a senior ICT professional with responsibilities spanning design, development, site performance, database integration through to implementation and acceptance testing.

Course Objectives: Provides the skills and knowledge for an individual to be competent as a senior ICT professional with responsibilities spanning design, development, site performance, database integration through to implementation and acceptance testing.


Course Duration: 1 year.

Selection Processes: Direct Entry, VTAC.
Course Structure
12 - 18 months full-time study. Full-time, part-time, Onshore international students.

Core Units of Study
- BSBPM505A  MANAGE PROJECT QUALITY  40
- ICAA5054C  VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS  20
- ICAA5056B  PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS  30
- ICAA5141C  DESIGN AND DEVELOP DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS  40
- ICAA5146B  DEVELOP WEBSITE INFORMATION ARCHITECTURE  30
- ICAA5151B  GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS  30
- ICAA5158B  TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS  20
- ICB5165B  CREATE DYNAMIC PAGES  30
- ICB5180C  INTEGRATE DATABASE WITH A WEBSITE  25
- ICAP5039B  MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE  20
- ICAS5102B  ESTABLISH AND MAINTAIN CLIENT USER LIASON  20
- ICAT5079B  PERFORM INTEGRATION TEST  30
- ICAU5208B  USE SITE SERVER TOOLS FOR TRANSACTION MANAGEMENT  20
- PSPPM502B  MANAGE COMPLEX PROJECTS  80

Elective Units of Study
Achieve 4 Elective Units chosen from the following sources:
- ICAA5054C  VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS  20
- ICAA5151B  GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS  30
- ICB5068B  BUILD USING RAPID APPLICATION DEVELOPMENT  40
- ICB5208B  MAINTAIN CUSTOM SOFTWARE  40
- ICAP5039B  MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE  20
- ICAS5102B  ESTABLISH AND MAINTAIN CLIENT USER LIASON  20
- ICAT5079B  PERFORM SYSTEMS TEST  20

DIPLOMA OF INFORMATION TECHNOLOGY (SOFTWARE DEVELOPMENT) (I)
Course Code: ICA50705

Campus: Footscray Nicholson, St Albans, Werribee.

About this course: This course provides training in computer programming and software support.

Course Objectives: Provides the skills and knowledge for an individual to be competent in programming and software development. A competent person could work as a specialist in the area of programming including the ICT and programming aspects of games development.

Careers: Games Developer, Games Programmer, Programming/Software Engineer, Software Developer, or Software Engineer, Xbox Programmer.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent.

Admission Requirements International: Successful completion of VCE/VCAL or equivalent.

Admission Requirements Mature Age: Successful completion of VCE/VCAL or equivalent.

DIPLOMA OF INFORMATION TECHNOLOGY (MULTIMEDIA) (I)
Course Code: ICA50905

Campus: Footscray Nicholson, St Albans, Werribee.

About this course: This course provides students with the skills needed to design and develop multimedia applications, multimedia programming, authoring, animation, digital imaging, and client liaison.
Course Objectives: The course has a specific emphasis on the skills needed to design and develop multimedia applications. These include Multimedia Programming, Authoring, Animation, Digital Imaging and client liaison.

Careers: Multimedia programmer, animation (2D and 3D), digital imaging and web page development.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent.

Admission Requirements International: Successful completion of VCE/VCAL or equivalent.

Admission Requirements Mature Age: Successful completion of VCE/VCAL or equivalent.

Admission Requirements Other: You will need to have completed the Diploma in Information Technology (General)ICA50105.

Selection Processes: Direct Entry, VTAC.

Selection will be based on educational progress in ICA50105.

COURSE STRUCTURE
This course is one year full-time

Core Units of Study
CUFMEM02A  AUTHOR A MULTIMEDIA PRODUCT 50
ICASS202B  ENSURE PRIVACY FOR USERS 20
ICPMM581B  MANAGE MULTIMEDIA PRODUCTION 50
ICPMM582B  MANAGE MULTIMEDIA PROJECTS 50
ICPPP411B  UNDERTAKE A COMPLEX DESIGN BRIEF 80
PSPPM502B  MANAGE COMPLEX PROJECTS 80

Specialist Elective Units of Study
Achieve 8 Elective Units from any of the ICA40904 Elective Cluster lists.

Note: the grouping of units into these clusters is for guidance only. It is not a requirement of this qualification that a complete cluster be completed.

DESIGN
CUFIMA01A  PRODUCE AND MANIPULATE DIGITAL IMAGES 20
CUFMEM06A  DESIGN A MULTIMEDIA PRODUCT 50
CUFMEM07A  APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT 40
CUFMEM10A  DESIGN AND CREATE A MULTIMEDIA INTERFACE 70
ICPPP311B  DEVELOP A DETAILED DESIGN CONCEPT 80

ANIMATION
CUFANM02A  DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION 40
CUFIMA03A  CREATE 2D DIGITAL ANIMATION 35
CUFIMA04A  CREATE 3D DIGITAL ANIMATION 75
CUFIMA05A  CREATE 3D DIGITAL MODELS AND IMAGES 75
CUFANM302A  CREATE 3D DIGITAL ANIMATIONS 75

GAMES DEVELOPMENT
ICAA4058B  APPLY INTRODUCTORY OBJECT ORIENTED LANGUAGE SKILLS 60
ICAB5221B  APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS 50
ICAB5222B  APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS 80
ICAT4242B  PERFORM UNIT TEST FOR A CLASS 40
CUFMEM09A  APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT 30

WEBSITE
ICAB4137B  PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES 40
ICAB5165B  CREATE DYNAMIC PAGES 30
ICAT4189B  ENSURE WEBSITE CONTENT MEETS TECHNICAL PROTOCOLS AND STANDARDS 30
ICAT4183B  CONFIRM ACCESSIBILITY OF WEBSITE DESIGN FOR PEOPLE WITH SPECIAL NEEDS 20
ICAT4185B  CREATE A WEBSITE TESTING PROCEDURE 20
ICAT4186B  CONDUCT OPERATIONAL ACCEPTANCE TESTS OF WEBSITES 20
CUFMEM12A  UPDATE WEB PAGES 30
ICIAS5035C  RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS 20

MULTIMEDIA DEVELOPMENT
CUFMEM04A  TEST A MULTIMEDIA PRODUCT 40
CUFMEM10A  DESIGN AND CREATE A MULTIMEDIA INTERFACE 70
CUFMEM11A  DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT 70
CUFWRT07A  WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA 50
CUFWRT02A  WRITE THE SCRIPT 50
ICPKN315B  APPLY KNOWLEDGE AND REQUIREMENTS OF THE MULTIMEDIA SECTOR 60
CUFMEM01A  USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE 40
CUFDIG401A  AUTHOR INTERACTIVE MEDIA 50

DIGITAL AND VIDEO
CUFCAM01A  SET UP AND OPERATE A BASIC VIDEO CAMERA 50
CUFCAM03A  COMPOSE CAMERA SHOTS AND OPERATE A CAMERA 50
CUFCAM04A  OPERATE A CAMERA UNDER SPECIAL CONDITIONS 20
CUFMEM13A  INTEGRATE, DESIGN AND EDIT DIGITAL VIDEO 25
ICPMM321B  CAPTURE A DIGITAL IMAGE 40
ICPMM346B  INTEGRATE VIDEO INTO MULTIMEDIA PRESENTATIONS 40

COMMUNICATION
BSRPM505A  MANAGE PROJECT QUALITY 40
CUSADM07A  ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS 70
CUSGEN03A  COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
ICAS5102B  ESTABLISH AND MAINTAIN CLIENT USER LIAISON 20

Elective Units of Study
Achieve 5 Elective Units Chosen from the following sources (Listed in Recommended Order/from the Elective Cluster units above, and/or

ICAB4075B  USE A LIBRARY OR PREEXISTING COMPONENTS 40
ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

Course Code: ICA60105

Campus: Footscray Nicholson, St Albans, Werribee, City Queen.

About this course: This course incorporates high-level ICT, process improvement and business skills and knowledge.

Course Objectives: Provides high level ICT, process improvement and business skills and knowledge to enable an individual to be effective in senior ICT roles within organisations.

Careers: When you graduate you will be qualified for advanced ICT roles.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent.

Admission Requirements Mature Age: Successful completion of VCE/VCAL or equivalent.

Admission Requirements VET: Successful completion of VCE/VCAL or equivalent.

Selection Processes: Direct Entry.

COURSE STRUCTURE

12 months full-time, part-time, onshore international students

Core Units of Study

BSBEBSU5605A IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION 40
PSPPM6010B DIRECT COMPLEX PROJECT ACTIVITIES 40
ICA6187B IMPLEMENT CHANGE MANAGEMENT PROCESSES 30

Specialist Stream Units of Study

A minimum of five units from one of the specialist streams:

(Systems or Software Process Improvement, Systems Development, E-learning, Knowledge Management)

SYSTEMS OR SOFTWARE PROCESS IMPROVEMENT

BSBEBSU5609A DEVELOP A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS 40
BSBEFLM509B FACILITATE CONTINUOUS IMPROVEMENT 60
BSBEFLM510B FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION 60
ICA6149B IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS 30
ICA6157B DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION 30

E-LEARNING

ICA5035C RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS 20
ICA6149B IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS 30

ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

(CORPORATE LEADERSHIP)

Course Code: ICA60205

Campus: Footscray Nicholson, St Albans, Werribee.

This course is for Continuing students only

About this course: This course will incorporate the skills and knowledge for an individual to be competent in planning, technical design, implementation and management of complex and high-level ICT network security systems and components.

Course Objectives: Provides the skills and knowledge for an individual to be competent in planning, technical design, implementation and management of complex and high-level ICT network security systems and components.

ICA60205	Electives	list;
A minimum of five units from the following: (Listed in Recommended Order)

(C) Elective Units of Study
ICAS5199B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICAS5192B  CONFIGURE AN INTERNET GATEWAY 20
ICAI5197B  INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES  25
ICAI5176B  INSTALL AND CONFIGURE ROUTER 20
ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE 50
ICAB5238B  BUILD A HIGH PERFORMANCE SECURITY PERIMETER 30
ICAI5044B  DESIGN PLAN 30
ICAI5045B  PRODUCE NETWORK ARCHITECTURE DESIGN 40
ICAI5052B  DESIGN AN IT SECURITY FRAMEWORK 30
ICAI5053B  DESIGN SYSTEM SECURITY AND CONTROLS 30
ICAI5128B  CONFIGURE AN INTERNET GATEWAY 20
ICAI5138B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICAI5141B  DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS 30
ICAI6188B  IMPLEMENT CHANGE MANAGEMENT PROCESSES 30
ICAI6187B  IMPLEMENT CHANGE MANAGEMENT PROCESSES 30
ICAI6152B  IMPLEMENT RISK MANAGEMENT PROCESSES 20
ICAI6053B  DESIGN SYSTEM SECURITY AND CONTROLS 30
ICAI6052B  DESIGN AN IT SECURITY FRAMEWORK 30
ICAI6051B  DIRECT COMPLEX PROJECT ACTIVITIES 40
ICAI5044B  DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN 30
ICAI6045B  DESIGN PLAN 30
BSBEBUS605A  IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION 40
ICAI5176B  INSTALL AND CONFIGURE ROUTER 20
ICAI5197B  INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES 25
ICAI5199B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5160B  BUILD AND CONFIGURE A SERVER 50
ICAI5237B  BUILD A HIGH PERFORMANCE SECURITY PERIMETER 30
ICAI5098B  INSTALL AND MANAGE COMPLEX NETWORKS 60
ICAI5108B  BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5168B  INSTALL AND CONFIGURE ROUTER 20
ICAI5197B  INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES 25
ICAI5198B  CONFIGURE AN INTERNET GATEWAY 20
ICAI5199B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5128B  CONFIGURE AN INTERNET GATEWAY 20
ICAI5138B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5128B  CONFIGURE AN INTERNET GATEWAY 20
ICAI5138B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5128B  CONFIGURE AN INTERNET GATEWAY 20
ICAI5138B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5128B  CONFIGURE AN INTERNET GATEWAY 20
ICAI5138B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5128B  CONFIGURE AN INTERNET GATEWAY 20
ICAI5138B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5128B  CONFIGURE AN INTERNET GATEWAY 20
ICAI5138B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE 50
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ICAI5128B  CONFIGURE AN INTERNET GATEWAY 20
ICAI5138B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE 50
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ICAI5138B  MANAGE BUSINESS WEBSITES AND SERVERS 30
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ICAI5128B  CONFIGURE AN INTERNET GATEWAY 20
ICAI5138B  MANAGE BUSINESS WEBSITES AND SERVERS 30
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ICAI5138B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE 50
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ICAI5138B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5128B  CONFIGURE AN INTERNET GATEWAY 20
ICAI5138B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5128B  CONFIGURE AN INTERNET GATEWAY 20
ICAI5138B  MANAG
PRSSM504A  PREPARE SECURITY RISK MANAGEMENT PLAN 50
PSPPM601B  DIRECT COMPLEX PROJECT ACTIVITIES 40

Elective Units of Study
A minimum of four units from the following: Achieve 5 Elective Units. ICA05 Information and Communications Technology Training Package or BSB07 Business Services Training Package at Diploma or Advanced Diploma; and/or any other Training Package at Advanced Diploma (to a maximum of 3 units) based on documented industry or enterprise needs.

ICAA5045C  PRODUCE NETWORK ARCHITECTURE DESIGN 30
ICAA5056B  PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS 30
ICAA5141C  DESIGN AND DEVELOP DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS 40
ICAA5145B  IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK 20
ICAA5245A  EVALUATE RFID SYSTEMS 50
ICAA5246A  DESIGN AN RFID IMPLEMENTATION 50
ICAB5159C  BUILD A SECURITY SHIELD FOR A NETWORK 40
ICAB5160C  BUILD AND CONFIGURE A SERVER 50
ICAB5237B  BUILD A HIGH PERFORMANCE SECURITY PERIMETER 30
ICAB5238B  BUILD A HIGHLY SECURE FIREWALL 30
ICAI5098C  INSTALL AND MANAGE COMPLEX NETWORKS  60
ICAI5100C  BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5172C  INSTALL AND CONFIGURE ROUTER 20
ICAI5179B  INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES 25
ICAI5250A  DEVELOP, IMPLEMENT AND EVALUATE SYSTEM AND APPLICATION SECURITY 60
ICAI5252A  DEVELOP, IMPLEMENT AND EVALUATE AN INCIDENT RESPONSE PLAN 30
ICAI5253A  IMPLEMENT AND EVALUATE SYSTEMS FOR REGULATORY AND STANDARDS COMPLIANCE 20
ICAS5192B  CONFIGURE AN INTERNET GATEWAY 20
ICAS5199B  MANAGE BUSINESS WEBSITES AND SERVERS 30
ICTTC168A  DESIGN AND IMPLEMENT AN ENTERPRISE VOIP AND UNIFIED COMMUNICATIONS NETWORK 60
ICAA5140C  DESIGN A SERVER 30
ICAA5144B  DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK 20
ICAI4029C  INSTALL NETWORK HARDWARE TO A NETWORK 40
ICAI5172B  IMPLEMENT BACKBONE TECHNOLOGIES IN A LOCAL AREA NETWORK 40
ICAI5174B  INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS 10
ICAI5196B  IMPLEMENT SECURE ENCRYPTION TECHNOLOGY 20
ICAS4127B  SUPPORT SYSTEM SOFTWARE 50
ICAA5241C  DESIGN AN ENTERPRISE WIRELESS LOCAL AREA NETWORK 30
ICAB4240C  BUILD AN ENTERPRISE WIRELESS NETWORK 20
ICAS4191B  MAINTAIN WEBSITE PERFORMANCE 30

ADVANCED DIPLOMA OF COMPUTER SYSTEMS ENGINEERING
Course Code: UEE60407

Campus: Footscray Nicholson, Sunshine, City Queen.

Course Objectives: People gaining this qualification are able to design, validate/evaluate and administer computer networks and systems, manage risk, estimate and manage projects and provide technical advice/sales.

Careers: Graduates of this course could be employed in the following areas: MCSE & CCNE Systems/Network Administrator, ICT Network Specialist, ICT Security Specialist, IT Security Administrator, IT Security Analyst/Engineer, Network and Systems Manager, Network Engineer, Security Administrator, Web Administrator.

Admission Requirements Year 12: Applicants must have successfully completed UEE20507 or equivalent.
Admission Requirements International: Applicants must have successfully completed UEE20507 or equivalent.
Admission Requirements Mature Age: Applicants must have successfully completed UEE20507 or equivalent.
Admission Requirements VET: Applicants must have successfully completed UEE20507 or equivalent.

Selection Processes: Direct Entry, VTAC, Written Application.

COURSE STRUCTURE
Students must successfully complete a minimum of 10 core units Plus 2 stream cores, and either 21 electives as specified or 17 electives and 3 imported electives as specified in this application.

Students must successfully complete a minimum of 10 core units Plus 2 stream cores, and either 21 electives as specified or 17 electives and 3 imported electives as specified in this application.

Core Units of Study
UEENE044B  COMMISSION COMPUTER SYSTEMS  20
UEENE045B  MODIFY-REDISEIGN OF COMPUTER SYSTEM  20
UEENE001B  APPLY OHS PRACTICES IN THE WORKPLACE  20
UEENE015B  DEVELOP DESIGN BRIEFS FOR ELECTROTECHNOLOGY PROJECTS  40
UEENE017B  IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES  20
UEENE032B  DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN COMPUTER SYSTEMS  20
UEENE038B  PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN  20
UEENE078B  CONTRIBUTE TO RISK MANAGEMENT IN ELECTROTECHNOLOGY SYSTEMS  20
UEENE041B  MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS  40
UEENE088B  DESIGN AND DEVELOP ELECTRONICS/COMPUTER PROJECTS  40
UEBN056B  MANAGE WORKPLACE INFORMATION SYSTEMS  60
UEBN012B  ENSURE TEAM EFFECTIVENESS  60

Elective Units of Study
UEENE011B  DEVELOP OBJECT ORIENTED CODE  140
UEENE003B  EVALUATE AND MODIFY PROGRAMS WRITTEN IN OBJECT ORIENTED CODE  40
UEENE029B  DEVELOP BASIC WEB PAGES FOR ENGINEERING APPLICATIONS  40
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>UENEED017B</td>
<td>Install and Configure Internetworking Systems</td>
<td>120</td>
</tr>
<tr>
<td>UENEED010B</td>
<td>Set Up and Create Content for a Web Server</td>
<td>120</td>
</tr>
<tr>
<td>UENEED048B</td>
<td>Plan Computer Systems Project</td>
<td>60</td>
</tr>
<tr>
<td>UENEED002B</td>
<td>Assemble, Set Up and Test Personal Computers</td>
<td>80</td>
</tr>
<tr>
<td>UENEEE002B</td>
<td>Disassemble, Assemble and Fabricate Electrotechnology Components</td>
<td>40</td>
</tr>
<tr>
<td>UENEED014B</td>
<td>Design and Manage Enterprise Networks</td>
<td>80</td>
</tr>
<tr>
<td>UENEED015B</td>
<td>Administer User Networks</td>
<td>80</td>
</tr>
<tr>
<td>UENEED016B</td>
<td>Develop Network Services</td>
<td>120</td>
</tr>
<tr>
<td>UENEED018B</td>
<td>Design and Implement Internetworking Systems</td>
<td>120</td>
</tr>
<tr>
<td>UENEED013B</td>
<td>Install and Administer UNIX Based Computers</td>
<td>80</td>
</tr>
<tr>
<td>UENEED024B</td>
<td>Integrate Multiple Computer Operating Systems on a Client Server Network</td>
<td>80</td>
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<tr>
<td>UENEED023B</td>
<td>Design and Implement Internetworking Systems - Wireless Lans/Wans</td>
<td>100</td>
</tr>
<tr>
<td>UENEED022B</td>
<td>Design and Implement Internetworking Systems - Security</td>
<td>100</td>
</tr>
<tr>
<td>UENEEE070B</td>
<td>Write Specifications for Computer Systems Engineering Projects</td>
<td>40</td>
</tr>
<tr>
<td>UENEECC005B</td>
<td>Estimate Electrotechnology Projects</td>
<td>40</td>
</tr>
<tr>
<td>UENEED043B</td>
<td>Install and Configure Operating Systems and Software</td>
<td>40</td>
</tr>
<tr>
<td>UENEED046B</td>
<td>Set Up and Configure Basic Local Area Network</td>
<td>40</td>
</tr>
<tr>
<td>UENEEE003B</td>
<td>Solve Problems in Extra-Low Voltage Single Path Circuits</td>
<td>40</td>
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<tr>
<td>ICAI4029B</td>
<td>Install Network Hardware to a Network</td>
<td>40</td>
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<tr>
<td>ICAIS172B</td>
<td>Implement Backbone Technologies in a Local Area Network</td>
<td>40</td>
</tr>
<tr>
<td>ICB4136B</td>
<td>Use Structured Query Language to Create Database Structures and Manipulate Data</td>
<td>60</td>
</tr>
<tr>
<td>UENEED019B</td>
<td>Design and Implement Internetworking Systems - Advanced Routing</td>
<td>100</td>
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<tr>
<td>UENEED020B</td>
<td>Design and Implement Internetworking Systems - Remote Access</td>
<td>100</td>
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<tr>
<td>UENEED021B</td>
<td>Design and Implement Internetworking Systems - Multi-Layer Switching</td>
<td>100</td>
</tr>
<tr>
<td>UENEED012B</td>
<td>Support Computer Hardware and Software</td>
<td>120</td>
</tr>
<tr>
<td>UENEED051B</td>
<td>Provide Programming Solution for Engineering Problems</td>
<td>120</td>
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<tr>
<td>UENEEE024B</td>
<td>Compile and Produce an Electrotechnology Report</td>
<td>60</td>
</tr>
<tr>
<td>UENEED004B</td>
<td>Use Engineering Applications Software</td>
<td>40</td>
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<tr>
<td>UENEEE006B</td>
<td>Prepare Tender Submissions for Electrotechnology Projects</td>
<td>60</td>
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<tr>
<td>UENEED001B</td>
<td>Use Basic Computer Applications Relevant to a Workplace</td>
<td>20</td>
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<tr>
<td>UENEEE032B</td>
<td>Document Occupational Hazards and Risks in Computer Systems</td>
<td>20</td>
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<tr>
<td>ICB4136A</td>
<td>Use Structured Query Language to Create Database Structures and Manipulate Data</td>
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<td>ICAI4029A</td>
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<td>ICAIS172B</td>
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<td>40</td>
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</tbody>
</table>
Below are unit details for courses offered by the School of ICT in 2012.

IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

BSBEUSB505A IMPLEMENT NEW TECHNOLOGIES FOR BUSINESS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit covers planning for the introduction of new technologies, implementing new technologies for the business and managing the change process associated with implementation.

Nominal Hours: 60

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

BSBEUSB510A MANAGE E-BUSINESS OUTSOURCING

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit covers establishing strategies for managing outsourcing and communication with service providers, performance management, monitoring and review of contractual arrangements.

Nominal Hours: 25

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

BSBEUSB511A IMPLEMENT A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit covers implementation of a knowledge management strategy for an e-business through technology and cultural change.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

BSBEUSB515A FACILITATE E-LEARNING

Locations: Footscray Nicholson, St Albans, Werribee, Footscray Park, City Queen, Off-shore.

Description: This unit covers identification of learning and development needs, evaluation of online learning opportunities and materials, development of individual learning plans and evaluation of organisational requirements to support e-learning.

Nominal Hours: 30

Required Reading: VU Produced Workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BSBEUSB609A DEVELOP A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit covers analysis of existing systems, determining e-business requirements for knowledge management and developing a strategy to meet those requirements.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

BSBFMB512B ENSURE TEAM EFFECTIVENESS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Frontline managers have an active role in managing the continuous improvement process in achieving the organisation’s objectives. Their position, closely associated with the creation and delivery of products and services, means that they play an important part in influencing the ongoing development of the organisation. At this level, work will normally be carried out within complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.

Nominal Hours: 60

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical/projects; assignments; personal appraisal; verbal assessment; profiling.

BSBPMB505A MANAGE PROJECT QUALITY

Locations: St Albans, Werribee, Footscray Park, Sunshine.

Description: This unit specifies the outcomes required to manage quality within projects. It covers determining quality requirements, implementing quality assurance processes, and using review and evaluation to make quality improvements in current and future projects.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

This unit of competency could be assessed by the application of design principles and solutions specified in BCA performance requirements or deemed to satisfy provisions applicable to a particular building project. Assessment may be carried out in the workplace or a simulated environment. In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the oracy, language and literacy levels of the operator, and to any cultural issues that may affect responses to the questions, and reflect the requirements of the competency and the work being performed.

BSBPMB508A MANAGE PROJECT RISK

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit specifies the outcomes required to manage risk within a project in order to avoid adverse effects on project outcomes. It covers determining, monitoring and controlling project risks, and assessing risk management outcomes.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
This unit of competency could be assessed by the application of design principles and solutions specified in BCA performance requirements or deemed to satisfy provisions applicable to a particular building project. Assessment may be carried out in the workplace or a simulated environment. In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the oracy, language and literacy levels of the operator, and to any cultural issues that may affect responses to the questions, and reflect the requirements of the competency and the work being performed.

CUFANM01A DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit describes the skills and knowledge required to interpret the creative brief, develop and implement animation designs for productions within the cultural industries.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

CUFCAM03A COMPOSE CAMERA SHOTS AND OPERATE A CAMERA


Description: This unit describes the skills and knowledge required to interpret the creative brief, develop and produce storyboards for animated productions within the cultural industries.

Nominal Hours: 50

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

CUFCAM04A OPERATE A CAMERA UNDER SPECIAL CONDITIONS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit describes the skills and knowledge required to interpret the creative brief, establish and produce the layout drawing specifications and produce layout drawings for animated productions within the cultural industries.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

CUIVSP11B APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit describes the skills and knowledge required to use techniques, materials and equipment for the production of digital images. As such the unit covers general knowledge and the application of basic techniques, which would generally be nominated by the supervisor. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under supervision.

Nominal Hours: 50

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA12015B INSTALL SOFTWARE APPLICATIONS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to install or upgrade basic software applications using a commercial applications program.

Nominal Hours: 20

Assessment: To be advised.

ICA4041C DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit defines the competency required to determine client business requirements and verify the accuracy of the information gathered.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA4058B APPLY SKILLS IN OBJECT ORIENTED DESIGN

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to apply the cyclic process of iteration from identification of class, instance, role and type to the final complete object-oriented model of the application.

Nominal Hours: 40

Assessment: To be advised.

ICA4142C DESIGN A WEBSITE TO MEET TECHNICAL REQUIREMENTS

Locations: Footscray Nicholson, St Albans, Werribee, City Queen.

Description: This unit defines the competency required to design a website to specifications within a particular technical and human interface environment. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 40

Required Reading: No required text.

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA4238B DETERMINE/APPLY APPROPRIATE DEVELOPMENT METHODOLOGIES

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to apply traditional and non-traditional systems development methodologies.

Nominal Hours: 20

Assessment: To be advised.
ICAA5035C  RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS

Locations: Footscray Nicholson, St Albans, Werribee.
Description: This unit defines the competency required to apply research skills in conjunction with reviewing hardware solutions, as part of an analysis of emerging technology.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5048B  DEVELOP CONFIGURATION MANAGEMENT PROTOCOLS

Locations: Footscray Nicholson, St Albans, Werribee.
Description: This unit defines the competency required to fit a physical model into the design phase of the methodology.
Nominal Hours: 30
Assessment: To be advised.

ICAA5049B  DEVELOP HIGH LEVEL OBJECT ORIENTED CLASS SPECIFICATIONS

Locations: Footscray Nicholson, St Albans, Werribee.
Description: This unit defines the competency required to analyse requirements and produce a set of high-level object-oriented class specifications.
Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5050B  DEVELOP DETAILED COMPONENT SPECIFICATIONS FROM PROJECT SPECIFICATIONS

Locations: Footscray Nicholson, St Albans, Werribee.
Description: This unit defines the competency required to analyse requirements of the project specifications in order to produce a set of high-level component specifications.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAA5054C  VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS

Locations: St Albans, Werribee, Footscray Park.

Description: This unit defines the competency required to check the system specifications against outcomes and quality standards. System quality may refer to the network system, a program or a project.

Nominal Hours: 20


Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5056B  PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to analyse the impact of the system on the organisation and carry out risk analysis, disaster recovery and contingency planning for the project.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5138B  DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to ensure that development projects are contracted to developers who are credible and able to accomplish the task within the confines of the mutually agreed parameters of the project.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5139B  DESIGN A DATABASE

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to establish client needs and technical requirements and to design a database that meets those requirements.

Nominal Hours: 50

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5140C  DESIGN A SERVER

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit defines the competency required to choose appropriate hardware and software and to design a server.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5141B  DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to produce a plan that analyses specified technical requirements and then designs, builds and tests a dynamic website so that it meets those technical requirements.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5141C  DESIGN AND DEVELOP DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to produce a plan that analyses specified technical requirements and then designs, builds and tests a dynamic website so that it meets those technical requirements.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5143C  IMPLEMENT PROCESS RE-ENGINEERING STRATEGIES IN AN ORGANISATION

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit defines the competency required to consider a variety of potential process re-engineering strategies and to make appropriate selections for implementation in an organisation.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAA5144B  DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to determine the most appropriate way of networking computers to meet user needs and business requirements.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5145B  IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to identify the best way computers and local area networks (LANs) can be connected to make a wide area network (WAN).

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5146B  DEVELOP WEBSITE INFORMATION ARCHITECTURE

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to develop information architecture for a complex website that meets current and future business requirements.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5147B  DETERMINE SUITABILITY OF DATABASE FUNCTIONALITY AND SCALABILITY

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to identify current and future business requirements for a database.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5148B  IDENTIFY NEW TECHNOLOGY MODELS FOR BUSINESS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to identify opportunities for using new technology to support and enable efficient models of business.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5150C  EVALUATE VENDOR PRODUCTS AND EQUIPMENT

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit defines the competency required to evaluate a range of vendor products and equipment against a client's business requirements.

Nominal Hours: 20


Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5153B  MODEL DATA OBJECTS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to understand business operations, identify entities and data, diagrammatically represent their relationships and prepare a data model.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5154B  MODEL DATA PROCESSES

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to gather process data and business information in order to model data processes within an organisation.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5158B  TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to identify the needs of a business or business process and quantify those needs into technical requirements that will enable the business or process to meet expectation.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5241C  DESIGN AN ENTERPRISE WIRELESS LOCAL AREA NETWORK

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to conduct a site survey and design a complex wireless local area network (LAN). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
ICAA6052B  DESIGN SYSTEM SECURITY AND CONTROLS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to design the controls that ensure the organisational system is secure from both a legal and business perspective.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA6149B  IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to define and implement quality assurance processes and procedures to ensure that business solutions achieve quality performance expectations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 30

Assessment: To be advised.

ICAA5245A  EVALUATE RFID SYSTEMS

Description: This unit defines the competency required for evaluating RFID systems against a client's business requirements.

Nominal Hours: 50


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICAA5246A  DESIGN AN RFID IMPLEMENTATION

Description: This unit defines the competency required for designing an RFID system implementation.

Nominal Hours: 50


Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA6053B  DESIGN AN IT SECURITY FRAMEWORK

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to evaluate IT security requirements for a new system and to plan for controls and contingencies.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB3018B  DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to develop macros and templates for clients using industry-recognised software applications.

Nominal Hours: 60

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4060B  IDENTIFY PHYSICAL DATABASE REQUIREMENTS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to create a physical database using a data dictionary and design specifications.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAB4075B  USE A LIBRARY OR PREEXISTING COMPONENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to identify, evaluate and incorporate reuse components from a library or other source as part of a software project.
Nominal Hours: 40
Assessment: To be advised.

ICAB4135B  CREATE A SIMPLE MARK UP LANGUAGE DOCUMENT TO SPECIFICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to design, create and save a simple mark-up language document to a given specification using a text editor rather than an authoring tool.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4136A  USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to use a structured query language (SQL) to define, create and manipulate database structures and associated data in a relational database.
Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4136B  USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to use a structured query language (SQL) to define, create and manipulate database structures and associated data in a relational database.
Nominal Hours: 60
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

ICAB4137B  PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to produce a number of client side scripts for dynamic web pages, utilising a range of relevant features from different appropriate languages.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4169B  USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to build a basic website that is consistent with design and technical requirements, and business expectations.
Nominal Hours: 20
Required Reading: No required text.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments. ICAB4170B  BUILD A DATABASE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to build and implement a database using an established design.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4179B  APPLY INTRODUCTORY OBJECT ORIENTATED LANGUAGE SKILLS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to undertake introductory programming tasks using an object-oriented programming language. Competency includes tool usage, documentation, debugging and testing techniques in support of the programming activities.
Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4219B  APPLY INTRODUCTORY OBJECT ORIENTATED LANGUAGE SKILLS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to undertake introductory programming tasks using an object-oriented programming language. Competency includes tool usage, documentation, debugging and testing techniques in support of the programming activities.
Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4225B  AUTOMATE PROCESSES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to automate solutions by using basic scripting processes and application-specific scripting options.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4229B  INTERMEDIATE PROG SKILLS IN ANOTHER LANGUAGE
Locations: Footscray Nicholson, St Albans, Werribee.
Prerequisites: ICAB4222B - INTRO PROG SKILLS IN ANOTHER LANGUAGE
Description: This unit defines the competency required to undertake intermediate programming tasks using another programming language. The language may be an object-oriented language. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
ICAB4240C  BUILD AN ENTERPRISE WIRELESS NETWORK
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to build an enterprise wireless network. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 20
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICAB5062B  PERFORM DATA CONVERSION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to translate data from one format to another by means of a data conversion process.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5065B  PREPARE FOR THE BUILD PHASE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to prepare the development environment for the build phase and actual coding of the system.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5066B  COORDINATE THE BUILD PHASE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to coordinate activities to be carried out during the build phase and actual coding of the system.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5068B  BUILD USING RAPID APPLICATION DEVELOPMENT
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to build using rapid application development (RAD) tools.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5072B  DEVELOP INTEGRATION BLUEPRINT
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to document and maintain details of integration-technology and architectural components important in developing an integration blueprint.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5159C  BUILD A SECURITY SHIELD FOR A NETWORK
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to build a security shield for a wireless local area network (WLAN) or local area network (LAN).
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5160B  BUILD AND CONFIGURE A SERVER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to build, configure and test a server.
Nominal Hours: 50
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAB5160C  BUILD AND CONFIGURE A SERVER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to build, configure and test a server.
Nominal Hours: 50
Required Reading: 6425A Configuring and troubleshooting Windows Server 2008
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5161B  BUILD A DOCUMENT USING EXTENSIBLE MARK UP LANGUAGE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to design and build a valid extensible mark-up language (XML) document to suit a specified requirement.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5162B  INSTALL, CONFIGURE AND TEST A PAYMENT GATEWAY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to install, configure and test a payment gateway which enables translation of electronic payment information provided online into a form accessible to a merchant processor.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5165B  CREATE DYNAMIC PAGES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to build active or dynamic web pages.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5177B  BUILD JAVA APPLETS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to compile and run an applet that executes in Java-enabled browsers and interacts with users.

Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5179B  BUILD DECKS USING WIRELESS MARK UP LANGUAGE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to create wireless mark-up language (WML) decks.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5180C  INTEGRATE DATABASE WITH A WEBSITE
Locations: Footscray Nicholson, St Albans, Werribee.
Description: This unit defines the competency required to ensure database connectivity with a website.
Nominal Hours: 25
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5223B  APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to undertake intermediate-level programming tasks using an object-oriented programming language.
Nominal Hours: 50
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5226B  APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to undertake advanced programming tasks using an object-oriented programming language.
Nominal Hours: 80
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAB5227B APPLY ADVANCED PROGRAMMING SKILLS IN ANOTHER LANGUAGE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to undertake advanced programming tasks using a selected choice of another programming language. The second language may be an object-oriented language.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5228B MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to maintain the functionality of legacy code programs.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5230B MAINTAIN CUSTOM SOFTWARE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to maintain software so that it continues to meet client user requirements.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5237B BUILD A HIGH PERFORMANCE SECURITY PERIMETER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to build high-level security and network functionality into a network by configuring a firewall appropriately.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5238B BUILD A HIGHLY SECURE FIREWALL
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to build high performance failure resistant security perimeters.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD2003B RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Receive and process oral communication from clients; Receive and process written communication; Respond to incoming telephone calls; Make telephone calls.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD2012B DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Design documents to meet organisational needs; Access, retrieve, manipulate and save data.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD4043B DEVELOP AND PRESENT A FEASIBILITY REPORT
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to research and present a range of feasible scenarios to the client.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD4190B MAINTAIN INFORMATION STANDARDS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to establish and maintain information standards in the context of information stored on client websites. The primary focus of this unit relates to the merchant/customer e-commerce relationship and the accuracy and usability of the organisation’s website information and processes.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD4217B CREATE TECHNICAL DOCUMENTATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to create technical documentation that is clear to the target audience and easy to navigate.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAD5092B UPDATE AND DOCUMENT OPERATIONAL PROCEDURES

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to assess, update and document the operational procedures required to use the system.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD5210B ANALYSE INFORMATION AND ASSIGN META TAGS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to analyse material and assign meta-tags to ensure the accurate and consistent retrieval of information by users.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI2015B INSTALL SOFTWARE APPLICATIONS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to install or upgrade basic software applications using a commercial applications program. There may be benefit in concurrent learning with the following units: ICAU2005A Operate computer hardware; ICAU2006A Operate computer operating system. The following units are linked and form an appropriate cluster: ICAS2017A Use computer operating system. This unit is applicable to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI3020B INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to install and maintain operating system software and to make adjustments as a means of optimising the system to accommodate business and client needs. The following units are linked and form an appropriate cluster: ICAS3024B Provide basic system administration. This unit is applicable to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI3021B CONNECT INTERNAL HARDWARE COMPONENTS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to modify and connect system hardware components according to client and user requirements.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI3010B INSTALL AND MANAGE A NETWORK

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI3110C IMPLEMENT SYSTEM SOFTWARE CHANGES

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit defines the competency required to implement system software changes and to handover the modified system to the client’s operational area.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI4029A INSTALL NETWORK HARDWARE TO A NETWORK

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to plan, manage and install new hardware components in a network.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

ICAI4029B INSTALL NETWORK HARDWARE TO A NETWORK

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit defines the competency required to plan, manage and install new hardware components in a network.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

ICAI4029C INSTALL NETWORK HARDWARE TO A NETWORK

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit defines the competency required to plan, manage and install new hardware components in a network.

Nominal Hours: 40

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
ICAI4030B  INSTALL SOFTWARE TO NETWORKED COMPUTERS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to plan, manage and support the installation of new or upgrade software to networked computers according to vendor and organisation specifications.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI4097C  INSTALL AND CONFIGURE A NETWORK
Locations: Footscray Nicholson, St Albans, Werribee.
Description: This unit defines the competency required to plan and carry out the installation or network hardware and software and initial configuration according to organisational guidelines.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI4189B  ENSURE WEBSITE CONTENT MEETS TECHNICAL PROTOCOLS AND STANDARDS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to prepare a range of content for a website in accordance with customer specifications while ensuring that content is compatible with appropriate technical and infrastructure protocols.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI5087B  ACQUIRE SYSTEM COMPONENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to identify system components and to follow procedures to purchase those components.
Nominal Hours: 10
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI5098B  INSTALL AND MANAGE COMPLEX NETWORKS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to ensure that the system is operational prior to hand over for client use.
Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI5098C  INSTALL AND MANAGE COMPLEX NETWORKS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to ensure that the system is operational prior to hand over for client use.
Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to design and implement an infrastructure for internet services.
Nominal Hours: 50
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI5100C  BUILD AN INTERNET INFRASTRUCTURE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to design and implement an infrastructure for internet services.
Nominal Hours: 50
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICA152B  IMPLEMENT RISK MANAGEMENT PROCESSES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to implement procedures that identify, analyse, evaluate and monitor risks involving ICT systems and technology. This includes the development and management of contingency plans.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA1572B  IMPLEMENT BACKBONE TECHNOLOGIES IN A LOCAL AREA NETWORK
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to implement core layer (backbone) connectivity in a LAN for applications between floors in a multi-storey building or between separate buildings.
Nominal Hours: 40
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

ICA1573B  INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to select, install and test a single switch on one segment of a local area network (LAN).
Nominal Hours: 10
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA1574B  INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to install, configure and test high-end switches, in an extended star network.
Nominal Hours: 10
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA1576B  INSTALL AND CONFIGURE ROUTER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to install and configure a router to a basic level.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA1576C  INSTALL AND CONFIGURE ROUTER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to install and configure a router to a basic level.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA1596B  IMPLEMENT SECURE ENCRYPTION TECHNOLOGY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to ensure secure encryption is applied and monitored.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA1597B  INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to develop, install and maintain an authentication processes.
Nominal Hours: 25
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA15216B  MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to monitor and improve a knowledge management system.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA15250A  DEVELOP, IMPLEMENT AND EVALUATE SYSTEM AND APPLICATION SECURITY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to develop, implement and evaluate information security in an IT system or application during the System Development Life Cycle (SDLC) prior to the Operations and Maintenance phase. The
Nominal Hours: 60

**Required Reading:**
- Ciampa 2009 Thomson Course Technology Security+ guide to Network Security
- Mark Fundamentals of Windows Server 2008 Network and Applications Infrastructure
- Windows Server 2008 Microsoft Official Course 2009 Microsoft Press 6420A
- Ciampa 2009 Thomson Course Technology Security+ guide to Network Security Mark
- Ciampa 2009 Thomson Course Technology

**Assessment:**
- One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

### ICAI5252A  DEVELOP, IMPLEMENT AND EVALUATE AN INCIDENT RESPONSE PLAN

**Locations:** Footscray Nicholson, St Albans, Werribee, Sunshine.

**Description:** This unit defines the competency required for the application of the knowledge and understanding of the process to prepare and prevent, detect, contain, eradicate, and recover, and apply lessons learned from incidents impacting the mission of an organisation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 30

**Required Reading:**
- 6425A Configuring and troubleshooting Windows Server 2008
- Fundamentals of Windows Server 2008 Network and Applications Infrastructure
- Ciampa 2009 Thomson Course Technology Security+ guide to Network Security Mark
- Ciampa 2009 Thomson Course Technology

**Assessment:**
- One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

### ICAI5253A  IMPLEMENT AND EVALUATE SYSTEMS FOR REGULATORY AND STANDARDS COMPLIANCE

**Locations:** Footscray Nicholson, St Albans, Werribee, Sunshine.

**Description:** This unit defines the competency required to implement and evaluate the application of the principles, policies, and procedures that enable an enterprise to meet applicable information security laws, regulations, standards, and policies to satisfy statutory requirements, perform industry-wide best practices, and achieve its information security program goals. Design aspects are appropriately covered in ICA6052B Design an IT security framework. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 20

**Required Reading:**
- 6425A Configuring and troubleshooting Windows Server 2008
- Fundamentals of Windows Server 2008 Network and Applications Infrastructure
- Ciampa 2009 Thomson Course Technology Security+ guide to Network Security Mark
- Ciampa 2009 Thomson Course Technology

**Assessment:**
- One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

### ICAI6187B  IMPLEMENT CHANGE MANAGEMENT PROCESSES

**Locations:** Footscray Nicholson, St Albans, Werribee, Sunshine.

**Description:** Plan IT system changes; Identify technology system change needs; Implement change; Monitor and review implementation.

**Nominal Hours:** 30

**Assessment:**
- One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

### ICAITW011B  PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS

**Locations:** Footscray Nicholson, St Albans, Werribee, Sunshine.

**Description:** Establish own work schedule; Participate in team structure.

**Nominal Hours:** 20

**Assessment:**
- One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

### ICAITU006A  OPERATE COMPUTING PACKAGES

**Locations:** Footscray Nicholson, St Albans, Werribee, Sunshine.

**Description:** 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

**Assessment:**
- One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

### ICAITU012C  DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES

**Locations:** Footscray Nicholson, St Albans, Werribee, Sunshine.

**Description:** Design documents to meet organisational requirements; Access, retrieve and manipulate data.

**Nominal Hours:** 40

**Assessment:**
- One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

### ICAITU129A  OPERATE A WORD PROCESSING APPLICATION

**Locations:** Footscray Nicholson, St Albans, Werribee, Footscray Park, Sunshine, Industry.

**Description:** 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

**Required Reading:** No required text.
ICAITU130A  OPERATE A SPREADSHEET APPLICATION


Description: Create spreadsheets; Customise basic settings; Format spreadsheets; Incorporate objects and charts in spreadsheets; Print spreadsheets.

Nominal Hours: 30

Required Reading: No required text.

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU131A  OPERATE A DATABASE APPLICATION

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Create a database; Customise basic settings; Create reports; Create forms; Retrieve information.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU132A  OPERATE A PRESENTATION PACKAGE

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Create presentations; Customise basic settings; Format presentations; Add slide show effects; Print presentation and notes.

Nominal Hours: 25

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAP5036B  DETERMINE APPROPRIATE IT STRATEGIES AND SOLUTIONS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Evaluate IT needs of the organisation; Contribute to the development of the project goals and objectives; Determine best IT systems solution.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAP5039B  MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Evaluate current business strategy; evaluate impact of changes; Develop action plans.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAP5155B  PLAN PROCESS RE ENGINEERING STRATEGIES FOR BUSINESS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Select the process to be re engineered; Identify the strategic context; Design the new process.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAP6040B  DEVELOP CONTRACTS AND MANAGE CONTRACTED PERFORMANCE

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Establish contract; Monitor contract.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS1193B  CONNECT WORKSTATION TO THE INTERNET

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to connect a workstation or networked computer to the internet. There may be benefit in concurrent learning with the following units: ICAU1128A Operate a personal computer. The following units are linked and form an appropriate cluster: ICAU1126A Check site security; ICAU1128A Operate a personal computer; ICAU1133A Send and retrieve information using web browsers and email; ICAU1204A Locate and use relevant on-line information; ICAU1213A Conduct on-line transactions.

Nominal Hours: 10

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2008B  MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to record and store details of software, hardware and technical documentation. The following units are linked and form an appropriate cluster: ICAS2016A Record client support requirements.

Nominal Hours: 10

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2009B  INTERACT WITH CLIENTS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Deliver support to clients; Respond to client complaints.
ICAS2010B  APPLY PROBLEM SOLVING TECHNIQUES TO ROUTINE MALFUNCTIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Identify problems; Recommend solutions to problem.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2014B  CONNECT HARDWARE PERIPHERALS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to connect hardware peripherals according to instructions.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2016B  RECORD CLIENT SUPPORT REQUIREMENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Log requests for support; Prioritise support requests with appropriate personal.
Nominal Hours: 10
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2017B  MAINTAIN SYSTEM INTEGRITY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to protect and secure standalone or client server environments.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2243B  DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to reduce the risk of a computer’s operation being affected by spam or destructive software.
Nominal Hours: 10
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3024B  PROVIDE BASIC SYSTEM ADMINISTRATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Record security access; Record software licences; Carry out system back up; Restore system back up; Apply security access controls.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3031B  PROVIDE ADVICE TO CLIENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Analyse client support issues; Provide advice on software, hardware or network; Obtain client feedback.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3032B  PROVIDE NETWORK SYSTEMS ADMINISTRATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3034B  DETERMINE AND ACTION NETWORK PROBLEMS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Determine client requirements and ascertain if problem exists; Determine whether problem is covered by policy; Carry out maintenance support on identified problem; Prepare maintenance report and verify solution.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3115B  MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Determine and undertake required equipment maintenance; Diagnose and repair faults; Update documentation and make recommendations for future maintenance.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAS3102C  CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEMS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Review network policies; Create an interface with existing system; Set up and manage the network file system; Manage user services; Monitor user accounts; Provide and support back up security.

Nominal Hours: 50

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS1021B  ADMINISTER NETWORK PERIPHERALS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Install peripherals to a network; Configure peripheral services to manage peripherals; Administer and support peripheral services; Maintain peripherals and fix common problems

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3234B  CARE FOR COMPUTER HARDWARE

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Establish safe work practices; Establish location requirements for hardware and peripherals; Establish maintenance practices; Determine appropriate hardware quality standards.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4022B  DETERMINE AND ACTION CLIENT COMPUTING PROBLEMS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the competency required to record and prioritise client support activities, determine the required resources, solve client computing problems or escalate as necessary.

Nominal Hours: 40

Assessment: -.

ICAS4023B  PROVIDE ONE-TO-ONE INSTRUCTION

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4033B  ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Determine support issues; Develop client support procedures; Provide recommended changes for client support policy; Update documented client support policy.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS406B  ACTION AND COMPLETE CHANGE REQUESTS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Review change requests; Modify system according to requested changes; Prepare and deliver training on use of modified system.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4107B  MANAGE RESOLUTION OF SYSTEM FAULTS ON A LIVE SYSTEM

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Determine maintenance methodologies and repositories; Implement change management system; Report review of results.

Nominal Hours: 40

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4018B  COMPLETE DATABASE BACK-UP AND RECOVERY

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Review database architecture; Determine back up methods appropriate to database requirements; Establish recovery points and disaster recovery procedures; Create and deploy standby database.

Nominal Hours: 30

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4109B  EVALUATE SYSTEM STATUS

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: Determine scope and evaluation parameters; Carry out evaluation; Report on evaluation.

Nominal Hours: 20

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAS4113B  IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS  
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.  
Description: Diagnose problems; Configure database; Tune database.  
Nominal Hours: 30  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4114B  IMPLEMENT MAINTENANCE PROCEDURES  
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.  
Description: Determine best practices for equipment and software maintenance; Identify resources to provide equipment and software maintenance; Revise practices, where appropriate.  
Nominal Hours: 10  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4115B  UNDERTAKE CAPACITY PLANNING  
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.  
Description: Determine future capacity requirements; Develop plan for capacity enhancements; Install capacity enhancements; Monitor ongoing capacity requirements.  
Nominal Hours: 50  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4116B  MONITOR AND ADMINISTER SYSTEM SECURITY  
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.  
Description: This unit defines the competency required to monitor and administer security functions of a system.  
Nominal Hours: 30  
Assessment: -

ICAS4117B  MONITOR AND ADMINISTER A DATABASE  
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.  
Description: Start up a database; Manage database; Manage database access.  
Nominal Hours: 30  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4122B  SUPPORT SYSTEM SOFTWARE  
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.  
Description: Maintain system software; Set up and manage the system files; Monitor and manage system usage and security; Carry out system back up; Restore system back up.

ICAS4134C  PROVIDE FIRST-LEVEL REMOTE HELP DESK SUPPORT  
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.  
Description: Determine the user support issue; Identify the hardware or software being used by the customer/client; Confirm resolution of user support issue; Maintain communication link.  
Nominal Hours: 30  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4191B  MAINTAIN WEBSITE PERFORMANCE  
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.  
Description: Benchmark website performance; Track website performance; Tune performance; Initiate and monitor performance improvement.  
Nominal Hours: 30  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS5102B  ESTABLISH AND MAINTAIN CLIENT USER LIAISON  
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.  
Description: Determine support areas; Develop support procedures; Assign support personnel.  
Nominal Hours: 20  
Assessment: -

ICAS5103B  ESTABLISH AND MAINTAIN CLIENT USER LIAISON DURING SUPPORT ACTIVITY  
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.  
Description: Identify support procedures; Undertake support; Gather feedback.  
Nominal Hours: 20  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICASS104B  DETERMINE MAINTENANCE STRATEGY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Identify and analyse maintenance needs; Identify and analyse IT system components to be maintained; Develop service level agreements; Formulate maintenance strategy; Define client and supplier processes and standards.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS5105B  COORDINATE CHANGE REQUESTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Classify and monitor change requests; Determine priority settings; Develop change analysis work plan to develop and implement changes; Confirm change plan is complete and satisfies client.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS5111B  REVIEW AND MANAGE DELIVERY OF MAINTENANCE SERVICES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Review service standards; Review infrastructure; Determine and implement solutions; Organise reviews.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS5123C  MANAGE NETWORK SECURITY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Identify threats to network; Determine risk of network failure; Plan suitable control methods for the network; Incorporate controls into the network; Implement additional security facilities.
Nominal Hours: 50
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS5192B  CONFIGURE AN INTERNET GATEWAY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Confirm client requirements and network equipment; Review security issues; Install and configure gateway products and equipment; Configure and test node.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS5199B  MANAGE BUSINESS WEBSITES AND SERVERS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Maintain business website and contents; Maintain business security of the website; Monitor business website performance; Undertake capacity planning.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS5202B  ENSURE PRIVACY FOR USERS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Review privacy policy in relation to legislation; Determine policy shortfalls; Update and review policies.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS5203B  EVALUATE AND SELECT A WEB HOSTING SERVICE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Select ISP based on selection criteria approved by the client; Ensure guarantee of permanent on line presence; Ensure that web host meets technical requirements; Performance is benchmarked and tested against specified criteria.
Nominal Hours: 15
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT1206B  CHECK SITE SECURITY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to use the features of a web browser to determine the security status of a remote server before it is accessed.
Nominal Hours: 10
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT3025B  RUN STANDARD DIAGNOSTIC TESTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Operate system diagnostics; Scan system for viruses.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAT4183B  CONFIRM ACCESSIBILITY OF WEBSITE DESIGN FOR PEOPLE WITH SPECIAL NEEDS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Prepare test; test individual pages; test page relationships; evaluate test results.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT4185B  CREATE A WEBSITE TESTING PROCEDURE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Document and define performance criteria; validate performance measures; obtain sign off.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT4186B  CONDUCT OPERATIONAL ACCEPTANCE TESTS OF WEBSITES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Prepare test; Test individual pages; Test page relationships; Evaluate test results.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT4221B  LOCATE EQUIPMENT, SYSTEMS AND SOFTWARE FAULTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Choose the most appropriate fault finding method; Analyse the problem to be solved; Deline the causes of the problem and create a plan of action; Review problem and system status.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT4242B  PERFORM UNIT TEST FOR A CLASS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT5079B  PERFORM INTEGRATION TEST
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 30
Assessment: To be advised.

ICAT5081B  PERFORM SYSTEMS TEST
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT5083B  DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Identify acceptance criteria and develop test plan; Perform functional testing on software modules; Validate test results against expected results; obtain sign off and acceptance.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1128A  OPERATE A PERSONAL COMPUTER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Start the computer; Access basic system information; Navigate and manipulate desktop environment; Organise basic directory/folder structure and files; Organise files for user and/or organisation requirements; Print information; Shut down computer.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1128B  OPERATE A PERSONAL COMPUTER
Description: Start the computer; Access basic system information; Navigate and manipulate desktop environment; Organise basic directory/folder structure and files; Organise files for user and/or organisation requirements; Print information; Shut down computer.
Nominal Hours: 30
Required Reading: No required text.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAU1130A OPERATE A SPREADSHEET APPLICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to correctly operate spreadsheet applications and perform basic operations.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1130B OPERATE A SPREADSHEET APPLICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to correctly operate spreadsheet applications and perform basic operations.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1131A OPERATE A DATABASE APPLICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to operate database applications and perform basic operations.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1131B OPERATE A DATABASE APPLICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to operate database applications and perform basic operations.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1211B OPERATE ACCOUNTING APPLICATIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to operate common accounting software packages in order to maintain enterprise financial records.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1213B CONDUCT ON-LINE TRANSACTIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to bank, buy or carry out basic consumer transactions on-line.
Nominal Hours: 10
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1215B USE PERSONAL PRODUCTIVITY TOOL
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to use the features and components of a personal productivity tool including personal digital assistants or computerised personal organisers.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2005B OPERATE COMPUTER HARDWARE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to determine, select and correctly operate basic computer hardware, generally known as peripherals and which may include input/output devices and secondary memory.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2006A OPERATE COMPUTING PACKAGES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Use appropriate software; Access, retrieve and manipulate data; Access and use help functions within each application; Use keyboard and equipment.
Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2007B MAINTAIN EQUIPMENT AND CONSUMABLES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to maintain the operation of basic computer hardware and peripherals including the replacement of consumables.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2013B INTEGRATE COMMERCIAL COMPUTING PACKAGES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to manipulate, convert and integrate data between different two or more commercial software applications.
Nominal Hours: 30
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAU2231B  USE COMPUTER OPERATING SYSTEMS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Configure operating system; Use operating system; Optimise operating system; Support input and output devices.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU3004B  APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Determine OH&S issues relating to immediate work environment; Document and disseminate OH&S requirements; Provide basic ergonomic advice.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU3019B  MIGRATE TO NEW TECHNOLOGY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Apply existing knowledge and techniques to technology and transfer; Apply functions of technology to assist in solving organisational problems; Evaluate new or upgraded technology performance.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU3028B  CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Analyse customisation requirements; Develop customisation; Provide support for customised application.
Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU4205B  SELECT AND EMPLOY SOFTWARE AND HARDWARE TOOLS
Locations: Footscray Nicholson, St Albans, Werribee.
Description: This unit defines the competency required to select and use software and hardware diagnostic tools, including multimedia contexts and automated testing environments.
Nominal Hours: 40
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICAU4207B  APPLY WEB AUTHORING TOOL TO CONVERT CLIENT DATA FOR WEBSITES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Create files; Create formatting templates; Define library items; Develop templates; Identify authoring requirements; Create simple forms; Create simple navigation;
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU5208B  USE SITE SERVER TOOLS FOR TRANSACTION MANAGEMENT
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Confirm task requirements; Select tools; Use tools; Review server tools and task requirements;
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAW2001B  WORK EFFECTIVELY IN AN IT ENVIRONMENT
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Identify IT in an organisation and related relevant policies and procedures; Identify IT equipment, software and operating systems used by the organisation
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAW2002B  COMMUNICATE IN THE WORKPLACE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit defines the competency required to provide limited client support through verbal and non-verbal communication and to effectively communicate with colleagues.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAW2011B  WORK INDIVIDUALLY OR AS A TEAM MEMBER TO ACHIEVE ORGANISATIONAL GOALS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Establish own work schedule; Participate in team structure.
Nominal Hours: 20
ICPMM321A  CAPTURE A DIGITAL IMAGE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Assess digital camera qualities; Set up for image capture; Preview image; Photograph and upload a digital image.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM321B  CAPTURE A DIGITAL IMAGE
Locations: Footscray Nicholson, St Albans, Werribee.
Description: Assess digital camera qualities; Set up for image capture; Preview image; Photograph and upload a digital image.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM346B  INCORPORATE VIDEO INTO MULTIMEDIA PRESENTATIONS
Locations: Footscray Nicholson, St Albans, Werribee.
Description: Identify and describe format of digital video; Design digital video; Edit digital video; Present a digital video sequence.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM42CA  INCORPORATE 2D GRAPHICS INTO MULTIMEDIA PRESENTATIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Work with digital imaging; Use 2D multimedia graphics software; Create 2D multimedia graphic designs; Present 2D digital artwork.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM43CA  INCORPORATE DIGITAL PHOTOGRAPHY INTO MULTIMEDIA PRESENTATIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Use a digital camera; Incorporate digital photography into a multimedia sequence; Create a collage of digital photography and 2D graphics.
Nominal Hours: 30
**ICPMM581B MANAGE MULTIMEDIA PRODUCTION**

**Locations:** Footscray Nicholson, St Albans, Werribee.

**Description:** Design a production cycle for a multimedia product; Define the attributes of interactive multimedia products; Manage research; Manage the multimedia process.

**Nominal Hours:** 50

**Required Reading:**

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICPMM582B MANAGE MULTIMEDIA PROJECTS**

**Locations:** Footscray Nicholson, St Albans, Werribee.

**Description:** Develop a project plan; Manage resources and time; Identify legal issues; Manage research; Determine and manage multimedia budgets; Manage project outcomes.

**Nominal Hours:** 50

**Required Reading:**

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICPM663A ACCESS THE INTERNET**

**Locations:** Footscray Nicholson, St Albans, Werribee.

**Description:** Identify and use local resources and identify and use remote resources.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICPPP311B DEVELOP A DETAILED DESIGN CONCEPT**

**Locations:** Footscray Nicholson, St Albans, Werribee.

**Description:** Determine brief specifications; Render a graphic design; Produce a dummy; Produce complex finished artwork.

**Nominal Hours:** 60

**Required Reading:**

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICTCC121A USE AN ENTERPRISE INFORMATION SYSTEM**

**Locations:** Footscray Nicholson, St Albans, Werribee.

**Description:** Locate and interpret information for a customer inquiry; Record information for a customer transaction; Use help systems.

**Nominal Hours:** 40

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICTCC330A MANAGE CUSTOMER RELATIONSHIP**

**Locations:** Footscray Nicholson, St Albans, Werribee.

**Description:** Contribute to the meeting of customer needs; Obtain feedback from customers; Use customer feedback to enhance customer relationships.

**Nominal Hours:** 35

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICTTC136B  INSTALL MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATIONS Cabling: ACA

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Description: This unit defines the level of competence that is required for the purpose of the Australian Communications Authority’s “Restricted” Cabling Provider Rule. Restricted cabling is used in typical domestic premises small office home offices and small business premises situations. Restricted cables can only be used in large commercial and industrial premises as long as the cabling is behind a compliant device and cabling is not via jumperable distributors or patch panels. This unit applies to customer cabling terminated on sockets and network termination devices (NTD). It applies to the installation, maintenance and modification of indoor and external cabling at the levels stated in the range of variables. Customer cabling, for the purpose of this standard, may be used to connect devices for a range of applications including: telecommunications (phones, facsimile and answering machines), simple data and computer use, security alarm panels, and fire control panels.

Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTTC168A  DESIGN AND IMPLEMENT AN ENTERPRISE VOIP AND UNIFIED COMMUNICATIONS NETWORK

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit applies to designing and implementing the infrastructure for enterprise voice over internet protocol (VoIP) and unified communications (UC) systems to meet business requirements using converging network technologies. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 60

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

PSPPM404A  CARRI OUT SIMPLE PROJECT ACTIVITIES

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit covers the activities required to carry out simple projects, working on one project at a time.

Nominal Hours: 40

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLIJ107C  APPLY QUALITY PROCEDURES


Description: This unit involves the skills and knowledge required to apply quality procedures within work activities including applying quality concepts to work, planning and trialing improvements in work processes and implementing improvements confirmed through the trials.

Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources VU.

Assessment: The following methods may be used in assessing units Written objective tests; Written responses, short and extended answers; Oral test/technical interview; On job or workplace assessment; Practical/exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling; RPL.

VPAU478  DISMANTLE AND ASSEMBLE ENGINEERING COMPONENTS OR SUBASSEMBLIES

Locations: Footscray Nicholson, St Albans.

Description: This unit of competency sets out the knowledge and skills required to dismantle and reassemble engineering components or subsystems. This includes the use and selection of appropriate tools for the task, identification and replacement of damaged/faulty parts. Requisite or co-requisite skills in the use of portable hand and power tools, reading engineering drawings and performing basic measurements are required.

Nominal Hours: 30
Required Reading: No text is required for this unit.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

VPAU479  PERFORM PRECISION MEASUREMENTS

Locations: Footscray Nicholson, St Albans.

Description: This unit of competency sets out the knowledge and skills required to make accurate measurements using a wide range of basic engineering and scientific measuring instruments and devices.

Nominal Hours: 30
Required Reading: No text is required for this unit.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

VPAU480  USE COMPUTER TECHNOLOGY

Locations: Footscray Nicholson, St Albans.

Description: This unit of competency sets out the knowledge and skills required to use word-processing, spreadsheets, database software applied to engineering problems, computer aided design/drafting (CAD) and engineering simulation software.

Nominal Hours: 40
Required Reading: No text is required for this unit.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.
VPAU645  INSTALL AND CONFIGURE A HOME OR SMALL OFFICE NETWORK

Locations: Footscray Nicholson, St Albans.

Description: This unit of competency sets out the knowledge and skills required for entry level networking support to establish a small office or home office internet connected PC network.

Nominal Hours: 60

Required Reading: No text is required for this unit.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

VPAU646  INSTALL AND CONFIGURE A SMALL TO MEDIUM BUSINESS NETWORK

Locations: Footscray Nicholson, St Albans.

Description: This unit of competency sets out the knowledge and skills required to establish and support a small to medium business network capable of providing WAN connectivity and common WEB internet services.

Nominal Hours: 60

Required Reading: No text is required for this unit.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

VPAU808  IMPLEMENT AND TROUBLESHOOT ENTERPRISE ROUTERS AND SWITCHES

Locations: Footscray Nicholson, St Albans.

Description: This unit of competency sets out the knowledge and skills required to configure and program routers and switches to establish voice and data services and applications over LAN and WAN connections for enterprise networks.

Nominal Hours: 100

Required Reading: No text is required for this unit.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.

VPAU809  DESIGN, INSTALL AND CONFIGURE AN INTERNETWORK

Locations: Footscray Nicholson, St Albans.

Description: This unit of competency sets out the knowledge and skills required to design an enterprise internetwork, procure LAN/WAN requirements and perform network upgrades.

Nominal Hours: 100

Required Reading: No text is required for this unit.

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit’s learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks.
SCHOOL OF PERSONAL SERVICES

Below are details of courses offered by the School of Personal Services in 2012. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to international students are marked with the (I) symbol.

CERTIFICATE II IN MODELLING
Course Code: 22020VIC

Campus: City King Street.

About this course: Learn how to work in a range of professional modelling contexts in the only government-accredited modelling course in Australia. The course trains you in the three main branches of modelling: fashion parades, photographic work and media productions. You will learn industry standards in personal grooming and communication skills, and the requirements to promote products or services.

Course Objectives: The purpose of the qualification is to develop skills and knowledge to be able to work in a range of modelling contexts. It develops the skills to source and undertake modelling activities to the standard expected by the industry. This includes industry expectations of the personal grooming and communication skills of models and their ability to promote products or services.

Careers: Modelling.

Course Duration: 0.5 years.

Admission Requirements Year 12: All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Admission Requirements International: All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Admission Requirements Mature Age: All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Admission Requirements VET: All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

Selection Processes: Direct Entry, Interview, Written Test.

Prerequisite Unit Requirements: There are no pre-requisite unit requirements for this course.

COURSE STRUCTURE
To be eligible for the award 22020VIC in Certificate II in Modelling students must successfully complete units comprising 8 core units; 1 elective unit.

Core Units
VPAU744 COMMUNICATE EFFECTIVELY IN THE MODELLING INDUSTRY 30
VPAU745 PREPARE FOR WORK IN THE MODELLING INDUSTRY 45
VPAU746 APPLY OWN HAIR STYLING AND MAKEUP FOR MODELLING ASSIGNMENTS 60
VPAU748 MAINTAIN HEALTH FOR PERSONAL AND PROFESSIONAL EFFECTIVENESS 25
VPAU749 PERFORM AS A MODEL FOR ELECTRONIC MEDIA 20
VPAU750 APPLY PROMOTIONAL TECHNIQUES 20
VPAU751 PARTICIPATE IN A PHOTO SHOOT AS A MODEL 80
BSBOHS201A PARTICIPATE IN OHS PROCESSES 20

Elective Units
VPAU747 PERFORM TECHNIQUES FOR RUNWAY MODELLING 60
VPAU752 APPLY POSTURE AND MOVEMENT TECHNIQUES FOR MODELLING 20

DIPLOMA OF SPECIALIST MAKE-UP SERVICES
Course Code: CUF50407

Campus: City King Street.

About this course: Fast track your career as a make-up artist in the entertainment industry, equipped with a range of specialist skills. Learn how to style wigs and hairpieces, and apply specialised make-up for bridal, photographic, theatre, period, special effects, television, film and fashion.

Course Objectives: This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate the work of self and/or team in the area of specialist make-up services for the film, television and entertainment industries. They may coordinate the operation of a make-up department or business or operate on a freelance basis.

Careers: You will be qualified to work as a make-up/hair stylist/designer, special make-up effects artist/designer, freelance TV, theatre and film make-up artist.

Course Duration: 1 year.

Selection Processes: Direct Entry, Interview, VTAC.

COURSE STRUCTURE
Students must complete a total of 17 units: 6 core units plus 5 specialist units plus 6 elective units. 4 of the elective units must be selected from the specialist and elective units listed for the qualification in the CUF707 Screen and Media Training Package. The remaining 2 elective units may be selected from the specialist and elective units listed in the Training Package or any other currently endorsed national Training Package. Units must be selected from a Diploma level qualification. No more than 4 elective units previously achieved can be counted towards the qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units:
BSBCRT301A DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS 40
BSBCRT402A COLLABORATE IN A CREATIVE PROCESS 40
CUFMUP401A DESIGN, APPLY AND REMOVE MAKE-UP 60
CUFMUP403A STYLE HAIR FOR PERFORMANCES OR PRODUCTIONS 60
BSBPMS510A MANAGE PROJECTS 60
BSBHOSS09A ENSURE A SAFE WORKPLACE 60

Core Specialist Units:
WRHHD405A SELECT AND APPLY HAIR EXTENSIONS 30
CUFMUP402A MAINTAIN MAKE-UP AND HAIR CONTINUITY 160
CUFMUP404A STYLE WIGS AND HAIRPIECES FOR PERFORMANCES OR PRODUCTIONS 120
CUFMUP501A DESIGN AND APPLY SPECIALISED MAKEUP 65
CUFMUP502A DESIGN AND APPLY SPECIAL MAKEUP EFFECTS 60

Elective Units:
BSBCRM401A MAKE A PRESENTATION 30
BSBCRT501A ORIGINATE AND DEVELOP CONCEPTS 30
The course is offered on a full-time basis over a minimum of 339 nominal hours or part-time equivalent. Delivered as part of VET in School only.

Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS1B</td>
<td>SELL PRODUCTS AND SERVICES</td>
<td>18</td>
</tr>
<tr>
<td>WRRS202A</td>
<td>APPLY GEL NAIL ENHANCEMENT</td>
<td>30</td>
</tr>
<tr>
<td>OR</td>
<td>WRRS203A</td>
<td>APPLY ACRYLIC NAIL ENHANCEMENT</td>
</tr>
</tbody>
</table>

Elective Units of Study

A minimum of one elective selected by the student, with the approval of the Head of School from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS202A</td>
<td>APPLY GEL NAIL ENHANCEMENT</td>
<td>30</td>
</tr>
<tr>
<td>WRRS203A</td>
<td>APPLY ACRYLIC NAIL ENHANCEMENT</td>
<td>35</td>
</tr>
<tr>
<td>WRRS204B</td>
<td>APPLY NAIL ART</td>
<td>15</td>
</tr>
</tbody>
</table>

CERTIFICATE II IN MAKE-UP SERVICES
Course Code: WRR22024

campus: City King Street, Melton.

About this course: Start your career in the beauty industry with this entry-level course. You will learn workplace communications, routine salon/store functions, demonstrating skin care products, designing and applying make-up in general and specialist situations. VU students regularly take out multiple awards in the annual Hair and Beauty Industry Association (HBIA) Awards.

Course Objectives: The course provides participants with an entry-level qualification to begin a career in the beauty industry. It involves workplace communications, routine salon/store functions, demonstrating skin care products, designing and applying make-up in general and specialist situations.

Careers: Pathway to future career in the beauty industry.

Admission Requirements Year 12: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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.

Admission Requirements International: NA.

Admission Requirements Mature Age: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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.

Admission Requirements VET: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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 Processes: Direct Entry.

COURSE STRUCTURE

The course is offered on a full-time basis over a minimum of 404 nominal hours or part-time equivalent. Delivered as part of VET in School only.

Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WRRS201B</td>
<td>PROVIDE MANICURE AND PEDICARE SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>WRC5201B</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>WRC5202A</td>
<td>APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE</td>
<td>20</td>
</tr>
<tr>
<td>WRC5203B</td>
<td>PROVIDE SERVICES TO CLIENTS</td>
<td>30</td>
</tr>
<tr>
<td>WRC5204A</td>
<td>APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES</td>
<td>15</td>
</tr>
<tr>
<td>WRC521B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>WRRR1B</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>WRRP1B</td>
<td>APPLY SAFE WORKING PRACTICES</td>
<td>18</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>MERCHANDISE PRODUCTS</td>
<td>30</td>
</tr>
<tr>
<td>WRRM2B</td>
<td>PERFORM ROUTINE HOUSEKEEPING DUTIES</td>
<td>18</td>
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OR

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>WRC5201B</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>WRC5202A</td>
<td>APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE</td>
<td>20</td>
</tr>
<tr>
<td>WRC5203B</td>
<td>PROVIDE SERVICES TO CLIENTS</td>
<td>30</td>
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</tbody>
</table>
WRBFS201B  DEMONSTRATE RETAIL SKIN CARE PRODUCTS 25
WRBFS202B  DESIGN AND APPLY MAKE-UP 40
WRBFS203B  DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY 30
WRBFS204B  DESIGN AND APPLY REMEDIAL CAMOUFLAGE 30
WRRC51B  COMMUNICATE IN THE WORKPLACE 50
WRRER1B  WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 40
WRRLP1B  APPLY SAFE WORKING PRACTICES 18
WRMR1B  MERCHANDISE PRODUCTS 30
WRM2B  PERFORM ROUTINE HOUSEKEEPING DUTIES 18
WRRS1B  SELL PRODUCTS AND SERVICES 18

Elective Units of Study
A minimum of two elective selected by the student, with the approval of the Head of School from the following:
WRBBS201B  PROVIDE MANICURE AND PEDICARE SERVICES 30
WRBBS202A  APPLY GEL NAIL ENHANCEMENT 30
WRBBS203A  APPLY ACRYLIC NAIL ENHANCEMENT 35
WRBCS204A  APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
WRBSS201B  PIERCE EARS 15
WRCA1B  OPERATE RETAIL EQUIPMENT 21
WRER2B  CO-ORDINATE WORK TEAMS 36
WRRI1B  PERFORM STOCK CONTROL PROCEDURES 36
WRLP2B  MINIMISE THEFT 21
WRRM5A  MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
WRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS 36
WRR07A  PROFILE A RETAIL MARKET 36
WRR08A  DEVELOP INNOVATIVE IDEAS AT WORK 36
BSBSBUS301A  SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20
*If WRBBS201B - Provide manicure and pedicare services, or WRBBS202A - Apply nail gel enhancement or WRBBS203A - Apply acrylic nail enhancement are selected then WRBCS204A - Apply knowledge of nail science to nail services must also be selected.

CERTIFICATE III IN BEAUTY SERVICES
Course Code: WRB30104
Campus: City King Street.
About this course: This course is designed to develop the skills and knowledge for those who wish to be employed as a beauty practitioner in a salon with limited supervision, ensuring a safe work environment, providing treatments, including lashes, brows and temporary epilation.
Course Objectives: The Certificate III in Beauty Services is design to develop the skills and knowledge for those who wish to be employed as a beauty practitioner in a salon with limited supervision, ensuring a safe working environment, providing treatments, including lash and brow treatment and temporary epilation.
Careers: Beauty practitioner in a salon.
Selection Processes: Interview, Written Application, Written Test.
Applicants are required to submit an application form, sit a selection test and attend an interview.

COURSE STRUCTURE
This course is 6 months full-time. This course is delivered on a full time basis during the day. Traineeships are also available.

Core Units of Study
WRBBS201B  PROVIDE MANICURE AND PEDICARE SERVICES 30
WRBBS202B  DESIGN AND APPLY MAKE-UP 40
WRBBS203B  DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY 30
WRBSS201B  PIERCE EARS 15
WRRCA1B  OPERATE RETAIL EQUIPMENT 21
WRRER2B  CO-ORDINATE WORK TEAMS 36
WRRI1B  PERFORM STOCK CONTROL PROCEDURES 36
WRRLP2B  MINIMISE THEFT 21
WRRM5A  MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
WRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS 36
WRR07A  PROFILE A RETAIL MARKET 36
WRR08A  DEVELOP INNOVATIVE IDEAS AT WORK 36
BSBSBUS301A  SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20

Elective Units of Study
Six elective units of study from the following:
WRBBS201B  PROVIDE MANICURE AND PEDICARE SERVICES 30
WRBBS202A  APPLY GEL NAIL ENHANCEMENT 30
WRBBS203A  APPLY ACRYLIC NAIL ENHANCEMENT 35
WRBBS204B  APPLY NAIL ART 15
WRBSS201B  PIERCE EARS 15
WRRCA1B  OPERATE RETAIL EQUIPMENT 21
WRRER2B  CO-ORDINATE WORK TEAMS 36
WRRI1B  PERFORM STOCK CONTROL PROCEDURES 36
WRRLP2B  MINIMISE THEFT 21
WRRM5A  MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
WRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS 36
WRR07A  PROFILE A RETAIL MARKET 36
WRR08A  DEVELOP INNOVATIVE IDEAS AT WORK 36
BSBSBUS301A  SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20
BSBMBG404A  FORECAST MARKET AND BUSINESS NEEDS 60
CERTIFICATE IV IN BEAUTY THERAPY

Course Code: WRB40105

Campus: City King Street.

About this course: This qualification is designed to develop the first line management skills of those working in the beauty industry. It applies to those who are coordinating or managing the services within a small beauty salon, or a department in a larger store. This course is offered as a traineeship only.

Course Objectives: Certificate IV in Beauty Therapy has been designed to develop the first line management skills of those working in the beauty industry. It applies to those who are coordinating or managing the services within a small beauty salon, or a section or department within a larger store.

Careers: Beauty therapist.

Selection Processes: Interview, Written Application, Written Test.

Selection is via aptitude and literacy tests (at the level 2 competency as defined in the Certificate of General Education for Adults) followed by an interview. 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 STRUCTURE

This Course is only delivered as a 3 years part-time traineeship.

Core Units of Study

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<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>WRBBS201B</td>
<td>PROVIDE MANICURE AND PEDICARE SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>WRBCS201B</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>WRBCS203B</td>
<td>PROVIDE SERVICES TO CLIENTS</td>
<td>30</td>
</tr>
<tr>
<td>WRBCS204A</td>
<td>APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES</td>
<td>15</td>
</tr>
<tr>
<td>WRBCS305A</td>
<td>APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS</td>
<td>15</td>
</tr>
<tr>
<td>WRBCS306B</td>
<td>ADVISE ON BEAUTY SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>WRBCS407A</td>
<td>DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS</td>
<td>30</td>
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<tr>
<td>WRBCS408A</td>
<td>APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY</td>
<td>60</td>
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<tr>
<td>WRBCS409A</td>
<td>APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS</td>
<td>50</td>
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<tr>
<td>WRBCS410A</td>
<td>APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS</td>
<td>20</td>
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<tr>
<td>WRBCS411A</td>
<td>APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS</td>
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</table>

Elective Units of Study

Six units from the following list:

One elective may be chosen from another relevant endorsed Training Package. The unit chosen may be selected from units packaged within a Certificate II, III, IV or Diploma qualification.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tr>
<td>WRBCS412A</td>
<td>APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS</td>
<td>30</td>
</tr>
<tr>
<td>WRBF201B</td>
<td>DESIGN AND APPLY MAKE-UP</td>
<td>40</td>
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<tr>
<td>WRBS305B</td>
<td>PROVIDE LASH AND BROW TREATMENTS</td>
<td>15</td>
</tr>
<tr>
<td>WRBS406B</td>
<td>PROVIDE FACIAL TREATMENTS</td>
<td>120</td>
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<tr>
<td>WRBS407B</td>
<td>PROVIDE ADVANCED FACIAL TREATMENTS</td>
<td>110</td>
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<tr>
<td>WRBS530B</td>
<td>PROVIDE TEMPORARY EPILEPTION AND BLEACHING TREATMENTS</td>
<td>95</td>
</tr>
<tr>
<td>WRRC51B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>50</td>
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<tr>
<td>WRRL1B</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>WRRP1B</td>
<td>APPLY SAFE WORKING PRACTICES</td>
<td>18</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>SELL PRODUCTS AND SERVICES</td>
<td>18</td>
</tr>
</tbody>
</table>

Six units from the following list:

One elective may be chosen from another relevant endorsed training package. The unit chosen may be selected from units packaged within a Certificate II, III, IV or Diploma qualification.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>WRBS202A</td>
<td>APPLY GEL NAIL ENHANCEMENT</td>
<td>30</td>
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<tr>
<td>WRBS203A</td>
<td>APPLY ACRYLIC NAIL ENHANCEMENT</td>
<td>35</td>
</tr>
<tr>
<td>WRBS204B</td>
<td>APPLY NAIL ART</td>
<td>15</td>
</tr>
<tr>
<td>WRBS305B</td>
<td>USE ELECTRICAL EQUIPMENT FOR NAILS</td>
<td>30</td>
</tr>
<tr>
<td>WRBS306A</td>
<td>APPLY AIRBRUSHED NAIL ART</td>
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<td>WRBS407B</td>
<td>PROVIDE BODY TREATMENTS</td>
<td>100</td>
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<tr>
<td>WRBS408B</td>
<td>PROVIDE AESTHETIC AROMATIC MASSAGE</td>
<td>40</td>
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<tr>
<td>WRBCS202A</td>
<td>APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE</td>
<td>20</td>
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<tr>
<td>WRBS203B</td>
<td>DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY</td>
<td>30</td>
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<td>WRBS204B</td>
<td>DESIGN AND APPLY REMEDIAL CAMOUFLAGE</td>
<td>30</td>
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<tr>
<td>WRBS201B</td>
<td>PIERCE EARS</td>
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</tr>
<tr>
<td>WRRC1B</td>
<td>OPERATE RETAIL EQUIPMENT</td>
<td>21</td>
</tr>
<tr>
<td>WRR2B</td>
<td>CO-ORDINATE WORK TEAMS</td>
<td>36</td>
</tr>
<tr>
<td>WRRL1B</td>
<td>PERFORM STOCK CONTROL PROCEDURES</td>
<td>36</td>
</tr>
<tr>
<td>WRR1B</td>
<td>MINIMISE THEFT</td>
<td>21</td>
</tr>
<tr>
<td>WRR03B</td>
<td>PROVIDE A SAFE WORKING ENVIRONMENT</td>
<td>36</td>
</tr>
<tr>
<td>WRR07A</td>
<td>PROFILE A RETAIL MARKET</td>
<td>36</td>
</tr>
<tr>
<td>WRR08A</td>
<td>DEVELOP INNOVATIVE IDEAS AT WORK</td>
<td>36</td>
</tr>
<tr>
<td>WRR1B</td>
<td>MERCHANDISE PRODUCTS</td>
<td>30</td>
</tr>
<tr>
<td>WRR2B</td>
<td>PERFORM ROUTINE HOUSEKEEPING DUTIES</td>
<td>18</td>
</tr>
<tr>
<td>WRR3A</td>
<td>CREATE A DISPLAY FOR A SMALL BUSINESS</td>
<td>36</td>
</tr>
<tr>
<td>WRR5B</td>
<td>BUILD RELATIONSHIPS WITH CUSTOMERS</td>
<td>36</td>
</tr>
<tr>
<td>BSBUS301A</td>
<td>SEARCH AND ASSESS ONLINE BUSINESS INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>BSMB404A</td>
<td>FORECAST MARKET AND BUSINESS NEEDS</td>
<td>60</td>
</tr>
<tr>
<td>BSBSBM301A</td>
<td>RESEARCH BUSINESS OPPORTUNITIES</td>
<td>30</td>
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<tr>
<td>BSBSBM401A</td>
<td>ESTABLISH BUSINESS AND LEGAL REQUIREMENTS</td>
<td>50</td>
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<tr>
<td>BSBSBM403A</td>
<td>PROMOTE THE BUSINESS</td>
<td>50</td>
</tr>
<tr>
<td>BSBSBM404A</td>
<td>UNDERTAKE BUSINESS PLANNING</td>
<td>60</td>
</tr>
</tbody>
</table>
DIPLOMA OF BEAUTY THERAPY

Course Code: WRBS50105

Campus: City King Street.

About this course: This course has been designed for those wishing to operate as a beauty therapist employing staff and managing a beauty salon.

Course Objectives: The Diploma has been designed for those wishing to operate as a beauty therapist employing staff and managing a beauty salon.

Careers: Beauty Therapist.

Selection Processes: Interview, Written Application, Written Test.

Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

COURSE STRUCTURE

This course is 18 months full-time or part-time equivalent. This course is delivered on a full-time basis during the day and part-time evening.

Core Units of Study

WRBBS201B PROVIDE MANICURE AND PEDICARE SERVICES 30
WRBBS407B PROVIDE BODY TREATMENTS 100
WRBCS201B CONDUCT FINANCIAL TRANSACTIONS 25
WRBCS203B PROVIDE SERVICES TO CLIENTS 30
WRBCS204A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
WRBCS305A APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS 15
WRBCS306B ADVISE ON BEAUTY SERVICES 30
WRBCS407A DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS 30
WRBCS408A APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY TREATMENTS 60
WRBCS409A APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS 50
WRBCS410A APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS 20
WRBCS411A APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS 20
WRBCS412A APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS 30
WRBCS513B INVESTIGATE NEW PRODUCTS AND SERVICES 50
WRBFS202B DESIGN AND APPLY MAKE-UP 40
WRBFS305B PROVIDE LASH AND BROW TREATMENTS 15
WRBFS406B PROVIDE FACIAL TREATMENTS 120

Elective Units of Study

Select a minimum of 8 units from the following:

WRBBS408B PROVIDE AESTHETIC AROMATIC MASSAGE 40
WRBSS505A PLAN THE SPA PROGRAM 25
WRBSS510A PROVIDE THE SPA PROGRAM 100
WRBSS511A APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY THERAPY TREATMENTS 20
WRBSS512A BLEND A RANGE OF AROMATIC PLANT OILS FOR BEAUTY TREATMENTS 35
WRBSS513A USE REFLEXOLOGY RELAXATION TECHNIQUES IN BEAUTY TREATMENTS 30
WRBSS514A PROVIDE SUPERFICIAL LYMPH DRAINAGE MASSAGE 40
WRBSS504B PERFORM DIATHERMY SERVICE 50
WRBSS503B PROVIDE PERMANENT EPILATION 145
WRBSS506A PROVIDE UPPER BODY PIERCING 30
HLMREM7A PLAN THE MASSAGE TREATMENT 20

*The following units of study each will count as three units, due to the depth and complexity of knowledge and skills required relative to other specialist elective units:

WRBSS503B PROVIDE PERMANENT EPILATION 145
WRBSS505A DESIGN AND PERFORM COSMETIC TATTOOING/MICROPIGMENTATION PROCEDURES 110
CUEMUP2A DESIGN, APPLY AND REMOVE PERIOD MAKE-UP 160
CUEMUP3A DESIGN, APPLY AND REMOVE SPECIALISED MAKE UP 160
HLMREM6A PROVIDE THE MASSAGE TREATMENT 340

The following units of study will count as 2 units, due to the depth and complexity of knowledge and skills required relative to other specialist elective units:

WRBSS510A PROVIDE THE SPA PROGRAM 100

Select a minimum of two elective units of study from the following:

WRBSS501B PIERCE EARS 15
WRBFS203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY 30
WRER3B MAINTAIN EMPLOYEE RELATIONS 36
WRBFS204B DESIGN AND APPLY REMEDIAL CAMOUFLAGE 30
WRRCATB OPERATE RETAIL EQUIPMENT 21
WRRER2B CO-ORDINATE WORK TEAMS 36
WRRLP2B MINIMISE THEFT 21
WRRO3B PROVIDE A SAFE WORKING ENVIRONMENT 36
WRRO7A PROFILE A RETAIL MARKET 36
WRRO8A DEVELOP INNOVATIVE IDEAS AT WORK 36
Admission Requirements Year 12: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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.

Admission Requirements International: NA.

Admission Requirements Mature Age: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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.

Admission Requirements VET: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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 Processes: Interview, Written Application, Written Test.

Course Objectives:
The course aims to provide pre-vocational training for individuals wishing to work in the hairdressing industry. The course is offered as an apprenticeship, Adult Reskilling', and as a full-time full fee paying course.

About this course:
This course provides training for individuals who want to work in the hairdressing industry. The course is for Continuing students only.

Careers:
Hairdresser.

COURSE STRUCTURE
To achieve a Certificate II in Hairdressing, 13 units must be completed comprising: 10 core units, Plus 3 elective units.

Core Units of Study
WRHCS201A  PREPARE CLIENTS FOR SALON SERVICES  20
WRHCS202B  MAINTAIN TOOLS AND EQUIPMENT  10
WRHCS204A  MAINTAIN AND ORGANISE WORK AREAS  10
WRHCS205A  FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK  15
WRHCS206A  PERFORM HEAD, NECK, AND SHOULDER MASSAGE  20
WRHCS207A  DEVELOP HAIRDRESSING INDUSTRY KNOWLEDGE  15
WRHHD201A  DRY HAIR TO SHAPE  35
SIRXCOM001A  COMMUNICATE IN THE WORKPLACE  40
SIRXIND001A  WORK EFFECTIVELY IN A RETAIL ENVIRONMENT  45
SIRXOH5001A  APPLY SAFE WORKING PRACTICES  20

Elective Units of Study
WRHCL201A  APPLY TEMPORARY HAIR COLOUR AND REMOVE RESIDUAL COLOUR PRODUCTS  25
WRHHID202A  APPLY SINGLE, TWO AND THREE STRAND BRAIDING TECHNIQUES  30
WRHWP201A  ASSIST COLLEAGUES PROVIDING MULTIPLE SALON SERVICES AS TEAM MEMBER

COURSE CODES
WRH20109
WRH30106

CERTIFICATE II IN HAIRDRESSING
Course Code: WRH20109
Campus: City King Street, Melton.

About this course: The Certificate II in Hairdressing has been designed as a qualification for those persons providing general assistance in a hairdressing salon. Likely functions in the hairdressing industry for those who achieve this qualification include working within clearly defined contexts and, under supervision, providing assistance to other operators. Functions at this level include performing a limited range of hairdressing tasks, interacting with customers and providing customer service, following workplace safety procedures, demonstrating effective hairdressing environment work practices, providing assistance to colleagues and developing hairdressing industry knowledge.

Course Objectives: The course aims to provide pre-vocational training for individuals wishing to work in the hairdressing industry.

Careers: Hairdresser.

Course Duration: 3 months.

Admission Requirements Year 12: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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.

Admission Requirements Mature Age: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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.

Admission Requirements VET: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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 Processes: Interview, Written Application, Written Test.

Course Objectives: The course aims to provide pre-vocational training for individuals wishing to work in the hairdressing industry. The course is offered as an apprenticeship, Adult Reskilling', and as a full-time full fee paying course.

About this course: This course provides training for individuals who want to work in the hairdressing industry. The course is offered as an apprenticeship, Adult Reskilling', and as a full-time full fee paying course.

Course Objectives: The course aims to provide pre-vocational training for individuals wishing to work in the hairdressing industry. The course is offered as an apprenticeship, Adult Reskilling', and as a full-time full fee paying course.

Careers: Hairdresser.

Admission Requirements Other: To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills equivalent to Level 2/3 of...
the National Reporting System. Applicants enrolling as an apprentice must be over 15 years of age and be employed in the industry and indented to a tradesperson. Applicants enrolling on a full-time basis must be over 17 years of age to ensure a standard entry age for qualified hairdressing as required by industry.

Selection Processes: Employer Choice, Interview, Written Application.

Apprenticeship - student selection through employer. Full-time Training - application forms, interview. Reskilling - application forms, interview, qualified hairdresser.

**COURSE STRUCTURE**

Apprentice: 2 years Full-time, full fee: 18 months Reskilling: 18 weeks Full-time. Full-time - fee for service, part-time - employed apprentices only. All modes of attendance include day release, block release and on-the-job training. Offers training as: - apprenticeship; - full-time training - full fee paying; - reskilling; - Australian Qualification/Trade Recognition Australia Skills Test; - hairdressers with overseas qualifications who wish to gain Australian Qualification Certificate III in Hairdressing.

### Core Units of Study

- **WRBCS201B** CONDUCT FINANCIAL TRANSACTIONS 25
- **WRBCS203B** PROVIDE SERVICES TO CLIENTS 30
- **WRHLC302A** COLOUR AND LIGHTEN HAIR 35
- **WRHLC303B** DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING TECHNIQUES 25
- **WRHLC304A** PERFORM COLOUR CORRECTION 35
- **WRHCR302A** PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES 50
- **WRHCR303A** PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES 30
- **WRHCS201A** PREPARE CLIENTS FOR SALON SERVICES 20
- **WRHCS202A** MAINTAIN TOOLS AND EQUIPMENT 10
- **WRHCS204A** MAINTAIN AND ORGANISE WORK AREAS 10
- **WRHCS205A** FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK 15
- **WRHHC301A** DESIGN HAIRCUT STRUCTURES 20
- **WRHHC302A** APPLY ONE LENGTH/SOLID HAIRCUT STRUCTURES 25
- **WRHHC303A** APPLY GRADUATED HAIRCUT STRUCTURES 30
- **WRHHC304A** APPLY LAYERED HAIRCUT STRUCTURES 30
- **WRHHC305A** APPLY OVER-COMB TECHNIQUES 25
- **WRHHD303A** DESIGN AND APPLY SHORT TO MEDIUM-LENGTH HAIR DESIGN FINISHES 40
- **WRHHS301A** APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE 25
- **WRHHS302A** CONSULT WITH CLIENTS AND TREAT HAIR AND SCALP CONDITIONS 15
- **SIRXCM001A** COMMUNICATE IN THE WORKPLACE 40
- **SIRXIND001A** WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 45
- **SIRXHO5001A** APPLY SAFE WORKING PRACTICES 20
- **SIRXLS5001A** SELL PRODUCTS AND SERVICES 20

**Elective Units of Study**

Compulsory elective units - complete 1 of the following:

- **WRHHC306A** COMBINE HAIRCUT STRUCTURES ON WOMEN 25
- **WRHHC307A** COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN 20

Plus complete 5 of the following units of study

- **WRHHC308A** DESIGN AND MAINTAIN BEARDS AND MOUSTACHES 10
- **WRHHC309A** PERFORM FACE AND HEAD SHAVES 25
- **WRHHD202A** APPLY SINGLE, TWO AND THREE STRAND BRAIDING TECHNIQUES 30
- **WRHHD304A** DESIGN AND APPLY LONG HAIR FINISHES 30
- **WRHWP302A** OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM
- **WRRM1B** MERCHANDISE PRODUCTS 30
- **WRRM6A** CREATE A DISPLAY FOR A SMALL BUSINESS 36
- **WRRS2B** ADVISE ON PRODUCTS AND SERVICES 27
- **WRRS515B** RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS 36
- **WRHHC306A** COMBINE HAIRCUT STRUCTURES ON WOMEN 25
- **WRHCS3080A** PLAN SERVICES FOR SPECIAL EVENTS 20
- **WRHCL305A** PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES 30
- **WRHCS203A** HONE AND STROP STRAIGHT BLEACHING 10
- **WRHCL305B** PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES 30
- **WRRCS1B** COMMUNICATE IN THE WORKPLACE 50
- **WRRER1B** WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 40
- **WRRPL1B** APPLY SAFE WORKING PRACTICES 18
- **WRRS1B** SELL PRODUCTS AND SERVICES 18
- **WRHHC307A** COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN 20

* This unit is compulsory and only applicable for learners undertaking this qualification via an institutional pathway.

**CERTIFICATE III IN HAIRDRESSING**

**Course Code:** WRH30109

**Campus:** City King Street.

**About this course:** Fulfil your dream of becoming a hairdresser by completing this standard entry level qualification for the hairdressing industry. Graduates are qualified to work as a member of a team in a hairdressing salon, with responsibility for their own work and supervision of others, including apprentices. You will learn to perform a full range of client services, ensure a safe working environment and apply your skills and knowledge to sell products and services.

**Course Objectives:** The course provides training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

**Careers:** Hairdresser.

**Course Duration:** 3 years.

**Admission Requirements Year 12:** Reading and writing - a learner will be able to read and comprehend a range of simple texts and write a range of short texts in a number of contexts which may be interrelated. Oral communication - a learner will be able to use and respond to spoken language within a variety of contexts. Numeracy and mathematics - a learner will be able to deal easily with straightforward calculations either manually and/or using a calculator.

**Admission Requirements Mature Age:** Reading and writing - a learner will be able to read and comprehend a range of simple texts and write a range of short texts in a number of contexts which may be interrelated. Oral communication - a learner...
will be able to use and respond to spoken language within a variety of contexts. Numeracy and mathematics - a learner will be able to deal easily with straightforward calculations either manually and/or using a calculator.

Admission Requirements VET: Reading and writing - a learner will be able to read and comprehend a range of simple texts and write a range of short texts in a number of contexts which may be interrelated. Oral communication - a learner will be able to use and respond to spoken language within a variety of contexts. Numeracy and mathematics - a learner will be able to deal easily with straightforward calculations either manually and/or using a calculator.

Selection Processes: Employer Choice, Interview, User Choice (Apprenticeships), Written Application.

Apprenticeship - student selection through employer. Full-time Training - application forms, interview. Reskilling - application forms, interview, qualified hairdresser.

COURSE STRUCTURE
Apprentice: 3 years or Full-time, full fee: 2 years Mode of delivery for apprentices and Full-time includes - day release, block release and on-the-job training. To achieve a Certificate III in Hairdressing, 29 units must be completed comprising: 23 core units, Plus 6 elective units, comprising 1 compulsory elective haircutting unit and 5 elective units.

Core Units of Study
WRHCL302B  COLOUR AND LIGHTEN HAIR 35
WRHCL303B  DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING Techniques 25
WRHCL304A  PERFORM COLOUR CORRECTION 35
WRHCR302B  PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES 50
WRHCR303B  PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES 30
WRHCS201A  PREPARE CLIENTS FOR SALON SERVICES 20
WRHCS202B  MAINTAIN TOOLS AND EQUIPMENT 10
WRHCS204A  MAINTAIN AND ORGANISE WORK AREAS 10
WRHCS205A  FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK 15
WRHHC301A  DESIGN HAIRCUT STRUCTURES 20
WRHHC302A  APPLY ONE LENGTH/SOLID HAIRCUT STRUCTURES 25
WRHHC303A  APPLY GRADUATED HAIRCUT STRUCTURES 30
WRHHC305A  APPLY OVER-COMB TECHNIQUES 25
WRHH303A  DESIGN AND APPLY SHORT TO MEDIUM-LENGTH HAIR DESIGN FINISHES 40
WRHHS302A  CONSULT WITH CLIENTS AND TREAT HAIR AND SCALP CONDITIONS 15
WRBCS201B  CONDUCT FINANCIAL TRANSACTIONS 25
SIRXCOM001A  COMMUNICATE IN THE WORKPLACE 40
SIRXIND001A  WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 45
SIRXH5001A  APPLY SAFE WORKING PRACTICES 20
SIRXSL001A  SELL PRODUCTS AND SERVICES 20
WRBCS203B  PROVIDE SERVICES TO CLIENTS 30
WRHH304A  APPLY LAYERED HAIRCUT STRUCTURES 30
WRHHS301A  APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE 25

Compulsory Elective Unit of Study
WRHH307B COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN 20
WRHH306B COMBINE HAIRCUT STRUCTURES ON WOMEN 25

Elective Unit of Study
Complete 5 of the following units of competency
Note: WRWP302A is a compulsory elective, in the group of five to be selected for learners who undertake this qualification via an institution pathway and not an apprenticeship

WRHWP302A OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM
WRHH306B COMBINE HAIRCUT STRUCTURES ON WOMEN 25
WRHH308B DESIGN AND MAINTAIN BEARDS AND MOUSTACHES 10
WRHH309A PERFORM FACE AND HEAD SHAVES 25
WRHWP302A OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM
SIRXMG001A COORDINATE WORK TEAMS 35
SIRXMRD001A MERCHANDISE PRODUCTS 30
SIRXMRD005A CREATE A DISPLAY 35
SIRXSL002A ADVISE ON PRODUCTS AND SERVICES 30
SIRXRP002A RECOMMEND HAIR, BEAUTY AND COSMETIC PRODUCTS AND SERVICES 25
HLTFA301B APPLY FIRST AID 18
WRRC51B COMMUNICATE IN THE WORKPLACE 50
WRRER1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 40
WRRRLP1B APPLY SAFE WORKING PRACTICES 18
WRRS1B SELL PRODUCTS AND SERVICES 18
WRHC306A PERFORM HEAD, NECK, AND SHOULDER MASSAGE 20
WRHCL305B PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES 30
WRHH304A PERFORM EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM
SIRXMGT001A COORDINATE WORK TEAMS 35
SIRXMER001A MERCHANDISE PRODUCTS 30
SIRXMER005A CREATE A DISPLAY 35
SIRXMRD001A MERCHANDISE PRODUCTS 30
SIRXRP002A RECOMMEND HAIR, BEAUTY AND COSMETIC PRODUCTS AND SERVICES 25

CERTIFICATE IV IN HAIRDRESSING
Course Code: WRH40109
Campus: City King Street.

About this course: Enter the glamorous world of hairdressing and further your career with advanced technical skills and knowledge of hairdressing practices. Develop specialist training in haircutting, colouring, hair extensions, hair design, chemical reformation and trichology and make-up application.

Course Objectives: The course provides training to hairdressers requiring a post-trade qualification.

Careers: The Certificate IV in Hairdressing has been designed to expand the development of the complex technical skills and knowledge of hairdressing practitioners. Hairdresser.

Course Duration: 1 year.

Admission Requirements Year 12: Certificate III in Hairdressing.
Admission Requirements Mature Age: Certificate III in Hairdressing.
Admission Requirements VET: Certificate III in Hairdressing.
Admission Requirements Other: Certificate III in Hairdressing.
**DIPLOMA OF HAIRDRESSING SALON MANAGEMENT**

**Course Code:** WRH50109

**Campus:** City King Street.

**About this course:** Take your hairdressing career to the next level and develop your skills and knowledge in service and sales delivery of a salon at a managerial level. You will independently apply a broad range of knowledge and skills, and provide leadership and support to colleagues. Key responsibilities of the salon manager include building the business; leading and developing the team; developing and implementing marketing activities; ensuring all occupational health and safety requirements are maintained.

**Course Objectives:** The course provides the skills and knowledge required to manage a hairdressing salon.

**Careers:** Hairdressing Salon Manager.

**Course Duration:** 0.5 years.

**Admission Requirements Year 12:** Reading and writing; a learner will be able to read and comprehend a range of simple texts and write a range of short texts in a number of contexts which may be interrelated. Oral communication; a learner will be able to use and respond to spoken language within a variety of contexts. Numeracy and mathematics; a learner will be able to deal easily with straightforward calculations either manually and/or using a calculator.

**Admission Requirements International:** Reading and writing; a learner will be able to read and comprehend a range of simple texts and write a range of short texts in a number of contexts which may be interrelated. Oral communication; a learner will be able to use and respond to spoken language within a variety of contexts. Numeracy and mathematics; a learner will be able to deal easily with straightforward calculations either manually and/or using a calculator.

**Admission Requirements Mature Age:** Reading and writing; a learner will be able to read and comprehend a range of simple texts and write a range of short texts in a number of contexts which may be interrelated. Oral communication; a learner will be able to use and respond to spoken language within a variety of contexts. Numeracy and mathematics; a learner will be able to deal easily with straightforward calculations either manually and/or using a calculator.

**Admission Requirements VET:** Reading and writing; a learner will be able to read and comprehend a range of simple texts and write a range of short texts in a number of contexts which may be interrelated. Oral communication; a learner will be able to use and respond to spoken language within a variety of contexts. Numeracy and mathematics; a learner will be able to deal easily with straightforward calculations either manually and/or using a calculator.

**Selection Processes:** Interview, Written Application.

**Application form, interview process.**

### COURSE STRUCTURE

To achieve a Diploma of Hairdressing Salon Management, 10 units must be completed comprising 6 core units, plus 4 elective units.

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WRHSM501A MANAGE HAIRDRESSING SERVICES AND SALES DELIVERY</td>
<td>35</td>
</tr>
<tr>
<td>WRHSM502B PROMOTE A HAIRDRESSING BUSINESS</td>
<td>40</td>
</tr>
<tr>
<td>BSBSBM406A MANAGE FINANCES</td>
<td>50</td>
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<td>SIRXOH5003A PROVIDE A SAFE WORKING ENVIRONMENT</td>
<td>35</td>
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<tr>
<td>SIRXHRM002A RECRUIT AND SELECT PERSONNEL</td>
<td>35</td>
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<tr>
<td>SIRXMG0003A LEAD AND MANAGE PEOPLE</td>
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<table>
<thead>
<tr>
<th>Elective Units of Study</th>
<th>Credits</th>
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<tr>
<td>WRBFS202B DESIGN AND APPLY MAKE-UP</td>
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</tr>
<tr>
<td>WRBFS203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY</td>
<td>30</td>
</tr>
<tr>
<td>WRRER2B CO-ORDINATE WORK TEAMS</td>
<td>36</td>
</tr>
<tr>
<td>WRLP3B MAINTAIN STORE SAFETY</td>
<td>36</td>
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<tr>
<td>WRRO8A DEVELOP INNOVATIVE IDEAS AT WORK</td>
<td>36</td>
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<tr>
<td>WRHCR404B APPLY CHEMICAL REFORMATION TECHNIQUES TO ENHANCE HAIR DESIGNS</td>
<td>40</td>
</tr>
<tr>
<td>WRHHD408B MAKE WIGS AND HAIRPIECES</td>
<td>120</td>
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<tr>
<td>WRHHS403A APPLY KNOWLEDGE OF HAIR AND SCALP PROBLEMS TO TRICHOLOGICAL CONSULTATIONS</td>
<td>40</td>
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<td>WRHHS404A PERFORM TRICHOLOGICAL ASSESSMENTS</td>
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<td>WRHHS405A APPLY THE PRINCIPLES OF NUTRITION</td>
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<td>WRHHS406A DEVELOP AND APPLY SCALP TREATMENT THERAPIES</td>
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<td>BSRES5401A ANALYSE AND PRESENT RESEARCH INFORMATION</td>
<td>40</td>
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<td>BSBSMB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES</td>
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<tr>
<td>BSBSMB401A ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS</td>
<td>60</td>
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<tr>
<td>BSBSMB403A MARKET THE SMALL BUSINESS</td>
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<tr>
<td>BSBSMB404A UNDERTAKE SMALL BUSINESS PLANNING</td>
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<td>BSBSMB405A MONITOR AND MANAGE SMALL BUSINESS OPERATIONS</td>
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<td>BSBSMB407A MANAGE A SMALL TEAM</td>
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<tr>
<td>CUVPHI05A USE A 35MM SLR CAMERA OR DIGITAL EQUIVALENT</td>
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<td>TAASS01B CONTRIBUTE TO ASSESSMENT</td>
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<td>TAASS01C PLAN AND ORGANISE ASSESSMENT</td>
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<td>TAASS02C ASSESS COMPETENCE</td>
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<td>TAASS03B DEVELOP ASSESSMENT TOOLS</td>
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<td>TAASS04B PARTICIPATE IN ASSESSMENT VALIDATION</td>
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<td>WRRPS02B DESIGN AND APPLY MAKE-UP</td>
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<td>WRRPS03B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY</td>
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<td>WRRER2B CO-ORDINATE WORK TEAMS</td>
<td>36</td>
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<tr>
<td>WRLP3B MAINTAIN STORE SAFETY</td>
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<tr>
<td>WRRO8A DEVELOP INNOVATIVE IDEAS AT WORK</td>
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**Prerequisite Unit Requirements:** WRH30109 - Certificate III in Hairdressing
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSBCUS501A</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
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<tr>
<td>BSEBU501A</td>
<td>INVESTIGATE AND DESIGN EBUSINESS SOLUTIONS</td>
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<tr>
<td>BSBFRA501B</td>
<td>ESTABLISH A FRANCHISE OPERATION</td>
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<td>BSBFRA502B</td>
<td>MANAGE A FRANCHISE OPERATION</td>
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UNITS
Below are unit details for courses offered by the School of Personal Services in 2012.

IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

**BSBFRA501B  ESTABLISH A FRANCHISE OPERATION**
**Locations:** City King Street.
**Description:** This unit describes the performance outcomes, skills and knowledge required to establish a franchising operation from an existing business, chain of businesses or planned concept. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
**Nominal Hours:** 120
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**BSBFRA502B  MANAGE A FRANCHISE OPERATION**
**Locations:** City King Street.
**Description:** This unit describes the performance outcomes, skills and knowledge required to manage a franchise operation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
**Nominal Hours:** 50
**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**BSBSBM405A  MONITOR AND MANAGE BUSINESS OPERATIONS**
**Description:** Develop operational strategies; Implement operational strategies; Monitor business performance; Maintain networks; Review business operations.
**Nominal Hours:** 50
**Assessment:** This unit may be assessed by tests, assignments, classwork, projects, presentations.

**CUFIND401A  PROVIDE SERVICES ON A FREELANCE BASIS**
**Locations:** City King Street, St Albans, Industry.
**Description:** This unit describes the performance outcomes, skills and knowledge required to operate as a freelancer within the creative arts industry. Success as a freelancer requires a high level of self motivation and discipline, an ability to develop industry networks and an entrepreneurial attitude when pursuing work opportunities. Freelancers are usually responsible for negotiating their own contracts.
**Nominal Hours:** 30
**Required Reading:** 22091 Diploma of Professional Writing and Editing No required text. Provide services on a freelance basis. School of Personal Services. (2009). Melbourne: Vic Uni.
**Assessment:** Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency with effective preparation of resume and other material to promote oneself to potential clients or employers with the ability to negotiate work contract and develop and maintain industry contacts. To participate in industry networks whilst developing and maintaining and effective financial record keeping system. That takes in account the need for adequate cash flow. 22091 Diploma of Professional Writing and Editing Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

**CUEMUP01A  DESIGN, APPLY AND REMOVE PERIOD AND SPECIALISED MAKE-UP**
**Description:** 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
**Assessment:** A combination of practical and theory assessment.

**CUEMUP2A  DESIGN, APPLY AND REMOVE PERIOD MAKE-UP**
**Description:** Developing creative specialised make-up designs in accordance with the requirements of the production; Applying State and local health and hygiene requirements and regulations; Administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.
**Nominal Hours:** 60
Assessment: Integrated assessment with other units relevant to the industry sector workplace and job role where student will demonstrate competency in the development of a project plan that includes details of monetary arrangements and the evaluation of the projects plans efficiency to address timelines, budget of the project and use the knowledge of the relevant legislation.

CUFMUP402A MAINTAIN MAKE-UP AND HAIR CONTINUITY

Locations: City King Street.

Description: This unit describes the performance outcomes, skills and knowledge required to provide continuity services for make-up and hair in the screen, media and entertainment industries.

Nominal Hours: 160


Assessment: Integrated assessment where student will need to demonstrate competency in their ability to maintain continuity of performers makeup and hair during productions ensuring accurate documentation of hair, makeup continuity information with their ability to work under pressure with a collaborative approach to work attention to detail.

CUFMUP403A STYLE HAIR FOR PERFORMANCES OR PRODUCTIONS

Locations: City King Street.

Description: This unit describes the performance outcomes, skills and knowledge required to provide a range of current and period hair styles for productions in the film, television and live entertainment industries.

Nominal Hours: 60


Assessment: Integrated assessment where student can demonstrate their competency in the creation of current and period hair designs that meet production requirements that take into account characteristics of performer’s hair that may affect the desired style of productions. To select appropriate products and application techniques to perform hair services within defined timelines and to recreate the same designs for a performer on consecutive occasions with consistent application of work safe practices in regards to the provision of hair services.

CUFMUP404A STYLE WIGS AND HAIRPIECES FOR PERFORMANCES OR PRODUCTIONS

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to style wigs and hairpieces for productions in the film, television and live entertainment industries.

Nominal Hours: 120


Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role where a student must demonstrate competency in the finished designs of wigs and hairpieces that meet creative production requirements across a range of hair design and application tasks for at least 2 productions, with the ability to work to deadlines implementing work safe practices in regard to the provision of hair services.

CUFMUP501A DESIGN AND APPLY SPECIALISED MAKEUP

Locations: City King Street.

Description: This unit describes the performance outcomes, skills and knowledge required to provide specialised makeup services for productions in the screen, media and entertainment industries.

Nominal Hours: 65


Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student must demonstrate competency in documented specialised make-up design that demonstrate an ability to use make-up to enhance characterisations whilst selecting appropriate products and application techniques that incorporate colour design principles into make-up designs and application tasks for at least 2 productions whilst implementing work safe practices in regard to the provision of make-up services.

CUFMUP502A DESIGN AND APPLY SPECIAL MAKEUP EFFECTS

Locations: City King Street.

Description: This unit describes the performance outcomes, skills and knowledge required to design and apply special make up effects services for productions in the screen, media and entertainment industries.

Nominal Hours: 60


Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role. Student must demonstrate competency in documented special make-up effects that demonstrate an ability to use make-up to enhance characterisations, whilst selecting appropriate products and application techniques, that incorporate colour design principles into special make-up effects and application tasks for at least 2 productions whilst implementing work safe practices in regard to the provision of make-up services.

CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES

Description: Identify resources required. Investigate sources for purchase or hire of specialist supplies. Select and acquire materials/items. Coordinate the availability of materials/items.

Nominal Hours: 35

Assessment: Project based, practical and written tasks.

CUVPHI05A USE A 35MM SLR CAMERA OR DIGITAL EQUIVALENT

Description: This unit describes the skills and knowledge required to apply a range of techniques to the use of a 35mm SLR camera or digital equivalent. It is a specialisation unit and refers to specific techniques for photoimaging.

Nominal Hours: 50

Assessment: A combination of practical and theory assessments.

SIRXEBS004A SELECT AN E-BUSINESS MODEL

Locations: City King Street.

Description: This unit describes the performance outcomes, skills and knowledge required to use ebusiness approaches and tools to establish more efficient business operations.
Nominal Hours: 50
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SIRXRKP002A RECOMMEND HAIR, BEAUTY AND COSMETIC PRODUCTS AND SERVICES

Locations: City King Street.
Description: This unit describes the performance outcomes, skills and knowledge required to recommend and provide advice on hair, beauty and cosmetic products and services to customers.
Nominal Hours: 25
Required Reading: Provide Services to Clients VU 2008 VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU744 COMMUNICATE EFFECTIVELY IN THE MODELLING INDUSTRY

Locations: City King Street.
Description: This unit describes the outcomes required to communicate effectively in a range of modelling work environments. It includes the application of effective communication skills to work with clients and colleagues, promote the products and or services of clients and negotiate assignments.
Nominal Hours: 30
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU745 PREPARE FOR WORK IN THE MODELLING INDUSTRY

Locations: City King Street.
Description: This unit describes the outcomes required to access information about working in a range of contexts in the modelling industry. It covers a variety of situations and includes consideration of relevant legislation, standards, employment arrangements and business models.
Nominal Hours: 45
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU746 APPLY OWN HAIR STYLING AND MAKEUP FOR MODELLING ASSIGNMENTS

Locations: City King Street.
Description: This unit describes the outcomes required to groom one’s own hair, skin and nails and to plan and create a range of basic looks, using appropriate products, tools, aids and techniques. It covers a variety of potential modelling assignments and includes consideration of relevant health and hygiene requirements and regulations and safe work practices.
Nominal Hours: 60
Required Reading: VU Produced Workbooks.
Assessment: To be advised.

VPAU747 PERFORM TECHNIQUES FOR RUNWAY MODELLING

Locations: City King Street.
Description: This unit describes the outcomes required to analyse the context of the modelling assignment, and use postural and attitudinal techniques, including movement to music, to convey the required image.
Nominal Hours: 60
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU748 MAINTAIN HEALTH FOR PERSONAL AND PROFESSIONAL EFFECTIVENESS

Locations: City King Street.
Description: This unit describes the outcomes required to make informed choices on nutrition, exercise, self-image and lifestyle to enhance the personal and professional health and well being of people working as models.
Nominal Hours: 25
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU749 PERFORM AS A MODEL FOR ELECTRONIC MEDIA

Locations: City King Street.
Prerequisites: VPAU751 - PARTICIPATE IN A PHOTO SHOOT AS A MODEL
Description: This unit describes the outcomes required to participate in modelling assignments for television and film. It covers a narrow range of basic technical, performance and expressive skills required to participate in simple television commercials or in film and television productions as an extra. This unit does not cover the broad range of acting or performing skills, such as those required of an actor.
Nominal Hours: 20
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including

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the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU750  APPLY PROMOTIONAL TECHNIQUES
Locations: City King Street.
Description: This unit describes the outcomes required to promote a range of products and events as well as coordinate modelling events including promotions, parades, functions and occasions. It includes the skills and knowledge required to determine the requirements of the event, prepare the promotion, promote and compare.
Nominal Hours: 20
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU751  PARTICIPATE IN A PHOTO SHOOT AS A MODEL
Locations: City King Street.
Description: This unit describes the outcomes required to participate in photographic modelling assignments and use postural and attitudinal techniques to create an appropriate image.
Nominal Hours: 80
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU752  APPLY POSTURE AND MOVEMENT TECHNIQUES FOR MODELLING
Locations: City King Street.
Description: This unit describes the outcomes required to use appropriate postural and attitudinal techniques in presenting oneself for a modelling assignment. This unit includes only the basic techniques of posture and movement, not the more advanced techniques required for runway assignments, which are covered in VPAU747 Perform techniques for runway modelling.
Nominal Hours: 20
Required Reading: VU Produced Workbooks.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

WRBBS202A  APPLY GEL NAIL ENHANCEMENT
Description: Prepare client; remove artificial nails; apply/refill artificial nails; provide aftercare advice.
Nominal Hours: 30
Assessment: Assessment is a combination of practical and theory assessments.

WRBBS203A  APPLY ACRYLIC NAIL ENHANCEMENT
Description: Prepare client; remove artificial nails; apply/refill artificial nails; provide aftercare advice.
Nominal Hours: 35
Assessment: Assessment is a combination of practical and theory assessments.

WRBBS204B  APPLY NAIL ART
Description: Prepare client; apply nail art; provide aftercare advice.
Nominal Hours: 15
Assessment: Assessment is a combination of practical and theory assessments.

WRBBS305B  USE ELECTRICAL EQUIPMENT FOR NAILS
Description: Identify client need; use electrical equipment.
Nominal Hours: 30
Assessment: Assessment is a combination of practical and theory assessments.

WRBBS306A  APPLY AIRBRUSHED NAIL ART
Description: Prepare client; apply airbrushed nail art; provide aftercare advice.
Nominal Hours: 15
Assessment: A combination of practical and theory assessments.

WRBBS407B  PROVIDE BODY TREATMENTS
Description: Confirm client treatment plan; prepare client and service area for body treatments; apply body treatment products; perform body massage; provide electrical body massage; provide aftercare advice.
Nominal Hours: 100
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

WRBBS408B  PROVIDE AESTHETIC AROMATIC MASSAGE
Description: Confirm treatment plan; prepare client for aesthetic aromatic treatments; select products; perform massage techniques; apply aesthetic aromatic products; provide aftercare advice.
Nominal Hours: 40
Assessment: Assessment is a combination of practical and theory assessments.

WRBBS509A  PLAN THE SPA PROGRAM
Description: Demonstrate knowledge of spa principles; consult with client; determine the spa program.
Nominal Hours: 25
Assessment: Assessment is a combination of practical and theory assessments.
WRBBS510A PROVIDE THE SPA PROGRAM
Description: Confirm spa program plan; prepare client for spa treatment/s; perform spa treatment/s perform aftercare treatment; advise on further treatments.
Nominal Hours: 100
Assessment: Assessment is a combination of practical and theory assessments.

WRBBS511A APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY THERAPY TREATMENTS
Description: Identify properties of a range of aromatic oils; apply organic chemistry to aromatic oil properties; evaluate properties of carrier oils; apply chemical information to beauty treatments.
Nominal Hours: 20
Assessment: Assessment is a combination of practical and theory assessments.

WRBBS512A BLEND A RANGE OF AROMATIC PLANT OILS FOR BEAUTY TREATMENTS
Description: Confirm treatment plan; blend aromatic plant oils; apply aromatic plant oil blends; provide aftercare advice.
Nominal Hours: 35
Assessment: Assessment is a combination of practical and theory assessments.

WRBBS513A USE REFLEXOLOGY RELAXATION TECHNIQUES IN BEAUTY TREATMENTS
Description: Confirm treatment plan; prepare client; apply reflexology relaxation techniques; provide aftercare advice.
Nominal Hours: 30
Assessment: Assessment is a combination of practical and theory assessments.

WRBBS514A PROVIDE SUPERFICIAL LYMPH DRAINAGE MASSAGE
Description: Confirm treatment plan; perform superficial lymph drainage massage for the face; perform superficial lymph drainage massage for the body; provide aftercare advice.
Nominal Hours: 40
Assessment: Assessment is a combination of practical and theory assessments.

WRBCS201B CONDUCT FINANCIAL TRANSACTIONS
Description: Operate point of sale equipment; perform point of sale transactions; complete sales; remove takings from register/terminal; reconcile takings.
Nominal Hours: 25
Assessment: Assessment may be a combination of practical and theory assessments and participation in Learning in the Workplace.

WRBCS202A APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE
Description: Source information on the beauty industry; source and apply information on legal and ethical issues for the beauty industry; update beauty industry knowledge.
Nominal Hours: 20
Assessment: Assignment.

WRBCS203B PROVIDE SERVICES TO CLIENTS
Description: Receive clients; deliver customer service to clients; schedule clients; respond to client complaints; identify clients’ special customer service needs/equipment.
Nominal Hours: 30
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

WRBCS204A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES
Description: Apply nail knowledge of nail science to beauty treatments; apply knowledge of the structure and function of nails to beauty treatments; promote skin health and care.
Nominal Hours: 15
Assessment: Assessment is a combination of practical and theory assessments.

WRBCS305A APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS
Description: Apply knowledge of skin structure and function to beauty treatments; apply knowledge of the structure and function of hair to beauty treatments; promote skin health and care.
Nominal Hours: 15
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRBCS306B ADVISE ON BEAUTY SERVICES
Description: Develop product knowledge; identify beauty products and services; recommend specialised products and services.
Nominal Hours: 30
Assessment: Assessment is a combination of practical and theory assessments.

WRBCS407A DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS
Description: Determine client requirements; analyse client characteristics; identify contraindications; develop treatment plan.
Nominal Hours: 30
Assessment: Assessment is a combination of practical and theory assessments.

WRBCS408A APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY
Description: Apply knowledge of anatomical and physiological terminology to beauty therapy treatments; apply knowledge of anatomy and physiology to beauty therapy treatments; apply knowledge of the body’s systems to beauty therapy treatments.
Nominal Hours: 60
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).
WRBCS409A  APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS
Description: Apply knowledge of skin science to beauty therapy treatments; apply knowledge of skin disorders to beauty therapy treatments; promote skin health and care.
Nominal Hours: 50
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRBCS410A  APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS
Description: Apply knowledge of electricity to beauty therapy treatments; perform beauty therapy treatments using direct and alternating current appliances; perform beauty therapy treatments using electrical muscle stimulation micro current equipment; promote electrical safety.
Nominal Hours: 20
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRBCS411A  APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS
Description: Apply knowledge of the importance of nutrition in the performance of beauty therapy treatments; apply knowledge of the body’s systems to beauty therapy treatments; provide advice on dietary guidelines.
Nominal Hours: 20
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRBCS412A  APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS
Description: Apply knowledge of cosmetic chemistry to beauty therapy treatments; apply knowledge of cosmetic products to beauty therapy treatments; sell products to complement beauty therapy treatments.
Nominal Hours: 30
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRBCS513B  INVESTIGATE NEW PRODUCTS AND SERVICES
Description: Analyse market; plan product and service range; maintain supplier relations; negotiate supply of goods; monitor quality control; introduce product range; maximize profit; rationalize stock.
Nominal Hours: 50
Assessment: Research Assignments.

WRBFS201B  DEMONSTRATE RETAIL SKIN CARE PRODUCTS
Description: Prepare client for skin cleansing; cleanse face; apply skin care products; advise on further product use.
Nominal Hours: 25
Assessment: As per accredited curriculum.

WRBFS202B  DESIGN AND APPLY MAKE-UP
Description: Prepare client; cleanse face; analyse face and design make-up plan; select products and equipment; apply make-up; apply false eyelashes; advise on further product use.
Nominal Hours: 40
Assessment: Assessment is a combination of practical and theory assessments.

WRBFS203B  DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY
Locations: City King Street.
Description: This unit requires the operator to assess the needs of clients and/or photographers/stylists in order to design and apply make-up for a range of photographic purposes. It requires the application of a basic knowledge of photography techniques, including film stock and lighting and make-up products and application techniques. Knowledge and skill in the safe use of products and the application of legislation and policy is also required. Prepare client; cleanse face;analyse face;analyse context;apply make-up.
Nominal Hours: 30
Assessment: A combination of practical and theory assessments.

WRBFS204B  DESIGN AND APPLY REMEDIAL CAMOUFLAGE
Description: Prepare client; cleanse skin; analyse treatment area; select products and equipment; apply remedial camouflage; advise on further product use.
Nominal Hours: 30
Assessment: A combination of practical and theory assessments.

WRBFS305B  PROVIDE LASH AND BROW TREATMENTS
Description: Prepare client for service; chemically treat eyelash and eyebrows; shape eyebrows; provide aftercare advice.
Nominal Hours: 15
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

WRBFS406B  PROVIDE FACIAL TREATMENTS
Description: Confirm treatment plan; prepare client for facial treatment; prepare treatment area; perform massage; apply skin care products; advise on further treatments.
Nominal Hours: 120
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.
WRBFS407B PROVIDE ADVANCED FACIAL TREATMENTS
Description: Confirms treatment plan; prepares client and work area for facial treatment; prepares treatment area; treats prematurely aged skin; treats red, flushed skin (erythema); treats mature seborrhoea and/or acne; advises on further treatments.
Nominal Hours: 110
Assessment: Assessment is a combination of practical and theory assessments.

WRBSS201B PIERCE EARS
Description: Prepares client for service; performs ear piercing; provides aftercare advice.
Nominal Hours: 15
Assessment: Assessment is a combination of practical and theory assessments.

WRBSS302B PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS
Description: Prepares the client for service; performs waxing treatments; performs bleaching treatments; provides aftercare advice.
Nominal Hours: 95
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

WRBSS503B PROVIDE PERMANENT EPILATION
Description: Confirms treatment plan; prepares client for permanent epilation service; performs permanent hair removal patch test; performs permanent hair removal; provides aftercare advice.
Nominal Hours: 145
Assessment: Assessment is a combination of practical and theory assessments and case studies.

WRBSS504B PERFORM DIATHERMY SERVICE
Description: Confirms treatment plan; prepares client for diathermy service; performs diathermy patch test; performs diathermy service; provides aftercare advice.
Nominal Hours: 50
Assessment: A combination of practical and theory assessments.

WRBSS505B DESIGN AND PERFORM COSMETIC TATTOOING/MICROPIGMENTATION PROCEDURES
Description: Confirms treatment plan; prepares client for service; performs patch test; performs cosmetic tattooing/micro pigmentation service; provides aftercare advice.
Nominal Hours: 110
Assessment: As per accredited curriculum.

WRBSS506A PROVIDE UPPER BODY PIERCING
Description: Confirms treatment plan; prepares client for service; performs body piercing; provides aftercare advice.
Nominal Hours: 30
Assessment: As per accredited curriculum.

WRHCL201A APPLY TEMPORARY HAIR COLOUR AND REMOVE RESIDUAL COLOUR PRODUCTS
Description: This unit describes the skills and knowledge required to apply temporary colour products and remove residual product under the direction of a senior operator. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 25
Assessment: Combination of practical and theory assessments and participation in Learning in the Workplace.

WRHCL302A COLOUR AND LIGHTEN HAIR
Description: This unit describes the skills and knowledge required to select products and perform hair colour and lightening services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 35
Assessment: Assessment is a combination of practical and theory assessments.

WRHCL302B COLOUR AND LIGHTEN HAIR
Locations: City King Street.
Description: This unit describes the skills and knowledge required to select products and perform hair colour and lightening services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 35
Required Reading: Provide Services to Clients VU 2008 VU.
Assessment: Assessment is a combination of practical and theory assessments.

WRHCL303B DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING TECHNIQUES
Locations: City King Street.
Description: This unit describes the skills and knowledge required to design and apply foiling and quick colour full and partial highlighting applications for current commercial colour and lightening effects.
Nominal Hours: 25
Required Reading: Provide Services to Clients VU 2008 VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

WRHCL304A PEFORM COLOUR CORRECTION
Description: This unit describes the skills and knowledge required to select and apply techniques to change unwanted hair colour and tones to achieve the desired base colour and tone. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 35
Assessment: Assessment is a combination of practical and theory assessments.
WRHCL305A  PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES

Description: This unit describes the skills and knowledge required to select products and perform on scalp and re-touch bleach services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

Nominal Hours: 30
Assessment: Assessment is a combination of practical and theory assessments.

WRHCL305B  PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES

Locations: City King Street.

Description: This unit describes the skills and knowledge required to select products and perform on scalp and re-touch bleach services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

Nominal Hours: 30
Required Reading: Provide Services to Clients VU 2008 VU.
Assessment: Assessment is a combination of practical and theory assessments.

WRHCL406B  SOLVE COMPLEX COLOUR PROBLEMS

Locations: City King Street.

Description: This unit describes the skills and knowledge required to design and perform corrective hair colour services, and/or provide advice to other operators performing these services, to resolve complex colour problems. This unit of competency will apply to experienced hairdressers playing a technical leadership and/or support role in the workplace.

Nominal Hours: 40
Required Reading: Provide Services to Clients VU 2008 VU.
Assessment: Assessment is a combination of practical and theory assessments.

WRHCR302A  PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES

Description: This unit describes the skills and knowledge required to design and perform chemical curling and volumising services to add curl or body to short or medium length hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.

Nominal Hours: 50
Assessment: Assessment is a combination of practical and theory assessments.

WRHCR302B  PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES

Locations: City King Street.

Description: This unit describes the skills and knowledge required to design and perform chemical curling and volumising services to add curl or body to short or medium length hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.

Nominal Hours: 50
Required Reading: Provide Services to Clients VU 2008 VU.
Assessment: Assessment is a combination of practical and theory assessments.

WRHCR303A  PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES

Description: This unit describes the skills and knowledge required to design and perform chemical straightening and relaxing services to reform natural curl or wave in the hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.

Nominal Hours: 30
Assessment: Assessment is a combination of practical and theory assessments.

WRHCR303B  PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES

Locations: City King Street.

Description: This unit describes the skills and knowledge required to design and perform chemical straightening and relaxing services to reform natural curl or wave in the hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.

Nominal Hours: 30
Required Reading: Provide Services to Clients, VU 2008
Assessment: Assessment is a combination of practical and theory assessments.

WRHCR404B  APPLY CHEMICAL REFORMATION TECHNIQUES TO ENHANCE HAIR DESIGNS

Locations: City King Street.

Description: This unit describes the skills and knowledge required to design and apply creative chemical reformation techniques to a range of haircut structures and long hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.

Nominal Hours: 40
Required Reading: Provide Services to Clients VU 2008 VU.
Assessment: Assessment is a combination of practical and theory assessments.

WRHCS201A  PREPARE CLIENTS FOR SALON SERVICES

Description: This unit describes the skills and knowledge required to prepare clients for a range of salon services. This unit of competency may apply to a range of roles in the workplace.

Nominal Hours: 20
Assessment: Combination of practical and theory assessments and participation in Learning in the Workplace.

WRHCS202A  MAINTAIN TOOLS AND EQUIPMENT

Description: This unit describes the skills and knowledge required to care for and maintain workplace hairdressing tools and equipment.

Nominal Hours: 10
Assessment: Theory assessments which may include assignments, tests and salon checklists.

WRHCS202B  MAINTAIN TOOLS AND EQUIPMENT

Locations: City King Street.

Description: This unit describes the skills and knowledge required to care for and maintain workplace hairdressing tools and equipment.

Nominal Hours: 10
Assessment: Theory assessments which may include assignments, tests and salon checklists.
maintain workplace hairdressing tools and equipment.
Nominal Hours: 10
Required Reading: Apply Safe Work Practices VU.
Assessment: Theory assessments which may include assignments, tests and salon checklists.

WRHCS203A  HONE AND STROP STRAIGHT RAZORS
Description: This unit describes the skills and knowledge required to sharpen and prepare a straight (cut-throat) razor for use in facial shaving or haircutting services.
Nominal Hours: 10
Assessment: As per accredited curriculum.

WRHCS204A  MAINTAIN AND ORGANISE WORK AREAS
Description: This unit describes the skills and knowledge required to maintain and organise work areas in service environments.
Nominal Hours: 10
Assessment: Theory assessments which may include assignments, tests and salon checklists.

WRHCS205A  FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK
Description: This unit describes the self-care skills and knowledge involved in developing and integrating personal health and safety measures as part of routine work practices in a hairdressing salon environment.
Nominal Hours: 15
Assessment: Combination of practical and theory assessments and participation in Learning in the Workplace.

WRHCS206A  PERFORM HEAD, NECK, AND SHOULDER MASSAGE
Description: This unit describes the skills and knowledge required to provide a head, neck and shoulder massage as an enhancement prior to the salon shampoo service.
Nominal Hours: 20
Assessment: Assessment is a combination of practical and theory assessments.

WRHCS207A  DEVELOP HAIRDRESSING INDUSTRY KNOWLEDGE
Description: This unit describes the skills and knowledge required to access information on the hairdressing industry and relevant industry legislation. The unit may apply to a range of roles in the workplace.
Nominal Hours: 15
Assessment: Assessment is via theory assessment (which includes an integrated assignment) and participation in Learning in the Workplace.

WRHCS308A  PLAN SERVICES FOR SPECIAL EVENTS
Description: This unit describes the skills and knowledge required to consult with clients to plan for the provision of a complete hair and beauty service for special events. This unit may apply to a range of roles in the workplace.
Nominal Hours: 20
Assessment: A combination of practical and theory assessments.

WRHHC301A  DESIGN HAIRCUT STRUCTURES
Description: This unit describes the skills and knowledge required in the two-dimensional application of interior and exterior lines and angles to develop visual representations and plans for haircut structures.
Nominal Hours: 20
Assessment: Assessment is a combination of practical and theory assessments.

WRHHC302A  APPLY ONE LENGTH/SOLID HAIRCUT STRUCTURES
Description: This unit describes the skills and knowledge required to design and apply one length/solid haircut structures.
Nominal Hours: 25
Assessment: Assessment is a combination of practical and theory assessments.

WRHHC303A  APPLY GRADUATED HAIRCUT STRUCTURES
Description: This unit describes the skills and knowledge required to design and apply graduated haircut structures.
Nominal Hours: 30
Assessment: Assessment is a combination of practical and theory assessments.

WRHHC304A  APPLY LAYERED HAIRCUT STRUCTURES
Description: This unit describes the skills and knowledge required to design and apply layered haircut structures.
Nominal Hours: 30
Assessment: Assessment is a combination of practical and theory assessments.

WRHHC305A  APPLY OVER-COMB TECHNIQUES
Description: This unit describes the skills and knowledge required to apply over-comb techniques.
Nominal Hours: 25
Assessment: Assessment is a combination of practical and theory assessments.

WRHHC306A  COMBINE HAIRCUT STRUCTURES ON WOMEN
Description: This unit describes the skills and knowledge required to combine haircut structures for finished haircut designs on women.
Nominal Hours: 25
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

WRHHC306B  COMBINE HAIRCUT STRUCTURES ON WOMEN
Locations: City King Street.
Description: This unit describes the skills and knowledge required to combine haircut structures for finished haircut designs on women.
Nominal Hours: 25
Required Reading: Provide Services to Clients VU 2008 VU.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**WRHHC307A  COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN**

**Description:** This unit describes the skills and knowledge required to combine haircut structures for traditional and classic finished haircut designs on men.

**Nominal Hours:** 20

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHHC307B  COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN**

**Locations:** City King Street.

**Description:** This unit describes the skills and knowledge required to combine haircut structures for traditional and classic finished haircut designs on men.

**Nominal Hours:** 20

**Required Reading:** Provide Services to Clients VU 2008 VU.

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHHC308A  DESIGN AND MAINTAIN BEARDS AND MOUSTACHES**

**Description:** This unit describes the skills and knowledge required to design and apply a range of beard and moustache styles and also to maintain existing beards and/or moustaches.

**Nominal Hours:** 10

**Assessment:** As per accredited curriculum.

**WRHHC308B  DESIGN AND MAINTAIN BEARDS AND MOUSTACHES**

**Locations:** City King Street.

**Description:** This unit describes the skills and knowledge required to design and apply a range of beard and moustache styles and also to maintain existing beards and/or moustaches.

**Nominal Hours:** 10

**Required Reading:** Provide Services to Clients VU 2008 VU.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**WRHHC309A  PERFORM FACE AND HEAD SHAVES**

**Description:** This unit describes the skills and knowledge required to perform face shaves and head shaves.

**Nominal Hours:** 25

**Assessment:** As per accredited curriculum.

**WRHHC410B  DESIGN AND PERFORM CREATIVE HAIRCUTS**

**Locations:** City King Street.

**Description:** This unit describes the skills and knowledge required to combine haircut structures in the performance of creative haircuts on a range of clients.

**Nominal Hours:** 40

**Required Reading:** Provide Services to Clients VU 2008 VU.

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHHD201A  DRY HAIR TO SHAPE**

**Description:** This unit describes the skills and knowledge required to dry hair to shape, as directed by a senior operator.

**Nominal Hours:** 35

**Assessment:** Assessment is a combination of practical work and participation in the Workplace.

**WRHHD202A  APPLY SINGLE, TWO AND THREE STRAND BRAIDING TECHNIQUES**

**Description:** This unit describes the skills and knowledge required to apply single, two and three strand braiding techniques to achieve quick service designs.

**Nominal Hours:** 30

**Assessment:** Combination of practical work and participation in Learning in the Workplace.

**WRHHD303A  DESIGN AND APPLY SHORT TO MEDIUM-LENGTH HAIR DESIGN FINISHES**

**Description:** This unit describes the skills and knowledge required to apply the elements and principles of design to create classic and current short to medium-length hair design finishes on a range of clients. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

**Nominal Hours:** 40

**Assessment:** Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

**WRHHD304A  DESIGN AND APPLY LONG HAIR FINISHES**

**Description:** This unit describes the skills and knowledge required to apply the elements and principles of design to create classic and current long hair design finishes on a range of clients. The unit will apply to a range of hairdressing services and roles in the workplace.

**Nominal Hours:** 30

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHHD405A  SELECT AND APPLY HAIR EXTENSIONS**

**Locations:** City King Street.

**Description:** This unit describes the skills and knowledge required to select hair type and apply appropriate hair extensions. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

**Nominal Hours:** 30

**Required Reading:** CUF50407 Diploma of Specialist Make-up Services: Select and apply hair extensions. School of Personal Services. (2009). Melbourne: Vic Uni.

**Assessment:** Assessment is a combination of practical and theory assessments. CUF50407 Diploma of Specialist Make-up Services: Holistic assessment for a person who demonstrates competency and is able to consistently communicate, analyse, plan the selected hair type, prepare materials, safely apply hair extensions to create finished hair designs. They must demonstrate knowledge of human and synthetic hair

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types, hair mixing and application techniques whilst implementing safe workplace practices in regard to workplace safety and hygiene.

**WRHHD405B  SELECT AND APPLY HAIR EXTENSIONS**

**Locations:** City King Street.

**Description:** This unit describes the skills and knowledge required to select hair type and apply appropriate hair extensions. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

**Nominal Hours:** 30

**Required Reading:** CUFS0407 Diploma of Specialist Make-up Services: Select and apply hair extensions. School of Personal Services. (2009). Melbourne: Vic Uni.

**Assessment:** Assessment is a combination of practical and theory assessments. CUFS0407 Diploma of Specialist Make-up Services: Holistic assessment for a person who demonstrates competency and is able to consistently communicate, analyse, plan the selected hair type, prepare materials, safely apply hair extensions to create finished hair designs. They must demonstrate knowledge of human and synthetic hair types, hair mixing and application techniques whilst implementing safe workplace practices in regard to workplace safety and hygiene.

**WRHHD406B  WORK AS A SESSION STYLIST**

**Locations:** City King Street.

**Description:** This unit describes the skills and knowledge required to create finished hair designs especially applicable to events, film sets, photographic studios or platform work. This unit will apply to hairdressers who work in fashion parades, hair shows, hairdressing technical seminars, demonstrations, training sessions and on fashion shoots.

**Nominal Hours:** 40

**Required Reading:** Provide Services to Clients VU 2008 VU.

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHHD407A  APPLY AND MAINTAIN WIGS AND HAIRPIECES**

**Description:** This unit describes the skills and knowledge required to select and apply hairpieces to complement a hair design, and to carry out the cleaning and maintenance of wigs and hairpieces. This unit of competency will apply to hairdressers who work as session stylists, use hairpieces to enhance hair designs, and provide a service to clients who regularly wear wigs or hairpieces.

**Nominal Hours:** 40

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHHD408A  MAKE WIGS AND HAIRPIECES**

**Description:** This unit describes the skills and knowledge required to select hair type and hand make wigs and hairpieces. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

**Nominal Hours:** 120

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHHS301A  APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE**

**Description:** This unit describes the skills and knowledge required to apply the principles of skin and hair biology and cosmetic chemistry to hairdressing services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

**Nominal Hours:** 35

**Assessment:** Assessment is a combination of practical and theory assessments.

**WRHHS302A  CONSULT WITH CLIENTS AND TREAT HAIR AND SCALP CONDITIONS**

**Description:** This unit describes the skills and knowledge required to apply and interpret skin test reactions prior to colour and lightening services, to recognise a range of normal and abnormal conditions of the hair and scalp, and to propose and perform treatments from the salon range.

**Nominal Hours:** 15

**Assessment:** Assessment is via theory assessments (assessments may include assignments and tests).

**WRHHS403A  APPLY KNOWLEDGE OF HAIR AND SCALP PROBLEMS TO TRICHOLOGICAL CONSULTATIONS**

**Description:** This unit describes the skills and knowledge required to apply the principles of hair and scalp science and disorders to trichological consultations. The unit of competency will apply to a range of trichological consultations and roles in the workplace.

**Nominal Hours:** 40

**Assessment:** As per accredited curriculum.

**WRHHS404A  PERFORM TRICHOLOGICAL ASSESSMENTS**

**Description:** This unit describes the skills and knowledge required to establish a rapport with the patient, and interact with and examine the patient to determine the scope of the assessment and the patient’s needs. This unit of competency may apply to a number of roles in the workplace.

**Nominal Hours:** 25

**Assessment:** As per accredited curriculum.

**WRHHS405A  APPLY THE PRINCIPLES OF NUTRITION**

**Description:** This unit describes the skills and knowledge required to apply the principles of nutrition in trichological clinical practice.

**Nominal Hours:** 25

**Assessment:** As per accredited curriculum.

**WRHHS406A  DEVELOP AND APPLY SCALP TREATMENT THERAPIES**

**Description:** This unit describes the skills and knowledge required to develop and apply scalp treatment therapies for single or multiple treatment sessions.

**Nominal Hours:** 30

**Assessment:** As per accredited curriculum.

**WRHSM501A  MANAGE HAIRDRESSING SERVICES AND SALES DELIVERY**

**Description:** This unit describes the skills and knowledge required to develop and integrate a range of operational management strategies to resource, monitor, maintain and improve the delivery of hairdressing services and associated sales.

**Nominal Hours:** 35

**Assessment:** Assessment is a combination of practical and theory assessments.
WRHSM502B  PROMOTE A HAIRDRESSING BUSINESS

Locations: City King Street.
Description: This unit describes the skills and knowledge required to develop and implement marketing strategies, and monitor the improvement of the market performance of a hairdressing business, to expand both the client base and business turnover.
Nominal Hours: 40
Assessment: Assessment is a combination of practical and theory assessments.

WRHWP201A  ASSIST COLLEAGUES PROVIDING MULTIPLE SALON SERVICES AS TEAM MEMBER

Description: This unit describes the skills and knowledge required to assist colleagues who are involved in the provision of multiple services in a hairdressing services environment.
Nominal Hours: 0
Assessment: Assessment is participation in Learning in the Workplace.

WRHWP302A  OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM

Description: This unit describes the skills and knowledge required to effectively integrate and perform a full range of tasks and hairdressing services when working as part of a team in a hairdressing workplace environment.
Nominal Hours: 0
Assessment: Assessment is a combination of practical and theory assessments.

WRR03B  PROVIDE A SAFE WORKING ENVIRONMENT

Description: This unit is based on the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety. It encompasses the competencies involved in developing and implementing policies and procedures relating to occupational health and safety issues. It involves consulting with staff, assessing and controlling risks, establishing and maintaining record systems and evaluating policies and procedures.
Nominal Hours: 36
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRR07A  PROFILE A RETAIL MARKET

Description: This unit encompasses the skills and knowledge required to profile a retail market. It involves reviewing the image of the store, researching market demands, profiling store customers and implementing methods to attract customers to the store.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, project, presentation.

WRR08A  DEVELOP INNOVATIVE IDEAS AT WORK

Description: This unit covers the skills required to systematically generate and develop ideas for workplace improvement. It involves interpreting or observing the need for improvement and developing a detailed idea.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

WRR11B  PERFORM STOCK CONTROL PROCEDURES

Description: This unit encompasses the skills, knowledge and attitudes required to handle stock in a retail environment. It involves receiving and processing incoming goods, rotating stock, participating in stocktakes, reordering stock and dispatching goods.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRCS1B  COMMUNICATE IN THE WORKPLACE

Description: 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: 50
Assessment: Assessment may be a combination of practical and theory assessments and participation in Learning in the Workplace.

WRRER2B  CO-ORDINATE WORK TEAMS

Description: Monitor and organise staffing levels; Inform team members; Coach on the job; Motivate the team; Maintain staffing records.
Nominal Hours: 36
Assessment: Assessment is a combination of practical and theory assessments.

WRRLP1B  APPLY SAFE WORKING PRACTICES

Description: Observe basic safety procedures; Observe emergency procedures.
Nominal Hours: 18
Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRR08A  DEVELOP INNOVATIVE IDEAS AT WORK

Description: This unit covers the skills required to systematically generate and develop ideas for workplace improvement. It involves interpreting or observing the need for improvement and developing a detailed idea. This requires the creative generation and discussion of a number of ideas or solutions and accepting positive and negative feedback. Ideas should be tested in order to establish and present a workable outcome which meets the needs of the end user.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork, project, presentation.

WRRS1B  SELL PRODUCTS AND SERVICES

Description: Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.
Nominal Hours: 18
Assessment: Assessment may be a combination of practical and theory assessments and participation in Learning in the Workplace.
SCHOOL OF HOSPITALITY

Below are details of courses offered by the School of Hospitality in 2012. This information is also available online on the University's searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to international students are marked with the (I) symbol.

CERTIFICATE II IN HOSPITALITY

Course Code: SIT20207

Campus: Footscray Nicholson, Off-shore.

About this course: Gain the basic skills required for entry-level jobs in the hospitality industry. You will learn basic operational knowledge and practical skills needed in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops, and make useful contacts as you study.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

Admission Requirements Year 12: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course by completing a School pre-selection 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. Complete an application for admission through a TAFE Direct Admission form. Applicants are advised to attend an information session.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course by completing a School pre-selection 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. Complete an application for admission through a TAFE Direct Admission form. Applicants are advised to attend an information session.

Course Duration: 0.5 years.

Admission Requirements VET: To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course by completing a School pre-selection 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. Complete an application for admission through a TAFE Direct Admission form. Applicants are advised to attend an information session.

Selection Processes: Direct Entry, Employer Choice.

CORE STRUCTURE

Students must successfully complete 12 units: 6 core units and 6 elective units in accordance with the package rules specified in SIT07 Training Package.

Core Units

SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25

Elective Units

SITXFIN001A PROCESS FINANCIAL TRANSACTIONS 25
SITHFAB001A CLEAN AND TIDY BAR AREAS 10
SITHFAB002A OPERATE A BAR 30
SITHFAB003A SERVE FOOD AND BEVERAGE TO CUSTOMERS 80
SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL 10
SITHFAB12A PREPARE AND SERVE ESPRESSO COFFEE 30
BSBLDED01A PLAN SKILLS DEVELOPMENT 20
SITHCCT07A PREPARE SANDWICHES 6
SITHCC01A ORGANISE AND PREPARE FOOD 20
BSBWOR024A USE BUSINESS TECHNOLOGY 20
SIRRFS001A APPLY RETAIL FOOD SAFETY PRACTICES 40
SITXENV001A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
SIRRRKP003A ADVISE ON FAST FOOD PRODUCTS 20
SITHCC03A OPERATE A FAST FOOD OUTLET 36
SIRXCC001A APPLY POINT-OF-SALE HANDLING PROCEDURES 20
SITHFAB01A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE 50
SITHFAB04A PROVIDE FOOD AND BEVERAGE SERVICE 110
SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
SITXINV001A RECEIVE AND STORE STOCK 10
SITXINV002A CONTROL AND ORDER STOCK 25
SITHFAB015A PREPARE AND SERVE COCKTAILS 20
SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE 50
SITHCC002A PRESENT FOOD 6
SITHFAB010A PREPARE AND SERVE NON ALCOHOLIC BEVERAGES 15
SITHACC006A CLEAN PREMISES AND EQUIPMENT 12.

CERTIFICATE II IN HOSPITALITY (KITCHEN OPERATIONS)

Course Code: SIT20307


About this course: Start the journey to your dream career in cooking. You will learn a range of kitchen functions including how to prepare and present food, apply hospitality skills in the workplace and develop hospitality industry knowledge in environments such as restaurants, hotels, cafes and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a range of kitchen functions and activities that require the application of a limited range of practical skills in a defined context. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs, cafes, cafes and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.
Careers: Breakfast cook, short order cook, fast food cook.
Course Duration: 0.5 years.

Admission Requirements Year 12: IELTS level 5.5. To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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.

Admission Requirements International: IELTS level 5.5. To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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.

Admission Requirements Mature Age: IELTS level 5.5. To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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.

Admission Requirements VET: IELTS level 5.5. To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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 Processes: Direct Entry, Employer Choice, Interview.

COURSE STRUCTURE

Students must successfully complete 16 units: 11 core units and 5 elective units in accordance with the packaging rules for the qualification as specified in SIT07 Training Package.

Core units
SITHCC001A ORGANISE AND PREPARE FOOD 20
SITHCC002A PRESENT FOOD 6
SITHCC003A RECEIVE AND STORE KITCHEN SUPPLIES 10
SITHCC004A CLEAN AND MAINTAIN KITCHEN PREMISES 10
SITHCC005A USE BASIC METHODS OF COOKERY 45
SITHCC0027A PREPARE, COOK AND SERVE FOOD FOR SERVICE 50
SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
SITXHOS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
SITXHOS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
SITHIND002A APPLY HOSPITALITY SKILLS IN THE WORKPLACE 1

Elective Units
SITHCC006A PREPARE APPETISERS AND SALADS 25
SITHCC007A PREPARE SANDWICHES 6
SITHCC008A PREPARE STOCKS, SAUCES AND SOUPS 35
SITHCC009A PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES 45
SITHCC013A PREPARE HOT AND COLD DESSERTS 50
SITHCC010A SELECT, PREPARE AND COOK POULTRY 25
SITHCC015A PLAN AND PREPARE FOOD FOR BUFFETS 25

CERTIFICATE III IN HOSPITALITY
Course Code: SIT30707


About this course: Equip yourself for a career in the fast-moving and dynamic hospitality sector. You will learn the skills and expertise necessary to work in hospitality venues where food is prepared and served, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. You will develop leadership skills to allow you to provide technical advice and support to a team. This course is offered to industry only.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

Careers: Possible careers include bar attendant, barista, waiter, wine waiter, front desk receptionist, housekeeper, gaming attendant.

Course Duration: 1 year.

Admission Requirements Year 12: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Admission Requirements VET: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Selection Processes: Direct Entry, Employer Choice.

Prerequisite Unit Requirements: There are no prerequisites for entry to this qualification.

COURSE STRUCTURE

To achieve a Certificate III in Hospitality, 16 units must be completed: 8 core units and 8 elective units.

Complete 8 Core Units:
SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
SITXCS002A PROVIDE QUALITY CUSTOMER SERVICE 40
SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
SITXHRM001A COACH OTHERS IN JOB SKILLS 20
SITXHOS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
SITXHOS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
SITHIND003A PROVIDE AND COORDINATE HOSPITALITY SERVICE 1
SITHFAB021A PROVIDE AND COORDINATE FOOD AND BEVERAGE SERVICE 1

Elective Units:
SITXF1001A PROCESS FINANCIAL TRANSACTIONS 25
### Course Objectives:
This qualification provides the skills and knowledge for an individual to be competent as a qualified cook. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

### Career Pathways:
Cook.

### Course Duration:
1 year.

### Admission Requirements Year 12:
- Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

### Admission Requirements Mature Age:
- Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

### Admission Requirements VET:
- Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

### Selection Processes:
Direct Entry, Employer Choice, Interview, User Choice (Apprenticeships), Written Application.

### Course Structure
To achieve a Certificate III in Hospitality (Commercial Cookery), 29 units must be completed:

- All 26 core units and a minimum of 3 elective units.
- A minimum of 2 elective units must be selected from the electives listed below.
- The remaining unit may be selected from any endorsed Training Package.

#### Core Units

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<th>Description</th>
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<td>RECEIVE AND STORE KITCHEN SUPPLIES</td>
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<tr>
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<td>SELECT, PREPARE AND COOK POULTRY</td>
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<td>SITHCCC006A</td>
<td>PREPARE HOT AND COLD DESSERTS</td>
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<td>PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES</td>
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<tr>
<td>SITHCCC11A</td>
<td>SELECT, PREPARE AND COOK SEAFOOD</td>
<td>30</td>
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<td>SITHCCC12A</td>
<td>SELECT, PREPARE AND COOK MEAT</td>
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<td>PREPARE PASTRIES, CAKES AND YEAST GOODS</td>
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<td>DEVELOP COST EFFECTIVE MENUS</td>
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#### Elective Units

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<td>SITHGAM35A</td>
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</table>
To achieve a Certificate III in Hospitality (Asian Cookery), 28 units must be completed: all 24 core units + 4 elective units: - a minimum of 3 elective units must be selected from the electives listed below - the remaining unit may be selected from any endorsed Training Package - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

### Core Units
- SITHASC001A USE BASIC ASIAN METHODS OF COOKERY 90
- SITHASC002A PRODUCE APPETISERS AND SNACKS FOR ASIAN CUISINES 45
- SITHASC003A PREPARE STOCKS AND SOUPS FOR ASIAN CUISINES 25
- SITHASC004A PREPARE SAUCES, DIPS AND ACCOMPANIMENTS FOR ASIAN CUISINES 15
- SITHASC005A PREPARE SALADS FOR ASIAN CUISINES 40
- SITHASC006A PREPARE RICE AND NOODLES FOR ASIAN CUISINES 30
- SITHASC007A PREPARE MEAT, POULTRY, SEAFOOD AND VEGETABLES FOR ASIAN CUISINES 90
- SITHASC027A PREPARE, COOK AND SERVE ASIAN FOOD FOR FOOD SERVICE 36
- SITHASC028A PREPARE, COOK AND SERVE ASIAN FOOD FOR MENUS 30
- SITHCCC001A ORGANISE AND PREPARE FOOD 20
- SITHCCC002A PRESENT FOOD 6
- SITHCCC003A RECEIVE AND STORE KITCHEN SUPPLIES 10
- SITHCCC004A CLEAN AND MAINTAIN KITCHEN PREMISES 10
- SITHCCC016A DEVELOP COST EFFECTIVE MENUS 30
- SITHCCC029A PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS 75
- SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
- SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
- SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
- SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
- SITXFSA001A IMPLEMENT FOOD SAFETY PROCEDURES 40
- SITXHRM001A COACH OTHERS IN JOB SKILLS 20
- SITXOHS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
- SITXOHS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
- HLTFA301B APPLY FIRST AID 18

### Elective Units
- SITHASC008A PREPARE DESSERTS FOR ASIAN CUISINES 50
- SITHASC009A PREPARE CURRY PASTE AND POWDER FOR ASIAN CUISINES 45
- SITHASC013A PLAN MENUS FOR ASIAN CUISINES 30
- SITHASC012A SELECT, PREPARE AND SERVE SPECIALISED ASIAN CUISINES 80
- SITHCCC019A PLAN, PREPARE AND DISPLAY A BUFFET 36
- SITHASC010A PREPARE SATAY FOR ASIAN CUISINES 20
- SITHASC011A PREPARE VEGETARIAN DISHES FOR ASIAN CUISINES 15
- SITHCCC035A DEVELOP MENUS TO MEET SPECIAL DIETARY AND CULTURAL NEEDS 15
- SITHCCC020A PREPARE PORTION-CONTROLLED MEAT CUTS 24
- SITHASC027A PREPARE, COOK AND SERVE ASIAN FOOD FOR FOOD SERVICE 30
- SITHASC028A PREPARE, COOK AND SERVE ASIAN FOOD FOR MENUS 30
- SITHCCC001A ORGANISE AND PREPARE FOOD 20
- SITHCCC002A PRESENT FOOD 6
- SITHCCC003A RECEIVE AND STORE KITCHEN SUPPLIES 10
- SITHCCC004A CLEAN AND MAINTAIN KITCHEN PREMISES 10
- SITHCCC016A DEVELOP COST EFFECTIVE MENUS 30
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- SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
- SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
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- SITXOHS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
- SITXOHS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
- HLTFA301B APPLY FIRST AID 18

### About this course:
This qualification assess the skills and knowledge for an individual to be competent as a qualified cook in an Asian kitchen.

### Course Objectives:
This qualification assess the skills and knowledge for an individual to be competent as a qualified cook in an Asian kitchen.

### Careers:
Individuals with this qualification are able to perform roles such as: basic Asian cooking preparing vegetarian dishes for Asian cuisines preparing and serving specialised Asian cuisines planning menus for Asian cuisines preparing Japanese raw fish (sashimi) preparing Chinese dim sum preparing tandoori food items preparing Indonesian crackers. Possible job titles include: cooks assistance, cook, chef.

### Course Duration:
2 months.

### Admission Requirements Year 12:
All applicants must be working within the hospitality industry for a minimum of 3 years.

### Admission Requirements International:
All applicants must be working within the hospitality industry for a minimum of 3 years.

### Admission Requirements Mature Age:
All applicants must be working within the hospitality industry for a minimum of 3 years.

### Admission Requirements VET:
All applicants must be working within the hospitality industry for a minimum of 3 years.

### Selection Processes:
Employer Choice.

### Prerequisite Unit Requirements:
3 years experience in the hospitality industry.
### CERTIFICATE IV IN HOSPITALITY

**Course Code:** SIT40407

**Campus:** Footscray Nicholson, Industry, Off-shore.

**About this course:** Further your career in hospitality by developing higher skills and knowledge in team leadership and supervision. You will prepare for work in various hospitality settings such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

**Course Objectives:** This qualification provides the skills and knowledge for an individual to be competent in skilled operations and team leading or supervision. Work would be undertaken in various hospitality settings such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

**Careers:** Food and beverage supervisor, front office supervisor, concierge, butler, gaming supervisor.

**Course Duration:** 1 year.

**Admission Requirements Year 12:** To qualify for admission students must have literacy and numeracy competencies at least equivalent to those defined by level 2 of the National Reporting System and satisfy the Head of School of their ability to complete the course.

**Admission Requirements Mature Age:** To qualify for admission students must have literacy and numeracy competencies at least equivalent to those defined by level 2 of the National Reporting System and satisfy the Head of School of their ability to complete the course.

**Admission Requirements VET:** To qualify for admission students must have literacy and numeracy competencies at least equivalent to those defined by level 2 of the National Reporting System and satisfy the Head of School of their ability to complete the course.

**Selection Processes:** Direct Entry, Interview, VTAC.

Application for admission is either through a TAFE Direct Admission form or VTAC depending on the intake (check with the School for the most appropriate method for the intake and time of year). Applicants are advised to attend an information session. Contact the School to find the date relevant for the intake that you are applying for.

**COURSE STRUCTURE**

To achieve a Certificate IV in Hospitality, 26 units must be completed: all 14 core units and minimum of 12 elective units.

#### Core Units

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#### Elective Units

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### CERTIFICATE IV IN HOSPITALITY (COMMERCIAL COOKERY)

**Course Code:** SIT40407

**Campus:** Footscray Nicholson, Industry.

**About this course:** Upgrade your qualifications to secure a management role in the hospitality industry. This course is designed for qualified chefs currently working in the industry, who intend to run their own business or seek a management role within a catering environment.

**Course Objectives:** This course aims to provide additional training to qualified Chefs in the areas of management for those who are intending to run their own business or seeking a management role within a catering environment.

**Careers:** Senior management within a catering institution. Chef de Cuisine, Sous Chef, Chef de Partie.

**Course Duration:** 1 year.

**Admission Requirements Year 12:** Industry only. Employer choice.

**Admission Requirements International:** Not applicable.

**Admission Requirements Mature Age:** Industry only. Employer choice.
Admission Requirements VET: Industry only. Employer choice.

Selection Processes: Employer Choice, Written Application.

COURSE STRUCTURE

The Certificate IV in Hospitality (Commercial Cookery), requires the completion of 39 units of competency made up of 34 core units and 5 elective units: - a minimum of 4 elective units must be selected from the electives listed in the qualification in the training package; - the remaining unit may be selected from any endorsed Training Package - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

Complete all 34 core units:

- SITHCCC001A Organise and Prepare Food: 20 units
- SITHCCC002A Present Food: 6 units
- SITHCCC003A Receive and Store Kitchen Supplies: 10 units
- SITHCCC004A Clean and Maintain Kitchen Premises: 10 units
- SITHCCC005A Use Basic Methods of Cookery: 45 units
- SITHCCC006A Prepare Appetisers and Salads: 25 units
- SITHCCC008A Prepare Stocks, Sauces and Soups: 35 units
- SITHCCC009A Prepare Vegetables, Fruit, Eggs and Farinaceous Dishes: 45 units
- SITHCCC010A Select, Prepare and Cook Poultry: 25 units
- SITHCCC012A Select, Prepare and Cook Meat: 50 units
- SITHCCC013A Prepare Hot and Cold Desserts: 50 units
- SITHCCC014A Prepare Pastries, Cakes and Yeast Goods: 40 units
- SITHCCC015A Plan and Prepare Food for Buffets: 25 units
- SITHCCC016A Develop Cost Effective Menus: 30 units
- SITXMG001A Control and Order Stock: 25 units
- SITXMG002A Monitor Work Operations: 20 units
- SITHCCC021A Handle and Serve Cheese: 30 units
- SITHCCC022A Present Food: 6 units
- SITXHS001A Follow Health, Safety and Security Procedures: 10 units
- SITXHS002A Follow Workplace Hygiene Procedures: 15 units
- SITXHS004A Implement and Monitor Workplace Health, Safety and Security Practices: 30 units
- HLFA031B Apply First Aid: 18 units
- SITHCCC011A Select, Prepare and Cook Seafood: 30 units
- SITHCCC025A Monitor Catering Revenue and Costs: 30 units
- SITHCCC026A Establish and Maintain Quality Control of Food: 30 units
- SITXFS002A Develop and Implement a Food Safety: 50 units

Complete 5 elective units:

- SITHIND001A Develop and Update Hospitality Industry Knowledge: 25 units
- SITHCCC040A Design Menus to Meet Market Needs: 30 units
- SITHCCC019A Plan, Prepare and Display a Buffet: 36 units
- SITHCCC020A Prepare Portion-Controlled Meat Cuts: 24 units
- SITHCCC021A Handle and Serve Cheese: 5 units
- SITXHRM003A Roster Staff: 30 units
- SITXHRM006A Monitor Staff Performance: 50 units
- SITHCCC035A Develop Menus to Meet Special Dietary and Cultural Needs: 15 units
- SITHCCC007A Prepare Sandwiches: 6 units

DIPLOMA OF HOSPITALITY

Course Code: SIT50307


About this course: Take the next step in your career in hospitality by focusing on supervisory and management roles. Gain a sound theoretical understanding of hospitality and a range of specialised, technical or managerial competencies to plan, carry out and evaluate your own work and the work of a team.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent as a manager in any hospitality functional area. This individual would possess a sound theoretical knowledge base and be able to use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of their team. Work would be undertaken in various hospitality settings, such as restaurants, hotels, catering operations, motels, clubs, pubs, cafes and coffee shops.

Careers: Managing a department in a large hospitality enterprise; managing a small hospitality enterprise: restaurant manager, kitchen manager, front office manager, housekeeper, chef, sous chef, gaming manager, motel manager, unit manager (catering operations).

Course Duration: 1.5 years.

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent. IELTS level 5.5.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: Successful completion of VCE/VCAL or equivalent. IELTS level 5.5.

Admission Requirements VET: Successful completion of VCE/VCAL or equivalent. IELTS level 5.5.

Selection Processes: Direct Entry, Interview, VTAC, Written Application.

COURSE STRUCTURE

Students must successfully complete 39 units: all 23 core units and 16 elective units. A minimum of 13 elective units must be selected from the list for this qualification in the SIT07 Training Package, the remaining 3 elective units may be selected from any endorsed Training Package and a maximum of 1 Languages other than English unit may be counted as an elective within this qualification.
### Core Units

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<td>SITXFIN004A</td>
<td>MANAGE FINANCES WITHIN A BUDGET</td>
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<td>PREPARE AND MONITOR BUDGET</td>
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<td>DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
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<td>ROSTER STAFF</td>
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<td>SITXMGT002A</td>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
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### ADVANCED DIPLOMA OF HOSPITALITY

**Course Code:** SIT60307

**Campus:** Footscray Nicholson, Industry, Other.

**Other locations:** Academy Sofitel

**About this course:** Get a competitive edge in the hospitality industry with a Diploma aimed at senior management level. Gain practical experience in food and beverage service, basic cookery and event management. Learn to analyse, design and execute...
your judgement using wide-ranging technical, creative, conceptual or managerial competencies. You will undertake work placements in various hospitality settings such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent as a senior manager in any hospitality functional area. This individual would analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be specialised or broad and they are often accountable for group outcomes. Work would be undertaken in various hospitality settings, such as restaurants, hotels, catering operations, motels, clubs, pubs, cafes and coffee shops.

Careers: Senior manager in a large hospitality enterprise; owner or manager of a hospitality enterprise. Possible job titles include: food and beverage manager, area manager or operations manager, rooms division manager, executive housekeeper, secretary or manager, executive chef, café owner or manager, motel owner or manager.

Course Duration: 2 years.

Admission Requirements Year 12: IELTS level: 5.5 To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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.

Admission Requirements International: IELTS level: 5.5 To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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.

Admission Requirements Mature Age: IELTS level: 5.5 To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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.

Admission Requirements VET: IELTS level: 5.5 To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School 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 Processes: Direct Entry, Employer Choice, Interview, VTAC, Written Application.

COURSE STRUCTURE

Campus based course: Students must successfully complete 47 units: all 29 core units and 18 elective units. A minimum of 15 elective units must be selected from the list for this qualification in the SIT07 Training Package, the remaining 3 elective units may be selected from any endorsed Training Package and a maximum of 1 Language other than English unit may be counted as an elective within this qualification. Campus based course: 2 years Academy Sofitel: 1 year accelerated course.

Core Units:

- SITXCCS002A PROVIDE QUALITY CUSTOMER SERVICE 40
- SITXCCS003A MANAGE QUALITY CUSTOMER SERVICE 30
- SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
- SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
- SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
- SITXFNO003A INTERPRET FINANCIAL INFORMATION 60
- SITXFNO004A MANAGE FINANCES WITHIN A BUDGET 30
- SITXFNO005A PREPARE AND MONITOR BUDGETS 30
- SITXFNO007A MANAGE PHYSICAL ASSETS 40
- SITXFNO008A MANAGE FINANCIAL OPERATIONS 75
- SITXGLC001A DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE 80
- SITXHRM0001A COACH OTHERS IN JOB SKILLS 20
- SITXHRM0002A RECRUIT, SELECT AND INDUCT STAFF 60
- SITXHRM0003A ROSTER STAFF 30
- SITXHRM0005A LEAD AND MANAGE PEOPLE 60
- SITXHRM0006A MONITOR STAFF PERFORMANCE 50
- SITXHRM0007A MANAGE WORKPLACE DIVERSITY 60
- SITXINV001A RECEIVE AND STORE STOCK 10
- SITXINV002A CONTROL AND ORDER STOCK 25
- SITXMGT001A MONITOR WORK OPERATIONS 20
- SITXMGT002A DEVELOP AND IMPLEMENT OPERATIONAL PLANS 50
- SITXMGT004A DEVELOP AND IMPLEMENT A BUSINESS PLAN 50
- SITXMGT006A ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS 60
- SITXMPR005A DEVELOP AND MANAGE MARKETING STRATEGIES 80
- SITXOHS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
- SITXOHS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
- SITXOHS004A IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES 30
- SITXOHS005A ESTABLISH AND MAINTAIN AN OHS SYSTEM 30
- SITHIND003A PROVIDE AND COORDINATE HOSPITALITY SERVICE 1
- SITHFAB001A CLEAN AND TIDY BAR AREAS 10
- SITHFAB002A OPERATE A BAR 30
- SITHFAB004A PROVIDE FOOD AND BEVERAGE SERVICE 110
- SITHFAB005A PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES 50
- SITHFAB008A PROVIDE ROOM SERVICE 15
- SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL 10
- SITHFAB012A PREPARE AND SERVE ESPRESSO COFFEE 30
- SITHAC004A PROVIDE HOUSEKEEPING SERVICES TO GUESTS 10
- SITHFAB010A PREPARE AND SERVE NON ALCOHOLIC BEVERAGES 15
- BS8LED101A PLAN SKILLS DEVELOPMENT 20
- SITXETY005A ORGANISE IN-HOUSE EVENTS OR FUNCTIONS 40
- SITHCC005A USE BASIC METHODS OF COOKERY 45
- SITHCC008A PREPARE STOCKS, SAUCES AND SOUPS 35
- SITHCC009A ORGANISE AND PREPARE FOOD 20
- SITXFNO001A PROCESS FINANCIAL TRANSACTIONS 25
- SITXFB003A SERVE FOOD AND BEVERAGE TO CUSTOMERS 80
- SITXFB015A PREPARE AND SERVE COCKTAILS 20
- SITHAC006A CLEAN PREMISES AND EQUIPMENT 12
- SITHAC007A MANAGE WORKPLACE DIVERSITY 60
- SITHAC009A MANAGE WORKPLACE DIVERSITY 60
- SITXFIN001A MANAGE FINANCIAL TRANSACTIONS 25
- SITXFIN002A PROCESS FINANCIAL TRANSACTIONS 25
- SITXFIN003A MANAGE FINANCIAL TRANSACTIONS 25
- SITXFIN004A MANAGE FINANCIAL TRANSACTIONS 25
- SITXFIN005A MANAGE FINANCIAL TRANSACTIONS 25
- SITXFIN006A MANAGE FINANCIAL TRANSACTIONS 25

Electives:
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SIRRFSA001A APPLY RETAIL FOOD SAFETY PRACTICES
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to implement safe food storage handling processes in a retail food environment according to a food safety program.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Observation, demonstration, questioning, written assignment. Demonstration, participants will be required to demonstrate that they meet units elements via observation and questioning.

SIRRPS001A ADVISE ON FAST FOOD PRODUCTS
Prerequisites: SIRRFSA001A - APPLY RETAIL FOOD SAFETY PRACTICES
Description: This unit describes the performance outcomes, skills and knowledge required to develop and apply product knowledge to provide advice to customers with regard to fast food products.
Nominal Hours: 20
Required Reading: No required text.
Assessment: Observation, demonstration, questioning, written assignment.

SIRXCCS001A APPLY POINT-OF-SALE HANDLING PROCEDURES
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to operate point-of-sale equipment, apply store policy and procedures to a range of transactions, interact with customers and package or wraps an item for transportation.
Nominal Hours: 20
Required Reading: No required reading.
Assessment: Observation, demonstration, questioning, written assignment.

SIRXINV002A MAINTAIN AND ORDER STOCK
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain and order stock in a retail environment. It involves monitoring receipt and dispatch of goods, maintaining stock records, coordinating stocktake, identifying stock losses, processing orders and following up on orders.
Nominal Hours: 35
SITHACS004A PROVIDE HOUSEKEEPING SERVICES TO GUESTS


Description: This unit describes the performance outcomes, skills and knowledge required to provide a range of general housekeeping services to guests.

Nominal Hours: 10

Required Reading: No required text.

Assessment: Observation, role plays, oral/written questions, portfolio of evidence.

SITHACS005A PREPARE ROOM FOR GUESTS

Locations: Footscray Nicholson, Industry, Other.

Other Locations: Academy Sofitel

Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

SITHACS006A - CLEAN PREMISES AND EQUIPMENT

Description: This unit describes the performance outcomes, skills and knowledge required to prepare rooms including bedrooms and bathrooms for guests in an accommodation establishment.

Nominal Hours: 25

Required Reading: No required reading.

Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: - direct observation of the candidate preparing and servicing a guest room - inspection of rooms cleaned by the candidate - written and oral questions to test knowledge about housekeeping and room preparation procedures - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITHACS006A CLEAN PREMISES AND EQUIPMENT

Locations: Footscray Nicholson, Industry, Other.

Other Locations: Academy Sofitel

Description: This unit describes the performance outcomes, skills and knowledge required to carry out general cleaning duties as part of a job role in a tourism or hospitality enterprise or any other service industry context. It does not include contract cleaning which is covered by the Asset Maintenance Training Package.

Nominal Hours: 12


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: -direct observation of cleaning and maintenance activities -oral or written questioning to assess knowledge of cleaning and maintenance procedures, materials equipment and legislation -review of portfolios of evidence and third party workplace reports of on the job performance by the candidate. -Holistic assessment with other units relevant to the industry sector, workplace and job role.

SITHACS007A LAUNDER LINEN AND GUEST CLOTHES

Locations: Other.

Other Locations: Academy Sofitel

Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to launder linen and guest clothes.

Nominal Hours: 20

Required Reading: No required reading.

Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: - direct observation of the candidate carrying out specific laundry tasks within a complete cycle - inspection of items laundered by the candidate - oral or written questions about commercial laundry equipment and operation, including selection of appropriate laundry cycles and programs, chemicals and their use, stain identification and treatment and OHS issues - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITHASC001A USE BASIC ASIAN METHODS OF COOKERY

Locations: Off-shore.

Prerequisites: SITHCCC001A - ORGANISE AND PREPARE FOOD

SITHCCC002A - PRESENT FOOD

SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to apply basic principles and methods used in Asian cookery, including national Asian cuisines as well as regional specialisations.

Nominal Hours: 90


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SITHASC002A PRODUCE APPETISERS AND SNACKS FOR ASIAN CUISINES

Locations: Off-shore.

Prerequisites: SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY

SITHCCC001A - ORGANISE AND PREPARE FOOD

SITHCCC002A - PRESENT FOOD

SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and present appetisers and snacks for Asian cuisines.

Nominal Hours: 45


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SITHASC003A PREPARE STOCKS AND SOUPS FOR ASIAN CUISINES

Locations: Off-shore.

Prerequisites: SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY

SITHCCC001A - ORGANISE AND PREPARE FOOD

SITHCCC002A - PRESENT FOOD

SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
This unit describes the performance outcomes, skills and knowledge required to prepare stocks and soups for Asian cuisines.

**Nominal Hours:** 25

**Required Reading:** Chef Professional Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Cengage Learning.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**SITHASC004A PREPARE SAUCES, DIPS AND ACCOMPANIMENTS FOR ASIAN CUISINES**

**Locations:** Off-shore.

**Prerequisites:** SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC002A - PRESENT FOOD
SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare and present sauces, dips and accompaniments for Asian cuisines.

**Nominal Hours:** 15

**Required Reading:** Chef Professional Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Cengage Learning.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**SITHASC005A PREPARE SALADS FOR ASIAN CUISINES**

**Locations:** Off-shore.

**Prerequisites:** SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC002A - PRESENT FOOD
SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare salads, sauces, dressings and accompaniments for national and regional Asian cuisines.

**Nominal Hours:** 40

**Required Reading:** VU Produced Workbooks.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**SITHASC006A PREPARE RICE AND NOODLES FOR ASIAN CUISINES**

**Locations:** Off-shore.

**Prerequisites:** SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC002A - PRESENT FOOD
SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare rice and noodles for national and regional Asian cuisines.

**Nominal Hours:** 30

**Required Reading:** Chef Professional Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Cengage Learning.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**SITHASC007A PREPARE MEAT, POULTRY, SEAFOOD AND VEGETABLES FOR ASIAN CUISINES**

**Locations:** Off-shore.

**Prerequisites:** SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC002A - PRESENT FOOD
SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare meat, poultry, seafood and vegetables for national and regional Asian cuisines.

**Nominal Hours:** 90

**Required Reading:** Chef Professional Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Cengage Learning.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**SITHASC008A PREPARE DESSERTS FOR ASIAN CUISINES**

**Locations:** Off-shore.

**Prerequisites:** SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC002A - PRESENT FOOD
SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare desserts for national and regional Asian cuisines.

**Nominal Hours:** 50

**Required Reading:** Chef Professional Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Cengage Learning.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**SITHASC009A PREPARE CURRY PASTE AND POWDER FOR ASIAN CUISINES**

**Locations:** Off-shore.

**Prerequisites:** SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC002A - PRESENT FOOD
SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
**FACULTY OF TECHNICAL AND TRADES INNOVATION**

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare curry pastes and powders for national and regional Asian cuisines.

**Nominal Hours:** 25

**Required Reading:** Chef Professional Ford, Zelman, Hunter, Tinton, Carey, Walpole, Ripplington 1 Cengage Learning.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**SITHASC013A PLAN MENUS FOR ASIAN CUISINES**

**Locations:** Off-shore.

**Prerequisites:** SITHAS001A - USE BASIC ASIAN METHODS OF COOKERY

**Description:** This unit describes the performance outcomes, skills and knowledge required to plan menus for Asian cuisines. It covers developing menu concepts and content, costing and developing systems required to support the menu and its production, as well as planning, designing and arranging the printing of menus.

**Nominal Hours:** 30

**Required Reading:** Chef Professional Ford, Zelman, Hunter, Tinton, Carey, Walpole, Ripplington 1 Cengage Learning.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**SITHASC027A PREPARE, COOK AND SERVE ASIAN FOOD FOR FOOD SERVICE**

**Locations:** Off-shore.

**Prerequisites:** SITHAS001A - USE BASIC ASIAN METHODS OF COOKERY

**SITHCCO001A - ORGANISE AND PREPARE FOOD**

**SITHCCO002A - PRESENT FOOD**

**SITHCCO003A - RECEIVE AND STORE KITCHEN SUPPLIES**

**SITHCCO004A - FOLLOW WORKPLACE HYGIENE PROCEDURES**

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare, cook and serve Asian food items for a service period in a hospitality enterprise, using a range of Asian cooking methods and working as part of a team. This unit integrates key technical and organisational skills required by a short order cook or caterer. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial kitchen. This unit underpins the more advanced integrated unit SITHASC028A Prepare, cook and serve Asian food for menus. Food service periods may be breakfast, lunch, dinner, supper or special functions and events. Styles of menus may be classical, contemporary or ethnic and may be formal or informal according to enterprise requirements.

**Nominal Hours:** 0

**Required Reading:** Chef Professional Ford, Zelman, Hunter, Tinton, Carey, Walpole, Ripplington 1 Cengage Learning.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**SITHASC028A PREPARE, COOK AND SERVE ASIAN FOOD FOR MENUS**

**Locations:** Off-shore.

**Prerequisites:** SITHAS001A - USE BASIC ASIAN METHODS OF COOKERY

SITHASC002A - PRODUCE APPETISERS AND SNACKS FOR ASIAN CUISINES

SITHASC003A - PREPARE STOCKS AND SOUPS FOR ASIAN CUISINES

SITHASC004A - PREPARE SAUCES, DIPS AND ACCOMPANIMENTS FOR ASIAN CUISINES

SITHASC005A - PREPARE SALADS FOR ASIAN CUISINES

SITHASC006A - PREPARE RICE AND NOODLES FOR ASIAN CUISINES

SITHASC007A - PREPARE MEAT, POULTRY, SEAFOOD AND VEGETABLES FOR ASIAN CUISINES

SITHCCO001A - ORGANISE AND PREPARE FOOD

**Description:** This unit describes the performance outcomes, skills and knowledge required to organise, produce and serve Asian food items for menus. It incorporates all aspects of organising, preparing, cooking and serving a variety of Asian food items for a service period in a hospitality enterprise, using a range of Asian cooking methods and team coordination skills. The unit integrates key technical and organisational skills required by a professional cook. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial kitchen. Contexts for this unit may vary depending on the nature of the enterprise. For example, menus may be classical, contemporary or ethnic and service may be formal or informal.

**Nominal Hours:** 0

**Required Reading:** Chef Professional Ford, Zelman, Hunter, Tinton, Carey, Walpole, Ripplington 1 Cengage Learning.

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**SITHCCO01A ORGANISE AND PREPARE FOOD**

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to organise and prepare a variety of foods for the kitchen of a hospitality or catering operation. It focuses on general food preparation techniques. The term ‘organising and preparing food’ is also referred to as ‘mise en place’ and includes basic preparation prior to serving food, which may involve cooking components of a dish but does not include the actual presentation.

**Nominal Hours:** 20


**Assessment:** Direct observation, inspection of food items, test and portfolio.

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**SITHCCO02A PRESENT FOOD**

**Locations:** Footscray Nicholson, Industry, Other.

**Other Locations:** Academy Sofitel

**Description:** This unit describes the performance outcomes, skills and knowledge required to efficiently and professionally plate, present and serve food in a commercial setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
kitchen or catering operation. It may include the presentation of food for Asian cuisines.

**Nominal Hours:** 6


**Assessment:** Direct observation, inspection of food items, test and portfolio.

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**SITHCCC003A RECEIVE AND STORE KITCHEN SUPPLIES**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to receive and store supplies in commercial cookery or catering operations. It focuses on the general stock handling procedures required for food and kitchen related supplies. Goods refer to all perishable and nonperishable goods received from both internal and external suppliers and maintained within a stock control system.

**Nominal Hours:** 10


**Assessment:** Direct observation, written/oral test, stock control reports/records, portfolio of evidence.

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**SITHCCC004A CLEAN AND MAINTAIN KITCHEN PREMISES**

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Prerequisites:** SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to clean and maintain kitchens, and food preparation and storage areas in commercial cookery or catering operations.

**Nominal Hours:** 10


**Assessment:** Direct observation, inspection of areas cleaned, written/oral test, portfolio.

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**SITHCCC005A USE BASIC METHODS OF COOKERY**

**Locations:** Footscray Nicholson, Industry, Other.

**Other Locations:** Academy Sofitel

**Prerequisites:** SITXHCC002A - PRESENT FOOD SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES SITHCCC001A - ORGANISE AND PREPARE FOOD

**Description:** This unit describes the performance outcomes, skills and knowledge required to use a range of basic cookery methods to prepare menu items for the kitchen of a hospitality or catering operation. The unit underpins effective performance in all other cookery units.

**Nominal Hours:** 45


**Assessment:** Observation, sampling of dishes, written/oral test, portfolio of evidence.

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**SITHCCC007A PREPARE SANDWICHES**

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Prerequisites:** SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare and present a variety of sandwiches in a commercial kitchen or catering operation. Sandwiches may be classical or modern, hot or cold, of varying cultural and ethnic origins and use a variety of fillings and types of bread. Sandwiches may be pre-prepared or made on demand according to customer requests. Preparation, presentation and storage potential of sandwiches will depend on bread types and fillings.

**Nominal Hours:** 6


**Assessment:** Direct observation, sampling of sandwiches, test and portfolio.

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**SITHCCC008A PREPARE STOCKS, SAUCES AND SOUPS**

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Prerequisites:** SITXHCC002A - PRESENT FOOD SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES SITHCCC001A - ORGANISE AND PREPARE FOOD SITHCCC005A - USE BASIC METHODS OF COOKERY

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare various stocks, sauces and soups in a commercial kitchen or catering operation. Stocks, sauces and soups can be classical or contemporary and be from varying ethnic and cultural origins. Soups may be served hot or cold. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 35


**Assessment:** Observation, sampling of dishes, written/oral test, portfolio of evidence.
SITHCCC009A PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES


Prerequisites: SITHCCC002A - PRESENT FOOD
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC005A - USE BASIC METHODS OF COOKERY

Description: This unit describes the performance outcomes, skills and knowledge required to select, prepare, cook and store vegetables, fruit, eggs and farinaceous dishes in a commercial kitchen or catering operation. Vegetables and fruit may be fresh, preserved or frozen, and selected according to seasonal availability, menu and enterprise requirements. A variety of vegetables and fruit and vegetable and fruit dishes must be prepared and cooked. These may be classical or contemporary, from various ethnic or cultural origins, and may be offered as main dishes, appetisers or salads, or accompaniments. Potato accompaniments must include both classical and contemporary dishes. Egg dishes should, unless otherwise required, use hen eggs that may be fresh, dried, frozen or preserved.

Nominal Hours: 45


Assessment: Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCCC010A SELECT, PREPARE AND COOK POULTRY


Prerequisites: SITHCCC002A - PRESENT FOOD
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC005A - USE BASIC METHODS OF COOKERY

Description: This unit describes the performance outcomes, skills and knowledge required to select, prepare, cook, present and store poultry in a commercial kitchen or catering operation. Poultry dishes may be classical and contemporary and from a variety of cultural or ethnic origins, and may be offered as main dishes, appetisers or salads, or accompaniments. Potato accompaniments must include both classical and contemporary dishes. Egg dishes should, unless otherwise required, use hen eggs that may be fresh, dried, frozen or preserved.

Nominal Hours: 25


Assessment: Observation, sampling of dishes, written/oral test/worksheets, portfolio of evidence.

SITHCCC011A SELECT, PREPARE AND COOK SEAFOOD


Prerequisites: SITHCCC002A - PRESENT FOOD
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC005A - USE BASIC METHODS OF COOKERY

Description: This unit describes the performance outcomes, skills and knowledge required to select, prepare, present and store seafood in a commercial kitchen or catering operation. Menu items to be produced from seafood may include a variety of classical and contemporary dishes, of varying cultural and ethnic origins, and may involve raw or cooked fish, shellfish and seafood byproducts.

Nominal Hours: 30


Assessment: Observation, sampling of dishes, written/oral test/worksheets, portfolio of evidence.

SITHCCC012A SELECT, PREPARE AND COOK MEAT


Prerequisites: SITHCCC002A - PRESENT FOOD
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC005A - USE BASIC METHODS OF COOKERY

Description: This unit describes the performance outcomes, skills and knowledge required to select, prepare, cook and store meats in a commercial kitchen or catering operation. Meats include primary, secondary and portioned cuts of pork, lamb, beef and veal; and game, fancy meats and offal. Meats may be fresh, frozen, cryovac or preserved.

Nominal Hours: 50


Assessment: Observation, sampling of meat dishes, oral/written test/worksheet on different cuts of meat, portfolio.

SITHCCC013A PREPARE HOT AND COLD DESSERTS


Prerequisites: SITHCCC002A - PRESENT FOOD
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC005A - USE BASIC METHODS OF COOKERY

Description: This unit describes the performance outcomes, skills and knowledge required to prepare a range of hot, cold and frozen desserts in a commercial kitchen or catering operation. Desserts may include foods from varying cultural origins, and may be derived from classical or contemporary recipes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50


Assessment: Observation, sampling of desserts, written/oral test, portfolio of evidence.
SITHCCC014A  PREPARE PASTRIES, CAKES AND YEAST GOODS


Prerequisites: SITHCCC002A - PRESENT FOOD
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC005A - USE BASIC METHODS OF COOKERY

Description: This unit describes the performance outcomes, skills and knowledge required to prepare pastries, cakes and yeast-based foods in a commercial kitchen or catering operation. Pastries, cakes and yeast-based goods may include foods from varying cultural origins and may be derived from classical or contemporary recipes.

Nominal Hours: 40


Assessment: Observation, sampling of dishes, written/oral test/worksheet, portfolio of evidence.

SITHCCC015A  PLAN AND PREPARE FOOD FOR BUFFETS


Prerequisites: SITHCCC002A - PRESENT FOOD
SITHCCC005A - USE BASIC METHODS OF COOKERY

Description: This unit describes the performance outcomes, skills and knowledge required to plan and prepare foods for buffet situations. There is a close relationship between this unit, which covers the planning, preparation and cooking of food items for buffets, and SITHCCC019A Plan, prepare and display a buffet, which is a more advanced unit and focuses on the overall planning, design and display of buffets. Buffets may be associated with functions; special occasions and celebrations; and breakfast, lunch or dinner service. Food items for buffets may be derived from classical or contemporary recipes and from varying ethnic origins. Buffet items may be selected to meet the requirements of particular cultural groups, or a particular cultural theme.

Nominal Hours: 25


Assessment: Observation, sampling of buffet items, evaluation of completed buffet, written/oral test, portfolio of evidence.

SITHCCC016A  DEVELOP COST EFFECTIVE MENUS


Description: This unit describes the performance outcomes, skills and knowledge required to develop menus and plan, prepare and control menu-based catering costs within established enterprise systems.

Nominal Hours: 30


Assessment: Samples of menus, production schedules, security plans & checklists, oral/written questions, portfolio of evidence.

SITHCCC019A  PLAN, PREPARE AND DISPLAY A BUFFET


Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC005A - USE BASIC METHODS OF COOKERY
SITHCCC015A - PLAN AND PREPARE FOOD FOR BUFFETS

Description: This unit describes the performance outcomes, skills and knowledge required to design, plan, prepare and display a buffet creatively. There is a relationship between this unit and SITHCCC015A Plan and prepare food for buffets, which deals with the planning, preparation, cooking and presentation of food items for buffets. Buffets may be associated with various occasions and situations, and may be indoors or outdoors. The design of the total concept, selection of food items and display will vary according to customer requirements, occasion and type of buffet. Decorations and centrepieces can be designed and made, or selected and organised according to enterprise practices or customer requests. They may be carved, moulded or assembled and can be made from edible or nonedible materials.

Nominal Hours: 36


Assessment: Evaluation of content/presentation of buffet, oral/written questions, portfolio/third party evidence.

SITHCCC020A  PREPARE PORTION-CONTROLLED MEAT CUTS


Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC005A - USE BASIC METHODS OF COOKERY
SITHCCC012A - SELECT, PREPARE AND COOK MEAT

Description: This unit describes the performance outcomes, skills and knowledge required to select quality meats, break down primary and secondary cuts into portions and prepare a selection of meat products. These skills build on those contained in the unit SITHCCC012A Select, prepare and cook meat, which deals with portioning, preparing and cooking meat. Meat cuts to be prepared may be for both traditional or contemporary recipes and requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 24


Assessment: Observation, oral/written test/worksheet, sampling, portfolio.

SITHCCC021A  HANDLE AND SERVE CHEESE


Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to identify, handle and present cheese. Cheeses may include milkbased products from cows, sheep, goats or buffalo, or alternatives such as say. They may be traditional, contemporary or specialist and may be locally produced or imported. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 5

Required Reading: "Cookery for the hospitality industry." England: Cambridge Uni
SITHCCC025A  MONITOR CATERING REVENUE AND COSTS


Description: This unit describes the performance outcomes, skills and knowledge required to ensure that high standards of food quality are established and maintained in a commercial kitchen environment. These tasks are generally undertaken by a qualified cook or chef who also has some supervisory responsibilities. Quality procedures may be manual or computer-based. Quality data may be collected over different timeframes, according to enterprise requirements and practice.

Nominal Hours: 30

Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.


SITHCCC026A  ESTABLISH AND MAINTAIN QUALITY CONTROL OF FOOD


Prerequisites: SITXFSA001A - IMPLEMENT FOOD SAFETY PROCEDURES
SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to ensure that high standards of food quality are established and maintained in a commercial kitchen environment. These tasks are generally undertaken by a qualified cook or chef who also has some supervisory responsibilities. Quality procedures may be manual or computer-based. Quality data may be collected over different timeframes, according to enterprise requirements and practice.

Nominal Hours: 30

Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.


SITHCCC027A  PREPARE, COOK AND SERVE FOOD FOR SERVICE


Prerequisites: SITHCCC005A - USE BASIC METHODS OF COOKERY
SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC003A - RECEIVE AND STORE KITCHEN SUPPLIES

Description: This unit describes the performance outcomes, skills and knowledge required to prepare, cook and serve food items for a service period. It incorporates aspects of preparing, cooking and serving a variety of food items for a service period in a hospitality enterprise, using a range of basic cooking methods and working as part of a team.

Nominal Hours: 50


Assessment: Observation, sampling of menu items, customer feedback, written/oral test/assignments, portfolio.

SITHCCC028A  PREPARE, COOK AND SERVE FOOD FOR MENUS


Prerequisites: SITHCCC003A - RECEIVE AND STORE KITCHEN SUPPLIES
SITHCCC004A - CLEAN AND MAINTAIN KITCHEN PREMISES
SITHCCC006A - PREPARE APPETISERS AND SALADS
SITHCCC009A SITHCCC010A SITHCCC011A SITHCCC012A SITHCCC013A SITHCCC014A SITHCCC016A SITXSA001A

Description: This unit describes the performance outcomes, skills and knowledge required to organise, produce and serve food for menus. It incorporates all aspects of organising, preparing, cooking and serving a variety of food items for a service period in a hospitality enterprise, using a range of cooking methods and team coordination skills. The unit integrates key technical and organisational skills required by a commercial cook. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial kitchen.

Nominal Hours: 80


Assessment: Training record book, direct observation, sampling of menu items, customer feedback, written/oral test/worksheets, portfolio of evidence and third party workplace reports.

SITHCCC029A  PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS


Prerequisites: SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and cook foods to meet both basic and specific dietary and cultural needs, generally under instructions from others. It covers the ability to apply basic nutritional principles as well as deal with special dietary and cultural requirements normally encountered in a variety of hospitality and catering establishments.

Nominal Hours: 75


Assessment: Observation, sampling of dishes, oral/written questions, evaluation of suitability of dishes, portfolio/third party reports.

SITHCCC031A  OPERATE A FAST FOOD OUTLET

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and serve a limited range of food and menu items in a catering operation or small outlet in various venues in the hospitality and tourism industry. Food and menu items are limited and defined and include fast food or specific and routine meals such as breakfasts.

Nominal Hours: 36

Required Reading: No required text.

Assessment: Observation, demonstration, questioning, written assignment.
SITHCCC035A DEVELOP MENUS TO MEET SPECIAL DIETARY AND CULTURAL NEEDS


Description: This unit describes the performance outcomes, skills and knowledge required to develop menus and meal plans for all Australians, including meeting specific dietary and cultural needs. The unit focuses on the development of menus and meal plans for all Australians, including meeting specific dietary and cultural needs. The unit is designed to provide a comprehensive understanding of menu planning principles involving budgetary and marketing concerns, which are covered in SITHCCC040A Design menus to meet market needs. Evidence is required of knowledge and understanding of a range of cultural, dietary and special requirements. However, the focus of this range will vary according to the target markets of a particular workplace. Special dietary needs include therapeutic and contemporary regimes as well as customer requests.

Nominal Hours: 15


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skills in menu planning principles involving budgetary and marketing concerns, which are covered in SITHCCC040A Design menus to meet market needs. Evidence is required of knowledge and understanding of a range of cultural, dietary and special requirements. However, the focus of this range will vary according to the target markets of a particular workplace. Special dietary needs include therapeutic and contemporary regimes as well as customer requests.

SITHCCC038A PLAN CATERING FOR AN EVENT OR FUNCTION


Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to plan the catering for an event or function. It involves developing the catering concept and planning and developing an operational plan to meet requirements.

Nominal Hours: 36


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: review of actual event documentation and reports prepared by the candidate, assessment of an event organised by the candidate, evaluation of reports, written and oral questioning or interview to test knowledge of event coordination procedures and materials, review of portfolios of evidence and third party workplace reports of the job performance by the candidate.

SITHCCC040A DESIGN MENUS TO MEET MARKET NEEDS


Prerequisites: SITHCCC016A - DEVELOP COST EFFECTIVE MENUS

Description: This unit describes the performance outcomes, skills and knowledge required to use menu planning as a marketing and management tool.

Nominal Hours: 30


Assessment: Variety of menus, case studies, written/oral questions, portfolio/third party reports.

SITHFAB001A CLEAN AND TIDY BAR AREAS

Locations: Footscray Nicholson, Industry, Other.

Other Locations: Academy Softel

Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to serve food and beverage to customers in a range of hospitality industry enterprises. The unit involves the service of a range of alcoholic and non-alcoholic beverages commonly found in a bar. It does not include the making of espresso coffee which is found in SITHFAB012A Prepare and serve espresso coffee.

Nominal Hours: 80


Assessment: Students are required to work in the bar, observation, assignments, classroom activities, role plays, portfolio of evidence. Traineeship Program On the job assessment through demonstration and observation in the workplace.

SITHFAB003A SERVE FOOD AND BEVERAGE TO CUSTOMERS


Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to serve food and beverage to customers in a range of hospitality industry enterprises.

Nominal Hours: 80


Assessment: Students are required to work in the restaurant, observation, assignments, classroom activities, role plays, portfolio of evidence, case studies and/or presentations. Traineeship Program On the job assessment through demonstration and observation in the workplace.
SITHFAB004A PROVIDE FOOD AND BEVERAGE SERVICE

Locations: Footscray Nicholson, Industry, Other.
Other Locations: Academy Sofitel
Prerequisites: SITHFAB003A - SERVE FOOD AND BEVERAGE TO CUSTOMERS
SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to provide quality and beverage service in a range of hospitality industry enterprises. The unit does not focus on basic product knowledge about food and beverage, which is found in SITHFAB011A Develop and update food and beverage knowledge and SITHFAB005A Provide table service of alcoholic beverages, which covers detailed knowledge of wine.

Nominal Hours: 110
Assessment: Direct observation, written/oral test/assignment and portfolio.

SITHFAB005A PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES

Locations: Footscray Nicholson, Industry, Other.
Other Locations: Academy Sofitel
Prerequisites: SITHFAB009A - PROVIDE RESPONSIBLE SERVICE OF ALCOHOL
SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to advise on and serve a range of bottled and pre-poured alcoholic beverages within a hospitality setting. It covers general knowledge of and service of all alcoholic beverages, including wines. The unit is related to SITHFAB011A Develop and update food and beverage knowledge and which also covers general information on beverages. Specialist knowledge and service of wines is found in SITHFAB014A Provide specialist advice on wine. The essential knowledge base for this unit will vary according to local industry needs, and it is vital that any training take account of these.

Nominal Hours: 50
Assessment: Direct observation, written/oral test/assignment and portfolio.

SITHFAB006A OPERATE CELLAR SYSTEMS

Locations: Industry.
Prerequisites: SITXINV001A - RECEIVE AND STORE STOCK

Description: This unit describes the performance outcomes, skills and knowledge required to operate dispensing and quality control systems within a cellar. Some States and Territories may have legislative requirements in relation to service of alcohol.

Nominal Hours: 20
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

SITHFAB007A COMPLETE RETAIL LIQUOR SALES

Prerequisites: SITXFIN001A - PROCESS FINANCIAL TRANSACTIONS
SITXINV001A - RECEIVE AND STORE STOCK

Description: This unit describes the performance outcomes, skills and knowledge required to complete sales in a retail liquor outlet, including processing sales, merchandising products, undertaking storage and stock control, and minimising theft. Some States and Territories will have legislative requirements in relation to service of alcohol.

Nominal Hours: 10
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

SITHFAB008A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL

Other Locations: Academy Sofitel
Prerequisites: SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to provide service of alcohol in commercial accommodation establishments. Some States and Territories may have legislative requirements in relation to service of alcohol.

Nominal Hours: 15
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.
Assessment: Students are required to do assignments, role plays, observation, classroom activities, case studies and/or presentations.

SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE

Other Locations: Academy Sofitel

Description: This unit describes the performance outcomes, skills and knowledge required to develop and maintain the general product knowledge required in food and beverage attending, bar service and catering. The unit brings together much of the product knowledge that underpins effective work performance in a range of food service roles. It addresses food knowledge and the relationship between different food and beverages. It focuses on the need for ongoing updating of knowledge by all food and beverage staff. Types of food for which knowledge may be required include traditional or contemporary items and may be of varying ethnic origins.

Nominal Hours: 50
Assessment: Projects, written/oral test, presentations, observation, role plays, workplace activities, portfolio. Traineeship: Observation, demonstration, questioning, written assignment.

SITHFAB012A PREPARE AND SERVE ESPRESSO COFFEE

Locations: Footscray Nicholson, Industry, Other.
Other Locations: Academy Sofitel

Description: This unit describes the performance outcomes, skills and knowledge required to extract and serve espresso coffee using a commercial espresso machine, including storage of coffee and cleaning, and care and preventative maintenance of machinery. Core and maintenance procedures may vary according to the machine manufacturer recommendations and warranty conditions. Dosage measuring may be mechanical or electronic. Dosing also refers to selecting the correct amount of ground coffee.
### SITHFAB013A PROVIDE SPECIALIST ADVICE ON FOOD

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITHFAB01A - DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop and maintain in-depth knowledge of food and apply that knowledge to food service operations. This unit builds on skills and knowledge covered in SITHFAB004A Provide food and beverage service, and SITHFAB011A Develop and update food and beverage knowledge. The unit covers the development of knowledge and provision of advice on menus and menu items to customers. Demonstration of knowledge must cover a wide range of food and food items, however the depth, breadth and focus will vary according to enterprise requirements. Styles of menus to be developed or contributed to may be classical, contemporary or ethnic and may be formal or informal according to enterprise requirements. Special cultural groups may include any ethnic, cultural or religious group with special dietary requirements or sanctions.

**Nominal Hours:** 40

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Training record book, observation, demonstration, written/oral test/worksheets.

### SITHFAB014A PROVIDE SPECIALIST ADVICE ON WINE

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** FDFCDSEWB - EVALUATE WINE STANDARD

**Description:** This unit describes the performance outcomes, skills and knowledge required to provide specialist advice and where required, service of wine. It focuses on knowledge relating to Australian and imported wines, recommendations for wine and food combinations, determining wine quality and characteristics, assisting in the development of wine lists, and the ability to further develop and update wine knowledge.

**Nominal Hours:** 40

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Training record book, observation, demonstration, written/oral test/worksheets.

### SITHFAB015A PREPARE AND SERVE COCKTAILS

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Prerequisites:** SITHFAB002A - OPERATE A BAR  
SITHFAB009A - PROVIDE RESPONSIBLE SERVICE OF ALCOHOL  
SITXH5002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare and serve cocktails in a range of hospitality enterprises. Cocktails are drinks with a base, usually of one or more spirits, to which other ingredients are added.

**Nominal Hours:** 20

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training. The waiter’s handbook. Brown, G., & Hepner, K. (2008). Australia: Pearson Ed.

**Assessment:** Observation of preparing/serving cocktails, written/oral questions, customer feedback, tasting of cocktails, portfolio.

### SITHFAB020A APPLY FOOD AND BEVERAGE SKILLS IN THE WORKPLACE

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Prerequisites:** SITHFAB003A - SERVE FOOD AND BEVERAGE TO CUSTOMERS  
SITHFAB009A - PROVIDE RESPONSIBLE SERVICE OF ALCOHOL  
SITXH5002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Description:** This unit describes the performance outcomes, skills and knowledge required to organise, prepare and serve food, and alcoholic and non-alcoholic beverages to customers. It incorporates all aspects of pre-organising, preparing and serving a variety of menu items and alcoholic and non-alcoholic beverage items for a service period in a hospitality enterprise, using a range of service methods and team coordination skills. The unit integrates key technical and organisational skills required by a food and beverage attendant. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial cafe, dining room or restaurant. It requires individual responsibility or autonomy in relation to own work roles and responsibilities and collaboration with others as part of a team or group. State or territory licensing requirements may apply.

**Nominal Hours:** 1


**Assessment:** Students are required to work in the restaurant, observation, assignments, classroom activities, role plays, portfolio of evidence, case studies and/or presentations.

### SITHFAB021A PROVIDE AND COORDINATE FOOD AND BEVERAGE SERVICE

**Locations:** Footscray Nicholson, Industry.

**Description:** This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. This unit describes the performance outcomes, skills and knowledge required to organise, prepare and service food, and alcoholic and non-alcoholic beverages to customers. It incorporates all aspects of pre-organising, preparing and serving a variety of menu items, and alcoholic and non-alcoholic beverage items for a service period in a hospitality enterprise, using a range of service methods and team coordination skills. The unit integrates key technical and organisational skills required by a food and beverage attendant. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial cafe, dining room or restaurant. It requires taking responsibility for own output, working as part of a team and taking limited responsibility for the work of others.

**Nominal Hours:** 1

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Training record book, observation, demonstration, written/oral test/worksheets.
FACULTY OF TECHNICAL AND TRADES INNOVATION

SITHGAM001A ATTEND GAMING MACHINES

Locations: Industry.
Prerequisites: SITXFND001A - PROCESS FINANCIAL TRANSACTIONS
Description: This unit describes the performance outcomes, skills and knowledge required to conduct day-to-day gaming machine operations. It covers the operation and maintenance of gaming machines, payouts and security of gaming areas and the provision of advice on all games offered by the enterprise.
Nominal Hours: 25
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

SITHGAM002A OPERATE A TAB OUTLET

Locations: Industry.
Prerequisites: SITXFND001A - PROCESS FINANCIAL TRANSACTIONS
Description: This unit describes the performance outcomes, skills and knowledge required to conduct day-to-day TAB operations. TAB refers to Totalisator Agency Board operations and may cover horseracing and betting on other sports according to state and territory practices.
Nominal Hours: 40
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

SITHGAM003A CONDUCT A KENO GAME

Prerequisites: SITXFND001A - PROCESS FINANCIAL TRANSACTIONS
Description: This unit describes the performance outcomes, skills and knowledge required to conduct a Keno game.
Nominal Hours: 5
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

SITHGAM006A PROVIDE RESPONSIBLE GAMBLING SERVICES

Description: This unit describes the performance outcomes, skills and knowledge required to provide responsible gambling services, and information to customers who require assistance with their problem gambling.
Nominal Hours: 10
Required Reading: No required text.
Assessment: Traineeship Program On the job assessment through demonstration and observation in the workplace.

SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE

Description: This unit describes the performance outcomes, skills and knowledge required to develop and update knowledge of the hospitality industry, including the role of different industry sectors and key legal and ethical issues that must be considered by hospitality industry personnel in their day-to-day work. This knowledge underpins effective performance in the hospitality industry.
Nominal Hours: 25
Assessment: Students are required to do industry visits, assignments, classroom activities, tests, projects, case studies and/or presentations. Traineeship Program On the job assessment through demonstration and observation in the workplace.

SITHIND002A APPLY HOSPITALITY SKILLS IN THE WORKPLACE

Description: This unit describes the performance outcomes, skills and knowledge required to apply hospitality skills in the workplace. The unit integrates a defined range of key technical and organisational skills required by service staff to provide a range of organisation products and services to multiple and diverse customers.
The unit brings together the skills and knowledge acquired in individual units and focuses on the way these must then be applied in a hospitality setting. It incorporates preparation, service and close-down, using a range of techniques, equipment and materials. It requires individual responsibility or autonomy in relation to own work roles and responsibilities and collaboration with others as part of a team or group.
Nominal Hours: 1
Required Reading: No required text.
Assessment: Observation, demonstration, questioning, written assignment.

SITHIND003A PROVIDE AND COORDINATE HOSPITALITY SERVICE

Locations: Footscray Nicholson, Industry, Other.
Other Locations: Academy Sofitel
Prerequisites: SITHFAB002A - OPERATE A BAR
SITHFAB004A - PROVIDE FOOD AND BEVERAGE SERVICE
SITHFAB009A - PROVIDE RESPONSIBLE SERVICE OF ALCOHOL
SITXHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Description: This unit describes the performance outcomes, skills and knowledge required to provide and coordinate hospitality services to customers. The unit integrates a range of well developed key operational and organisational skills required by service staff in hospitality organisations providing a range of organisation products and services to multiple and diverse customers. The unit brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a hospitality setting to ensure a smooth work flow and quality customer service. It incorporates preparation, service and closedown of the work area, using a range of techniques, equipment and materials. It involves taking responsibility for own outputs, working as part of a team and taking limited responsibility for the work of others.
Nominal Hours: 1

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SITXENV001A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES


Description: This unit describes the performance outcomes, skills and knowledge required to participate in environmentally sustainable work practices. It requires the ability to measure self-usage of resources effectively, follow predetermined environmentally sustainable work practices, identify and report on breaches and suggest improvements to work activities that will contribute to environmental sustainability and reduce negative environmental impacts.

Nominal Hours: 20
Required Reading: No required text.
Assessment: Observation, demonstration, questioning, written assignment.

SITXEV007A DETERMINE EVENT FEASIBILITY


Description: This unit describes the performance outcomes, skills and knowledge required to assess the viability of a proposed complex event comprising multiple components, and to develop recommendations and models for its future planning and operation.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Observation, event documentation and reports, written/oral questions, customer feedback, presentation, evaluation of an event organised, portfolio.

SITXFS001A IMPLEMENT FOOD SAFETY PROCEDURES

Locations: Footscray Nicholson, Industry, Other.

Other Locations: Academy Sofitel
Prerequisites: SITXOHS001A - FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food within a range of service industry operations. It requires the ability to follow predetermined procedures as outlined in an organisation food safety program.

Nominal Hours: 40
Required Reading: No required reading.
Assessment: Students are required to complete assignments, classroom activities, case studies and/or presentations. Direct observation, oral/ written test/worksheets. Traineeship: Training record book, observation, written/oral test/worksheets, portfolio/third party evidence.

SITXFS002A DEVELOP AND IMPLEMENT A FOOD SAFETY


Prerequisites: SITXFS001A - IMPLEMENT FOOD SAFETY PROCEDURES

Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement a food safety program for a range of service industry operations where food is stored, prepared, displayed, served and disposed of. It requires the ability to determine the specific program requirements for an organisation and prepare policies and procedures for other personnel to follow.

Nominal Hours: 50
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

SITXHRM008A MANAGE WORKPLACE RELATIONS


Description: This unit describes the performance outcomes, skills and knowledge required to manage workplace relations from an industrial relations perspective.

Nominal Hours: 60
Assessment: Evaluation of reports, assignments, review of portfolios, presentations, projects.

SITXINV001A RECEIVE AND STORE STOCK

Locations: Footscray Nicholson, Industry, Other.

Other Locations: Academy Sofitel

Description: This unit describes the performance outcomes, skills and knowledge required to receive and store stock. It requires the ability to check and take delivery of stock, other than food, and to appropriately store, rotate and maintain the quality of stock items.

Nominal Hours: 10
Required Reading: No required text.
Assessment: Observation, written/oral questioning, test, workplace reports, portfolio.

SITXINV002A CONTROL AND ORDER STOCK

Locations: Footscray Nicholson, Industry, Other.

Other Locations: Academy Sofitel
Prerequisites: SITXINV001A - RECEIVE AND STORE STOCK SITHCC003A - RECEIVE AND STORE KITCHEN SUPPLIES

Description: This unit describes the performance outcomes, skills and knowledge required to control and order stock. It requires the ability to process stock orders, maintain stock levels, minimise stock losses, manage stocktakings and maintain all documents that relate to the administration of stock.

Nominal Hours: 25
Required Reading: No required text.
Assessment: Projects, stock control activities, case studies, oral/written test/worksheets, workplace reports, portfolio.

THH001B WORK WITH COLLEAGUES AND CUSTOMERS

Description: Communicate in the workplace; Maintain personal presentation standards; Provide service to colleagues and customers; Work in a team.

Nominal Hours: 20
Assessment: Tests, assignments, presentations, portfolio, observations.

THHG002B PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS

Description: This unit deals with the skills and knowledge required to promote products and services to customers. It relates to situations where the sales function is not the primary focus of work activity. It applies to those employees who deal
with customers and whose job provides the opportunity to promote products and services and to ascertain changes in customer preferences eg. waiters, housekeepers, attraction attendants, receptionists.

Nominal Hours: 45
Assessment: Tests, assignments, presentations, portfolio, observations.

THHGCS03B  DEAL WITH CONFLICT SITUATIONS

Description: Identify conflict situations; Resolve conflict situations; Respond to customer complaints.

Nominal Hours: 20
Assessment: Tests, assignments, presentations, portfolio, observations.

THHGHS03B  PROVIDE FIRST AID

Description: Assess the situation; Apply basic first aid techniques; Monitor the situation; Prepare required documentation.

Nominal Hours: 24
Assessment: Tests, assignments, presentations, portfolio, observations.

THHHCO01B  DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE

Locations: Footscray Park, Industry.

Description: 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
Required Reading: No required text.
Assessment: Tests, assignments, presentations, portfolio, observations.