DISCLAIMER

The information contained in Victoria University’s 2012 Faculty of Workforce Development 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 Workforce Development 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 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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197  Certificate III in Health Services Assistance  HLT23507
197  Certificate III in Health Administration  HLT23907
198  Certificate IV in Health Supervision  HLT40407
198  Certificate IV in Nursing (Enrolled/Division 2 Nursing)  HLT43407
199  Diploma of Nursing (Enrolled/Division 2 Nursing)  HLT51607
200  Diploma of Practice Management  HLT52007
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### School of Enterprise

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213  Graduate Certificate in Leadership in Education and Training  21948VIC
213  Certificate II in Small Business (Operations/Innovation)  21956VIC
214  Advanced Diploma of Legal Practice  22053VIC
215  Certificate I in Business  BSB10107
215  Certificate II in Business  BSB20107
215  Certificate III in Business  BSB30107
216  Certificate III in Micro Business Operations  BSB30307
217  Certificate III in Business Administration  BSB30407
218  Certificate III in Recordkeeping  BSB30807
218  Certificate III in Business Administration (Legal)  BSB31007
219  Certificate III in Frontline Management  BSB31207
219  Certificate IV in Legal Services  BSB40110
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SCHOOL OF CREATIVE INDUSTRIES

Below are details of courses offered by the School of Creative 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 IV IN PROFESSIONAL WRITING AND EDITING
Course Code: 21674VIC
Campus: St Albans.

Course Objectives: The course provides students with a theoretical base and practical skills in a variety of writing, editing and production tasks. You will gain an understanding of writing as a career, and skills which you can use either in industry or freelance.

Careers: Creative writing, journalism, editing and publishing.

Course Duration: 1 year.

Selection Processes: Direct Entry, Written Application, Written Test.

COURSE STRUCTURE
Course is delivered Flexible delivery, On-line & Distance.

Core Units of Study
CUFGEN01A  DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15
CUFGEN02A  IDENTIFY INDUSTRY LAWS AND REGULATIONS AND 30
CUSADM08A  ADDRESS COPYRIGHT REQUIREMENTS 20
BSBCMN311A  MAINTAIN WORKPLACE SAFETY 40
ICPMM63BA  DESIGN AND DEVELOP TEXT DOCUMENTS 120
VBP551  DEVELOP WRITING AND EDITING SKILLS 120
CUVCOR03A  DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK 50
CUVCOR11A  SOURCE INFORMATION ON HISTORY AND THEORY AND APPLY TO OWN AREA OF WORK 30
CUSRAD01A  COLLECT AND ORGANISE INFORMATION 15
VBP552  PRODUCE WRITINGS 315

Elective Units of Study
Three electives to be undertaken from List 1, or two from List 1 and two from List 2.

List 1
Unit of Study Code Nominal Hours
VAA408  APPLIED WRITING FOR PUBLIC RELATIONS 1 51
VAE344  CORPORATE WRITING 1A 68
VBK385  INTRODUCTION TO FICTION WRITING 1 68
VAE272  NON FICTION 1A 68
VAE281  NOVEL 1A 68
VAE831  POETRY 1A 68
VAE863  POPULAR FICTION 1A 68
VAE552  SCREENWRITING 1A 68
VBK386  SCRIPTWRITING 1A 68
VAE913  SHORT STORY 1A 68
VBF960  WRITING COMEDY FOR PERFORMANCE 1A 68

List 2
VBK388  WRITING FOR CHILDREN (YOUNGER READERS) A 68
VBK389  WRITING FOR CHILDREN (YOUNGER READERS) B 68
VAD964  DESIGN AND LAYOUT 68
VAC412  DESKTOP PUBLISHING 1 68
VAC391  INTERNET SKILLS FOR WRITERS & EDITORS 68
CUVDES05A  INTERPRET AND RESPOND TO A BRIEF 15

DIPLOMA OF PROFESSIONAL WRITING AND EDITING
Course Code: 21675VIC
Campus: St Albans.

Course Objectives: The course provides students with a theoretical base, and practical skills, in a variety of writing, editing and production tasks. You will gain an awareness of marketing your work, and knowledge of the markets available to a professional writer or editor. You will develop analytical, problem-solving, research and design skills in relation to both freelance and industry projects.

Careers: Creative writing, journalism, editing and publishing.

Course Duration: 1 year.

Selection Processes: Interview, Portfolio, Written Application, Written Test.

Applicants must provide a 250 word statement of why they want to do the course, and a folio of writing pieces totalling 1000-2000 words (fiction and/or non-fiction - no poetry accepted). Applicants will also be required to attend an interview and complete a grammar test and a further piece of writing.

COURSE STRUCTURE
This course is one year full-time or part-time equivalent.

Core Units of Study
CUVCOR04A  ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE 60
CUVRAD02A  CONDUCT RESEARCH 35
CUVCOR13A  RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE 70
CUECOR1B  MANAGE OWN WORK AND LEARNING 10
CUSADM03A  MANAGE A PROJECT 50
VBP553  REFINE WRITING AND EDITING TECHNIQUES 340
CUVDES05A  INTERPRET AND RESPOND TO A BRIEF 15

Elective Units of Study
Choose four units from List 1, or three from List 3 and two from List 4.

List 1
Unit of Study Code Nominal Hours
VAA408  APPLIED WRITING FOR PUBLIC RELATIONS 1 51
VAE344  CORPORATE WRITING 1A 68
VBK385  INTRODUCTION TO FICTION WRITING 1 68
VAE272  NON FICTION 1A 68
VAE281  NOVEL 1A 68
VAE831  POETRY 1A 68
SCHOOL OF CREATIVE INDUSTRIES

VBK385 INTRODUCTION TO FICTION WRITING 1 68
VAE272 NON FICTION 1A 68
VAE281 NOVEL 1A 68
VAE831 POETRY 1A 68
VAE863 POPULAR FICTION 1A 68
VAE552 SCREENWRITING 1A 68
VBK386 SCRIPTWRITING 1A 68
VAE913 SHORT STORY 1A 68
VBK960 WRITING COMEDY FOR PERFORMANCE 1A 68
List 3
VAD728 EDITING 2A 68
VAN040 NOVEL 2B 68
VAF066 SHORT STORY 2A 68
VBK402 SCREENWRITING 2A 68

VBK400 POETRY 2A 68
VBK388 WRITING FOR CHILDREN (YOUNGER READERS) A 68
VBK405 WRITING FOR CHILDREN (OLDER READERS) B 68
VAM131 WRITING FOR YOUNG ADULTS A 68
VAB933 MYTHS AND SYMBOLS A 68
List 4
VAG831 WRITER AND RESEARCH 68
VBK392 LITERATURE FOR WRITERS 1A 68
VAC412 DESKTOP PUBLISHING 1 68
VAE919 PRACTICAL PLACEMENT

- six (6) compulsory units and Technical Production
- select a minimum of three (3) units and Industry Practice
- select a minimum of three (3) units and Theatre, Festival and event Production
- select a minimum of three (3) units

Core Units
VBPR660 DEVELOP BASIC PERFORMANCE SKILLS 100
CULS540F1B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
CUEND01B SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE 10
THHHS503B PROVIDE FIRST AID 24
VBPR661 DEVELOP CONCEPTUAL AND EXPRESSIVE SKILLS AS PERFORMER 100

CUVCR13A RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE 70

Elective Units
Elective Units of Study - Technical Production
Audio (One unit must be selected from this specialisation. Units may be selected from the list below or relevant Training Packages)
CUVVS38A RESEARCH & EXPERIMENT WITH TECHNIQUES TO PRODUCE PERFORMANCE ART 50
CUES007A APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES 40
CUES009A MANAGE AND COMPACT AUDIO REPLAY MATERIAL 50
CUES011A SET UP AND OPERATE STAGE MONITOR SYSTEMS 70
CUES013A SPECIFY, INSTALL AND OPERATE AUDIO FOR AN OUTDOOR EVENT 60
CUSS005B INSTALL, ALIGN AND TEST AUDIO EQUIPMENT 35

Lighting (One unit must be selected from this specialisation. Units may be selected from the list below or relevant Training Packages)
CUFLG02A SET UP, RECORD AND OPERATE LIGHTING CUES AND EFFECTS 30
CUFLG03B INSTALL AND OPERATE FOLLOW SPOTS 50
CUFLG05B RECORD AND OPERATE STANDARD LIGHTING CUES 100
CUFLG09A APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES 20
CUFLG01B PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT 25

Set construction
(CUVDSP15A RESEARCH AND APPLY TECHNIQUES FOR APPLICATION TO SPATIAL DESIGN 50
MEM18.1AB USE HAND TOOLS 20
Other suggested technical units
CUEAUD06A APPLY A GENERAL KNOWLEDGE OF VISION SYSTEMS TO WORK ACTIVITIES 20

CERTIFICATE IV IN THEATRE ARTS
Course Code: 21679VIC


About this course: This qualification provides the foundation skills in acting and theatre performance for a career for the independent theatre arts industry. The course offers a balance in the development of performance, technical production, business, theatre event and festival production skills. The studio based acting and performance skills course enables participants to create and perform in live theatre events to assist with employment outcomes in various roles within the Entertainment Industry or pursue further education.

Course Objectives: The course is a training program for emerging actors and performance practitioners. It develops the acting and performance-devising skills which will enable the creation and production of new theatre works for the independent arts industry.

Careers: When you graduate you will have the foundational skills to be an Actor, Performance Maker, Stage Director, Performance Artist or Theatre Arts Practitioner.

Course Duration: 1 year.

Selection Processes: Direct Entry, Interview.

COURSE STRUCTURE
Students must complete a minimum of 920 nominal hours across the four strands of the qualification as follows: Core Artistic Practice
CUECOS09A  DEVELOP AND APPLY KNOWLEDGE OF COSTUME  60
CUEPP03A  APPLY A GENERAL KNOWLEDGE OF PROPS CONSTRUCTION  20
CUEPRP04A  USE CASTING AND MouldING TECHNIQUES TO MAKE PROPS  50
CUESECO5A  APPLY A GENERAL KNOWLEDGE OF SCENIC ART  20
CUESTA05A  APPLY A GENERAL KNOWLEDGE OF STAGING TO WORK ACTIVITIES  20
CUVCRS06A  MAKE SCALE MODELS  50

Elective Units of Study - Industry Practice

Complete a minimum of 3 units from the list below or from relevant Training Packages. Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the technical production strand.

BSBSBM301A  RESEARCH BUSINESS OPPORTUNITIES  30
CUEF028  MANAGE A BUDGET  40
CUEMAR03B  UNDERTAKE MARKETING ACTIVITIES  40
CUECR01B  MANAGE OWN WORK AND LEARNING  10
CUSGEN02A  WORK IN A CULTURALLY DIVERSE ENVIRONMENT  35
CUFADN01A  PREPARE A PROPOSAL  50
CUSGEN04B  PARTICIPATE IN NEGOTIATIONS  35
CUECR02B  WORK WITH OTHERS  15
CUVCRS08A  DOCUMENT THE WORK PROGRESS  15
CUSAMPY9A  USE PRIVATE PRACTICE TO REFINE PERFORMANCE TECHNIQUE  35

Elective Units of Study - Theatre, Festival and Event Production

Complete a minimum of 3 units from the list below or from relevant Training Packages. Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the industry practice strand.

VBP662  REHEARSE TECHNIQUE FOR PERFORMANCE  100
VBP663  USE TECHNIQUE IN PERFORMANCE  100
CUESAT05B  STAGE MANAGE THE PRODUCTION/EVENT  120
CUESAT12A  ANALYSE PERFORMANCE OUTLINE/SCRIPT  60
CUSAD03A  MANAGE A PROJECT  50
CUSGEN03B  COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT  35
THTFME04A  DEVELOP AN EVENT CONCEPT  30
CUFRST01A  DIRECT REHEARSALS OF PERFORMERS  50
CUETEM03C  ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES  45
CUETEM01B  CO-ORDINATE PRODUCTION OPERATIONS  45
CUSGEN05A  MAKE PRESENTATIONS  35
CUSAMF09A  PREPARE SELF FOR PERFORMANCE  35
CUSRAD01A  COLLECT AND ORGANISE INFORMATION  15
CUVCOR04A  ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCUSSION  60
CUVCOR09A  SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE THE CONCEPT  80
CUVICS04A  ORIGINATE AND DEVELOP A CONCEPT  80

DIPLOMA OF THEATRE ARTS
Course Code: 21680VIC


About this course: This course offers training in advanced acting and performance towards conceiving, planning, rehearsing, and performing two live theatre events at an advanced level (one per semester).

Course Objectives: The course is a training program for emerging actors and performance practitioners. It develops the acting and performance-devising skills which will enable the creation and production of new theatre works for the independent arts industry.

Careers: When you graduate you will be qualified to be an Actor, Performance Maker, Stage Director, Performance Artist or Theatre Arts Practitioner.

Course Duration: 1 year.

Admission Requirements Year 12: You must demonstrate the necessary capacity to successfully undertake the program. Entry is suited to highly motivated people who have:

- Some performance experience
- Good communication skills (and ability to read, write and speak English)
- Positive team work skills and attitudes
- Applicants must attend a performance workshop/audition day that includes: Group warm-up and physical activities, devising and improvising activities, writing activities, individual interview.

Admission Requirements International: Not Applicable.

Admission Requirements Mature Age: You must demonstrate the necessary capacity to successfully undertake the program. Entry is suited to highly motivated people who have: Some performance experience -Good communication skills (and ability to read, write and speak English) -Positive team-work skills and attitudes Applicants must attend a performance workshop/audition day that includes: Group warm-up and physical activities, devising and improvising activities, writing activities, individual interview.

Admission Requirements VET: Not Applicable.

Selection Processes: Direct Entry, Interview, Practical Test, Written Application.

COURSE STRUCTURE
In order to receive the Diploma of Theatre Arts, participants must complete a minimum of 930 nominal hours across the four strands of the qualification as follows: Core Artistic Practice

- three (3) compulsory units and Technical Production
- select a minimum of three (3) units and Industry Practice
- select a minimum of three (3) units and Theatre, Festival and Event Production
- select a minimum of three (3) units

Core Units of Study

VBP664  DEVELOP ADVANCED PERFORMANCE SKILLS  100
VBP665  REFINISH PERFORMANCE SKILLS  100
CUVAD13A  RESEARCH AND CRITIQUE CULTURAL WORKS  50

Elective Units of Study

Technical Production - Complete a minimum of 3 units from the list below or from relevant Training Packages. Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the technical production strand.
CUEAUD03B OPERATE VISION SYSTEMS 80
CUESTA01B INSTALL STAGING ELEMENTS 80
CUETEM01B CO-ORDINATE PRODUCTION OPERATIONS 45
CUETEM03B ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES 45
CUETGE15A HANDLE PHYSICAL ELEMENTS SAFELY DURING BUMP IN/BUMP OUT 80
CUFLGT02B PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT 25
CUFMUP01A DESIGN, APPLY AND REMOVE PERIOD AND SPECIALISED MAKE-UP 65
CUSGEN01A USE AND ADAPT TO CHANGES IN TECHNOLOGY 20
CUSSOU05B INSTALL, ALIGN AND TEST AUDIO EQUIPMENT 35
CUETEM03C ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES 45
CUESMT10A ORGANISE AND FACILITATE REHEARSALS 120
CUESMT11A CREATE, UPDATE AND USE PRODUCTION REFERENCE DOCUMENTS 100
CUPPM040A Compile Production Schedules 40
Industry Practice - Complete a minimum of 3 units from the list below or from relevant Training Packages. Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the industry practice strand.

BSBSM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS 50
CUEFIN01B DEVELOP A BUDGET 30
CUEFOH07A PROCESS FINANCIAL TRANSACTIONS 50
CUEIND02A RESEARCH AND EVALUATE THEATRICAL REFERENCE TO INFORM INDUSTRY PRACTICE 60
CUEMAR02B UNDERTAKE MARKET RESEARCH 40
CUFPO02B DETERMINE RESOURCE REQUIREMENTS FOR TOTAL PRODUCTION 35
CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES 35
CUSADM04A MANAGE A MAJOR PROJECT 35
CUVCON06A DEVELOP CONCEPTS FOR ARTS ORGANISATIONS OR PROJECTS 60
CUETEM08A REALISE PRODUCTIONS 250
CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35

VBP666 REHEARSE THE SHOW 100
VBP667 PERFORM THE SHOW 100
CUETEM07A TOUR THE PRODUCTION 140
CUFWR01A WRITE THE SCRIPT 50
CUSADM04A MANAGE A MAJOR PROJECT 35
CUVCON06A DEVELOP CONCEPTS FOR ARTS ORGANISATIONS OR PROJECTS 60
CUETEM08A REALISE PRODUCTIONS 250
CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35

ADVANCED DIPLOMA OF GRAPHIC DESIGN
Course Code: 21873VIC

Campus: City Flinders, Industry.

About this course: The Advanced Diploma of Graphic Design addresses the specific knowledge and skills required to undertake work as a graphic designer. The qualification includes units of competency that address the creative and technical skills and knowledge required by industry. It also includes units that address business requirements and promotion, drawing skills and research and analysis. This course has employability skills explicitly embedded.

Course Objectives: The Advanced Diploma of Graphic Design addresses the specific knowledge and skills required to undertake work as a graphic designer.

Careers: Graphic Artist, Graphic Designer and Web Design.

Course Duration: 1 year.

Selection Processes: VTAC.

COURSE STRUCTURE
To be eligible to receive the Advanced Diploma of Graphic Design, students must complete 6 core units and 3 elective units from course 21873VIC.

Core Units of Study
CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE 70
VPAU059 USE COMPLEX DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE THEMATICALLY CONNECTED CONCEPTS 100
VPAU092 APPLY RESEARCH AND CRITICAL ANALYSIS TO EXTEND ARTISTIC AND DESIGN PRACTICE 100
VPAU093 DEVELOP A DESIGN IN RESPONSE TO A COMPLEX DESIGN BRIEF 100
VPAU094 INTERPRET AND RESPOND TO A COMPLEX PRODUCE/GRAPHIC DESIGN COMMISSION OR BRIEF 150
VPAU095 CREATE DESIGN CONCEPTS TO PRODUCE ART WORK TO FINISHED ART STAGE 150

Elective Units of Study
CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
CULMS008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS 50
BSBDES701A RESEARCH AND APPLY DESIGN THEORY 40

Theatre, Festival and Event Production - Complete a minimum of 3 units from the list below or from relevant Training Packages. Three units must be selected in the lighting, audio and set construction areas (one unit for each area). Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the theatre, festival and event production strand.

CUSGEN04B PARTICIPATE IN NEGOTIATIONS 35
CULMS008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS 50
BSBDES701A RESEARCH AND APPLY DESIGN THEORY 40
DIPLOMA OF GRAPHIC DESIGN
Course Code: 21874VIC
Campus: St Albans, City Flinders.

About this course: The Diploma of Graphic Design is a two year full time course in which students learn the skills necessary to produce artwork for commercial purposes using both traditional and electronic means. The workload includes theory and practical elements. Throughout the course, close industry ties are maintained with frequent visits to sites including printers, advertising and design agencies, in addition to exhibitions and trade shows. These strong industry links allow our Graphic Art students the benefit of a well established and extensive Work Placement program.

Course Objectives: The Diploma of Graphic Design addresses the specific knowledge and skills required to undertake work as a graphic artist or graphic designer who works independently or within specialised organisations. The Diploma of Graphic Design will provide training in drawing, design skill areas, OHS, sustainable practices, management, marketing and working with others.

Careers: Graphic Artist, Graphic Designer.

Course Duration: 2 years.

Selection Processes: Interview, Portfolio.

All Applicants will be required to attend an interview and submit a folio which includes a range of design and practical works, which may include technical and product drawings, illustrations, layouts and sketches. However, other material which indicates an ability to undertake the course can be included. At the interview students should demonstrate an understanding of the course and work in this field.

COURSE STRUCTURE
To be eligible to receive the Diploma of Graphic Design, participants must successfully complete 25 units consisting of 18 Core Units and 7 Elective Units.

Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPAU011</td>
<td>APPLY RESEARCH AND CRITICAL ANALYSIS TO INFORM ARTISTIC AND DESIGN PRACTICE</td>
<td>100</td>
</tr>
<tr>
<td>VPAU012</td>
<td>USE ADVANCED DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE CONCEPTS</td>
<td>100</td>
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<tr>
<td>VPAU013</td>
<td>APPLY THE ELEMENTS AND PRINCIPLES OF DESIGN</td>
<td>100</td>
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<tr>
<td>VPAU249</td>
<td>PRODUCE AND CREATE GRAPHICS IN RESPONSE TO A BRIEF</td>
<td>90</td>
</tr>
<tr>
<td>VPAU054</td>
<td>PRODUCE A CONCEPT FROM A GIVEN BRIEF</td>
<td>50</td>
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<tr>
<td>VPAU056</td>
<td>CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 2 DIMENSIONAL ART WORK TO FINISHED ART STAGE</td>
<td>50</td>
</tr>
<tr>
<td>VPAU015</td>
<td>PLAN AND IMPLEMENT A PROJECT IN THE WORKPLACE</td>
<td>200</td>
</tr>
<tr>
<td>VPAU010</td>
<td>ANALYSE AND IMPLEMENT SUSTAINABLE WORK PRACTICES</td>
<td>15</td>
</tr>
<tr>
<td>CUSFSAF01B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>CUSADM09A</td>
<td>ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS</td>
<td>50</td>
</tr>
<tr>
<td>BSBSBM403A</td>
<td>PROMOTE THE BUSINESS</td>
<td>50</td>
</tr>
<tr>
<td>VPAU014</td>
<td>MANAGE CREATIVE AND PROFESSIONAL SELF</td>
<td>40</td>
</tr>
<tr>
<td>VPAU058</td>
<td>PRODUCE FILES FOR MULTIMEDIA PRODUCTION AND DISPLAY</td>
<td>40</td>
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<tr>
<td>VPAU050</td>
<td>PRODUCE TYPOGRAPHY IN RESPONSE TO A BRIEF</td>
<td>140</td>
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<tr>
<td>VPAU051</td>
<td>CREATE PAGE LAYOUTS IN RESPONSE TO A BRIEF</td>
<td>90</td>
</tr>
<tr>
<td>VPAU053</td>
<td>PRODUCE AND SCAN COMPLEX DIGITAL IMAGES FOR REPRODUCTION</td>
<td>54</td>
</tr>
<tr>
<td>VPAU055</td>
<td>PRODUCE ART WORK FROM CONCEPT TO FINISHED ART STAGE</td>
<td>50</td>
</tr>
<tr>
<td>VPAU057</td>
<td>CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 3 DIMENSIONAL ART WORK TO FINISHED ART STAGE</td>
<td>70</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUVCRS16A</td>
<td>PREPARE TEXT AND GRAPHICS FILES FOR PRINT PROCESSING</td>
<td>50</td>
</tr>
<tr>
<td>CUVVSP12A</td>
<td>PRODUCE DIGITAL IMAGES</td>
<td>50</td>
</tr>
<tr>
<td>CUFMEMO2A</td>
<td>AUTHOR A MULTIMEDIA PRODUCT</td>
<td>50</td>
</tr>
<tr>
<td>CUVDSP015A</td>
<td>INTERPRET AND RESPOND TO A BRIEF</td>
<td>15</td>
</tr>
<tr>
<td>CUVCRS05A</td>
<td>USE TYPOGRAPHY TECHNIQUES FOR DESIGN WORK</td>
<td>50</td>
</tr>
<tr>
<td>CUVDSP020A</td>
<td>DEVELOP SELF AS DESIGNER</td>
<td>60</td>
</tr>
<tr>
<td>CUSGEN05A</td>
<td>MAKE PRESENTATIONS</td>
<td>35</td>
</tr>
</tbody>
</table>

DIPLOMA OF VISUAL ART
Course Code: 21885VIC
Campus: St Albans, City Flinders.

About this course: This course prepares students for a career in the Visual Arts, particularly painting, by studying relevant practical and theoretical subjects. The course has been developed in conjunction with industry with the intention of training personnel who will be able to operate as self-sufficient artists.

Course Objectives: The 2188VIC Diploma of Visual Art will provide training in drawing, specialised creative and skill areas, OHS, sustainable practices, management, marketing and working with others.

Careers: Visual Artist. Further education opportunities.

Course Duration: 2 years.

Admission Requirements Year 12: To qualify for entry to the course, applicants must have successfully completed an approved course of study at Year 12 level or equivalent.

Admission Requirements International: IELTS 5.5.

Admission Requirements Mature Age: To qualify for entry to the course, applicants must have successfully completed an approved course of study at Year 12 level or equivalent.

Admission Requirements VET: Not Applicable.

Selection Processes: Interview, Portfolio.

Full time applicants need to apply through VTAC, contact the department to arrange an interview and to attend an interview and submit a folio of recent art work. Part time applicants apply directly to the department, attend an interview and present a folio.

COURSE STRUCTURE
To be eligible to receive the Diploma of Visual Art, participants must successfully complete 22 units consisting of: 9 Core Units, 5 Units from the Painting stream specialisation and additional Units from the Elective Units.

Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>VPAU010</td>
<td>ANALYSE AND IMPLEMENT SUSTAINABLE WORK PRACTICES</td>
<td>15</td>
</tr>
<tr>
<td>CUSFSAF01B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>VPAU011</td>
<td>APPLY RESEARCH AND CRITICAL ANALYSIS TO INFORM ARTISTIC AND DESIGN PRACTICE</td>
<td>100</td>
</tr>
<tr>
<td>VPAU012</td>
<td>USE ADVANCED DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE CONCEPTS</td>
<td>100</td>
</tr>
<tr>
<td>VPAU013</td>
<td>APPLY THE ELEMENTS AND PRINCIPLES OF DESIGN</td>
<td>100</td>
</tr>
<tr>
<td>VPAU054</td>
<td>PRODUCE A CONCEPT FROM A GIVEN BRIEF</td>
<td>50</td>
</tr>
<tr>
<td>VPAU056</td>
<td>CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 2 DIMENSIONAL ART WORK TO FINISHED ART STAGE</td>
<td>50</td>
</tr>
<tr>
<td>VPAU015</td>
<td>PLAN AND IMPLEMENT A PROJECT IN THE WORKPLACE</td>
<td>200</td>
</tr>
<tr>
<td>VPAU010</td>
<td>ANALYSE AND IMPLEMENT SUSTAINABLE WORK PRACTICES</td>
<td>15</td>
</tr>
<tr>
<td>CUSADM09A</td>
<td>ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS</td>
<td>50</td>
</tr>
<tr>
<td>BSBSBM403A</td>
<td>PROMOTE THE BUSINESS</td>
<td>50</td>
</tr>
<tr>
<td>VPAU014</td>
<td>MANAGE CREATIVE AND PROFESSIONAL SELF</td>
<td>40</td>
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<tr>
<td>VPAU058</td>
<td>PRODUCE FILES FOR MULTIMEDIA PRODUCTION AND DISPLAY</td>
<td>40</td>
</tr>
<tr>
<td>VPAU050</td>
<td>PRODUCE TYPOGRAPHY IN RESPONSE TO A BRIEF</td>
<td>140</td>
</tr>
<tr>
<td>VPAU051</td>
<td>CREATE PAGE LAYOUTS IN RESPONSE TO A BRIEF</td>
<td>90</td>
</tr>
<tr>
<td>VPAU053</td>
<td>PRODUCE AND SCAN COMPLEX DIGITAL IMAGES FOR REPRODUCTION</td>
<td>54</td>
</tr>
<tr>
<td>VPAU055</td>
<td>PRODUCE ART WORK FROM CONCEPT TO FINISHED ART STAGE</td>
<td>50</td>
</tr>
</tbody>
</table>
BSBSBM403A  PROMOTE THE BUSINESS  50  
CUVCRS11A  SELECT AND PREPARE WORK FOR EXHIBITION  30  
CULMS008B  CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS  50  
CUVCOR04A  ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCUSSION  60  

Elective Units of Study
CUVVSP45B  PRODUCE PRINTS  50  
CUVVSP46B  RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PRINTS  50  

Core Units
BSBPMG510A  MANAGE PROJECTS  60  
CUFIND201A  DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE  20  
CUFIND401A  PROVIDE SERVICES ON A FREELANCE BASIS  30  
CUFWRT402A  WRITE EXTENDED STORIES  40  
VU20276  WRITE NON-FICTION  50  
VU20277  REFINE WRITING SKILLS  120  
VU20278  REFINE EDITING SKILLS  120  

Specialisation Stream Units of Study Painting
CUVVSP34B  APPLY TECHNIQUES TO PRODUCE PAINTINGS  50  
CUVVSP35B  PRODUCE PAINTINGS  50  
CUVVSP36B  RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS  50  

Course Duration: 1 year.

Admission Requirements Year 12: VCE or equivalent.

Admission Requirements Mature Age: Applicants are required to demonstrate an ability to provide a presentation of a folio of written work or relevant industry experience.

Admission Requirements VET: V/A.

Selection Processes: Direct Entry, Interview, Portfolio, VTAC.

DIPLOMA OF PROFESSIONAL WRITING AND EDITING
Course Code: 22091VIC

Campus: St Albans, Industry.

Course Objectives: This course is designed to provide individuals with the skills and knowledge to work as professional writers and editors. The program allows a wide range of writing and editing skills for participants to obtain employment within the publishing, corporate, educational industries to freelance work as either a writer or editor.

Careers: Graduate career opportunities are published writers, work as freelance writers and editors, and work in publishing, communication and media roles. Also, areas are print and broadcast journalism, web development, publicity and public relations, scriptwriting, copywriting, administration and project management.
**FACULTY OF WORKFORCE DEVELOPMENT**

CUVCOR13B  
RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE  
70

Photography and desktop publishing

BSBITU309A  
PRODUCE DESKTOP PUBLISHED DOCUMENTS  
50

BSBITU404A  
PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS  
50

CUDIG6303A  
PRODUCE AND PREPARE PHOTO IMAGES  
20

CUSMCP302A  
WRITE SONG LYRICS  
30

CUSWRT501A  
WRITE ABOUT MUSIC  
50

BSDES402A  
INTERPRET AND RESPOND TO A DESIGN BRIEF  
20

**CERTIFICATE II IN CREATIVE INDUSTRIES (MEDIA)**

*Course Code:* CUF20107

*Campus:* Other.

*Other locations:* VETiS

*Course Objectives:* This qualification reflects the role of individuals who perform a range of mainly routine tasks in the creative industry sectors, work under direct supervision, and use limited practical skills and fundamental operational knowledge in a defined context. It is, in essence, a preparatory qualification that can be used as a pathway into CUF30107 Certificate III in Media.

*Careers:* This qualification allows learners to develop skills and knowledge to prepare for work, but there are few specific employment outcomes at this level. Possible job titles relevant to this qualification include: Community Radio Production Assistant, Community Television Production Assistant.

*Course Duration:* 1 year.

*Admission Requirements Year 12:* Not Applicable.

*Admission Requirements International:* Not Applicable.

*Admission Requirements Mature Age:* Not Applicable.


*Selection Processes:* Employer Choice.

**COURSE STRUCTURE**

Completion of eight units of competence to be eligible for the award of Certificate II in Creative Industries (Media): four core units of study Plus 2 specialist units of study (to be selected from the units listed in model qualification structure) Plus 2 elective units of study (to be selected from the units listed in model qualification structure).

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Specialist:</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCRT101A</td>
<td>Camera/cinematography</td>
<td>20</td>
</tr>
<tr>
<td>CUFIND201A</td>
<td>Assist with a basic camera shoot</td>
<td>30</td>
</tr>
<tr>
<td>BSBOHS201A</td>
<td>Participate in OHS Processes</td>
<td>20</td>
</tr>
<tr>
<td>BSBBWOR203A</td>
<td>Work Effectively with Others</td>
<td>15</td>
</tr>
<tr>
<td>CUFCA301A</td>
<td>Maintain interactive content</td>
<td>30</td>
</tr>
<tr>
<td>CULLB307C</td>
<td>Use multimedia</td>
<td>30</td>
</tr>
<tr>
<td>ICPMM296A</td>
<td>Create and test a CD-ROM/DVD</td>
<td>20</td>
</tr>
</tbody>
</table>

**CERTIFICATE III IN MEDIA**

*Course Code:* CUF30107

*Campus:* Footscray Nicholson, St Albans, City Flinders, Industry, Other.

*Other locations:* VETiS - Auspiced to Secondary Schools and on campus

*Course Objectives:* This qualification reflects the role of a skilled operator in the film, television, radio or digital media industries who applies a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

*Careers:* Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Archival media technician, Camera/lighting assistant, Community radio program maker/presenter, Editing assistant, Interactive media author assistant, Production assistant.

*Course Duration:* 2 years.

*Admission Requirements Year 12:* Direct Entry.

*Admission Requirements Mature Age:* Direct Entry.

*Admission Requirements VET:* School Choice.

*Admission Requirements Other:* VETiS Programs Employer choice

*Selection Processes:* Direct Entry, Employer Choice.

*VETiS Delivery:* Admission via internal Secondary School assessment

**COURSE STRUCTURE**

This course is six months Full Time and up to two years Part-time. To achieve this qualification students are required to complete 3 core units Plus 8 elective units selected from the following list. VETiS Completion Requirements only To obtain the Certificate III in Media Students must successfully complete a minimum of 10 core
units and 2 elective units in accordance with the package rules specified in CUF07 Training Package and the VCAA as outlined below.

**CUF30107 Year 1 - Units 1-2 Core units**
- BSBCRT301A Develop and extend critical and creative thinking skills
- CUFIND301A Work effectively in the screen and media industries
- BSBHIS201A Participate in OHS processes
- CUFDIG303A Produce and prepare photo images

Select TWO elective units (To a minimum of 80 hours)
- CUFANM303A Create 3D digital models
- CUVCOR08B Produce drawings to represent and communicate the concept
- CUFCDMP301A Implement copyright arrangements
- CUFIDG201A Maintain interactive content
- ICAU3126B Use advanced features of computer applications
- CUFRES201A Collect and organise content for broadcast or publication
- BSBDIG201A Follow a design process

**CUF30107 Year 2 - Units 3-4 Core units**
- CUFANM301A Create 2D digital animations
- CUFWRD301A Write content for a range of media
- BSBDIG302A Explore and apply the creative design process to 2D forms
- CUFIDG302A Author interactive sequences
- CUFIDG301A Prepare video assets
- CUFIDG304A Create visual design components

**CUF20107 Year 1 - Units 1-2 Core units**
- BSBCRT101A Apply critical thinking techniques
- CUFIND201A Develop and Apply Creative arts industry knowledge
- BSBHIS201A Participate in OHS processes
- BSBDIG203A Work effectively with others
- CUFIND301A Work effectively in the screen and media industries
- CUFIDG303A Prepare and produce photo images

TWO specialist units CUFIDG201A Maintain interactive content CUFRES201A Collect and organise content for broadcast or publication
- To obtain the Certificate II in Creative Industries (Media), students must successfully complete a minimum of 6 core units, 2 specialist units and 2 elective units in accordance with the package rules specified in CUF07 Training Package and the VCAA as outlined below.

**Elective Units of Study**
- CUFANM303A CREATE 3D DIGITAL MODELS 75
- CUF50U503A PREPARE AUDIO ASSETS 30
- BSBDIG201A FOLLOW A DESIGN PROCESS 40
- CUVCOR08B MAINTAIN INTERACTIVE CONTENT 30
- ICAU3126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
- CUFCDMP301A IMPLEMENT COPYRIGHT ARRANGEMENTS 20

**Additional Industry Electives**
- CUFBRD301A PERFORM BASIC TRANSMISSION OPERATIONS 40
- CUFBRD302A PROVIDE PRODUCTION SUPPORT FOR TELEVISION PRODUCTIONS 50
- CUFBRD303A PREPARE VIDEO MATERIAL FOR TELEVISION TRANSMISSION 40
- CUFCAM201A ASSIST WITH A BASIC CAMERA SHOOT 30
- CUFCAM301A SHOOT MATERIAL FOR SCREEN PRODUCTIONS 60
- CUFCAM302A RIG CAMERA INFRASTRUCTURE 30
- CUFILGT101A APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES 20
- CUFILGT301A PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT 20
- CUFILGT302A RECORD AND OPERATE STANDARD LIGHTING CUES 30
- CUFILGT303A INSTALL AND OPERATE FOLLOW SPOTS 20
- CUFILGT304A OPERATE FLOOR ELECTRICS 20
- CUFAIR201A DEVELOP TECHNIQUES FOR PRESENTING INFORMATION ON RADIO 30

**Core Units of Study**
- BSBCRT301A DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS 40
- CUFIND301A WORK EFFECTIVELY IN THE SCREEN AND MEDIA INDUSTRIES 20
- CUSOHS301A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 10

**Additional VETiS Core Units of Study**
- BSBCRT101A APPLY CRITICAL THINKING TECHNIQUES 20
- CUFIDG303A PRODUCE AND PREPARE PHOTO IMAGES 20
- CUFANM301A CREATE 2D DIGITAL ANIMATIONS 35
- BSBDIG201A EXPLORE AND APPLY THE CREATIVE DESIGN PROCESS TO 2D FORM 50
- CUFIDG301A PREPARE VIDEO ASSETS 30
- CUFIDG302A AUTHOR INTERACTIVE SEQUENCES 40
- CUFIDG304A CREATE VISUAL DESIGN COMPONENTS 30
- CUFWRD301A WRITE CONTENT FOR A RANGE OF MEDIA 40
- CUFIND201A DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE 20
- BSBDIG201A WORK EFFECTIVELY WITH OTHERS 15

**Specialist Units of Study**
- CUFANM301A CREATE 2D DIGITAL ANIMATIONS 75
- CUF50U501A PREPARE AUDIO ASSETS 30
- BSBDIG201A FOLLOW A DESIGN PROCESS 40
- CUFIDG302A AUTHOR INTERACTIVE SEQUENCES 40
- CUFIDG301A PREPARE VIDEO ASSETS 30
- CUFIDG304A CREATE VISUAL DESIGN COMPONENTS 30
- CUFIDG201A MAINTAIN INTERACTIVE CONTENT 30
- CUFRES201A COLLECT AND ORGANISE CONTENT FOR BROADCAST OR PUBLICATION 20
CERTIFICATE IV IN SCREEN AND MEDIA

Course Code: CUF40107

Campus: St Albans, City Flinders, Industry.

Course Objectives: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts in the film, television, radio and digital media industries. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Animator, Archival Media Specialist, Camera/Lighting Operator, Digital Artist, Production Coordinator, Radio Producer/Presenter and Television Producer.

Course Duration: 1 year.

Admission Requirements Year 12: Successfully completed VCE.

Admission Requirements Mature Age: Written application; portfolio or an interview may be required.

Selection Processes: Direct Entry, Interview, Portfolio, VTAC, Written Application.

COURSE STRUCTURE
To obtain the Certificate IV in Screen and Media, students must successfully complete a total number of 13 units including 3 core units and 10 electives. 8 electives units must be selected from the list from list provided under the qualification structure in the CUF07 Screen and Media Training Package. The remaining 2 elective units may be selected from the elective units listed; the CUF07 Screen and Media Training Package or any other currently endorsed national Training Package approved by the School of Creative Industries. If not listed below, a maximum of 1 unit may be selected from a Certificate IV level qualification and 1 unit from a Diploma level qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level upon approval from School of Creative Industries.

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCRT301A</td>
<td>DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS-40</td>
<td>20</td>
</tr>
<tr>
<td>CUFIND301A</td>
<td>WORK EFFECTIVELY IN THE SCREEN AND MEDIA INDUSTRIES</td>
<td>20</td>
</tr>
<tr>
<td>CUSOHS301A</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>10</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFANM402A</td>
<td>CREATE DIGITAL VISUAL EFFECTS</td>
<td>70</td>
</tr>
<tr>
<td>CUFANM301A</td>
<td>CREATE 2D DIGITAL ANIMATIONS</td>
<td>35</td>
</tr>
<tr>
<td>CUFANM303A</td>
<td>CREATE 3D DIGITAL MODELS</td>
<td>75</td>
</tr>
<tr>
<td>CUFANM401A</td>
<td>PREPARE 3D DIGITAL MODELS FOR PRODUCTION</td>
<td>50</td>
</tr>
<tr>
<td>CUFANM302A</td>
<td>CREATE 3D DIGITAL ANIMATIONS</td>
<td>75</td>
</tr>
<tr>
<td>CUFANM304A</td>
<td>PERFORM BASIC SOUND EDITING</td>
<td>30</td>
</tr>
<tr>
<td>CUFACM301A</td>
<td>SHOOT MATERIAL FOR SCREEN PRODUCTIONS</td>
<td>60</td>
</tr>
<tr>
<td>CUFPS50402A</td>
<td>MANAGE MEDIA ASSETS</td>
<td>40</td>
</tr>
<tr>
<td>CUFPPM404A</td>
<td>CREATE STORYBOARDS</td>
<td>40</td>
</tr>
<tr>
<td>CUFWR7302A</td>
<td>WRITE SIMPLE STORIES</td>
<td>30</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN INTERACTIVE DIGITAL MEDIA

Course Code: CUF40207

Campus: St Albans, City Flinders, Industry.

About this course: In this course you will explore techniques through 2D and 3D digital effects together with interaction and web design. The course is designed with a focus to develop multi-skilled students with the acquired skills on the concept of creation and development of games, film and media projects.

Course Objectives: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts in the digital content industry. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Careers: Possible job titles relevant to this qualification include animator; digital artist; interactive media author; media asset producer; web designer.

Course Duration: 1 year.

Admission Requirements Year 12: Successfully completed VCE.

Admission Requirements International: IELTS level 5.5.

Admission Requirements Mature Age: Written application; portfolio or an interview may be required.

Selection Processes: Direct Entry, Interview, Portfolio, VTAC.

COURSE STRUCTURE
Students must successfully complete a total number of 13 units: 3 core units, 5 specialised units Plus 5 electives. 3 elective units must be selected from the elective units listed. 5 specialises units may be selected from the specialist and elective units listed; the CUF07 Screen and Media Training Package or any other currently endorsed national Training Package approved by the School of Creative Industries. If not listed in the CUF07 Screen and Media Training Package, a maximum of 1 unit may be selected from a Certificate IV level qualification and 1 unit from a Diploma level qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCRT301A</td>
<td>DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS-40</td>
<td>20</td>
</tr>
<tr>
<td>CUFIND301A</td>
<td>WORK EFFECTIVELY IN THE SCREEN AND MEDIA INDUSTRIES</td>
<td>20</td>
</tr>
<tr>
<td>CUSOHS301A</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>10</td>
</tr>
</tbody>
</table>

Specialised Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFDFG301A</td>
<td>PREPARE VIDEO ASSETS</td>
<td>30</td>
</tr>
<tr>
<td>CUFANM302A</td>
<td>CREATE 3D DIGITAL ANIMATIONS</td>
<td>75</td>
</tr>
<tr>
<td>CUFANM301A</td>
<td>CREATE 2D DIGITAL ANIMATIONS</td>
<td>75</td>
</tr>
<tr>
<td>CUFANM304A</td>
<td>PERFORM BASIC SOUND EDITING</td>
<td>30</td>
</tr>
<tr>
<td>CUFPS50240A</td>
<td>MANAGE MEDIA ASSETS</td>
<td>40</td>
</tr>
<tr>
<td>CUFPPM404A</td>
<td>CREATE STORYBOARDS</td>
<td>40</td>
</tr>
<tr>
<td>CUFWR7302A</td>
<td>WRITE SIMPLE STORIES</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFDFG401A</td>
<td>AUTHOR INTERACTIVE MEDIA</td>
<td>50</td>
</tr>
<tr>
<td>CUFDFG404A</td>
<td>APPLY SCRIPTING LANGUAGE IN AUTHORING</td>
<td>60</td>
</tr>
<tr>
<td>BSBCRT401A</td>
<td>ARTICULATE, PRESENT AND DEBATE IDEAS</td>
<td>40</td>
</tr>
<tr>
<td>CUFDFG303A</td>
<td>PRODUCE AND PREPARE PHOTO IMAGES</td>
<td>20</td>
</tr>
<tr>
<td>CUFRES401A</td>
<td>CONDUCT RESEARCH</td>
<td>30</td>
</tr>
</tbody>
</table>
DIPLOMA OF SCREEN AND MEDIA
Course Code: CUF50107
Campus: St Albans, City Flinders, Industry.

About this course: Participants gaining this qualification develop the skills to design interactive games, animation and web technologies for the games, film and media industries. Adaptability and the importance of design principles underpin our approach. We focus on encouraging students to try out new ideas and to produce innovative and exciting projects.

Course Objectives: Students will gain a sound theoretical knowledge base and will gain specialised, technical or managerial skills to be able to plan, carry out and evaluate the work of self and/or teams in the film, television, radio and digital media industries. Streams allow students to specialise as a producer, production manager, animation or visual effects designer, presenter, or director of photography.

Careers: Job titles and roles vary across different industry sectors. Possible job titles relevant to this qualification include: Animation/Visual Effects Designer, Editor, Director of Photography, Producer, Producer/Presenter and Production Manager.

Course Duration: 1 year.

Admission Requirements Year 12: VCE or equivalent.
Admission Requirements International: IELTS 5.5.
Admission Requirements Mature Age: Relevant industry experience and written application.
Admission Requirements VET: Not applicable.
Admission Requirements Other: Written application

Selection Processes: Direct Entry, Portfolio, VTAC, Written Application.

COURSE STRUCTURE
Total number of units = 15. 5 core units plus 10 elective units. 8 elective units must be selected from the list below with no more than 2 units each being selected from either the International trade or Marketing fields. The remaining 2 elective units may be selected from the elective units listed; the CUF07 Screen and Media Training Package or any other currently endorsed national Training Package. If not listed below, a maximum of 1 unit may be selected from a Diploma level qualification and 1 unit from an Advanced 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
BSBOMS509A ENSURE A SAFE WORKPLACE 60
BSBPM6510A MANAGE PROJECTS 60
BSBREL401A ESTABLISH NETWORKS 35
BSBCRT402A COLLABORATE IN A CREATIVE PROCESS 40
BSBCM401A MAKE A PRESENTATION 30

Elective Unit
BSBCRT501A ORIGINATE AND DEVELOP CONCEPTS 30
CUFANM503A DESIGN ANIMATION AND DIGITAL VISUAL EFFECTS 80
BSBWR501A WRITE PERSUASIVE COPY 50
BSBDE5001A IMPLEMENT DESIGN SOLUTIONS 60
CUSSOU16A DEVELOP SOUND DESIGN 50
CUSSOU22A IMPLEMENT SOUND DESIGN 50
CUFWR501A DEVELOP STORYLINES AND TREATMENTS 50
BSBIN502A BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT 50

DIPLOMA OF INTERACTIVE DIGITAL MEDIA
Course Code: CUF50207
Campus: St Albans, City Flinders, Industry.

About this course: This qualification gives students skills in interactive media production, web design and development, 2D design and digital video. Adaptability and the importance of design principles underpin our approach. We focus on encouraging students to try out new ideas and to produce innovative and exciting projects.

Course Objectives: Students will gain specialised, technical or managerial skills to be able to plan, carry out and evaluate the work of self and/or teams in the games, film, television and digital media industries. Students will learn all aspects of games and digital media production including special effects design, interface design, level design and programming.


Course Duration: 1 year.

Admission Requirements Year 12: VCE or equivalent.
Admission Requirements International: IELTS 5.5.
Admission Requirements Mature Age: Relevant industry experience and written application.
Admission Requirements VET: Not applicable.
Admission Requirements Other: Written application and portfolio presentation

Selection Processes: Direct Entry, Interview, Portfolio, VTAC, Written Application.

COURSE STRUCTURE
Total number of units = 16. 5 core units Plus 6 specialist units Plus 5 elective units

Core Units
BSBOM5509A ENSURE A SAFE WORKPLACE 60
BSBPM6510A MANAGE PROJECTS 60
BSBREL401A ESTABLISH NETWORKS 35
BSBCRT501A COLLABORATE IN A CREATIVE PROCESS 40
BSBCM401A MAKE A PRESENTATION 30

Specialised Electives
Faculty of Workforce Development

ADVANCED DIPLOMA OF SCREEN AND MEDIA

Course Code: CUF60107

Campus: St Albans, City Flinders, Industry.

About this course: Participants gaining this qualification develop the skills to design interactive games, animation and web technologies for the games, film and media industries. Adaptability and the importance of design principles underpin our approach. We focus on encouraging students to try out new ideas and to produce innovative and exciting projects.

Course Objectives: The Advanced Diploma of Screen and Media gives students the highly specialised technical, creative and conceptual skills needed to integrate media and manage digital technology across industry sectors. Students produce digital media and games product while learning how to develop and manage creative concepts to project completion. Adaptability and the importance of design principles underpin our training. Students are encouraged to try out new ideas and to produce innovative and exciting projects. Students develop skills in game design and development, digital video production, web design and development, 2D design, interactive media, 3D animation and electronic art.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Video & Motion Graphics Assistant, Designers, Studio Assistants, 3D Modellers, Digital Artist, Teachers, Development Programmers, computer-based graphic designers web and games developers animators games programmers and testers games producer/directors technical artists/3D artists.

Course Duration: 1.5 years.

Admission Requirements Year 12: VCE or equivalent.

Advanced Diploma Core Units

Advanced Diploma Electives

Advanced Diploma Electives

Advanced Diploma Elective Units

Prerequisite Unit Requirements: Students would normally progress from the Diploma of Screen and Media CUF50107 or Diploma of Interactive Media CUF50207 to the Advanced Diploma level.

Selection Processes: Direct Entry, Interview, Portfolio, VTAC, Written Application.

Admission Requirements Other: Written application and portfolio.

Admission Requirements Mature Age: Relevant industry experience and written application and portfolio.

Admission Requirements VET: Not applicable.

Admission Requirements Other: Written application and portfolio.

Specialised Elective Units
CERTIFICATE II IN MUSIC
Course Code: CUS20109
Campus: Other.
Other locations: VETiS
About this course: This course is designed for a Band Member performing in a range of musical settings.
Course Objectives: This qualification reflects the role of individuals who perform a range of mainly routine tasks in the music industry, work under direct supervision, and use limited practical skills and fundamental operational knowledge in a defined context. It is a preparatory qualification that can be used as a pathway into specialist Certificate III qualifications within the music industry.
Careers: This qualification allows learners to develop skills and knowledge to prepare for work, but there are no specific employment outcomes at this level.
Course Duration: 0.5 years.
Admission Requirements Year 12: School Choice.
Admission Requirements International: Not Applicable.
Admission Requirements Mature Age: Not Applicable.
Admission Requirements VET: Secondary School Choice.
Selection Processes: Employer Choice, Interview.

COURSE STRUCTURE
To attain the qualification, participants must complete a total number 8 units, 3 core units Plus 3 specialist units Plus 2 elective units. Two elective units may be selected from the specialist or elective units listed in the Training Package or may include any unit of competency packaged at Certificate II level from any endorsed Training Package. A maximum of one elective unit may be selected from a Certificate III level qualification from any endorsed Training Package. Elective units must be relevant to the work outcome and local industry requirements. VETiS Program Program consists of 10 units to be successfully achieved: Units 1 and 2: three compulsory and seven elective units

Core Units
VETiS Program Units
BSBHOHS201A  PARTICIPATE IN OHS PROCESSES  20
BSBWOR203A  WORK EFFECTIVELY WITH OTHERS  15
CUFIND201A  DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE  20

Elective Units
VETiS Program Units
CUESOU01C  REPAIR AND MAINTAIN AUDIO EQUIPMENT  40

CERTIFICATE III IN MUSIC
Course Code: CUS30109
Campus: Industry.
About this course: This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context in the music industry, using some discretion and judgement and relevant theoretical knowledge. They may provide support to a team.
Course Objectives: To prepare and train students for a career or further education as a musician, sound engineer or artist manager in either freelance or organisational environments.
Careers: Possible job title relevant to this qualification include: band member.
Course Duration: 2 years.
Admission Requirements Year 12: Not Applicable.
Admission Requirements International: Not Applicable.
Admission Requirements Mature Age: Not Applicable.
Admission Requirements VET: School Choice.
Selection Processes: Interview.

COURSE STRUCTURE
To achieve the qualification, a total of 11 units consisting of 3 core units, 6 specialist units and 2 elective units must be successfully achieved. The two elective units may be selected from the specialist and elective units list within the Training Package.
or may include any unit of competency packaged at Certificate III level from any endorsed Training Package. Electives must be relevant to the work outcome, local industry requirements and the qualification level. VETiS Programs Program consists of 14 units to be successfully achieved—Units 1 and 2: three compulsory and five electives; Units 3 and 4: six compulsory units.

Core Units

VETiS Program Units 1

- CUFCMP301A IMPLEMENT COPYRIGHT ARRANGEMENTS 20
- CUS09S301A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 10
- CUSIND301A WORK EFFECTIVELY IN THE MUSIC INDUSTRY 35

Elective Units

VETiS Program Units 2

- CUSMPF204A PLAY MUSIC FROM SIMPLE WRITTEN NOTATION 30
- CUSMPF304A MAKE A MUSIC DEMO 40
- CUSMCP301A COMPOSE SIMPLE SONGS OR MUSICAL PIECES 35
- CUSMCP302A WRITE SONG LYRICS 30
- CUSMCP303A DEVELOP SIMPLE MUSICAL PIECES USING ELECTRONIC MEDIA 35
- CUSMPF202A INCORPORATE MUSIC TECHNOLOGY INTO PERFORMANCE 35
- CUSMPF303A CONTRIBUTE TO BACKUP ACCOMPANIMENT 35
- CUSMLT303A NOTATE MUSIC 40
- CUSIND302A PLAN A CAREER IN THE CREATIVE ARTS INDUSTRY 35
- BSBDIV301A WORK EFFECTIVELY WITH DIVERSITY 30
- CUESOU201A ASSIST WITH SOUND RECORDINGS 35
- ICAU2006B OPERATE COMPUTING PACKAGES 60

Specialist Units

VETiS Program Units 3 and 4

- CUSMPF301A DEVELOP TECHNICAL SKILLS IN PERFORMANCE 20
- CUSMPF302A PREPARE FOR PERFORMANCES 35
- CUSMPF305A DEVELOP IMPROVISATION SKILLS 35
- CUSMLT301A APPLY KNOWLEDGE OF GENRE TO MUSIC MAKING 40
- CUSMLT302A DEVELOP AND APPLY AURAL-PERCEPTION SKILLS 45
- CUSMPF203A DEVELOP ENSEMBLE SKILLS FOR PLAYING OR SINGING MUSIC 50

Course Objectives: This qualification reflects the role of skilled operators who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Careers: Possible job titles relevant to this qualification include: Assistant sound mixer, Audiovisual operator, Casual technician, Live sound assistant.

Course Duration: 2 months.

Admission Requirements Year 12: Not Applicable.

Admission Requirements International: Not Applicable.

Admission Requirements Mature Age: Not Applicable.

Admission Requirements VET: School Choice.

Selection Processes: Interview.

COURSE STRUCTURE

To attain the Certificate III in Technical Production, participants must complete a total number of 11 units. 4 core units plus 4 specialist units plus 3 elective units. One elective unit must be selected from the specialist and elective units listed in the CUS09 Training Package under the packaging rules for the above course. The remaining two elective units may be selected from the specialist and elective units listed in the CUS09 Training Package or may include any unit of competency packaged at Certificate III level from any endorsed Training Package. No more than two specialist or elective units previously achieved as part of another qualification may be counted towards the qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level. VETiS Program Program consists of 15 units to be successfully achieved—Units 1 and 2: three compulsory and five elective units, Units 3 and 4: five compulsory units.

Core Units

VETiS Program Units

- BSBDIV301A WORK EFFECTIVELY WITH DIVERSITY 30
- CUECOR01C MANAGE OWN WORK AND LEARNING 10
- CUEIND01C SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE 10
- CUS09S301A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 10
- CUCAMP301A IMPLEMENT COPYRIGHT ARRANGEMENTS 20
- CUESOU204A PERFORM BASIC SOUND EDITING 30
- BSBI0203A WORK EFFECTIVELY WITH OTHERS 15
- CUESOU01C REPAIR AND MAINTAIN AUDIO EQUIPMENT 40
- CUESOU03C OPERATE PROFESSIONAL AUDIO EQUIPMENT 100
- CUESOU09B MANAGE AND COMPILE AUDIO REPLAY MATERIAL 50
- BSBDIV301A WORK EFFECTIVELY WITH DIVERSITY 30
- SITXEV002A PROVIDE EVENT STAGING SUPPORT 30
- CUSMPF302A INCORPORATE MUSIC TECHNOLOGY INTO PERFORMANCE 35
- CUSMPF303A CONTRIBUTE TO BACKUP ACCOMPANIMENT 35
- CUESOU201A ASSIST WITH SOUND RECORDINGS 35
- CUSMCP301A COMPOSE SIMPLE SONGS OR MUSICAL PIECES 35

Certificate III in Technical Production

Course Code: CUS30209

Campus: Industry, Other.

Other locations: VETiS only

About this course: This qualification reflects the role of skilled operators who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.
About this course: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Course Objectives: This course meets the needs of the contemporary music industry for the preparation of musicians capable of being employed in a variety of workplace environments. Students are provided with a solid grounding in ensemble and solo performance craft, analysis, critical listening, composition and music technology including live sound and MIDI.

Careers: Job titles relevant to this qualification include: Musician Singer-songwriter Performer Work in the industry, particularly in performance, is primarily casual, contract, freelance and self-employed. Musicians must frequently generate their own work and juggle several jobs simultaneously. Employment opportunities may also be pursued in related sectors, such as recording, publishing, retail, music business, entertainment, radio, television, film, video, advertising, computer software, multimedia and teaching.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE or equivalent. Interview and audition.

Admission Requirements International: Not Applicable.

Admission Requirements Mature Age: Direct or VTAC Application. Interview and audition.

Admission Requirements VET: Not Applicable.

Selection Processes: Direct Entry, Interview, Practical Test, VTAC.

Applicants are required to attend an interview and audition.

Prerequisite Unit Requirements: Not applicable.

TO ATTAIN THE CERTIFICATE IV IN MUSIC, PARTICIPANTS MUST COMPLETE A TOTAL NUMBER OF 14 UNITS: 3 CORE UNITS PLUS 7 SPECIALIST UNITS PLUS 4 ELECTIVE UNITS. TWO ELECTIVE UNITS MUST BE SELECTED FROM THE SPECIALIST AND ELECTIVE UNITS LISTED IN THE CUS09 TRAINING PACKAGE. THE REMAINING TWO ELECTIVE UNITS MAY BE SELECTED FROM THE SPECIALIST AND ELECTIVE UNITS LISTED IN THE CUS09 TRAINING PACKAGE OR MAY INCLUDE ANY UNIT OF COMPETENCY PACKAGED AT CERTIFICATE IV LEVEL FROM ANY ENDORSED TRAINING PACKAGE. NO MORE THAN THREE SPECIALIST OR ELECTIVE UNITS PREVIOUSLY ACHIEVED AS PART OF ANOTHER QUALIFICATION MAY BE COUNTED TOWARDS THE QUALIFICATION. ELECTIVES MUST BE RELEVANT TO THE WORK OUTCOME, LOCAL INDUSTRY REQUIREMENTS AND THE QUALIFICATION LEVEL.

COURSE STRUCTURE

To attain the Certificate IV in Music, participants must complete a total number of 14 units: 3 core units plus 7 specialist units plus 4 elective units. Two elective units must be selected from the specialist and elective units listed CUS09 Training Package under the packaging rules for the course. The remaining
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two elective units may be selected from the specialist and elective units listed in the CUS09 Training Package or may include any unit of competency packaged at Certificate IV level from any endorsed Training Package. One of these two elective units may be selected from a Diploma level qualification. No more than three specialist or elective units previously achieved as part of another qualification may be counted towards the qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units
CUSOH5301A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 10
CUETEM303C ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES 45
CUFCAP301A IMPLEMENT COPYRIGHT ARRANGEMENTS 20

Specialised Units
CUSOU003C OPERATE PROFESSIONAL AUDIO EQUIPMENT 100
CUSOU04C MIX LIVE AUDIO 140
CUSOU030A SET UP AND DISASSEMBLE AUDIO EQUIPMENT 40
CUSOU401A RECORD SOUND 60
CUSOU403A PERFORM ADVANCED SOUND EDITING 65
CUSOU405A MIX RECORDED MUSIC 50
CUSACP300A DEVELOP SIMPLE MUSICAL PIECES USING ELECTRONIC MEDIA 35

Elective Units
CUSOU008B SELECT AND MANAGE MICROPHONE AND OTHER AUDIO INPUT SOURCES 30
CUSOU204A PERFORM BASIC SOUND EDITING 30
CUSOU302A RECORD AND MIX A BASIC MUSIC DEMO 40
CUSID302A PLAN A CAREER IN THE CREATIVE ARTS INDUSTRY 35

ADVANCED DIPLOMA OF MUSIC
Course Code: CUS60109


About this course: This qualification reflects the role of individuals who use advanced skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They would provide leadership and guidance to others with responsibility for the output of others.

Course Objectives: This qualification provides individuals with an advanced range of competencies in the field of music performance. It also covers specific theoretical music knowledge with a strong practical base. Students will develop collaborative skills, rehearsal techniques, solo performance competencies as well as techniques to understand and use common technological equipment used in the industry.

Careers: Possible job titles relevant to this qualification include: Musician Music composer Music arranger.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE or equivalent. Interview and audition.

Admission Requirements International: Not Applicable.

Admission Requirements Mature Age: Direct or VTAC application. Interview and audition.

Admission Requirements VET: Not Applicable.

Selection Processes: Direct Entry, Interview, Practical Test, VTAC. Applicants are required to attend an interview and audition.

Prerequisite Unit Requirements: Not applicable

COURSE STRUCTURE
To attain the Advanced Diploma of Music, participants must complete a total of 15 units: 3 core units 7 specialist units 5 elective units

Core Units
CUSOH5301A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 10
CUFCAP501A MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS 20
CUSIND501A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT 85

Specialist Units
CUSMLT602A ANALYSE HARMONY 100
CUSWRIT501A WRITE ABOUT MUSIC 50
CUSMTP601A PRESENT A MUSIC PERFORMANCE 70
CUSMTP602A MANAGE STAGECRAFT ASPECTS OF PERFORMANCES 65
CUSMTP603A REFINE PERFORMANCE TECHNIQUES AND EXPAND REPERTOIRE 65
CUSMTP604A EXTEND IMPROVISATION TECHNIQUES 65
CUSMTP607A LEAD MUSIC REHEARSALS 70

Elective Units
CUSMLT601A ANALYSE MUSIC 70
CUSMLT501A REFINE AURAL-PERCEPTION SKILLS 60
CUSACP601A EXTEND TECHNIQUES FOR COMPOSING MUSIC 65
CUSLED501A PROVIDE INSTRUMENTAL OR VOCAL TUITION 35
CUSOU502A PRODUCE SOUND RECORDINGS 100
CUSMTP503A PERFORM ACCOMPANIMENT 35
CUSACP502A COMPOSE MUSIC FOR SCREEN 60

ADVANCED DIPLOMA OF SOUND PRODUCTION
Course Code: CUS60209


About this course: This qualification reflects the role of individuals who use advanced skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They would provide leadership and guidance to others with responsibility for the output of others.

Course Objectives: The course provides students with an advanced range of knowledge and skills to be able to work in the music industry, either as small business (freelance) operators in a variety of music technology and related fields including the studio, live sound, MIDI, digital audio editing, collaboration and management, or as practitioners in medium to large production facilities. This course provides training in both live and studio recording practices, and is suitable for students wanting to work with performers operating at the local/national level.

Careers: Possible job titles relevant to this qualification include: Sound mixer/ technician Sound recordist Studio engineer.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE or equivalent. Interview.
Admission Requirements International: Not Applicable.

Admission Requirements Mature Age: Direct or VTAC application. Interview.

Admission Requirements VET: Not Applicable.

Selection Processes: Direct Entry, Interview, VTAC.

Applicants are required to attend an interview.

Prerequisite Unit Requirements: Not applicable

COURSE STRUCTURE

To attain Advanced Diploma of Sound Production, participants must complete a total number of 15 units: 4 core units 6 specialist units 5 elective units

Core Units
- BSBPMG510A MANAGE PROJECTS 60
- BSBHHS509A ENSURE A SAFE WORKPLACE 60
- CUSIND501A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT 85
- CUSSOU602A MANAGE PRODUCTION OF SOUND RECORDINGS 50

Specialist Units
- CUSSOU501A DEVELOP SOUND DESIGNS 50
- CUSSOU502A PRODUCE SOUND RECORDINGS 100
- CUSSOU503A IMPLEMENT SOUND DESIGNS 50
- CUSSOU504A CREATE A FINAL SOUND BALANCE 85
- CUSSOU505A COMPILE MUSIC FOR SOUNDTRACKS 35
- CUFCMP501A MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS 20

Elective Units
- BSBDES601A MANAGE DESIGN REALISATION 50
- SITXFIN007A MANAGE PHYSICAL ASSETS 40
- CUSMCP501A COMPOSE MUSIC USING ELECTRONIC MEDIA 60
- CUSMPF502A INCORPORATE INTERACTIVE TECHNOLOGY INTO PERFORMANCE 60
- CUFPPM602A PLAN AND MANAGE FILM AND MEDIA POSTPRODUCTION 35

CERTIFICATE IV IN VISUAL ARTS & CONTEMPORARY CRAFT
Course Code: CUV40103

Campus: Footscray Nicholson.

About this course: A residency program for practising dance and theatre artists.

Course Objectives: To provide performance artists with existing physical performance skills the opportunity to develop and create new works for the independent performance industry.


Course Duration: 0.5 years.

Selection Processes: Portfolio.

COURSE STRUCTURE

30 weeks full time. Full-time; Part-time; Flexible Delivery

Core Units of Study
- CUVCOR04A ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE 60
- CUHSAF01B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
- CUVCOR09A SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE THE CONCEPT 80
- CUVCOR13A RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE 70

Elective Units of Study

Complete 14 other units

At least 2 units must be selected from one or more of the following areas of the Visual Arts Craft and Design Training Package: Digital Art; Public art; Drawing; Installation; Performance Art; Painting; Prints; Sculpture; Textiles/fibre; Video art; Wood; Design; Photo Imaging

In addition, at least 2 units must be selected from one or more of the following areas of the Visual Arts Craft and Design Training Package: Professional practice; Small business; Research and innovation

Remaining units may be selected from other areas of the Visual Arts Craft and Design Training Package or any relevant endorsed Training Package at the appropriate level.
UNITS
Below are unit details for courses offered by the School of Creative 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.

BSBCRT101A  APPLY CRITICAL THINKING TECHNIQUES
Locations: Other.
Other Locations: VETiS
Description: This unit describes the performance outcomes, skills and knowledge required to use fundamental critical thinking skills.
Nominal Hours: 20
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - evaluation of a candidate blog exploring different ideas and questions - review of candidate response to scenarios that allow the candidate to apply critical thinking techniques to a particular life or work situation, and to demonstrate ability to portray curiosity and exploration of new concepts - evaluation of candidate response to the challenge of adopting different perspectives on a situation, and ability to both develop and respond to questions from those perspectives - observation of the candidate participating in a group problem-solving session - oral or written questioning to assess knowledge of typical blockers to the critical thinking process.

BSBCRT301A  DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS
Locations: City King Street, St Albans, City Flinders, Industry, Other.
Other Locations: VETiS
Description: This unit describes the performance outcomes, skills and knowledge required to develop the habit of thinking in a more creative way.
Nominal Hours: 40
Required Reading: CUF50407 Diploma of Specialist Make-up Services: School of Personal Services text. Develop and extend critical and creative thinking skills School of Personal Services. (2009). Melbourne: Vic Uni.
Assessment: A range of assessment methods to assess practical skills & knowledge. - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - direct observation - evaluation of ideas generated by the candidate - evaluation of a presentation made by the candidate - evaluation of a (non-computerised) game developed by the candidate - oral/ written questioning. CUF50407 Diploma of Specialist Make-up Services: Integrated Assessment where creativity & thinking skills may be applied with other units relevant to the Industry sector, workplace and job role where the student is required to demonstrate competency with development of at least 2 concepts, substantiated and supported with sufficient information to allow for implementation to occur with the preparation with delivery and evaluation the operational factors that will effect the implementation of the concept development process.

BSBCRT501A  ORIGINATE AND DEVELOP CONCEPTS
Locations: Footscray Nicholson, City King Street, St Albans, City Flinders, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to originate and develop concepts for products, programs, processes or services to an operational level.
Nominal Hours: 30
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. CUF60107 Advanced Diploma of Interactive Media Graded Assessment - Assessment involves pitching project concepts, delivery of project documentation and completed project presentation. CUF50207 Diploma of Interactive Digital Media Graded Assessment - Assessment involves pitching project concepts, delivery of project documentation and completed project presentation. CUF50407 Diploma of Specialist Make-up Services: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency with development of at least 2 concepts, substantiated and supported with sufficient information to allow for implementation to occur with the preparation with delivery and evaluation the operational factors that will effect the implementation of the concept development process.

BSBCRT601A  RESEARCH AND APPLY CONCEPTS AND THEORIES OF CREATIVITY
Locations: St Albans, City Flinders, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake research into different concepts and theories of creativity, and to apply those to a particular field of endeavour. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 65
Required Reading: Reading material provided and published on Creative Industries website.
Assessment: To be advised.

BSBDES201A  FOLLOW A DESIGN PROCESS
Locations: Other.
Other Locations: VETiS
Description: This unit describes the performance outcomes, skills and knowledge required to follow a design process at a basic level.
Nominal Hours: 40
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct
questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - direct observation of the candidate participating in collaborative processes - evaluation of documentation maintained by the candidate to support different ideas - evaluation of a presentation made by the candidate outlining proposed solutions and processes used to develop those solutions - oral or written questioning to assess knowledge of parameters and context for work in a given industry context.

BSBDES202A  EVALUATE THE NATURE OF DESIGN IN A SPECIFIC INDUSTRY CONTEXT

Locations: Other.

Other Locations: VETiS

Description: This unit describes the performance outcomes, skills and knowledge required to evaluate the nature and role of design in a particular industry context.

Nominal Hours: 30

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - oral or written questioning to assess knowledge of the nature, history, role and importance of design in a specific industry context.

BSBDES302A  EXPLORE AND APPLY THE CREATIVE DESIGN PROCESS TO 2D FORM

Locations: Other.

Other Locations: VETiS

Description: This unit describes the performance outcomes, skills and knowledge required to explore and creatively apply the design process to the development of 2 dimensional (2D) forms.

Nominal Hours: 50

Required Reading: No Required Reading.

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - evaluation of samples or concept realisations produced by the candidate and interrogation of the creative process used - oral or written questioning to assess knowledge of 2-dimensional design.

BSBDES501A  IMPLEMENT DESIGN SOLUTIONS

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to take a design concept or solution to the implementation stage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 60

Required Reading: None.

Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

BSBDES601A  MANAGE DESIGN REALISATION


Description: This unit describes the performance outcomes, skills and knowledge required to manage the process of taking a design from concept to final realisation or production.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Assessment methods may include: direct questioning, evaluation of progress reports on/and finished products or services where the candidate has managed the realisation process.

BSBDES701A  RESEARCH AND APPLY DESIGN THEORY

Locations: City Flinders.

Description: This unit describes the performance outcomes, skills and knowledge required to research and apply different theories of design. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40

Required Reading: History of modern Design David Rasmin.

Assessment: To be advised.

BSBINN502A  BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT

Locations: Footscray Nicholson, St Albans, City Flinders, City Queen, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to create an environment that enables and supports the application of innovative practice. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

Required Reading: No text required.

Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation. 22051VIC Diploma of Business (Public Relations) - Competency Based Assessment methods will include: project work and case studies. BSB40110 Certificate IV in Legal Practice - Competency Based Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBMED303A  MAINTAIN PATIENT RECORDS

Description: This unit specifies the outcomes required to maintain patient records within an existing medical records management system, under supervision.

Nominal Hours: 20

Assessment: To be advised.

BSBOHS201A  PARTICIPATE IN OHS PROCESSES

Locations: Footscray Nicholson, St Albans, Industry, Other.

Other Locations: Secondary Schools on VETiS program

Description: This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) processes to protect workers own health and safety, and that of others.

Nominal Hours: 20
Required Reading: No required reading.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. 21956VIC Cert II in Small Bus (Ops/Innovation): Assessments required include assignments, classwork, presentation.

CPCCPD3010A  APPLY PROTECTIVE PAINT COATING SYSTEMS
Locations: Sunshine.
Description: This unit of competency specifies the outcomes required to apply specialised paint coating systems as a protective measure against atmospheric conditions, sanitation and hygiene risks and the impacts of high traffic areas. The unit includes planning and preparation for the work, preparation of the work area and materials, application of the coating system 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.

CUEAUD03B  OPERATE VISION SYSTEMS
Description: Participate in technical or creative run through; Prepare for vision system operation; Operate vision systems; Shut down and disassemble the equipment.
Nominal Hours: 80
Assessment: Project based and practical assessment.

CUEAUD06A  APPLY A GENERAL KNOWLEDGE OF VISION SYSTEMS TO WORK ACTIVITIES
Locations: City Flinders.
Description: Make preparations for simple vision system activities; Complete tasks using vision systems.
Nominal Hours: 20
Assessment: Project based and practical assessment.

CUECOR01B  MANAGE OWN WORK AND LEARNING
Description: Manage own work and learning
Nominal Hours: 10
Required Reading: No required text.
Assessment: Assessment includes projects, assignments, written and practical tests.

CUECOR01C  MANAGE OWN WORK AND LEARNING
Locations: Industry.
Prerequisites: BSBDIV301A - WORK EFFECTIVELY WITH DIVERSITY
CUECOR02C -
CUEIND01C - SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE

Description: This unit describes the self-management skills needed to perform effectively in the workplace. As such it relates to personal time management and the identification and management of personal learning needs.
Nominal Hours: 10
Required Reading: No required text.
Assessment: Assessment methods may include: case studies and projects, oral or written questioning and review of portfolios.

CUECOR1B  MANAGE OWN WORK AND LEARNING
Locations: City Flinders.
Description: This unit describes the self-management skills needed to perform effectively in the workplace. As such it relates to personal time management and the identification and management of personal learning needs.
Nominal Hours: 10
Assessment: As per accredited curriculum.

CUECOS09A  DEVELOP AND APPLY KNOWLEDGE OF COSTUME
Description: Research information on costume; Link research to costume design and production needs; Update and maintain knowledge of costume trends.
Nominal Hours: 60
Assessment: Project based and practical assessment.

CUEFIN01B  DEVELOP A BUDGET
Locations: City Flinders.
Description: This unit describes the skills and knowledge required to develop a budget. The nature and purpose of the budget will vary according to the work context, but the unit focuses on the key skills of analysing financial information to inform the budget development process and the actual development of a budget. Skills relating to the monitoring of budget performance are found in the unit CUEFIN02B - Manage a budget. Combined assessment of these units is appropriate
Nominal Hours: 30
Assessment: As per accredited curriculum.

CUEFOH07A  PROCESS FINANCIAL TRANSACTIONS
Description: Process payments and receipts; Reconcile takings.
Nominal Hours: 50
Assessment: As per accredited curriculum.

CUEIND01B  SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE
Locations: City Flinders.
Description: Source and apply information on the structure and operation of the entertainment industry; Source and apply industry employment obligations and opportunities; Seek information on new technology; Seek opportunities to update industry knowledge.
Nominal Hours: 10
Assessment: Project based and practical assessment.
CUEIND01C  SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE

Locations: Industry.

Description: This unit describes the skills and knowledge required to source, apply and update a general knowledge of the live entertainment industry, including industry structure and operation, employment obligations and the impact of new technology. This knowledge underpins effective performance in all work roles within the entertainment industry. In-depth knowledge is not required.

Nominal Hours: 10

Required Reading: No required text.

Assessment: Assessment methods may include: case studies, oral or written questions and review of portfolios.

CUEIND02A  RESEARCH AND EVALUATE THEATRICAL REFERENCE TO INFORM INDUSTRY PRACTICE

Locations: City Flinders.

Description: Research theatrical references; Link research to industry practice; Update and maintain knowledge of theatrical trends.

Nominal Hours: 60

Assessment: Project based and practical assessment.

CUELT03B  INSTALL AND OPERATE FOLLOW SPOTS

Description: Install follow spots; Participate in technical or creative run through; Prepare for follow spot operation; Operate follow spots; Shut down and disassemble equipment.

Nominal Hours: 50

Assessment: Project based and practical assessment.

CUELT03C  INSTALL AND OPERATE FOLLOW SPOTS

Locations: Industry.

Description: This unit describes the skills and knowledge required to install and operate follow spots for any production within the cultural industries. This is a dedicated unit which reflects the skills required to operate follow spots for productions which include extensive movement and variation on stage and for different performance contexts.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Assessment method may include: direct observation, evaluation of a performance, oral or written questioning and review of portfolios.

CUELT05A  RECORD AND OPERATE STANDARD LIGHTING CUES

Locations: City Flinders.

Description: Record, modify and replay lighting cues; Carry out procedures prior to plotting or operating lighting cues; Plot and operate lighting cues; Carry out basic troubleshooting procedures; Carry out post-performance procedures.

Nominal Hours: 100

Assessment: Project based and practical assessment.

CUELT09A  APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES

Locations: City Flinders.

Description: Make preparations for lighting set up; Complete tasks using lighting equipment.

Nominal Hours: 20

Assessment: Project based and practical assessment.

CUELT09B  APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES

Locations: Industry.

Description: This unit provides the foundation knowledge required to complete a range of general lighting-related tasks in a live venue environment. It includes the need for an understanding of the role of the lighting technician, overall lighting system layout and basic equipment recognition. Tasks would generally be completed under supervision.

Nominal Hours: 20

Required Reading: No required text.

Assessment: Assessment methods may include: direct observation, oral or written questioning and review of portfolios.

CUEMAR02B  UNDERTAKE MARKET RESEARCH

Description: Plan market research; Conduct research; Analyse research findings.

Nominal Hours: 40

Assessment: Project based and practical assessment.

CUEMAR03B  UNDERTAKE MARKETING ACTIVITIES

Locations: City Flinders.

Description: Plan and organise marketing and promotional activities; Undertake a general public relations role; Review and report on promotional activities.

Nominal Hours: 40

Assessment: Project based and practical assessment.

CUEPRP03A  APPLY A GENERAL KNOWLEDGE OF PROPS CONSTRUCTION

Locations: City Flinders.

Description: Select equipment and materials in preparation for construction; Use props construction techniques.

Nominal Hours: 20

Assessment: Project based and practical assessment.

CUEPRP04A  USE CASTING AND MOULDING TECHNIQUES TO MAKE PROPS

Locations: City Flinders.

Description: Assess the need for casting/moulding; Select moulding/casting techniques and equipment; Construct moulds and casts.

Nominal Hours: 50

Assessment: Project based and practical assessment.
CUESCE05A  APPLY A GENERAL KNOWLEDGE OF SCENIC ART
Locations: City Flinders.
Description: Make preparations for scenic art production; Complete tasks using scenic art tools, equipment and materials.
Nominal Hours: 20
Assessment: Project based and practical assessment.

CUESET05B  APPLY SET CONSTRUCTION TECHNIQUES
Locations: City Flinders.
Description: This unit describes the skills and knowledge to apply basic carpentry skills to the construction of sets within any production in the cultural industries. As such it focuses on the particular materials and techniques used to create simple set elements such as flats and treads. A person working under supervision would generally undertake this role. Skills working with hand and power tools would be required to complete this unit.
Nominal Hours: 65
Assessment: As per accredited curriculum.

CUESET10A  CONSTRUCT MECHANICAL SETS
Description: Assess requirements for mechanical sets; Select equipment and materials for mechanical sets; Construct mechanical sets.
Nominal Hours: 100
Assessment: Project based and practical assessment.

CUESET11A  DEVELOP SET CONSTRUCTION PLANS TO MEET DESIGN REQUIREMENTS
Locations: City Flinders.
Description: Interpret the set design from a construction perspective; Develop set construction plans and drawings.
Nominal Hours: 100
Assessment: Project based and practical assessment.

CUESMT05B  STAGE MANAGE THE PRODUCTION/EVENT
Description: Oversee preparation of the production/event; Coordinate the stage setup; Run the production/event; Maintain working relations and communication with production and performance team; Finalise the performance/event.
Nominal Hours: 120
Assessment: Project based and practical assessment.

CUESMT10A  ORGANISE AND FACILITATE REHEARSALS
Locations: Footscray Nicholson, City Flinders, Industry.
Description: Select and secure rehearsal venue; Coordinate physical elements for rehearsal; Create and distribute rehearsal documentation; Facilitate communication during rehearsal; Participate in rehearsals.
Nominal Hours: 120
Assessment: Assignments, practical exercises and tests.

CUESMT11A  CREATE, UPDATE AND USE PRODUCTION REFERENCE DOCUMENTS
Locations: Footscray Nicholson, City Flinders, Industry.
Description: Determine requirements for production reference documents; Create and maintain production reference documents; Use production reference documents during rehearsals.
Nominal Hours: 100
Required Reading: No required text.
Assessment: Assignments, practical exercises and tests.

CUESMT12A  ANALYSE PERFORMANCE OUTLINE/SCRIPT
Description: Read and analyse performance outline/script; Determine specific production requirements from performance outline/script; Integrate key information into planning and pre-production.
Nominal Hours: 60
Assessment: Project based and practical assessment.

CUESOU01C  REPAIR AND MAINTAIN AUDIO EQUIPMENT
Locations: Industry.
Description: This unit describes the skills and knowledge required to perform regular basic maintenance and simple repairs on audio equipment. It does not require the use of specific electrical or electronic knowledge and skills.
Nominal Hours: 40
Required Reading: None.
Assessment: Assignments, practical exercises and tests.

CUESOU03C  OPERATE PROFESSIONAL AUDIO EQUIPMENT
Description: This unit describes the skills and knowledge to interpret audio production requirements, participate in technical run-throughs and ultimately operate audio equipment during any type of live performance/presentation. An audio technician would generally undertake this role.
Nominal Hours: 100
Required Reading: None.
Assessment: Project based, written and practical assessment CUS40209 - Certificate IV in Sound Production - Competency Based. Assessment methods may include: evaluation of the audio aspects of a production, direct observation, oral or written questioning and review of portfolios of evidence.

CUESOU04C  MIX LIVE AUDIO
Description: This unit describes the skills and knowledge required to mix audio for live performance. As such it builds on other units dealing with the set-up and operation of audio equipment. Skills in mixing audio are developed over an extended period. This unit defines a minimum standard for the mixing of live audio.
Nominal Hours: 140
Required Reading: No required text.
**CUESOU07A**  **APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES**

**Locations:** City Flinders.

**Description:** Make preparations for audio set-up. Complete tasks using audio equipment.

**Nominal Hours:** 40

**Assessment:** Project based and practical assessment.

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**CUESOU07B**  **APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES**

**Locations:** Footscray Nicholson, Other.

**Other Locations:** VETiS

**Description:** This unit describes the foundation skills and knowledge required to complete a range of general audio-related tasks in a live venue environment. It includes the need for an understanding of the role of the audio technician, overall audio system layouts and basic equipment recognition. Tasks would generally be completed under supervision.

**Nominal Hours:** 40

**Required Reading:** No required text.

**Assessment:** Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include: - direct observation of the candidate completing audio-related tasks - evaluation of equipment which has been set-up by the candidate - oral or written questioning to assess knowledge of equipment and audio theory - review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

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**CUESOU08B**  **SELECT AND MANAGE MICROPHONE AND OTHER AUDIO INPUT SOURCES**

**Locations:** Footscray Nicholson.

**Description:** Select and manage microphone and other audio input sources.

**Nominal Hours:** 30

**Required Reading:** No text required.

**Assessment:** Practical and written assignment. CUS40209 - Certificate IV in Sound Production - Competency Based. Assessment methods may include: evaluation of the audio aspects of an event, evaluation of a microphone plot, oral or written questioning and review of portfolios.

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**CUESOU09A**  **MANAGE AND COMPILE AUDIO REPLAY MATERIAL**

**Description:** Assess source materials; Assemble source materials; Duplicate and record materials; Test and play materials on cue.

**Nominal Hours:** 50

**Assessment:** Project based and practical assessment.

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**CUESOU09B**  **MANAGE AND COMPILE AUDIO REPLAY MATERIAL**

**Locations:** Industry.

**Description:**

- A series of formal and informal live sound practical assessments.

**Nominal Hours:**

- CUESOU07A: 40
- CUESOU07B: 40
- CUESOU08A: 30
- CUESOU08B: 30
- CUESOU09A: 50
- CUESOU09B: 50

**Required Reading:**

- No required text.

**Assessment:**

- CUESOU07A: Project based and practical assessment.
- CUESOU07B: Project based and practical assessment.
- CUESOU08A: Practical and written assignment.
- CUESOU08B: Practical and written assignment.
- CUESOU09A: Project based and practical assessment.
- CUESOU09B: Project based and practical assessment.

**Description:**

- This unit describes the skills and knowledge required to provide assistance with the installation of staging under direct supervision. It includes a general knowledge of stage geography, staging equipment and staging terminology plus basic stage preparation and set positioning.

**Nominal Hours:**

- CUESOU07A: 40
- CUESOU07B: 40
- CUESOU08A: 30
- CUESOU08B: 30
- CUESOU09A: 50
- CUESOU09B: 50

**Required Reading:**

- No text required.

**Assessment:**

- CUESOU11A: Assessment methods may include: evaluation of the audio aspects of a production, direct observation, oral or written questioning and review of portfolios.

**CUESOU11A**  **SET UP AND OPERATE STAGE MONITOR SYSTEMS**

**Locations:** Footscray Nicholson, Sunbury.

**Description:** Set up and operate stage monitor systems.

**Nominal Hours:** 70

**Assessment:** Project based and practical assessment.

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**CUESOU12A**  **SPECIFY, INSTALL AND OPERATE AUDIO FOR AN OUTDOOR EVENT**

**Locations:** City Flinders.

**Description:** Specify audio for an outdoor event; Install audio system for an outdoor event; Operate and monitor outdoor audio.

**Nominal Hours:** 60

**Assessment:** Project based and practical assessment.

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**CUESTA01B**  **INSTALL STAGING ELEMENTS**

**Description:** Prepare for installation of staging; Install staging elements; Check staging elements after installation.

**Nominal Hours:** 80

**Assessment:** Project based and practical assessment.

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**CUESTA05A**  **APPLY A GENERAL KNOWLEDGE OF STAGING TO WORK ACTIVITIES**

**Locations:** City Flinders.

**Description:** Prepare stage area; Lay up floor and position set pieces.

**Nominal Hours:** 20

**Assessment:** As per accredited curriculum.

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**CUESTA05C**  **APPLY A GENERAL KNOWLEDGE OF STAGING TO WORK ACTIVITIES**

**Locations:** Industry.

**Description:** This unit describes the skills and knowledge required to provide assistance with the installation of staging under direct supervision. It includes a general knowledge of stage geography, staging equipment and staging terminology plus basic stage preparation and set positioning.

**Nominal Hours:** 20

**Required Reading:** No text required.

**Assessment:** Assessment methods may include: direct observation, inspection/evaluation of staging elements, oral or written questioning and review of portfolios.
CUETEM01B  CO-ORDINATE PRODUCTION OPERATIONS
Description: Plan and organise workflow for production operations; Evaluate and monitor production operations; Solve problems and make decision in relation to production operations; Liaise with production colleagues to maximise quality.
Nominal Hours: 45
Required Reading: No required text.
Assessment: Project based and practical assessment.

CUETE03B  ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES
Locations: City Flinders.
Description: Establish production requirements; Complete plans for realisation of production requirements; Source and cost resources; Manage construction for installation.
Nominal Hours: 45
Assessment: Project based and practical assessment.

CUETEM03C  PREPARE A PROPOSAL
Description: Analyse the project requirements; Determine ability to meet the requirements of the brief; Estimate the costs and availability of resources; Prepare the proposal/tender submission; Present the submission where appropriate; Obtain confirmed agreement where appropriate.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Project based and practical assessment.

CUETE07A  TOUR THE PRODUCTION
Description: Identify and plan tour requirements; Implement touring plans and variations; Provide briefings on tour requirements; Solve problems which arise on tour.
Nominal Hours: 140
Assessment: Project based and practical assessment.

CUETE08A  REALISE PRODUCTIONS
Description: Establish and plan for production requirements; Implement and monitor the pre-production phase; Collaborate with production colleagues; Implement and monitor production/event operation; Evaluate the production/event.
Nominal Hours: 250
Required Reading: No required text.
Assessment: Projects, written and practical assessments.

CUETE15A  HANDLE PHYSICAL ELEMENTS SAFELY DURING BUMP IN/BUMP OUT
Locations: City Flinders.
Description: Prepare physical elements for transportation; Load/unload physical elements; Check condition of physical elements.
Nominal Hours: 80
Assessment: Project based and practical assessment.

CUETE15B  HANDLE PHYSICAL ELEMENTS SAFELY DURING BUMP IN/BUMP OUT
Locations: Industry.
Description: This unit describes the skills and knowledge required to assemble, pack and load/unload physical elements under supervision for any production within the cultural industries. This unit is introductory in nature and focuses on safe manual handling and general knowledge of the bump in/bump out process and types of equipment. It does not include the specialised bump in/bump out procedures and knowledge required by technicians.
Nominal Hours: 80
Required Reading: No required text.
Assessment: Assessment methods may include: direct observation, oral or written questioning, case studies and review of portfolios.

CUFADM01A  PREPARE A PROPOSAL
Description: Analyse the project requirements; Determine ability to meet the requirements of the brief; Estimate the costs and availability of resources; Prepare the proposal/tender submission; Present the submission where appropriate; Obtain confirmed agreement where appropriate.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Project based and practical assessment.

CUFAIR201A  DEVELOP TECHNIQUES FOR PRESENTING INFORMATION ON RADIO
Locations: St Albans, City Flinders, Industry, Other. Other Locations: VETiS
Description: This unit describes the performance outcomes, skills and knowledge required to communicate effectively on air.
Nominal Hours: 30
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - observation of the candidate recording or presenting program segments - written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit - evaluation of recorded programs to determine candidate’s ability to read information in a natural way - third-party reports tracking candidate’s progress on developing presentation techniques.

CUFAIR301A  PRESENT RADIO PROGRAMS
Locations: St Albans, City Flinders, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to operate a panel and present live-to-air programs in a basic radio studio. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
required to prepare 3D digital models for a range of contexts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: No text required.
Assessment: The following methods will be used in assessing the unit: assignments, classwork, tests, projects, case studies and/or presentations.

CUFANM402A CREATE DIGITAL VISUAL EFFECTS
Locations: St Albans, City Flinders, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to create digital visual effects.

Nominal Hours: 70
Required Reading: No required text.
Assessment: The following methods will be used in assessing the unit: assignments, classwork, tests, projects, case studies and/or presentations.

CUFANM501A CREATE 3D DIGITAL CHARACTER ANIMATION
Locations: St Albans, City Flinders, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to create 3D digital character animation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: None.
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

CUFANM502A CREATE 3D DIGITAL ENVIRONMENTS
Locations: St Albans, City Flinders, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to create 3D digital environments. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 30
Required Reading: None.
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

CUFANM503A DESIGN ANIMATION AND DIGITAL VISUAL EFFECTS
Locations: St Albans, City Flinders, Industry.
Description: This unit describes the skills and knowledge required to design animation and digital visual effects for screen productions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 80
Required Reading: None.
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.
CUFBRD301A  PERFORM BASIC TRANSMISSION OPERATIONS

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare material for transmission and to monitor and switch television or radio transmission signals. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40

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.

CUFBRD302A  PROVIDE PRODUCTION SUPPORT FOR TELEVISION PRODUCTIONS

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to assist producers and directors during production of television programs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

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.

CUFBRD303A  PREPARE VIDEO MATERIAL FOR TELEVISION TRANSMISSION

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare digital video material for television transmission. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40

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.

CUCAM301A  SHOOT MATERIAL FOR SCREEN PRODUCTIONS

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to shoot screen material using a single camera unit.

Nominal Hours: 60

Required Reading: None required.

Assessment: The following methods will be used in assessing the unit: assignments, classwork, tests, projects, case studies and/or presentations.

CUCAM302A  RIG CAMERA INFRASTRUCTURE

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to install camera infrastructure for a television production. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 30

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.

CUCAM601A  DIRECT CINEMATOGRAPHY FOR SCREEN PRODUCTIONS

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to devise and manage camera shoots across a wide range of screen, media and entertainment productions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUCMP301A  IMPLEMENT COPYRIGHT ARRANGEMENTS

Locations: Other.

Other Locations: VETiS

Description: This unit describes the performance outcomes, skills and knowledge required to implement individual or collaborative copyright arrangements.

Nominal Hours: 20

Required Reading: No Required Reading.

Assessment: The following assessment methods are appropriate for this unit: - direct observation of the candidate obtaining permission to use copyright material - case studies to assess ability to identify sources of information on copyright - written and verbal questioning or interview to test knowledge of the sources of information and the role of copyright collection societies - problem solving activities to assess ability to recognise problems that arise from copyright ownership discussions - review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

CUCMP501A  MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS

Locations: Footscray Nicholson, St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to manage and exploit individual or collaborative copyright arrangements.
This unit is related to CUFCMP301A Implement copyright arrangements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 20

Required Reading: None.

Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation. CUS60209 Advanced Diploma of Sound Production - Competency Based.

CUFDIG201A MAINTAIN INTERACTIVE CONTENT

Locations: Other.

Other Locations: VETIS

Description: This unit describes the performance outcomes, skills and knowledge required to maintain interactive content.

Nominal Hours: 30

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of websites where content has been updated by the candidate on a regular basis - written or oral questioning to test knowledge of internet protocols, data types and W3C Accessibility standards relevant to text and images.

CUFDIG301A PREPARE VIDEO ASSETS

Locations: St Albans, City Flinders, Industry, Other.

Other Locations: VETIS

Description: This unit describes the performance outcomes, skills and knowledge required to prepare video assets for inclusion in interactive media.

Nominal Hours: 30

Required Reading: No Required Reading.

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of video assets prepared by the candidate on a number of occasions - practical demonstration by the candidate of scanner and digital camera operation - written or oral questioning to test knowledge of file formats and OHS issues.

CUFDIG302A AUTHOR INTERACTIVE SEQUENCES

Locations: Other.

Other Locations: VETIS

Description: This unit describes the performance outcomes, skills and knowledge required to use an authoring tool to produce discrete interactive sequences.

Nominal Hours: 40

Required Reading: No Required Reading.

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of interactive sequences authored by the candidate - written or oral questioning to test knowledge of file formats and delivery platforms.

CUFDIG303A PRODUCE AND PREPARE PHOTO IMAGES

Locations: St Albans, City Flinders, Industry, Other.

OtherLocations: VETIS

Description: This unit describes the performance outcomes, skills and knowledge required to prepare photo images for integration into an interactive media sequence or product.

Nominal Hours: 20

Required Reading: No Required Reading.

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of photo images prepared by the candidate on a number of occasions - practical demonstration by the candidate of scanning and digital camera operation - written or oral questioning to test knowledge of file formats and OHS issues.

CUFDIG304A CREATE VISUAL DESIGN COMPONENTS

Locations: Footscray Nicholson, Other.

Other Locations: VETIS

Description: This unit describes the performance outcomes, skills and knowledge required to create visual designs for a range of interactive media components. People in this role work closely with other members of a production team. They create visual design components in response to specifications and under the supervision of a graphic designer or producer. They contribute creative ideas to the overall concept that needs to take account of technical considerations, such as the final delivery platform.

Nominal Hours: 30

Required Reading: No Required Reading.

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of a range of visual design components created by the candidate - written or oral questioning to test knowledge of visual design principles, communication principles and responsibilities of different members of a project team. 22038VIC Advanced Diploma of Business (PR) Assessments will be skills and application based within the framework of projects and/or case studies.

CUFDIG401A AUTHOR INTERACTIVE MEDIA

Locations: St Albans, City Flinders.

Description: This unit describes the performance outcomes, skills and knowledge required to author a complete interactive media product, for example, a whole website. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

Required Reading: No Required Reading.

Assessment: Assessment will include assignments, classwork, tests, projects, case studies and/or presentations.

CUFDIG404A APPLY SCRIPTING LANGUAGE IN AUTHORING

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to write and apply scripting language in authoring interactive media. An
interactive media author is often required to integrate and develop basic scripting routines that are either external or internal to authoring software. This may be necessary to enhance levels of interaction or to remedy errors in the functionality of an interactive media product developed using authoring software. This unit outlines the skills and knowledge required by interactive media authors to write and customise their own code. These routines are relevant to client-side technology only. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 60
Required Reading: None.
Assessment: Assessment will include assignments, coursework, tests, projects, case studies and/or presentations.

CUFDIG502A  DESIGN WEB ENVIRONMENTS

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to design web environments. A web environment may consist of one or many web applications and technologies integrated in various combinations. The design is focused on how these applications and technologies are combined and used, and the way in which interactive content is accessed by users. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Pitching project concepts, delivery of project documentation and completed project presentation.

CUFDIG503A  DESIGN ELEARNING RESOURCES

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to design an e-learning resource. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40
Required Reading: Text references provided by School of Creative Industries and published online.
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

CUFDIG504A  DESIGN GAMES

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to design games and document the process for developing them. Game design requires a high degree of collaboration between script writers, programmers and graphic designers. Low-end games can be constructed using interactive authoring tools, but for video game productions, designers need to work with high level programmers to ensure that designs are technically feasible. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 30
Required Reading: No text required.
Assessment: Assessment involves pitching project concepts, delivery of project documentation and presentation.

CUFDIG505A  DESIGN INFORMATION ARCHITECTURE

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to design the information architecture of an interactive media product. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 70
Required Reading: None.
Assessment: Assessment involves project portfolio presentation, continual assessment of project management practices and evaluation of completed project.

CUFDIG506A  DESIGN INTERACTION

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to design the interaction for interactive media products. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40
Required Reading: No text required.
Assessment: Assessment involves project portfolio presentation, continual assessment of project management practices and evaluation of completed project.

CUFDIG507A  DESIGN DIGITAL SIMULATIONS

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to design digital simulations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

CUFDRT501A  DIRECT REHEARSALS OF PERFORMERS


Description: This unit describes the performance outcomes, skills and knowledge required to rehearse performers for film, media and stage production. Directors are responsible for visualising and defining the style and structure of productions. They must have the capacity to inspire and motivate their team to produce the film they have envisioned, so high level communication and management skills are essential. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: None.
Assessment: To be advised.

CUFGEN02A  IDENTIFY INDUSTRY LAWS AND REGULATIONS

Locations: St Albans.

Description: This unit describes the skills and knowledge required to access, increase, update and apply a broad knowledge of key cultural industry legislation,
regulations and codes. The broad knowledge underpins effective performance in all sectors. It does not describe the application of specific complex legal and regulatory knowledge. The need to source complex knowledge would be referred to specialist legal advisors, specialist industry associations or specialist enterprise team members.

**Assessment:**
- **Nominal Hours:** 30
- **Required Reading:** No required text.
- **Assessment:** Role plays, case studies and written reports.

**CUFGMT301A  REPAIR AND MAINTAIN PRODUCTION EQUIPMENT**

**Locations:** St Albans, City Flinders, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to repair and maintain production equipment used in the screen, media and entertainment industries. In some States and Territories of Australia, a restricted electrical licence is required to repair and maintain production equipment. Restricted electrical licences allow a person to carry out electrical work incidental to a trade. Incidental work may include fault-finding on equipment or changing like for like equipment by disconnecting and reconnecting the fixed wiring. It does not include any other changes to the fixed wiring. Testing and tagging of electrical equipment must be carried out by a person with the relevant certificate of competency in accordance with the performance specifications of Australian Standard 3760: 200 In-service safety inspection and testing of electrical equipment; Australian Standard 3002: 1985 Electrical installations shows and carnivals. In some states and territories a licensed electrician would be required to undertake the tasks outlined in element 2.

**Nominal Hours:** 25
- **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.

**CUFIMA01A  PRODUCE AND MANIPULATE DIGITAL IMAGES**

**Locations:** City Flinders.

**Description:** Assess digital camera qualities; Photograph and upload a digital image; Incorporate digital photography into a multimedia sequence.

**Nominal Hours:** 20
- **Assessment:** As per accredited curriculum.

**CUFIMA03A  CREATE 2D DIGITAL ANIMATION**

**Description:** Identify animation requirements; Identify scope of 2D animation software; Produce key drawings for animation; Produce 2D animation; Evaluate animation.

**Nominal Hours:** 35
- **Assessment:** As per accredited curriculum.

**CUFIMA04A  CREATE 3D DIGITAL ANIMATION**

**Description:** Identify animation requirements; Identify scope of 3D animation software; Produce 3D animation; Evaluate animation.

**Nominal Hours:** 75
- **Assessment:** As per accredited curriculum.

**CUFIMA05A  CREATE 3D DIGITAL MODELS AND IMAGES**

**Description:** Identify requirements for 3D digital models and images; Identify and select modelling and imaging software; Create digital 3D models and images; Test and evaluate 3D models.

**Nominal Hours:** 75
- **Assessment:** Project based and practical assessment.

**CUFIND201A  DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE**

**Locations:** Other.
- **Other Locations:** VETiS

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop and apply basic industry practices within the creative arts industries. This unit addresses the collection, application and updating of general information relevant to work roles within the creative arts industry sectors, including industry structures and operations, employment obligations and opportunities, the impact of new technology and the identification of industry laws and regulations.

**Nominal Hours:** 20
- **Assessment:** The following assessment methods are appropriate for this unit: - direct observation of the candidate collecting and organising industry information - case studies to assess ability to apply knowledge to different industry contexts and situations - written or oral questioning to test knowledge of the different aspects or distinguishing features of the creative arts industries - review of portfolios of evidence and third-party workplace reports of on-the-job performance, including authenticated samples of work in collecting and organising industry information.

**CUFIND301A  WORK EFFECTIVELY IN THE SCREEN AND MEDIA INDUSTRIES**

**Locations:** St Albans, City Flinders, Industry, Other.
- **Other Locations:** VETiS

**Description:** This unit describes the performance outcomes, skills and knowledge required to work in a team environment in the film, broadcasting and digital media industries.

**Nominal Hours:** 20
- **Required Reading:** No text required.
- **Assessment:** A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - observation of the candidate participating in workplace meetings - written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit - case studies to assess ability to apply knowledge to different industry contexts and situations.

**CUFLGT02B  PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT**

**Locations:** City Flinders.

**Description:** Determine production requirements for lighting; Prepare lighting equipment for installation; Install lighting; Install lighting control system; Ensure electrical safety; Test and adjust lighting.

**Nominal Hours:** 25
- **Assessment:** Project based and practical assessment.
**CUFLGT101A  APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES**

**Locations:** St Albans, City Flinders, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to complete basic lighting tasks in a range of production contexts. 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.

**CUFLGT301A  PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT**

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to install and test lighting equipment for productions in the film, television and live events industries.

**Nominal Hours:** 20

**Required Reading:** No required text.

**Assessment:** Assessment methods may include: direct questioning, direct observation, inspection of lighting equipment set-up and verbal or written questioning.

**CUFLGT302A  RECORD AND OPERATE STANDARD LIGHTING CUES**

**Locations:** St Albans, City Flinders, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to operate a lighting console by plotting and modifying standard lighting cues. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 30

**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.

**CUFLGT304A  OPERATE FLOOR ELECTRICS**

**Locations:** St Albans, City Flinders, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to set and operate a range of floor electrics for live productions or performances. 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.

**CUFLGT402A  SET UP, RECORD AND OPERATE LIGHTING CUES AND EFFECTS**

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to set up a lighting control system, and to use the more complex functions of a console. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 30

**Required Reading:** None required.

**Assessment:** Project and practical assessment.

**CUFMEM01A  USE AN AUTHORIZATION TOOL TO CREATE AN INTERACTIVE SEQUENCE**

**Locations:** City Flinders.

**Description:** Plan use of authoring tool; Prepare to use authoring tool; Use authoring tool; Check functionality of multimedia sequence.

**Nominal Hours:** 40

**Assessment:** As per accredited curriculum.

**CUFMEM02A  AUTHOR A MULTIMEDIA PRODUCT**

**Description:** Identify multimedia elements; Identify scope of authoring software; Use authoring software; Create multimedia sequence; Evaluate multimedia prototype; Transform prototype into final product.

**Nominal Hours:** 50

**Assessment:** Project based and practical assessment.

**CUFMEM04A  TEST A MULTIMEDIA PRODUCT**

**Description:** Determine the criteria for testing; Determine the methods to be used in testing the product; Test and review the multimedia product at agreed stages; Evaluate the final product.

**Nominal Hours:** 40

**Assessment:** Project based and practical assessment.

**CUFMEM06A  DESIGN A MULTIMEDIA PRODUCT**

**Locations:** City Flinders.

**Description:** Determine the project requirements; Identify possible approaches and select the most appropriate; Produce a design for the multimedia project design; Review and confirm the design.

**Nominal Hours:** 50

**Assessment:** Project based and practical assessment.

**CUFMEM07A  APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT**

**Locations:** City Flinders.

**Description:** Receive and interpret the brief; Generate and assess ideas; Conduct research; Select media/materials for use in a visual design and communication; Apply visual design and communication techniques; Evaluate visual and communication design techniques.

**Nominal Hours:** 40

**Assessment:** Project based and practical assessment.
CUFMEM09A  APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT

Locations: City Flinders.

Description: Receive and interpret the brief for the game design; Generate and assess ideas; Conduct research; Select a game design model; Compose the game elements; Evaluate game based on design principles.

Nominal Hours: 30
Assessment: Project based and practical assessment.

CUFMEM10A  DESIGN AND CREATE A MULTIMEDIA INTERFACE

Description: Plan an interface design; Develop the interface; Create the interface; Evaluate the interface.

Nominal Hours: 70
Assessment: Project based and practical assessment.

CUFMEM11A  DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT

Locations: City Flinders.

Description: Plan navigation; Develop navigation; Construct navigation; Evaluate navigation.

Nominal Hours: 70
Assessment: Project based and practical assessment.

CUFMEM12A  UPDATE WEB PAGES

Locations: City Flinders.

Description: Check information for relevance and currency; Check links and navigation; Edit information as required; Test and confirm changes.

Nominal Hours: 30
Assessment: As per accredited curriculum.

CUFPOP02B  DETERMINE RESOURCE REQUIREMENTS FOR TOTAL PRODUCTION

Locations: City Flinders.

Description: Identify resource requirements from script or performance outline; Prepare and present estimates; Prepare a schedule of resources.

Nominal Hours: 35
Assessment: Project based and practical assessment.

CUFPOS201A  PERFORM BASIC VISION AND SOUND EDITING

Locations: St Albans, City Flinders, Industry. Other Locations: VETiS

Description: This unit describes the performance outcomes, skills and knowledge required to perform basic editing functions in relation to film, television and interactive media productions.

Nominal Hours: 40
Required Reading: No required text.
Assessment: The following methods will be used in assessing the unit: assignments, classwork, tests, projects, case studies and/or presentations.

CUFPOS402A  MANAGE MEDIA ASSETS

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to manage media assets for screen and media productions and projects.

Nominal Hours: 40
Required Reading: No required text.
Assessment: The following methods will be used in assessing the unit: assignments, classwork, tests, projects, case studies and/or presentations.

CUFPOS501A  EDIT COMPLEX SCREEN PRODUCTIONS

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to edit complex productions in film, television and interactive media. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUFPMM301A  PLAN AND PREPARE PROGRAMS

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and prepare material for television or radio programs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 60
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.

CUFPMM404A  CREATE STORYBOARDS

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to create storyboards. The creation of storyboards is a critical skill in the design and development of a broad range of digital content, including video, film, animation and interactive media.

Nominal Hours: 40
Required Reading: No required text.
Assessment: The following methods will be used in assessing the unit: assignments, classwork, tests, projects, case studies and/or presentations.
CUFPPM408A  COMPILE PRODUCTION SCHEDULES
Description: This unit describes the performance outcomes, skills and knowledge required to compile schedules for productions or events in the screen, media and entertainment industries.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assignments, projects and written assessment.

CUFPPM602A  PLAN AND MANAGE FILM AND MEDIA POSTPRODUCTION
Description: This unit describes the performance outcomes, skills and knowledge required to plan and manage post-production processes and facilities.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Assessment methods may include: - direct questioning combined with review of portfolios, review of post-production documentation, discussion and written or oral questioning.

CUFRAD01A  ORIGINATE AND DEVELOP THE CONCEPT
Description: Clarify creative ideas; Investigate approaches to the realisation of the idea; Evaluate possible approaches; Develop the concept to an operational level.
Nominal Hours: 60
Assessment: Project based and practical assessment.

CUFRES201A  COLLECT AND ORGANISE CONTENT FOR BROADCAST OR PUBLICATION
Locations: Other.
Other Locations: VETiS
Description: This unit describes the performance outcomes, skills and knowledge required to compile routine information for broadcast or publication.
Nominal Hours: 20
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of content organised by the candidate in response to specific instructions or directions - inspection of information filing systems maintained by the candidate.

CUFRES401A  CONDUCT RESEARCH
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to conduct research in response to a brief. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30
Required Reading: No text required.
Assessment: Project, assignments and written tests.

CUFSET03B  MAKE SETS
Locations: City Flinders.
Description: Determine set requirements; Prepare for set construction; Construct sets; Finish and check the set.
Nominal Hours: 35
Assessment: Project based and practical assessment.

CUFSOU204A  PERFORM BASIC SOUND EDITING
Locations: Other.
Other Locations: VETiS
Description: This unit describes the performance outcomes, skills and knowledge required to perform basic digital sound editing.
Nominal Hours: 30
Required Reading: No required text.
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of a range of sound sequences edited by the candidate in response to instructions received from a supervising editor - observation of the candidate preparing and editing sound sequences - written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.

CUFSOU301A  PREPARE AUDIO ASSETS
Locations: Other.
Other Locations: VETiS
Description: This unit describes the performance outcomes, skills and knowledge required to create 3D digital models.
Nominal Hours: 30
Required Reading: No Required Reading.
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of a range of 3D digital models created by the candidate to determine ability to create models for different kinds of objects - written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.

CUFSOU302A  COMPILE AUDIO MATERIAL FOR BROADCAST
Locations: St Albans, City Flinders, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to record and edit short audio segments within tight deadlines. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30
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.
CUFWRT02A  WRITE THE SCRIPT
Description: Plan and prepare to write the narrative; Develop the narrative.
Nominal Hours: 50
Assessment: Project based and practical assessment.

CUFWRT07A  WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA
Locations: City Flinders.
Description: Prepare to write the interactive sequence; Write the interactive sequence; Re-evaluate the interactive sequence; Obtain approval from relevant personnel.
Nominal Hours: 50
Assessment: Project based and practical assessment.

CUFWRT301A  WRITE CONTENT FOR A RANGE OF MEDIA
Locations: St Albans, City Flinders, Industry, Other.
Other Locations: VETiS
Description: This unit describes the performance outcomes, skills and knowledge required to write content for a range of media.
Nominal Hours: 40
Required Reading: No Required Reading.
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance; evaluation of content written by the candidate in response to a range of briefs - written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit.

CUFWRT302A  WRITE SIMPLE STORIES
Locations: St Albans, City Flinders, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to write simple stories.
Nominal Hours: 30
Required Reading: No required text.
Assessment: The following methods will be used in assessing the unit: assignments, classwork, tests, projects, case studies and/or presentations.

CUFWRT401A  EDIT TEXTS
Locations: St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to edit written material. People in editorial roles refine and amend text to enhance the clarity of written communication. They may also be involved in making decisions about the placement of visual material in relation to text. When editing text, they take into account the needs of the readership, the author’s intention, available resources and the type of publication. A thorough knowledge of grammar, syntax, spelling and punctuation is essential, along with an eye for detail and a systematic approach to work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUFWRT402A  WRITE EXTENDED STORIES
Locations: St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to write extended stories.
Nominal Hours: 40
Required Reading: No text required.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUFWRT501A  DEVELOP STORYLINES AND TREATMENTS
Locations: St Albans, City Flinders, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to develop a narrative or storyline. Other aspects of the job role include: developing short narrative scripts to sell product, such as commercials participating in story conferencing developing concept documents in response to client briefs preparing pitch presentations ready for clients. This unit has strong links with CUFWR601A Write scripts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 50
Required Reading: No text required.
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

CUFWRT601A  WRITE SCRIPTS
Locations: St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to write scripts for a wide range of creative productions or projects. Scriptwriters take material from concept proposal, treatment or outline format to final draft ready for production. The script-writing process involves negotiation and mediation, as well as an understanding of working collaboratively with other members of a production or project team. This unit has strong links with: CUFWR601A Write scripts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUFWRT602A  EDIT SCRIPTS
Locations: St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to edit scripts for a range of productions. This unit has strong links with: CUFWR601A Write scripts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.
CULB307C  USE MULTIMEDIA
Locations: Other.
Other Locations: VETiS
Description: This unit describes the performance outcomes, skills and knowledge required to use a range of multimedia equipment/programs at a non-specialist level.
Nominal Hours: 30
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - direct observation of the candidate using multimedia - oral or written questioning to assess knowledge of OHS issues or equipment/program features.

CULMS008B  CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS
Locations: City Flinders, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake the complete exhibition design process, from initial conception of ideas to the final realisation of the design.
Nominal Hours: 50
Required Reading: None required.
Assessment: Practical and written assessment.

CUSADM03A  MANAGE A PROJECT
Locations: City Flinders.
Description: Determine scope of projects; Develop a plan for the limited project or section of the larger project; Administer and monitor project; Review project against plan.
Nominal Hours: 50
Assessment: As per accredited curriculum.

CUSADM04A  MANAGE A MAJOR PROJECT
Description: Define the scope of the project; Develop overall project plan; Monitor all aspects of the project; Evaluate the whole project.
Nominal Hours: 35
Assessment: Project based and practical assessment.

CUSADM07A  ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS
Description: Establish and conduct work relationships; Conduct negotiations; Make formal agreements/contracts; Foster and maintain business relationships.
Nominal Hours: 70
Assessment: Project based and practical tasks.

CUSADM08A  ADDRESS COPYRIGHT REQUIREMENTS
Description: Identify copyright issues for the protection and exploitation of products; Ensure that copyright protection on creative works or performance is adequate locally and internationally; Assign copyright of creative works or performers; License rights to creative works or performance; Comply with conditions of copyright agreement.
Nominal Hours: 20
Required Reading: No required text.
Assessment: Project based and practical assessment.

CUSADM09A  ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS
Locations: Footscray Nicholson, St Albans.
Description: Establish legal structures for businesses or projects; Comply with statutory and regulatory requirements; Establish rights to materials, products/services; Secure rights to materials/products/services.
Nominal Hours: 50
Required Reading: Legal Aspects of your small business Birt Wesley Longman.
Assessment: As per accredited curriculum 22038VIC Advanced Diploma of Business (PR) Assessment methods will include assignments, projects and case studies.

CUSFIM501A  SECURE FUNDING FOR PROJECTS
Locations: St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to raise money for a creative or artistic project and to participate in negotiations with all parties. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 70
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUSGEN01A  USE AND ADAPT TO CHANGES IN TECHNOLOGY
Description: Evaluate information about new technology; Adapt to changes in the new technology; Update knowledge of new technology.
Nominal Hours: 20
Assessment: Project based and practical tasks.

CUSGEN02A  WORK IN A CULTURALLY DIVERSE ENVIRONMENT
Description: Communicate with individuals from diverse backgrounds; Consult with workplace, stakeholder and community groups, where relevant.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Project based and practical assessment.

CUSGEN03A  COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT
Description: Cooperate in planning the product and strategy for producing it; Value and respect the skills of others and their contribution to the project; Set up and maintain productive workplace relationships; Use effective strategies for solving problems.
CUSGEN03B  COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT

Locations: Other.
Other Locations: TBC
Description: Cooperate in planning the project and strategy for producing it; Value and respect the skills of others and their contribution to the project; Set up and maintain productive workplace relationships; Use effective strategies for solving problems.
Nominal Hours: 35
Assessment: Project based and practical assessment.

CUSGEN04B  PARTICIPATE IN NEGOTIATIONS

Description: Plan the negotiation; Conduct the negotiation; Finalise the outcome.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Project based and practical assessment.

CUSGEN05A  MAKE PRESENTATIONS

Description: Plan and prepare for the presentations; Make presentations; Evaluate presentations.
Nominal Hours: 35
Assessment: Students may be required to complete projects, assignment, presentations and written tests.

CUSIND301A  WORK EFFECTIVELY IN THE MUSIC INDUSTRY

Description: This unit describes the performance outcomes, skills and knowledge required to work effectively in the music industry. These include relationship building, negotiation techniques, work prioritisation and personal development. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Assessment methods may include: case studies, direct observation, authenticated samples of song-writing work and written or oral questioning.

CUSMCP301A  COMPOSE SIMPLE SONGS OR MUSICAL PIECES

Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to compose simple songs or musical pieces.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Assessment methods may include: case studies, direct observation, written or oral questioning and problem-solving activities.

CUSMCP302A  WRITE SONG LYRICS

Locations: St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to write song lyrics. An understanding of musical styles and song structures is essential, along with knowledge of how copyright and royalties apply to songwriters.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Assessment method may include: case studies, direct observation and review of portfolios and written or oral questioning.
CUSMCP303A  DEVELOP SIMPLE MUSICAL PIECES USING ELECTRONIC MEDIA
Description: This unit describes the performance outcomes, skills and knowledge required to use electronic media to develop simple musical pieces.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Assessment may include: case studies and scenarios, direct observation and written or oral questioning.

CUSMCP402A  DEVELOP TECHNIQUES FOR COMPOSING MUSIC
Description: This unit describes the performance outcomes, skills and knowledge required to apply aural imagination and perception skills to compose a range of musical pieces.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Assessment methods may include: evaluation of work plans, direct observation, written or oral questioning and case studies and scenarios.

CUSMCP501A  COMPOSE MUSIC USING ELECTRONIC MEDIA
Description: This unit describes the performance outcomes, skills and knowledge required to compose a range of musical pieces using technology-based applications.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment methods may include: evaluation of work plans, direct observation, written or oral questioning, case studies and scenarios.

CUSMCP502A  COMPOSE MUSIC FOR SCREEN
Description: This unit describes the performance outcomes, skills and knowledge required to compose music for screen productions.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment methods may include: evaluation of work plans, direct observation, written or oral questioning, case studies and scenarios.

CUSMCP601A  EXTEND TECHNIQUES FOR COMPOSING MUSIC
Description: This unit describes the performance outcomes, skills and knowledge required to develop high-level music composition skills.
Nominal Hours: 65
Required Reading: No required text.
Assessment: Assessment methods may include: - direct observation, process diary detailing practice planning, goals and strategies, written or oral questioning on professional development, samples of artistic work, case studies and scenarios.

CUSMLT201A  DEVELOP AND APPLY MUSICAL IDEAS AND LISTENING SKILLS
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to develop music knowledge by listening and responding to music.
Nominal Hours: 25
Required Reading: No required text.
Assessment: Assessment methods may include: case studies, direct observation and written or oral questioning.

CUSMLT202A  APPLY KNOWLEDGE OF MUSIC CULTURE TO MUSIC MAKING
Description: This unit describes the performance outcomes, skills and knowledge required to explore aspects of music culture in Australian society and Nominal Hours: 25
Required Reading: No required text.
Assessment: To be advised.

CUSMLT301A  APPLY KNOWLEDGE OF GENRE TO MUSIC MAKING
Description: This unit describes the performance outcomes, skills and knowledge required to apply knowledge of music styles to music industry work and learning.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment methods may include: written or oral questioning, oral/aural test, case studies and scenarios.

CUSMLT302A  DEVELOP AND APPLY AURAL-PERCEPTION SKILLS
Description: This unit describes the performance outcomes, skills and knowledge required to aurally recognise simple structures and components of music and to discuss these with peers and other industry personnel.
Nominal Hours: 45
Required Reading: No required text.
Assessment: Assessment methods may include: direct observation or video recording of the candidate’s ability to aurally recognise simple music structures and written or oral questioning.

CUSMLT303A  NOTATE MUSIC
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to set down music in a notated form.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment methods may include: direct observation and written or oral questioning.
CUSMLT403A ANALYSE FUNCTIONAL HARMONY
Description: This unit describes the performance outcomes, skills and knowledge required to understand and use functional harmony.
Nominal Hours: 55
Required Reading: No required text.
Assessment: Assessment methods may include: evaluation of harmonic analyses, written or oral questioning, case studies and scenarios.

CUSMLT501A REFINES AURAL-PERCEPTION SKILLS
Description: This unit describes the performance outcomes, skills and knowledge required to improve aural-perception skills.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment methods may include: direct observation, evaluation of candidate’s plan on aural-perception skills, discussion, case studies, written or oral questioning.

CUSMLT601A ANALYSE MUSIC
Description: This unit describes the performance outcomes, skills and knowledge required to analyse the aesthetic, technical and expressive characteristics of music.
Nominal Hours: 70
Required Reading: No required text.
Assessment: Assessment methods may include: evaluation of musical analyses, written or oral questioning, case studies and scenarios and authenticated details of relevant examples of musical analyses.

CUSMLT602A ANALYSE HARMONY
Description: This unit describes the performance outcomes, skills and knowledge required to analyse and deconstruct harmony for its component parts.
Nominal Hours: 100
Required Reading: No required text.
Assessment: Assessment methods may include: evaluation of harmonic analyses, written or oral questioning, case studies and scenarios, authenticated details of relevant examples of harmonic analysis.

CUSMPF03A DEVELOP AND MAINTAIN STAGECRAFT SKILLS
Description: This unit covers stage skills for musical performers. It deals with the understanding and application of presentation and stage communication to maximise audience reception of the creative work. Specific OHS competencies are also covered in this unit.
Nominal Hours: 70
Required Reading: No required text.
Assessment: Project based, practical and written tasks.

CUSMPF04A PREPARE SELF FOR PERFORMANCE
Locations: Footscray Nicholson, City Flinders, Industry.
Description: Plan for performance; Practise instrument and/or act; Monitor technical and artistic development to meet rehearsal and performance requirements; Observe OHS principles in private practice; Use body effectively and safely; Develop and use strategies to overcome the effects of performance anxiety;
Nominal Hours: 35
Required Reading: No required text.
Assessment: As per accredited curriculum.

CUSMPF19A USE PRIVATE PRACTICE TO REFINES PERFORMANCE TECHNIQUE
Description: Identify continuing performance goals to inform personal practice plans; Observe OHS principles in private practice sessions; Plan and use personal practice time effectively; Identify and address areas of technical weaknesses; Plan repertoire to meet identified performance development goals.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Project based, practical and written tasks.

CUSMPF201A PLAY OR SING SIMPLE MUSICAL PIECES
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare for and perform a simple musical sequence or piece.
Nominal Hours: 70
Required Reading: No required text.
Assessment: Assessment methods may include: case studies, direct observation and written or oral questioning.

CUSMPF202A INCORPORATE MUSIC TECHNOLOGY INTO PERFORMANCE
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to perform and record music using technology-based equipment.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Assessment methods may include: direct observation, testimonial from individual tutors and written or oral questioning.

CUSMPF203A DEVELOP ENSEMBLE SKILLS FOR PLAYING OR SINGING MUSIC
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to extend elementary skill development in singing or playing a musical instrument and to perform simple repertoire as part of an ensemble.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment methods may include: observation, written or oral questioning and case studies and scenarios.

CUSMPF204A  PLAY MUSIC FROM SIMPLE WRITTEN NOTATION
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to develop basic analytical skills to identify music notational conventions and to play music from simple written music notation.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Assessment methods may include: direct observation, authenticated audio recording and written or oral questioning.

CUSMPF301A  DEVELOP TECHNICAL SKILLS IN PERFORMANCE
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to build on basic technical skills in a chosen area of music specialisation and to perform simple repertoire.
Nominal Hours: 20
Required Reading: No required text.
Assessment: Assessment methods may include: observation, written or oral questioning, self-evaluation sheets and case studies and scenarios.

CUSMPF302A  PREPARE FOR PERFORMANCES
Description: This unit describes the performance outcomes, skills and knowledge required to use practice time to prepare for performances.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Assessment methods will include: direct observation, video or audio recordings of candidate in practice, written or oral questioning and case studies and scenarios.

CUSMPF303A  CONTRIBUTE TO BACKUP ACCOMPANIMENT
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to perform for an audience as part of a backup group. In this performance context well-developed interpersonal communication skills are essential to ensure effective collaboration.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Assessment methods may include: observation, written or oral questioning and case studies and scenarios.

CUSMPF304A  MAKE A MUSIC DEMO
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and produce a music demo.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment methods may include: direct observation, evaluation of demo recording plans, written or oral questioning and case studies and scenarios.

CUSMPF305A  DEVELOP IMPROVISATION SKILLS
Description: This unit describes the performance outcomes, skills and knowledge required to perform simple musical improvisation in a chosen area.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Assessment methods may include: observation of practice and/or performance, written or oral questioning, case studies and scenarios.

CUSMPF401A  REHEARSE MUSIC FOR GROUP PERFORMANCES
Description: This unit describes the performance outcomes, skills and knowledge required to rehearse for a group performance.
Nominal Hours: 85
Required Reading: No required text.
Assessment: Assessment method will include: observation, written or oral questioning, discussion with candidate about personal career goals and the role stagecraft skills play in those and the role stagecraft skills play in those and case studies.

CUSMPF402A  DEVELOP AND MAINTAIN STAGECRAFT SKILLS
Description: This unit describes the performance outcomes, skills and knowledge required to apply a well-developed range of stagecraft skills during performances.
Nominal Hours: 70
Required Reading: No required text.
Assessment: Assessment methods may include: observation, written or oral questioning, discussion with candidate about personal career goals and the role stagecraft skills play in those and case studies.

CUSMPF404A  PERFORM MUSIC AS PART OF A GROUP
Description: This unit describes the performance outcomes, skills and knowledge required to perform music for an audience as part of a group. Performing in a group is a highly collaborative undertaking, so group members need well-developed interpersonal communication skills in addition to their technical and musicianship skills. They must support each other during performances and be willing to work together on improving the overall performance of the group.
Nominal Hours: 70
Required Reading: No required text.
Assessment: Assessment methods may include: observation, written or oral questioning on performance strategies, discussion of planning for group performances and case studies and scenarios.
CUSMF405A DEVELOP INSTRUMENTAL TECHNIQUES


Description: This unit describes the performance outcomes, skills and knowledge required to develop instrumental technique across a range of performance repertoire. A commitment to well-planned and regular practice is essential, along with a willingness to act on feedback from colleagues and mentors.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Assessment methods may include: evaluation of rehearsal schedules and plans, observation, written or oral questioning, self-evaluation sheets, samples of plans prepared on repertoire and performances, case studies and scenarios.

CUSMF502A INCORPORATE INTERACTIVE TECHNOLOGY INTO PERFORMANCE


Description: This unit describes the performance outcomes, skills and knowledge required to incorporate music technology into music performance as a creative tool designed to enhance performance outcomes. Musicians and artists working in this field need a sophisticated understanding of the fusion of music technology and music performance so that they can develop creative and innovative ways to exploit the potential of technology to enhance performances.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Assessment methods may include: observation, written or oral questioning on performance strategies, discussion, case studies and scenarios.

CUSMF503A PERFORM ACCOMPANIMENT


Description: This unit describes the performance outcomes, skills and knowledge required to perform for audiences as an accompanist. High-level technical skills are required to develop high-level improvisation skills. Typically they are responsible for contributing ideas to the design of the overall look, feel and sound of performances in collaboration with other creative and production personnel, such as designers, directors, stage managers and musical directors. They are also responsible for ensuring that all aspects of stagecraft go according to plan during performances.

Nominal Hours: 65

Required Reading: No required text.

Assessment: Assessment methods may include: observation of rehearsals or performances, self-evaluation sheets, written or oral questioning, samples of plans prepared on stagecraft aspects of performances and case studies.

CUSMF602A MANAGE STAGECRAFT ASPECTS OF PERFORMANCES


Description: This unit describes the performance outcomes, skills and knowledge required to plan and manage stagecraft aspects of performances. At this level, performers need to demonstrate leadership qualities before, during and after performances. Typically they are responsible for contributing ideas to the design of the overall look, feel and sound of performances in collaboration with other creative and production personnel, such as designers, directors, stage managers and musical directors. They are also responsible for ensuring that all aspects of stagecraft go according to plan during performances.

Nominal Hours: 65

Required Reading: No required text.

Assessment: Assessment methods may include: observation of rehearsals or performances, self-evaluation sheets, written or oral questioning, samples of plans prepared on stagecraft aspects of performances and case studies.

CUSMF603A REFINE PERFORMANCE TECHNIQUES AND EXPAND REPERTOIRE


Description: This unit describes the performance outcomes, skills and knowledge required to expand repertoire and present an extended professional performance.

Nominal Hours: 65

Required Reading: No required text.

Assessment: Assessment methods may include: observation of practice or performances, process diary detailing practice planning, goals and strategies, written or oral questioning, self-evaluation sheets, samples of work plans, case studies and scenarios.

CUSMF604A EXTEND IMPROVISATION TECHNIQUES


Description: This unit describes the performance outcomes, skills and knowledge required to develop high-level improvisation skills.

Nominal Hours: 65

Required Reading: No required text.

Assessment: Assessment methods may include: observation of performance where the candidate is performing an improvisation, written or oral questioning, relevant samples of artistic work, case studies and scenarios.

CUSMF607A LEAD MUSIC REHEARSALS


Description: This unit describes the performance outcomes, skills and knowledge required to direct performers in rehearsals. This leadership role includes motivating others to give their best in performance. This involves applying a range of musicianship skills, such as understanding the performance capabilities of instruments and providing solutions to performance problems that arise during rehearsals and performances.

Nominal Hours: 70

Required Reading: No required text.

Assessment: Assessment methods may include: evaluation of rehearsal schedules and plans, observation, written or oral questioning, case studies and scenarios.
CUSOHS301A  FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Locations: Footscray Nicholson, St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to follow OHS policies and procedures in the entertainment and media industries. Sets and staging for some performances or events may fall within the definition of construction work. If so, people entering a construction site are required to complete the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (Australian Safety Compensation Council, May 2007). Achievement of the unit CPCCOHS1001A Work safely in the construction industry fulfils this requirement. The application of skills and knowledge specified in CPCCOHS1001A is covered in this unit.

Nominal Hours: 10

Required Reading: None.

Assessment: Project based, practical and written tasks.

CUSOU201A  ASSIST WITH SOUND RECORDINGS

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to assist with sound recordings using a variety of recording equipment in a studio or live environment.

Nominal Hours: 35

Required Reading: No required text.

Assessment: Assessment methods may include: case studies, evaluation of a range of live, acoustic and/or sequenced recordings, observation and written or oral questioning.

CUSOU202A  MIX SOUND IN A BROADCASTING ENVIRONMENT

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to operate a broadcast studio panel.

Nominal Hours: 20

Required Reading: No required text.

Assessment: Assessment methods may include: observation, evaluation of authenticated audio recordings and written or oral questioning.

CUSOU22A  IMPLEMENT SOUND DESIGN

Locations: Footscray Nicholson, St Albans, City Flinders, Industry.

Description: Confirm sound design implementation requirements; Produce sound design; Implement sound plan; Evaluate the completed sound design.

Nominal Hours: 50

Required Reading: None.

Assessment: Screen & Media/Interactive Media. Project based, practical and written tasks.

CUSOU301A  PROVIDE SOUND REINFORCEMENT


Description: This unit describes the performance outcomes, skills and knowledge required to operate sound reinforcement systems for live performances. The emphasis is on front-of-house speaker systems.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assessment methods may include: case studies and questioning, observation and/or video recordings of the candidate and written or oral questioning.

CUSOU302A  RECORD AND MIX A BASIC MUSIC DEMO


Description: This unit describes the performance outcomes, skills and knowledge required to undertake the technical side of making a basic music demo. There are two stages to the process making a multi-track recording of the music performance and then mixing the recording down to a stereo format. An ability to work collaboratively with musicians is essential, together with an ability to troubleshoot equipment problems.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment methods may include: observation or video recording of the candidate, evaluation of authenticated audio recordings and written or oral questioning.

CUSSOU303A  SET UP AND DISASSEMBLE AUDIO EQUIPMENT

Description: This unit describes the performance outcomes, skills and knowledge required to install and disassemble sound equipment in a range of facilities.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment methods may include: observation, direct questioning to assess candidate’s understanding of OHS requirements, observation and/or video recordings of the candidate installing, testing and disassembling audio equipment and written or oral questioning.

CUSSOU401A  RECORD SOUND

Description: This unit describes the performance outcomes, skills and knowledge required to record sound, including the supervision of sound-recording operations.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment methods may include: case studies and questioning to assess candidate’s understanding of OHS requirements, observation and/or video recordings of the candidate installing, testing and disassembling audio equipment and written or oral questioning.

CUSSOU403A  PERFORM ADVANCED SOUND EDITING

Description: This unit describes the performance outcomes, skills and knowledge required to perform advanced sound editing. This involves assessing the quality of original recorded sound against production requirements, determining the scope of the sound-editing project, preparing source materials for sound editing, editing sound in line with production requirements, and applying sound effects to enhance the final product.
Nominal Hours: 65
Required Reading: No required text.
Assessment: Assessment methods may include: observation, direct questioning combined with review of portfolios, case studies and scenarios.

CUSSOU405A  MIX RECORDED MUSIC

Description: This unit describes the performance outcomes, skills and knowledge required to mix music that has been recorded live or in a studio. This involves balancing all instruments, vocals and recorded/imported sounds, and adding effects. Knowledge of musical styles and mixing conventions is essential, along with highly developed aural-perception skills and the ability to communicate effectively with clients, performers and colleagues.
Nominal Hours: 50
Required Reading: No required text.

Assessment: Assessment methods may include: observation, direct questioning combined with review of portfolios, authenticated recordings of music mixed by the candidate and case studies and scenarios.

CUSSOU501A  DEVELOP SOUND DESIGNS

Description: This unit describes the performance outcomes, skills and knowledge required to develop sound designs from production briefs. Thorough understanding of the physical nature of sound is essential, along with research and creative-thinking skills to develop a range of options in response to design briefs.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment methods may include: observation and evaluation of sound designs and recordings, written or oral questioning and case studies.

CUSSOU502A  PRODUCE SOUND RECORDINGS

Description: This unit describes the performance outcomes, skills and knowledge required to produce a musical recording.
Nominal Hours: 100
Required Reading: No required text.
Assessment: Assessment methods may include: observation of a recording session, written or oral questioning, authenticated musical recordings and samples of project plans prepared by the candidate and case studies and scenarios.

CUSSOU503A  IMPLEMENT SOUND DESIGNS

Description: This unit describes the performance outcomes, skills and knowledge required to implement sound designs. Thorough understanding of a wide range of sound equipment and sound effects is required, along with the ability to supervise others, including sound mixers, sound editors and other studio technicians. The ability to solve problems that arise in the context of implementing sound designs is essential.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment methods may include: evaluation of sound aspects of productions implemented, written or oral questioning, case studies, and authenticated recordings of productions where the candidate implemented sound designs.

CUSSOU504A  CREATE A FINAL SOUND BALANCE

Description: This unit describes the performance outcomes, skills and knowledge required to create a final sound balance for a production. Thorough understanding of a wide range of sound equipment and techniques for mixing and recording sound is required, along with the ability to supervise others, including engineers, sound mixers, sound editors and other studio technicians. The ability to solve problems that arise in the context of creating a final sound balance is essential.
Nominal Hours: 85
Required Reading: No required text.
Assessment: Assessment methods may include: evaluation of final sound balances, written or oral questioning, case studies and authenticated recordings of productions.
CUSSO505A  COMPILe MUSIC FOR SOUNDTRACKS
Description: This unit describes the performance outcomes, skills and knowledge required to integrate musical elements into soundtracks for screen productions. An excellent ear for music and a broad knowledge of music styles are essential, along with good interpersonal communication skills, since music editors are sometimes called upon to help smooth out differences between composers and directors.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Assessment methods may include: evaluation of the quality of music soundtracks compiled by candidate, oral questioning and case studies or scenarios.

CUSSOU602A  MANAGE PRODUCTION OF SOUND RECORDINGS
Description: This unit describes the performance outcomes, skills and knowledge required to manage the production of sound recordings. Well-developed planning and organisational skills are required, along with an ability to work collaboratively and creatively in a leadership role with those who contribute to the production of sound recordings, e.g. artists, performers, producers and sound specialists.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment methods may include: evaluation of sound recordings, written or oral questioning, case studies and observation or video/audio recordings of production.

CUSWRT501A  WRITE ABOUT MUSIC
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to write about a range of music-related topics.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment methods may include: evaluation of content written on range of briefs, written or oral questioning, case studies and observation or video/audio recordings of production. Professional Writing - Graded assessment.

CUVADM10A  RESEARCH AND UTILISE REVENUE AND FUNDING OPPORTUNITIES
Description: Determine potential revenue opportunities; Evaluate potential revenue sources; Establish and maintain relationships associate with potential revenue sources; Implement strategies to enhance revenue; Evaluate revenue opportunities.
Nominal Hours: 30
Assessment: Project based and practical assessment.

CUVADM12A  WORK WITH ARTS PROFESSIONALS IN AN ARTS ORGANISATION
Description: This unit describes the skills and knowledge required to communicate effectively with a range of arts professionals in the context of an arts organisation. It describes the role of the arts administrator or manager in working with a broad range of arts professionals.
Nominal Hours: 30
Assessment: Project based and practical assessment.

CUVADM13A  RESEARCH AND CRITIQUE CULTURAL WORKS
Description: Research context of cultural work(s); Link research to cultural work(s); Present critique; Update and maintain knowledge of trends related to domain of cultural work(s).
Nominal Hours: 50
Assessment: Project based and practical assessment.

CUVCOR06A  DEVELOP CONCEPTS FOR ARTS ORGANISATIONS OR PROJECTS
Locations: St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to originate the concept and conduct critical discourse about the concept for own work. The concept encompasses ideas, form and context for the work. The unit includes the need for research and analysis of ideas and references. Plus the creation of innovative concepts. It also includes a requirement for critical and informed discourse with others about one’s own work. This unit both encompasses and goes beyond unit CUVCOR03B Develop, refine and communicate concept for own work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 60
Assessment: Project based and practical assessment.

CUVCOR04B  ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE
Locations: St Albans, Industry.
Description: This unit describes the skills and knowledge required to originate the concept and conduct critical discourse about the concept for own work. The concept encompasses ideas, form and context for the work. The unit includes the need for research and analysis of ideas and references, Plus the creation of innovative concepts. It also includes a requirement for critical and informed discourse with others about one’s own work. This unit both encompasses and goes beyond unit CUVCOR03B Develop, refine and communicate concept for own work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 60
Assessment: Project based and practical assessment.

CUVCOR08B  PRODUCE DRAWINGS TO REPRESENT AND COMMUNICATE THE CONCEPT
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the skills and knowledge required to produce drawings which represent and communicate the concept.
Nominal Hours: 60
Assessment: As per accredited curriculum.

CUVCOR08B  MAINTAIN INTERACTIVE CONTENT
Locations: Other.
Other Locations: VETiS
Description: This unit describes the performance outcomes, skills and knowledge required to maintain interactive content.
Nominal Hours: 30
Required Reading: No Required Reading.
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of websites where content has been
updated by the candidate on a regular basis - written or oral questioning to test knowledge of internet protocols, data types and W3C Accessibility standards relevant to text and images.

CUVCOR09A  SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE THE CONCEPT

Locations: City Flinders.
Description: This unit describes the skills and knowledge required to develop drawings which represent and communicate the concept.
Nominal Hours: 80
Required Reading: No required text.
Assessment: Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge and skills and might include: - Direct observation of drawings in progress, including exploration of and experimentation with techniques and materials - Completion of an visual art journal and/or portfolio which demonstrate observational and conceptual drawing skills Assessment - Folio of drawings - Visual Diary.

CUVCOR11A  SOURCE INFORMATION ON HISTORY AND THEORY AND APPLY TO OWN AREA OF WORK

Locations: St Albans, Industry.
Description: This unit describes the skills and knowledge required to source information on history and theory and to apply that information to one’s own area of work. This unit is introductory in nature and provides underpinning skills and knowledge for all areas of arts practice.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Projects, case studies, written and verbal reports.

CUVCOR13A  RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE

Description: This unit describes the skills and knowledge required to research and analyse history and theory for application to artistic practice. The unit includes the need for critical analysis of information, and the challenging of different points of view to inform personal work. As such the unit goes beyond the skills and knowledge included in CUVCOR11B. Source information on history and theory and apply to own area of work and CUVCOR12B. Review history and theory for application to artistic practice. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 70
Required Reading: No text required.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUVCOR13B  RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE

Locations: St Albans, Industry.
Description: This unit describes the skills and knowledge required to research and analyse history and theory for application to artistic practice. The unit includes the need for critical analysis of information, and the challenging of different points of view to inform personal work. As such the unit goes beyond the skills and knowledge included in CUVCOR11B. Source information on history and theory and apply to own area of work and CUVCOR12B. Review history and theory for application to artistic practice. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 70
Required Reading: No text required.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUVCORS05A  USE TYPOGRAPHY TECHNIQUES FOR DESIGN WORK

Description: The purpose of this unit is to provide students with skills and knowledge required to develop and refine a range of techniques to produce typographic solutions.
Nominal Hours: 50
Assessment: As per accredited curriculum.

CUVCORS06A  MAKE SCALE MODELS

Description: Determine scale model requirements; Organise resources for scale model making; Make scale models; Present scale models.
Nominal Hours: 50
Assessment: Project based and practical assessment.

CUVCORS08A  DOCUMENT THE WORK PROGRESS

Description: Research history and theory; Link research to artistic practice; Update and maintain knowledge of trends within own area of artistic practice.
Nominal Hours: 50
Assessment: No required text.

CUVCORS11A  SELECT AND PREPARE WORK FOR EXHIBITION

Description: This unit describes the skills and knowledge required to select and prepare work for display or exhibition. This is a support unit for specialisations. The skills and knowledge are not restricted to a particular specialisation but apply across all specialisations depending on the work context. This work would usually be carried out under limited supervision.
Nominal Hours: 15
Required Reading: No required text.
Assessment: Students will be required to complete projects, assignment and written assessments.

CUVCORS12B  RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE

Locations: City Flinders.
Description: This unit describes the skills and knowledge required to research and analyse history and theory for application to artistic practice. The unit includes the need for critical analysis of information, and the challenging of different points of view to inform personal work. As such the unit goes beyond the skills and knowledge included in CUVCOR11B. Source information on history and theory and apply to own area of work and CUVCOR12B. Review history and theory for application to artistic practice. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 70
Required Reading: No text required.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUVCORS13A  RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE

Description: This unit describes the skills and knowledge required to research and analyse history and theory for application to artistic practice. The unit includes the need for critical analysis of information, and the challenging of different points of view to inform personal work. As such the unit goes beyond the skills and knowledge included in CUVCOR11B. Source information on history and theory and apply to own area of work and CUVCOR12B. Review history and theory for application to artistic practice. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 70
Required Reading: No text required.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.
CUVCRS16A  PREPARE TEXT AND GRAPHICS FILES FOR PRINT PROCESSING

Description: The purpose of this unit is to provide students with skills and knowledge required to prepare electronic files for pre-press processing.

Nominal Hours: 50
Assessment: As per accredited curriculum.

CUVDES05A  INTERPRET AND RESPOND TO A BRIEF

Description: The purpose of this unit is to provide the participants with the skills, knowledge required to interpret and respond to a brief through the production of work.

Nominal Hours: 15
Assessment: As per accredited curriculum.

CUVDS02A  DEVELOP SELF AS DESIGNER

Description: This is a professional practice unit which describes development of technical and conceptual skills. This module provides students with skills and knowledge required to to work as a practising designer.

Nominal Hours: 60
Assessment: As per accredited curriculum.

CUVDS015A  RESEARCH AND APPLY TECHNIQUES FOR APPLICATION TO SPATIAL DESIGN


Description: Interpret the brief for the spatial design; Organise resources for spatial design; Test design approaches for spatial design; Fabricate a model or aspect of the design.

Nominal Hours: 50
Assessment: Project based and practical assessment.

CUVC04A  ORIGINATE AND DEVELOP A CONCEPT


Description: This standard has been developed for people whose job specifically involves designing products or services, concepts or outcomes in any sector of the cultural industries. It might be used by someone designing a new event concept, a concept for public art, a new graphic design package for a hotel/resort, a concept for multi-media installation, a concept for sound sampling, a marketing campaign, a concept for new gallery space and so on. The standard relates to specialist positions in enterprises such as the community development office of local government organisations, design studios, event management/promotion firms, artist-run co-operatives, theatres and galleries and museums. The standard describes the skills and knowledge required for working with and developing a concept to that stage where it becomes the basis of a creative and effective product, service or process.

Nominal Hours: 80
Required Reading: No required text.
Assessment: Includes projects, assignments, written and practical tests.

CUVRAD02A  CONDUCT RESEARCH

Description: This unit describes the skills and knowledge required to provide information in any aspect of the cultural industries and in particular to research the information needed to support the development of operation, project and/or production and identify sources of material for inclusion.

Nominal Hours: 35
Assessment: As per accredited curriculum.

CUVSP11A  APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES

Locations: City Flinders.

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: This unit will be assessed in relation to work placement within the Level 17 Artspace and as part of classroom projects required written/oral presentations demonstrating skills and knowledge including: - production of digital images which demonstrate a command of nominated techniques and which reflect the concept - general knowledge of materials and equipment used in digital imaging work - developmental work.

CUVSP12A  PRODUCE DIGITAL IMAGES

Locations: City Flinders.

Description: This unit describes the skills and knowledge required to produce digital images through the exploration and application of a range of techniques, equipment and materials. As such the range of techniques could be quite varied and broad in nature. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under limited supervision.

Nominal Hours: 50
Assessment: As per accredited curriculum Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge and skills and might include: - Direct observation of drawings in progress, including exploration of and experimentation with techniques and materials - Completion of an visual art journal and/or portfolio which demonstrate observational and conceptual drawing skills Assessment - Folio of drawings - Visual Diary.

CUVSP34B  APPLY TECHNIQUES TO PRODUCE PAINTINGS

Description: This unit describes the skills and knowledge required to use techniques, materials and equipment for the production of paintings. 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: To be advised.

CUVSP35B  PRODUCE PAINTINGS

Description: This unit describes the skills and knowledge required to produce paintings through the exploration and application of a range of techniques, tools, equipment and materials. As such the range of techniques could be quite varied and broad in nature. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under limited supervision.

Nominal Hours: 50
Assessment: To be advised.
CUVVSP36B  RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS

Description: This unit describes the skills and knowledge required to research and experiment with various techniques and media for the realisation of paintings. It outlines the way paintings are produced through the use of experimentation and ongoing refinement. It is a specialisation unit and refers to a specific art form. This work would usually be carried out independently, although guidance would be available if required.

Nominal Hours: 50
Assessment: To be advised.

CUVVSP38A  RESEARCH & EXPERIMENT WITH TECHNIQUES TO PRODUCE PERFORMANCE ART


Description: Inform work through experimentation with performance work; Determine and organise resource requirements for new work; Realise the performance work.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment includes projects, assignments, written and practical tests.

CUVVSP45B  PRODUCE PRINTS

Description: This unit describes the skills and knowledge required to produce prints through the exploration and application of a range of techniques, tools, equipment and materials. As such the range of techniques could be quite varied and broad in nature. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under limited supervision.

Nominal Hours: 50
Assessment: To be advised.

CUVVSP46B  RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PRINTS

Description: This unit describes the skills and knowledge required to research and experiment with various techniques and media for the realisation of prints. It outlines the way prints are produced through the use of experimentation and ongoing refinement. It is a specialisation unit and refers to a specific art form. This work would usually be carried out independently, although guidance would be available if required.

Nominal Hours: 50
Assessment: To be advised.

ICAD4209B  WRITE CONTENT FOR WEB PAGES

Locations: St Albans, Industry.

Description: This unit defines the competency required to write concise, clear and relevant content for web pages on behalf of a client. The following units are linked and form an appropriate cluster: ICAA4142C Design a website to meet technical requirements ICAW4027B Relate to clients on a business level ICAI4189B Ensure website content meets technical protocols and standards ICAT4194B Ensure basic website security ICAT4195B Ensure dynamic website security No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 51
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

ICAU3126B  USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Locations: Footscray Nicholson, Other.
Other Locations: VETiS

Description: This unit defines the competency required to use computer applications employing advanced features.

Nominal Hours: 40
Required Reading: No Required Reading.
Assessment: Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning an underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. 22051VIC Diploma of Business (Public Relations) Assessment methods will include skills test and practical applications.

ICPMM296A  CREATE AND TEST A CD-ROM/DVD

Locations: Other.
Other Locations: VETiS

Description: This unit describes the skills and knowledge required to create an interactive CD-ROM /DVD which starts automatically and has no errors in any of the interactive functions.

Nominal Hours: 20
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following example is appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

ICPMM41CA  INCORPORATE TEXT INTO MULTIMEDIA PREsentATIONS

Description: Use multimedia text software; Create multimedia text.

Nominal Hours: 20
Assessment: As per accredited curriculum.

ICPMM61DA  PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS

Description: Identify and describe multimedia delivery techniques; Prepare data for multimedia platforms.

Nominal Hours: 50
Assessment: Project based and practical assessment.

VAA408  APPLIED WRITING FOR PUBLIC RELATIONS 1

Description: The purpose of this module is to provide training in effective writing styles required of a public relations practitioner.

Nominal Hours: 51
Assessment: As per accredited curriculum.
VAE281  NOVEL 1A
Description: The purpose of this module is to introduce writers to the novel form. It develops basic novel writing techniques of construction and criticism and commences the construction of a novel to outline stage.
Nominal Hours: 68
Assessment: As per accredited curriculum.

VAE344  CORPORATE WRITING 1A
Description: Analysis and practice of a variety of writing styles for commercial and corporate communications. Prerequisite To be advised
Nominal Hours: 68
Assessment: As per accredited curriculum.

VAE552  SCREENWRITING 1A
Description: The purpose of this module is to develop the skills required to originate and develop a screenplay for both fiction and non fiction, and to examine preparation of proposals and synopses
Nominal Hours: 68
Assessment: As per accredited curriculum.

VAE831  POETRY 1A
Description: The purpose of this module is to develop skills in workshopping and production of poetry within the historical and contemporary context of a range of poetry styles and techniques.
Nominal Hours: 68
Assessment: As per accredited curriculum.

VAE863  POPULAR FICTION 1A
Description: The purpose of this module is to introduce writers to popular fiction genres and the techniques for writing and workshopping. Looks at short fiction and novels. Prerequisite To be advised
Nominal Hours: 68
Assessment: As per accredited curriculum.

VAE913  SHORT STORY 1A
Description: Theory and practice of short story writing. Theory—character, plot, dialogue, point of view, theme, setting, story structure, preparing for publication. Practical writing exercises, editing, writing and rewriting complete short stories.
Nominal Hours: 68
Assessment: As per accredited curriculum.

VAE919  PRACTICAL PLACEMENT
Prerequisites: VAC474 Industry Overview 1
Description: Students undertake 68 hours in a workplace of their choice, such as publishing, editing, PR, promotion, TV or film.
Nominal Hours: 68
Assessment: As per accredited curriculum.
**VAF066  SHORT STORY 2A**

**Prerequisites:** VAE913 Short Story 1A; VAE913 Short Story 1B. It is highly recommended that participants present already drafted and refined material for workshop. A participant may seek recognition through the RPL process for competencies already held.

**Description:** Study of use of language, structure, tension, tone and style in contemporary short story writers. Analysis and editing of own and other students’ short stories in workshop. Tradition of constructive criticism. Discussion of markets.

**Nominal Hours:** 68

**Assessment:** As per accredited curriculum.

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**VAG831  WRITER AND RESEARCH**

**Description:** Students will learn to gather and analyse data using appropriate research methods and present their findings in a written document.

**Nominal Hours:** 68

**Assessment:** As per accredited curriculum.

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**VAM131  WRITING FOR YOUNG ADULTS A**

**Description:** Students will learn fiction writing specific to the YA genre, including a focus on voice, character and issues.

**Nominal Hours:** 68

**Assessment:** As per accredited curriculum.

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**VAN040  NOVEL 2B**

**Prerequisites:** VAE282 Novel 2A

**Description:** Students will study novel writing through an examination of a range of novels, as well as working on their own novels, and workshopping other students’ work.

**Nominal Hours:** 68

**Assessment:** As per accredited curriculum.

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**VBF960  WRITING COMEDY FOR PERFORMANCE 1A**

**Description:** An introduction to comedy writing, focusing on gags, stand-up, one-liners and short pieces. Some history and theory.

**Nominal Hours:** 68

**Assessment:** As per accredited curriculum.

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**VBUK288  INTRODUCTION TO FICTION WRITING 1**

**Description:** This module introduces the basics of fiction writing - character, plot, dialogue etc, in a variety of forms and genres. Leads to Novel 1B and/or Short Story 1B. Prerequisite to be advised.

**Nominal Hours:** 68

**Assessment:** As per accredited curriculum.

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**VBUK386  SCRIPTWRITING 1A**

**Description:** This module is used to create new short scripts and understand the structure of play writing, including action, scenario, conflict, character status, dialogue and reading or performance of short scripts. Prerequisite to be advised.

**Nominal Hours:** 68

**Assessment:** As per accredited curriculum.

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**VBUK388  WRITING FOR CHILDREN (YOUNGER READERS) A**

**Description:** The purpose of this module is to develop skills in writing for young children. The focus is on picture books. Prerequisite to be advised.

**Nominal Hours:** 68

**Assessment:** As per accredited curriculum.

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**VBUK389  WRITING FOR CHILDREN (YOUNGER READERS) B**

**Description:** The purpose of this module is to continue development of the skills of writing and marketing literature for children begun in Writing for Children A. Focus on chapter books. Prerequisite to be advised.

**Nominal Hours:** 68

**Assessment:** As per accredited curriculum.

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**VBUK392  LITERATURE FOR WRITERS 1A**

**Description:** The purpose of this module is to develop the awareness and analysis of the historical and critical context of a chronological range of literature, and to develop own writing through exploration of writing of contemporary Australian writers. Prerequisite to be advised.

**Nominal Hours:** 68

**Assessment:** As per accredited curriculum.

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**VBUK400  POETRY 2A**

**Description:** Students will explore various styles of poetry in order to assist them to write their own poetry. Prerequisite to be advised.

**Nominal Hours:** 68

**Assessment:** As per accredited curriculum.

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**VBUK402  SCREENWRITING 2A**

**Description:** Develop material and themes, complete synopsis of proposed screenplay, either documentary or fiction. Film analysis/criticism. Written exercises on dialogue, character development, plot, narrative, leading to workshopping of sequence. Prerequisite to be advised.

**Nominal Hours:** 68

**Assessment:** As per accredited curriculum.

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**VBUK405  WRITING FOR CHILDREN (OLDER READERS) B**

**Description:** The purpose of this module is to develop the skills in writing and marketing for older readers in the children market. Prerequisite to be advised.

**Nominal Hours:** 68

**Assessment:** As per accredited curriculum.

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**VBP551  DEVELOP WRITING AND EDITING SKILLS**

**Description:** This unit covers the knowledge and skills in the use of the English
FACULTY OF WORKFORCE DEVELOPMENT

VBP552 PRODUCE WRITINGS
Description: This unit covers the knowledge and skills to complete a writing task.
Nominal Hours: 120
Assessment: As per accredited curriculum.

VBP553 REFINING WRITING AND EDITING TECHNIQUES
Description: This unit covers the knowledge and skills required to research and experiment with writing and editing techniques and media to generate writings.
Nominal Hours: 315
Assessment: As per accredited curriculum.

VBP660 DEVELOP BASIC PERFORMANCE SKILLS
Description: The purpose of this unit is to provide the participants with the skills, knowledge required to develop basic performance skills.
Nominal Hours: 100
Assessment: As per accredited curriculum.

VBP661 DEVELOP CONCEPTUAL AND EXPRESSIVE SKILLS AS PERFORMER
Description: The purpose of this unit is to provide the participants with the skills, knowledge required for develop conceptual and expressive skills as a performer.
Nominal Hours: 100
Assessment: As per accredited curriculum.

VBP662 REHEARSE TECHNIQUE FOR PERFORMANCE
Description: The purpose of this unit is to provide the participants with the skills, knowledge required to organise and rehearse techniques for performances.
Nominal Hours: 100
Assessment: As per accredited curriculum.

VBP663 USE TECHNIQUE IN PERFORMANCE
Description: This unit covers the technical and stage skills required to perform a simple technique.
Nominal Hours: 100
Required Reading: No required text.
Assessment: Projects, practical and written assessments.

VBP664 DEVELOP ADVANCED PERFORMANCE SKILLS
Description: The purpose of this unit is to provide the participants with the skills, knowledge required to help them develop advanced performance skills.
Nominal Hours: 100
Assessment: As per accredited curriculum.

VBP665 REFINING PERFORMANCE SKILLS
Description: The purpose of this unit is to provide the participants with the skills to refine their performance skills.
Nominal Hours: 100
Assessment: As per accredited curriculum.

VBP666 REHEARSE THE SHOW
Description: The purpose of this unit is to provide the participants with the skills required to organise a rehearsal for a show.
Nominal Hours: 100
Assessment: As per accredited curriculum.

VBP667 PERFORM THE SHOW
Description: The purpose of this unit is to provide the participants with the skills, knowledge required for organising the performance of a show.
Nominal Hours: 100
Assessment: As per accredited curriculum.

VPAU010 ANALYSE AND IMPLEMENT SUSTAINABLE WORK PRACTICES
Description: This unit describes the knowledge and skills required by artists and designers to develop, monitor and maintain economic, social, institutional and environmental work practices.
Nominal Hours: 15
Assessment: To be advised.

VPAU011 APPLY RESEARCH AND CRITICAL ANALYSIS TO INFORM ARTISTIC AND DESIGN PRACTICE
Description: This unit describes the skills and knowledge required to research and critically analyse historical and theoretical concepts for application to own artistic and design practice. The unit includes the need for critical analysis of information and own work and the challenging of different points of view to inform own personal work and philosophy.
Nominal Hours: 100
Assessment: To be advised.

VPAU012 USE ADVANCED DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE CONCEPTS
Description: This unit describes the skills and knowledge required to represent and communicate a concept through the use of advanced drawing techniques.
Nominal Hours: 100
Assessment: To be advised.
VPAU013  APPLY THE ELEMENTS AND PRINCIPLES OF DESIGN

Description: This unit describes the skills and knowledge required to extend artistic practice to explore and apply the principles of design to an artwork or a design solution. The unit may be applied to 2D or 3D work.

Nominal Hours: 100
Assessment: To be advised.

VPAU014  MANAGE CREATIVE AND PROFESSIONAL SELF

Locations: St Albans, City Flinders, Industry.

Description: This unit describes the skills and knowledge required to manage self and includes understanding and applying ethical practices to own creative and business activities, setting an d meeting own priorities and developing and maintaining artistic and professional competence.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may include: projects; presentations; assignments.

VPAU015  PLAN AND IMPLEMENT A PROJECT IN THE WORKPLACE

Description: This unit describes the skills and knowledge required to plan and implement a project, work effectively within an organisation and accept responsibility for and monitor own work.

Nominal Hours: 200
Assessment: To be advised.

VPAU024  DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED DIGITAL ART WORK

Description: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for a thematically connected digital art work incorporating other media through the exploration and application of a range of advanced techniques and media.

Nominal Hours: 100
Assessment: To be advised.

VPAU025  REALISE THEMATICALLY CONNECTED DIGITAL ARTWORK

Description: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for thematically connected prints through the exploration and application of a range of advanced techniques and media.

Nominal Hours: 150
Required Reading: No Required Reading -
Assessment: Students develop a folio of thematically connected prints. Assessment will be primarily folio based and may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:
• practical demonstrations
• work samples or simulated workplace activities
• demonstrated a command of selected advanced techniques and which are consistent with the conceptual vision
• demonstrates advanced knowledge of materials and tools and how they are used
• portfolios of evidence
• eg: artworks, backup work
• Third-party reports from experienced practitioners. Assessment
• Folio presentation
• prints and drawings
• Written presentation
• Visual Diary and workbook.

VPAU027  REALISE THEMATICALLY CONNECTED PAINTINGS

Description: This unit describes the skills and knowledge required to produce and present a thematically connected paintings.

Nominal Hours: 150
Assessment: To be advised.

VPAU030  DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED PRINTS

Description: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for thematically connected prints through the exploration and application of a range of advanced techniques and media.

Nominal Hours: 100
Assessment: To be advised.

VPAU031  REALISE THEMATICALLY CONNECTED PRINTS

Locations: City Flinders.

Description: This unit describes the skills and knowledge required to produce and present a thematically connected prints.

Nominal Hours: 150
Required Reading: No Required Reading -
Assessment: To be advised.

VPAU050  PRODUCE TYPOGRAPHY IN RESPONSE TO A BRIEF

Description: This unit describes the skills and knowledge required to select and compose type to produce typography at an advanced level in response to a brief.

Nominal Hours: 140
Assessment: To be advised.
VPAU051 CREATE PAGE LAYOUTS IN RESPONSE TO A BRIEF
Description: This unit describes the skills and knowledge required to create and compose pages using layout applications at an advanced level in response to a brief.
Nominal Hours: 90
Assessment: To be advised.

VPAU053 PRODUCE AND SCAN COMPLEX DIGITAL IMAGES FOR REPRODUCTION
Description: This unit describes the skills and knowledge required to produce and scan complex colour separated images at an advanced level for reproduction.
Nominal Hours: 54
Assessment: To be advised.

VPAU054 PRODUCE A CONCEPT FROM A GIVEN BRIEF
Description: This unit describes the skills and knowledge required to produce a concept from a given brief through the exploration and application of a range of advanced techniques and media.
Nominal Hours: 50
Assessment: To be advised.

VPAU055 PRODUCE ART WORK FROM CONCEPT TO FINISHED ART STAGE
Description: This unit describes the skills and knowledge required to produce artwork from a concept to finished art stage through the exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 50
Assessment: To be advised.

VPAU056 CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 2 DIMENSIONAL ART WORK TO FINISHED ART STAGE
Description: This unit describes the skills and knowledge required to create design concepts to produce a 2-dimensional (2D) artwork to finished art stage through exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 50
Assessment: To be advised.

VPAU057 CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 3 DIMENSIONAL ART WORK TO FINISHED ART STAGE
Description: This unit describes the skills and knowledge required to create design concepts to produce a 3-dimensional (3D) artwork to finished art stage through exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 70
Assessment: To be advised.

VPAU058 PRODUCE FILES FOR MULTIMEDIA PRODUCTION AND DISPLAY
Description: This unit describes the skills and knowledge required to produce files for multimedia production and display through the exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 40
Assessment: To be advised.

VPAU059 USE COMPLEX DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE THEMATICALLY CONNECTED CONCEPTS
Description: This unit describes the more complex drawing techniques required to communicate thematically connected concepts through drawing.
Nominal Hours: 100
Assessment: To be advised.

VPAU092 APPLY RESEARCH AND CRITICAL ANALYSIS TO EXTEND ARTISTIC AND DESIGN PRACTICE
Description: This unit describes the more complex skills and knowledge required to research and critically analyse concepts for application to artistic or design practice.
Nominal Hours: 100
Assessment: To be advised.

VPAU093 DEVELOP A DESIGN IN RESPONSE TO A COMPLEX DESIGN BRIEF
Description: This unit describes the skills and knowledge required to develop a design in response to a complex design brief. It focuses on the process to meet the requirements of the brief to the design proposal stage. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 100
Assessment: To be advised.

VPAU094 INTERPRET AND RESPOND TO A COMPLEX PRODUCE/GRAPHIC DESIGN COMMISSION OR BRIEF
Description: This unit describes the skills and knowledge required to interpret and respond to a complex, product/graphic design commission or brief to the finished art stage. The product/graphic design commission/brief may be for a multifaceted product and the art will build upon the designer’s theoretical, conceptual and technical development. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 150
Assessment: To be advised.

VPAU095 CREATE DESIGN CONCEPTS TO PRODUCE ART WORK TO FINISHED ART STAGE
Description: This unit describes the skills and knowledge required to produce artwork that uses a range of advanced techniques and media to finished art stage and to prepare the artwork for production. It is a specialisation unit and refers to a specific art form.
Nominal Hours: 150
Assessment: To be advised.
VPAU249       PRODUCE AND CREATE GRAPHICS IN RESPONSE TO A BRIEF

Description: This unit describes the skills and knowledge required to develop graphics incorporating a range of features for cross-media publishing in response to a brief using advanced skills and high-end application.

Nominal Hours: 90
Assessment: To be advised.

VU20276       WRITE NON-FICTION

Locations: St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to develop works of non-fiction suitable for publication.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

VU20277       REFINE WRITING SKILLS

Locations: St Albans, Industry.

Description: This unit covers the knowledge and skills required to research and experiment with writing techniques in a range of media

Nominal Hours: 120
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

VU20278       REFINE EDITING SKILLS

Locations: St Albans, Industry.

Description: This unit covers the knowledge and skills required to apply advanced editing skills to a range of text in different media. This unit addresses the skills and knowledge to do with issues of substance and structure in a publication

Nominal Hours: 120
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

VU20279       WRITE FOR CHILDREN AND YOUNG ADULTS

Locations: St Albans, Industry.

Description: This unit covers the knowledge and skills required to work as a writer for children

Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

VU20280       DEVELOP A NOVEL TO A SECOND DRAFT

Locations: St Albans, Industry.

Description: This unit covers the knowledge and skills required to develop an existing draft of a fictional narrative suitable for a novel

Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.
CERTIFICATE IV IN BUSINESS (GOVERNANCE)
Course Code: BSB41907

Campus: Industry.

Course Objectives: This qualification reflects the role of individuals who undertake the responsibilities required of a member of an Indigenous Corporation. Board members would bring a wide range of knowledge, skills, talents and experience to their organisations. Boards of Aboriginal and Torres Strait Islander community managed organisations operate in two worlds. They have cultural obligations to their community as well as legal and financial obligations to the wider community and funding bodies. In their special role of leading their organisations, board members would ensure that they are individually and collectively contributing the best value to the board, organisation and community while fulfilling their duties.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Board Member Coordinator of Quality Governance Australian Public Servant (APS) Contact Officer /Secretary Managers and senior staff of an organisation or company.

Course Duration: 0.5 years.

Admission Requirements Year 12: NA.
Admission Requirements International: NA.
Admission Requirements Mature Age: NA.
Admission Requirements VET: NA.

Admission Requirements Other: Students are selected by Aboriginal Affairs Victoria on an Employer Choice Basis.

Selection Processes: Employer Choice.

COURSE STRUCTURE
To achieve the Certificate IV in Business (Governance) a total of 13 units must be completed: 8 core units Plus 5 elective units. Up to 2 elective units may be selected from elsewhere in the Business Services Training Package or any other endorsed Training Package, or accredited course provided they are relevant to the work of Indigenous Community Boards of Management. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from the Business Services Training Package.

Core Units
BSBATSIM401B MEET THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER (1) 40
BSBATSIM402B USE THE CONSTITUTION 40
BSBATSIM403B MAINTAIN AND PROTECT CULTURE 40
BSBATSIM404B USE THE BUSINESS PLAN 40
BSBATSIM405B MONITOR FINANCIAL MANAGEMENT AND BUDGETS 40
BSBATSIM406B MANAGE ASSETS 40
BSBATSIM407B PLAN FOR ORGANISATIONAL NEEDS 40

Select 5 Elective Units
BSBATSIM504B DEVELOP AND IMPLEMENT ORGANISATIONAL POLICIES 40
BSBATSIM408B MANAGE A BOARD MEETING 40
BSBATSIM411B COMMUNICATE WITH THE COMMUNITY 40
BSBATSIM412B IMPLEMENT A BUSINESSLIKE APPROACH 40
BSBATSIM414B OVERSEE THE ORGANISATION'S ANNUAL BUDGET 40
BSBCMN405A ANALYSE AND PRESENT RESEARCH INFORMATION 40

CERTIFICATE II IN COMMUNITY SERVICES
Course Code: CHC20108

Campus: Footscray Nicholson, St Albans, Industry, Other.

Other locations: Off campus at Secondary Schools auspiced by Victoria University.

About this course: Students will gain generic skills required to work within the community services sector. They will gain skills required to provide assistance, support and appropriate referrals to clients accessing a service or experiencing issues.

Course Objectives: This qualification gives students a pathway into community services work. This qualification can provide an appropriate pathway into higher level qualifications, such as youth work, aged care and children services. Students are provided with a general theoretical base required for working within the community work sector.

Careers: Assistant community services workers, Housekeeping assistant, Care services employee, Laundry assistant, Contact officers, Night/community patrol workers, Customer service staff, Personal care assistant, Domestic assistant, Provision of emergency relief, Gardener/grounds person, Reception/front desk staff, Home helper and Support worker.

Course Duration: 1 year.

Admission Requirements Year 12: The secondary schools interview and select students based on a combination of interest and academic performance.

Admission Requirements International: not applicable.

Admission Requirements Mature Age: Interview.

Admission Requirements VET: The secondary schools interview and select students based on a combination of interest and academic performance.

Selection Processes: Direct Entry, Interview.

COURSE STRUCTURE
11 units must be selected for this qualification including: 5 compulsory units and 6 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the community services Training Packages approved by the School of Community Services.

Core
CHCCS211A PREPARE FOR WORK IN THE COMMUNITY SECTOR 55
CHCCOM201C COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION 15
CHCORG201A FOLLOW POLICIES, PROCEDURES AND PROGRAMS OF THE ORGANISATION 15
CHCORG202C WORK WITH OTHERS 15
HLTOHS200A PARTICIPATE IN OHS PROCESSES 20

Electives
CHCFCS301A SUPPORT THE DEVELOPMENT OF CHILDREN 45
CHCAC318A  WORK EFFECTIVELY WITH OLDER PEOPLE 30
CHCCD307C  SUPPORT COMMUNITY RESOURCES 30
CHCSS405C  IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS 15
CHCDS220B  PREPARE FOR DISABILITY WORK 30
HLTFA301B  APPLY FIRST AID 18
CHCGROUP302D  SUPPORT GROUP ACTIVITIES 20
CHCDS301A  WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY 50
CHCGROUP201C  SUPPORT THE ACTIVITIES OF EXISTING GROUPS 20
CHCSS200D  DELIVER SERVICE TO CLIENTS 15
CHCSS308B  PROVIDE FIRST POINT OF CONTACT 30
CHCSS401B  FACILITATE RESPONSIBLE BEHAVIOUR 40
CHCSS411A  WORK EFFECTIVELY IN THE COMMUNITY SECTOR 40
CHCIC201B  COMMUNICATE WITH CHILDREN 30
CHCCN301A  ENSURE THE HEALTH AND SAFETY OF CHILDREN 60
CHCCHR401A  WORK EFFECTIVELY IN THE LEISURE AND HEALTH INDUSTRY 50
CHCSS421A  UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY 80
CHCAD401D  ADVOCATE FOR CLIENTS 20
CHCICO301C  OPERATE UNDER A CASEWORK FRAMEWORK 20
HLTCS030B  RESPOND EFFECTIVELY TO A DIFFICULT OR CHALLENGING BEHAVIOUR 20
CHCYTH301D  WORK EFFECTIVELY WITH YOUNG PEOPLE 40
CHCAD020D  PREPARE FOR ALCOHOL AND OTHER DRUGS WORK 70
CHCMH301A  WORK EFFECTIVELY IN MENTAL HEALTH 50
CHCPR303D  DEVELOP UNDERSTANDING OF CHILDREN’S INTERESTS AND DEVELOPMENTAL NEEDS 20
CHCPR301A  PROVIDE EXPERIENCES TO SUPPORT CHILDREN’S PLAY AND LEARNING 40
CHCAC316B  PROVIDE FOOD SERVICES 20
CHCRF301D  WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD 25
CHCOHS312A  FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK 30
CHCCOM302C  COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20
HLTFA402B  APPLY ADVANCED FIRST AID 30

CERTIFICATE III IN COMMUNITY SERVICES WORK
Course Code: CHC30108
Campus: St Albans, Melton, Sunshine, Industry.
About this course: Participants gaining this qualification develop skills that will be applied to the community work sector which is delivered through a broad range of services which provide support to individuals and groups.
Course Objectives: Students will be provided with a strong theoretical base to work directly with clients with presenting issues and refer appropriately within the community sector. This qualification is available as a broad-based qualification or with a focus on either community services or community development work.
Careers: Aboriginal or Torres Strait Islander community development worker, Neighbourhood centre worker, Client contact, Recreational activities officer (weekend), Community care worker, Residential support worker, Assistant community workers (focusing on community health primarily in an Indigenous community), Support worker (community based with an orientation toward any or a number of the following: youth, women, families, domestic violence, child protection), Indigenous youth worker, Tenants working in a range of areas, Intake and referral worker (Aboriginal), Youth case worker (community health service setting, ‘Aboriginal’), Juvenile justice court officer, ‘Youth housing support worker, Juvenile justice officer, Youth worker, Juvenile justice officer (community).
Course Duration: 0.5 years.
Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent.
Admission Requirements International: Not Applicable.
Admission Requirements Mature Age: Applicants must demonstrate to the satisfaction of the head of Department that they are capable of successfully completing the course.
Admission Requirements VET: Not Applicable.
Selection Processes: Direct Entry, Interview, Written Test.

COURSE STRUCTURE
13 units must be selected for this qualification including: 8 compulsory units 5 elective units A wide range of elective units is available and may include: Relevant electives listed below the compulsory units for this qualification Units of competency to address workplace requirements, and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages Where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

Core Units
CHCADM305D  WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION 75
CHCCD412A  WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK 65
CHCCON302C  COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20
CHCSS308B  PROVIDE FIRST POINT OF CONTACT 30
CHCSS411A  WORK EFFECTIVELY IN THE COMMUNITY SECTOR 40
CHCNET301D  PARTICIPATE IN NETWORKS 20
CHCORG303A  PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT 20
HLTHS300A  CONTRIBUTE TO OHS PROCESSES 20

Elective Units
HLTHR403B  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
CHCHILD404A  SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE 40
CHCAD402A  WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR 50
CHCGROUP302D  SUPPORT GROUP ACTIVITIES 20
CHCMH301A  WORK EFFECTIVELY IN MENTAL HEALTH 50
HLTFA301B  APPLY FIRST AID 18
CHCSS401B  FACILITATE RESPONSIBLE BEHAVIOUR 40
CHCSS422A  RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY 75
CHCAD401D  ADVOCATE FOR CLIENTS 20
CHCCS211A  PREPARE FOR WORK IN THE COMMUNITY SECTOR 55
CHCSS400A  WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50

SCHOOL OF COMMUNITY SERVICES
CERTIFICATE III IN CHILDREN'S SERVICES
Course Code: CHC30708
Campus: Footscray Nicholson, St Albans, Werribee, Industry.

Course Objectives: This course is designed for individuals working on a full-time, part-time or voluntary basis as assistants in a range of early childhood settings. These settings may include long day care centres, pre-school centres and occasional care centres. The course enables students to develop their knowledge and understanding of early childhood development. The course prepares workers to use organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Careers: Child care assistant, Outside school hours care assistant, Playgroup supervisor, Recreation assistant, Family day care worker and Child care worker.

Course Duration: 0.5 years.

Admission Requirements Other: To qualify for admission an applicant must be able to demonstrate to the satisfaction of the Head of School that they possess the necessary aptitude, skills and knowledge to undertake formal study and to work in Children's Services.

Selection Processes: Direct Entry, Interview, Written Application, Written Test.

COURSE STRUCTURE
15 units must be achieved for this qualification: 11 compulsory units and 4 elective units.

Compulsory Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>CHCC401A</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK</td>
<td>30</td>
</tr>
<tr>
<td>CHCN301A</td>
<td>ENSURE THE HEALTH AND SAFETY OF CHILDREN</td>
<td>60</td>
</tr>
<tr>
<td>CHCN302A</td>
<td>PROVIDE CARE FOR CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCN303A</td>
<td>CONTRIBUTE TO PROVISION OF NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER</td>
<td>20</td>
</tr>
<tr>
<td>CHCC400A</td>
<td>WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCF301A</td>
<td>SUPPORT THE DEVELOPMENT OF CHILDREN</td>
<td>45</td>
</tr>
<tr>
<td>CHCC401D</td>
<td>INTERACT EFFECTIVELY WITH CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCP301A</td>
<td>PROVIDE EXPERIENCES TO SUPPORT CHILDREN'S PLAY AND LEARNING</td>
<td>40</td>
</tr>
<tr>
<td>CHCP303D</td>
<td>DEVELOP UNDERSTANDING OF CHILDREN'S INTERESTS AND DEVELOPMENTAL NEEDS</td>
<td>20</td>
</tr>
<tr>
<td>HLTOH300A</td>
<td>CONTRIBUTE TO OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>HLTA301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
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Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Value</th>
</tr>
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<tbody>
<tr>
<td>CHCN305A</td>
<td>PROVIDE CARE FOR BABIES</td>
<td>40</td>
</tr>
<tr>
<td>CHCORG301A</td>
<td>PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT</td>
<td>20</td>
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<tr>
<td>CHCRF301D</td>
<td>WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD</td>
<td>25</td>
</tr>
<tr>
<td>CHCP302A</td>
<td>SUPPORT SUSTAINABLE PRACTICE</td>
<td>30</td>
</tr>
<tr>
<td>CHCCOM302C</td>
<td>COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES</td>
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</table>

CERTIFICATE III IN EDUCATION SUPPORT
Course Code: CHC30808
Campus: Footscray Nicholson, St Albans, Industry.

Course Objectives: This qualification will equip students to provide assistance and support to teachers and students in a range of education settings, including public and independent schools and community education. This course will open opportunities for further studies in Education and career development.

Careers: Education assistant; support worker (working with children with disabilities); Teacher assistant; Teacher aide; Aboriginal and/or Torres Strait Islander education worker, Indigenous language and culture teaching assistant.

Course Duration: 0.5 years.

Admission Requirements Year 12: Direct Entry.
Admission Requirements Mature Age: Direct Entry
Selection Processes: Direct Entry, Interview, Written Test.

COURSE STRUCTURE
Students must successfully complete a minimum of 14 units - 8 core unit Plus 6 electives. A wide range of elective units is available to address workplace requirements at this level or higher in the Community Services /Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services.

Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCC301A</td>
<td>SUPPORT BEHAVIOUR OF CHILDREN AND YOUNG PEOPLE</td>
<td>30</td>
</tr>
<tr>
<td>CHCED301A</td>
<td>COMPLY WITH LEGISLATIVE, POLICY AND INDUSTRIAL REQUIREMENTS IN THE EDUCATION ENVIRONMENT</td>
<td>35</td>
</tr>
<tr>
<td>CHCED303A</td>
<td>CONTRIBUTE TO STUDENT EDUCATION IN ALL DEVELOPMENTAL DOMAINS</td>
<td>50</td>
</tr>
<tr>
<td>CHCED312A</td>
<td>WORK WITH DIVERSITY IN THE EDUCATION ENVIRONMENT</td>
<td>35</td>
</tr>
<tr>
<td>CHCED313A</td>
<td>COMMUNICATE WITH STUDENTS</td>
<td>35</td>
</tr>
<tr>
<td>CHCED314A</td>
<td>WORK EFFECTIVELY IN AN EDUCATION TEAM</td>
<td>35</td>
</tr>
<tr>
<td>CHCED316A</td>
<td>COMPLY WITH SCHOOL ADMINISTRATIVE REQUIREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>HLTOH300A</td>
<td>CONTRIBUTE TO OHS PROCESSES</td>
<td>20</td>
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Elective Units of Study

<table>
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<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Value</th>
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<tbody>
<tr>
<td>CHCDS411A</td>
<td>COMMUNICATE USING AUGMENTATIVE AND ALTERNATIVE COMMUNICATION STRATEGIES</td>
<td>60</td>
</tr>
<tr>
<td>CHCC401A</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK</td>
<td>30</td>
</tr>
<tr>
<td>CHCDS301A</td>
<td>WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY</td>
<td>50</td>
</tr>
<tr>
<td>CHCC312A</td>
<td>USE ELECTRONIC LEARNING MATERIALS</td>
<td>15</td>
</tr>
<tr>
<td>CHCED306A</td>
<td>SUPPORT THE DEVELOPMENT OF WRITING SKILLS</td>
<td>30</td>
</tr>
<tr>
<td>CHCED315B</td>
<td>SUPPORT STUDENTS WITH ADDITIONAL NEEDS IN THE CLASSROOM</td>
<td>30</td>
</tr>
<tr>
<td>CHCDS322A</td>
<td>SUPPORT STUDENTS WITH ENGLISH AS A SECOND LANGUAGE</td>
<td>35</td>
</tr>
<tr>
<td>CHCED305A</td>
<td>SUPPORT THE DEVELOPMENT OF READING SKILLS</td>
<td>45</td>
</tr>
<tr>
<td>HLTHIR404B</td>
<td>WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE</td>
<td>20</td>
</tr>
<tr>
<td>HLTA301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
</tbody>
</table>
CERTIFICATE IV IN DISABILITY
Course Code: CHC40308

Campus: Footscray Nicholson, City King Street, Industry.

About this course: This course can lead to employment in residential group homes, training resource centres, day respite centres and open employment services, other community settings and clients’ homes.

Course Objectives: Students will develop skills required to provide support and training to people with disabilities in community based and residential settings. This support will enable people with disabilities to enhance their ability to achieve greater levels of independence, self-reliance and community participation.

Careers: Occupational titles may include: Behavioural support officer, Marketing coordinator, Development officer, Project officer (life enhancement team), Disability officer — day support, Residential care officer, Disability support officer /worker, Senior personal care assistant, Employment coordinator (disability), Social educator, Job coordinator, Social trainer, Lifestyle support officer, Supervisor, Local area coordinator.

Course Duration: 1 year.

Selection Processes: Direct Entry, Interview, Written Test.

COURSE STRUCTURE
A total of 15 units must be completed for this qualification consisting of 10 compulsory units and 5 elective units.

Core

CHCCS400A  WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK  50
CHCCS411A  WORK EFFECTIVELY IN THE COMMUNITY SECTOR  40
CHCDIS301A  WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY  50
CHCDIS302A  MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES  90
CHCDIS405A  FACILITATE SKILLS DEVELOPMENT AND MAINTENANCE  50
CHCDIS410A  FACILITATE COMMUNITY PARTICIPATION AND INCLUSION  60
CHCDIS411A  COMMUNICATE USING AUGMENTATIVE AND ALTERNATIVE COMMUNICATION STRATEGIES  60
CHCICS402A  FACILITATE INDIVIDUALISED PLANS  50
CHCICS305A  PROVIDE BEHAVIOUR SUPPORT IN THE CONTEXT OF INDIVIDUALISED PLANS  35
CHCOHS312A  FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK  30

Electives

HLTHIR403B  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS  20
HLTFA301B  APPLY FIRST AID  18
CHCCS505A  ASSIST CLIENTS WITH MEDICATION  40
HLTAP301A  RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT  70
CHCCS422A  RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY  75
CHCICS401A  FACILITATE SUPPORT FOR PERSONAL CARE NEEDS  50

CERTIFICATE IV IN ALCOHOL AND OTHER DRUGS
Course Code: CHC40408

Campus: Footscray Park, Industry.

About this course: Participants gaining this qualification develop the skills required to provide a range of services and interventions to clients with alcohol and other drug issues.

Course Objectives: Students will gain a theoretical knowledge base and a range of skills required to assist clients with alcohol and other drugs issues. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services.

Careers: case worker, community support worker, detoxification worker, drug and alcohol worker, family support worker, outreach worker, support worker.

Course Duration: 1 year.

Admission Requirements Other: Students enrolled in other Community Services Programs are able to complete this qualification concurrently.

Selection Processes: Direct Entry, Interview.

COURSE STRUCTURE
To achieve this qualification students must successfully complete 16 unit including 9 compulsory units and 7 elective units. A wide range of elective units are available and may include units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Where appropriate, workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

Core Units

CHCAOD402A  WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR  50
CHCAOD408A  ASSESS NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUGS ISSUES  125
CHCAOD411A  PROVIDE INTERVENTIONS FOR PEOPLE WITH ALCOHOL AND OTHER DRUG ISSUES  70
CHCCM404A  UNDERTAKE CASE MANAGEMENT FOR CLIENTS WITH COMPLEX NEEDS  50
CHCCMN403A  USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS  55
CHCCS400A  WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK  50
CHCOHS312A  FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK  30

Elective Units

CHCCHILD404A  SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE  40
CHC5422A  RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY  75
CHCICS406A  SUPPORT CLIENT SELF MANAGEMENT  50
HLTHIR403B  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS  20
CHCAOD406D  WORK WITH CLIENTS WHO ARE INTOXICATED  50
CHCAOD409D  PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES  150
CHCYTH506A  PROVIDE SERVICES FOR YOUNG PEOPLE APPROPRIATE TO THEIR NEEDS AND CIRCUMSTANCES  115
CERTIFICATE IV IN LEISURE AND HEALTH

Course Code: CHC40608


Course Objectives: This qualification prepares students for employment in residential facilities and community organisations in a range of sectors to assist with design and implementation of health and leisure programs.

Careers: Community leisure officer; activities officer; diversional therapy assistant; recreation activities officer.

Course Duration: 1 year.

Admission Requirements Other: Applicants undertake an interview and written test.

Selection Processes: Direct Entry, Interview, Written Test.

COURSE STRUCTURE

To achieve this qualification total of 16 units must be successfully completed including 13 core units and 3 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services/Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services.

Core Units

- CHCCOM403A USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS 55
- CHCCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
- CHCCS411A WORK EFFECTIVELY IN THE COMMUNITY SECTOR 40
- CHCCS412D DELIVER AND DEVELOP CLIENT SERVICES 50
- CHCCOM403A USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS 55
- CHCCD412A WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK 65.

Elective Units

- HLTFA301B APPLY FIRST AID 18
- CHCGROUP403D PLAN AND CONDUCT GROUP ACTIVITIES 50
- HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
- SRCCRO009B CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS 30
- CHCIDS301A WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY 50

CERTIFICATE IV IN COMMUNITY SERVICES WORK

Course Code: CHC40708


About this course: This qualification covers workers who provide a range of services and interventions to clients, and/or who implement community education and interventions. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services and workers may have supervisory responsibilities. The qualification: Defines knowledge and skills required by support workers and case workers who work autonomously under the broad guidance of others. Refers to specific knowledge of a client group and appropriate intervention processes applied in residential and community settings.

Course Objectives: This qualification is for people who want the knowledge and skills to provide a range of services and interventions, including community education, for community service organisations. On completion of this course, participants will be eligible to seek employment in the human services field with a range of employment bodies such as community based organisations, residential rehabilitation services and outreach services.

Careers: Occupational titles may include: case worker, health education officer, community services worker, outreach officer, community support worker, support worker, domestic violence worker, welfare support worker, early intervention homelessness worker, welfare worker or family support worker.

Course Duration: 1 year.

Admission Requirements Year 12: VTAC.

Admission Requirements International: Not Applicable.

Admission Requirements Mature Age: Employer Choice, Direct Application and VTAC.

Selection Processes: Direct Entry, Employer Choice, Interview, VTAC.

COURSE STRUCTURE

To attain Certificate IV in Community Services Work, participants must complete a total number of 14 units including:

- 10 compulsory units
- 4 elective units

A wide range of elective units is available and may include:

- Relevant electives listed below the compulsory units for this qualification, these electives have been grouped to facilitate selection
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

Core Units

- CHCCD412A WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK 65
- CHCC40608 CONDUCT RECREATION PROGRAMS FOR OLDER PERSONS 30
- CHCCOM403A USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS 55
- CHCCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
- CHCCS411A WORK EFFECTIVELY IN THE COMMUNITY SECTOR 40
- CHCCS412D DELIVER AND DEVELOP CLIENT SERVICES 50
**CHCS422A**  RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY  

**CHCCG703A**  MAINTAIN AN EFFECTIVE WORK ENVIRONMENT  

**HITRIR403B**  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS  

**HLTHIR403A**  CONTRIBUTE TO OHS PROCESSES  

<table>
<thead>
<tr>
<th>Elective Units</th>
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<tbody>
<tr>
<td>CHCCM503A</td>
<td>DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT 75</td>
</tr>
<tr>
<td>CHCCM401D</td>
<td>UNDERTAKE CASE MANAGEMENT 20</td>
</tr>
<tr>
<td>CHCCM402D</td>
<td>ESTABLISH AND MONITOR A CASE PLAN 50</td>
</tr>
<tr>
<td>CHCCM404A</td>
<td>UNDERTAKE CASE MANAGEMENT FOR CLIENTS WITH COMPLEX NEEDS 50</td>
</tr>
<tr>
<td>CHCAD401D</td>
<td>ADVOCATE FOR CLIENTS 20</td>
</tr>
<tr>
<td>CHCAD402D</td>
<td>SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS 75</td>
</tr>
<tr>
<td>CHCAADMIN305D</td>
<td>WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION 75</td>
</tr>
<tr>
<td>CHCAOD402A</td>
<td>WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR 50</td>
</tr>
<tr>
<td>CHCAOD408A</td>
<td>ASSESS NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUGS ISSUES 125</td>
</tr>
<tr>
<td>CHCAOD406D</td>
<td>WORK WITH CLIENTS WHO ARE INTOXICATED 50</td>
</tr>
<tr>
<td>CHCAOD409D</td>
<td>PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES 150</td>
</tr>
<tr>
<td>HLTA301B</td>
<td>APPLY FIRST AID 18</td>
</tr>
<tr>
<td>CHCGROUP403D</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES 50</td>
</tr>
</tbody>
</table>

**CERTIFICATE IV IN CHILDREN’S SERVICES (OUTSIDE SCHOOL HOURS CARE)**  
**Course Code:** CHC41208  
**Campus:** Industry.  

**About this course:** This qualification provides skills and knowledge to work in vacation programs and before and after school care hours activities for school aged children. Outside school hours care workers plan activities and provide care for children, facilitating play and leisure activities and achieve developmental outcomes. Employed positions may include working directly under supervision or have some supervisory responsibilities for volunteers and other workers.  

**Course Objectives:** This course is designed for individuals working in a full-time, part-time or voluntary basis as assistants in a range of school aged settings. These settings may include before and after school care, holiday/vacation programs, school aged services.  

**Careers:** Assistant OSCH coordinator, Mobile assistant, OSCH assistant, Outside school hours care supervisor/coordinator, Play leader, Recreation assistant/leader.  

**Course Duration:** 9 months.  

**Selection Processes:** Direct Entry, Interview, Written Test.  

**COURSE STRUCTURE**  
To achieve this qualification 16 units must be successfully completed including 12 core units and 4 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services.  

**CHCH702A**  IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK  

**CHCN701A**  ENSURE THE HEALTH AND SAFETY OF CHILDREN  

**CHCN702A**  CONTRIBUTE TO PROVISION OF NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER  

**CHCS402A**  WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK  

**CHFC701A**  SUPPORT THE DEVELOPMENT OF CHILDREN  

**CHOSHC401A**  SUPPORT CHILDREN TO PARTICIPATE IN OUTSIDE SCHOOL HOURS CARE  

**CHOSHC402A**  DEVELOP AND IMPLEMENT ACTIVITIES IN OUTSIDE SCHOOL HOURS CARE  

**CHOSHC403A**  WORK EFFECTIVELY WITH CHILDREN IN OUTSIDE SCHOOL HOURS CARE  

**CHCRP410A**  PROVIDE EXPERIENCES TO SUPPORT CHILDREN’S PLAY AND LEARNING  

**HLTA301B**  APPLY FIRST AID  

**HLTHIR403A**  CONTRIBUTE TO OHS PROCESSES  

**HLTRIR403B**  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS  

**Electives**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHCORG303A</td>
<td>PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT 20</td>
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</tr>
<tr>
<td>CHCP402A</td>
<td>SUPPORT SUSTAINABLE PRACTICE 30</td>
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</tr>
<tr>
<td>CHCOSHC401A</td>
<td>LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE 80</td>
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</tr>
<tr>
<td>SRCCR001B</td>
<td>ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT 10</td>
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**CERTIFICATE IV IN YOUTH WORK**  
**Course Code:** CHC41808  
**Campus:** St Albans, Footscray Park, Industry.  

**About this course:** Participants gaining this qualification will gain a strong theoretical knowledge bases and specialised skills to be able to work with young people in a range of community settings.  

**Course Objectives:** Students will develop skills required to facilitate programs for young people through a range of community based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people.  

**Careers:** Youth housing support worker, youth worker, community development worker (youth), indigenous youth worker, recreational youth activities worker, residential care worker, support worker residential, youth alcohol and other drugs worker, youth and family resource officer, youth case worker and youth and family service worker.  

**Course Duration:** 1 year.  

**Admission Requirements Year 12:** Successful completion of VCE/VCAL or equivalent.  

**Admission Requirements International:** IELTS 5.5.  
**Admission Requirements Mature Age:** Employer Choice or Direct Application.  
**Admission Requirements VET:** Not Applicable.  

**Admission Requirements:** Direct Entry, Interview, VTAC, Written Test.
FACULTY OF WORKFORCE DEVELOPMENT

COURSE STRUCTURE
To qualify for the qualification participants must successfully complete a total of 16 units of study, comprising of 11 core units and 5 elective units in accordance with the packaging rules specified in CHC08 Community Services Training Package.

Core Units
CHCCD412A  WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK 65
CHCCOM403A  USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS 55
CHCSS422A  RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY 75
CHCYTH401A  ENGAGE RESPECTFULLY WITH YOUNG PEOPLE 55
CHCYTH402A  WORK EFFECTIVELY WITH YOUNG PEOPLE IN THE YOUTH WORK CONTEXT 60
CHCYTH403A  SUPPORT YOUNG PEOPLE TO CREATE OPPORTUNITIES IN THEIR LIVES 45
HLTHIR403B  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20

And one of the following units:
CHCYTH407D  RESPOND TO CRITICAL SITUATIONS 90
or
CHCYTH404D  SUPPORT YOUNG PEOPLE IN CRISIS 40

Note, pre-requisite for this unit is:
CHCYTH301D  WORK EFFECTIVELY WITH YOUNG PEOPLE 40

Elective Units
CHCAOD402A  WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR 50
CHCDS050B  SUPPORT COMMUNITY ACTION 90
CHCSS401B  FACILITATE RESPONSIBLE BEHAVIOUR 40
HLTFA301B  APPLY FIRST AID 18
CHCCHILD1C  IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM 30

CHCCHILD404A  SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE 40

CHCOM504A  DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION 80
CHCSS502A  MAINTAIN LEGAL AND ETHICAL WORK PRACTICES 70
CHCSS503A  DEVELOP, IMPLEMENT AND REVIEW SERVICES AND PROGRAMS TO MEET CLIENT NEEDS 70

CHCSS513A  MAINTAIN AN EFFECTIVE COMMUNITY SECTOR WORK ENVIRONMENT 45

CHCGROUP403D  PLAN AND CONDUCT GROUP ACTIVITIES 50
CHCNFT404A  FACILITATE LINKS WITH OTHER SERVICES 70
CHCYTHS04A  SUPPORT YOUNG PEOPLE TO TAKE COLLECTIVE ACTION 55
CHCYTHS05D  SUPPORT YOUTH PROGRAMS 150

CERTIFICATE IV IN CELEBRANCY
Course Code: CHC42608
Campus: City Flinders, Industry.

About this course: The units required to be completed for registration will enable the student to be competent in planning, conducting and reviewing ceremonies including: Marriage Ceremony, Name giving Ceremony, Love Commitment Ceremony, Renewal of Vows, Corporate Events, Funerals using music, literature and culturally significant elements as well as complying with Australian legislation. Students will also learn to address the legal requirements and develop sound understanding of the Marriage Act.

Course Objectives: This qualification covers the broad based skills and knowledge that underpin a range of Celebrancy roles, as well as addressing specific legislative responsibilities of marriage celebrants and providing a range of electives representing different aspects of Celebrancy work. Celebrants may specialise in a range of areas of Celebrancy as well as developing skills to manage their own business operations.

Careers: Employment opportunities may include; celebrant, civil celebrant, marriage celebrant and funeral celebrant.

Course Duration: 3 months.

Admission Requirements Year 12: not applicable.
Admission Requirements International: not applicable.
Admission Requirements Mature Age: Written application supporting reasons for participating in the course.
Admission Requirements VET: not applicable.
Selection Processes: Direct Entry, Interview, Written Application.
Interview - some applicants only

COURSE STRUCTURE
To achieve the qualification a total of 13 units must successfully completed consisting of 5 core units, 8 elective units. Four electives are mandatory and the remaining 4 elective units can be selected appropriately to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages as approved by the School of Community Services. Ongoing Professional Development (OPD) cannot be gained by recognition of prior learning (RPL). Requirements for the five compulsory subjects and the four compulsory marriage Celebrancy subjects must be done by coursework. Thirteen (13) Units must be completed for the Certificate IV. Nine of these units are particularly relevant to the Marriage Celebrant aspect of this qualification. This means that you can still gain recognition of prior learning (RPL) for four of the optional subjects.
Core Units
CHCADMIN305D  WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION  75
CHCCEL401A  WORK EFFECTIVELY IN A CELEBRANCY ROLE  45
CHCCEL406A  IDENTIFY AND ADDRESS CLIENT NEEDS IN A CELEBRANCY ROLE  35
CHCCOM403A  USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS  55
CHCCS400A  WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK  50

Electives
Core Units
CHCCOM504A  DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION  80
CHCCS502A  MAINTAIN LEGAL AND ETHICAL WORK PRACTICES  70
CHCLD514A  ANALYSE IMPACTS OF SOCIOLOGICAL FACTORS ON CLIENTS IN COMMUNITY WORK AND SERVICES  100
CHCOR6428A  REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE  120
CHCCS426A  PROVIDE SUPPORT AND CARE RELATING TO LOSS AND GRIEF  55
SIFIND001A  WORK EFFECTIVELY IN THE FUNERAL SERVICES INDUSTRY  40
SIFNL003A  PLAN AND CONDUCT A FUNERAL CEREMONY  60

DIPLOMA OF LEISURE AND HEALTH
Course Code: CHC50508
Course Objectives: The Diploma of Leisure and Health equips graduates to fulfil a coordination role in the design, implementation and evaluation of health and leisure programs. In addition, it prepares graduates to be responsible for other workers.
Careers: Activities coordinator; Community leisure coordinator; Diversional therapist; Leisure services coordinator/manager; Recreational activities officer.
Course Duration: 1 year.
Admission Requirements Other: To gain entry into CHC50508 Diploma of Leisure and Health a candidate must be recognised
Selection Processes: Direct Entry, Interview.
Prerequisite Unit Requirements: To gain entry into CHC50508 Diploma of Leisure and Health a candidate must be recognised as competent, through a recognised training program or recognition process, against the following compulsory units of competency from:
- CHC40608 Certificate IV in Leisure and Health:
- CHCCOM403A Use targeted communication skills to build relationships
- CHCCS401B Facilitate responsible behaviour
- CHCIC405A Facilitate groups for individual outcomes
- CHCHS5312A Follow safety procedures for direct care work

Additional Units:
- CHC40608 Certificate IV in Leisure and Health:
- CHCCOM403A Use targeted communication skills to build relationships
- CHCCS401B Facilitate responsible behaviour
- CHCIC405A Facilitate groups for individual outcomes
- CHCHS5312A Follow safety procedures for direct care work

Election Units:
- CHCDIS410A FACILITATE COMMUNITY PARTICIPATION AND INCLUSION  60
- CHCPROM503A PROVIDE COMMUNITY FOCUSED PROMOTION AND PREVENTION STRATEGIES 60
- CHCINF505C MEET STATUTORY AND ORGANISATION INFORMATION REQUIREMENTS 90
- CHCLD515A ANALYSE CLIENT INFORMATION FOR SERVICE PLANNING AND DELIVERY  60
- CHCDIS411A COMMUNICATE USING AUGMENTATIVE AND ALTERNATIVE COMMUNICATION STRATEGIES  60
DIPLOMA OF COMMUNITY SERVICES WORK
Course Code: CHC50608

Course Objectives: Students will develop skills required to deliver services, provide programs and develop projects for people in a range of community based settings. Programs are designed to address the social, behavioural, health, welfare, developmental and protection needs of the community.

Careers: Community Welfare worker, Community worker, Case Manager, Community Services Worker, Program Coordinator, Coordinator, Case worker, Support Facilitator, Family Support Worker, Welfare Worker, Senior Youth Officer/Chaplain.

Course Duration: 2 years.

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent.

Admission Requirements International: IELTS 5.5.

Admission Requirements Mature Age: Direct or VTAC entry.

Admission Requirements VET: Not Applicable.

Selection Processes: Direct Entry, Interview, VTAC, Written Test.

COURSE STRUCTURE
To achieve this qualification a total of 18 units must be successfully completed including 13 core units and 5 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services.

Core Units
- CHCCM504A DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION 80
- CHCLD514A ANALYSE IMPACTS OF SOCIOCULTURAL FACTORS ON CLIENTS IN COMMUNITY WORK AND SERVICES 100
- CHCCD514A IMPLEMENT COMMUNITY DEVELOPMENT STRATEGIES 70
- CHCLD415A CONFIRM CLIENT DEVELOPMENTAL STATUS 60
- CHCCS500A CONDUCT COMPLEX ASSESSMENT AND REFERRAL 65
- CHCCS501A WORK WITHIN A STRUCTURED COUNSELLING FRAMEWORK 90
- CHCMCM503C DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT 75
- CHCCW503A WORK INTENSIVELY WITH CLIENTS 75
- CHCGRUP403D PLAN AND CONDUCT GROUP ACTIVITIES 50
- CHCGR3428 REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE 120
- HLTHS300A CONTRIBUTE TO OHS PROCESSES 20
And one unit from each of the following groups of units
- CHCAD603A PROVIDE SYSTEMS ADVOCACY SERVICES 90
And
- CHCCS502A MAINTAIN LEGAL AND ETHICAL WORK PRACTICES 70
OR
- CHCCS522A ADDRESS COMPLEX LEGAL AND ETHICAL ISSUES IN PROFESSIONAL PRACTICE 90
Pre-requisite unit for CHCCS522A
- CHCCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50

Electives
- VBP714 PREPARE FOR TERTIARY RESEARCH AND STUDY 40
- CHCPOL403B UNDERTAKE RESEARCH ACTIVITIES 50
- CHCCSL503A FACILITATE THE COUNSELLING RELATIONSHIP 120
- CHCCD516A WORK WITHIN ORGANISATION AND GOVERNMENT STRUCTURES TO ENABLE COMMUNITY DEVELOPMENT OUTCOMES 95
- CHCCS421A UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY 80
- CHCCD5050 DEVELOP COMMUNITY RESOURCES 90
- CHCGR6506C COORDINATE THE WORK ENVIRONMENT 90
- CHCADMIN604A MANAGE THE FINANCES, ACCOUNTS AND RESOURCES OF AN ORGANISATION 90
- CHCCD509C SUPPORT COMMUNITY LEADERSHIP 90
- CHCPOL504B DEVELOP AND IMPLEMENT POLICY 90
- CHCAD0408A ASSESS NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUGS ISSUES 125.

DIPLOMA OF COMMUNITY DEVELOPMENT
Course Code: CHC50708

Course Objectives: Students will gain theoretical knowledge and specialised skills to facilitate the development and resourcing of communities in a range of contexts.

Careers: Community Development Officer, Community Builder, Neighbourhood Centre Manager, Project Manager, Settlement Worker, Community Housing Worker.

Course Duration: 2 years.

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent.

Admission Requirements International: IELTS 5.5.

Admission Requirements Mature Age: Applicants will be assessed by the Selection officer as being capable of successfully completing the course. 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.

Admission Requirements VET: Not Applicable.

Admission Requirements Other: Applicants must have 2 years work experience and knowledge of community development or have achieved specified competency from the Certificate IV in Community Development.

Selection Processes: Direct Entry, Interview, VTAC, Written Application.

Prerequisite Unit Requirements: To gain entry into Diploma of Community Development a candidate must be recognised as competent in HLTOHS300A. Provide Systems Advocacy Services. OR Have sufficient relevant experience and knowledge of community development work to indicate likely success at this level of qualification in a job role involving: - The application of knowledge with depth in some areas and demonstration at a broad range of technical and other skills - A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required and including work with culturally diverse clients and co-workers - The exercise of discretionary judgement and decision making under general guidance.

COURSE STRUCTURE
To achieve this qualification 15 units must be successfully completed: 9 core units and 6 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services.
Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services.

Core Units

- BSBPMG510A  MANAGE PROJECTS  60
- CHCCD508C  SUPPORT COMMUNITY ACTION  90
- CHCCD509C  SUPPORT COMMUNITY LEADERSHIP  90
- CHCCD514A  IMPLEMENT COMMUNITY DEVELOPMENT STRATEGIES  70
- CHCCD515A  COMMUNICATE EFFECTIVELY WITHIN A COMMUNITY DEVELOPMENT CONTEXT  70
- CHCCD516A  WORK WITHIN ORGANISATION AND GOVERNMENT STRUCTURES TO ENABLE COMMUNITY DEVELOPMENT OUTCOMES  95
- CHCLD514A  ANALYSE IMPACTS OF SOCIOLOGICAL FACTORS ON CLIENTS IN COMMUNITY WORK AND SERVICES  100
- CHCPOL403B  UNDERTAKE RESEARCH ACTIVITIES  50
- CHCCS522A  ADDRESS COMPLEX LEGAL AND ETHICAL ISSUES IN PROFESSIONAL PRACTICE  90
- CHCCS502A  MAINTAIN LEGAL AND ETHICAL WORK PRACTICES  70

Electives

- VBP714  PREPARE FOR TERTIARY RESEARCH AND STUDY  40
- CHCAD603A  PROVIDE SYSTEMS ADVOCACY SERVICES  90
- CHCCS500A  WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK  50
- CHCORG428A  REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE  120
- CHCCS421A  UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY  80
- CHCCS500A  WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK  50
- CHCCS500A  WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK  50
- CHCFC503A  FOSTER SOCIAL DEVELOPMENT IN EARLY CHILDHOOD  70
- CHCFC504A  SUPPORT EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT IN EARLY CHILDHOOD  50
- CHCFC505A  FOSTER COGNITIVE DEVELOPMENT IN EARLY CHILDHOOD  85
- CHCCM503C  DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT  75
- CHCPR303D  DEVELOP UNDERSTANDING OF CHILDREN'S INTERESTS AND DEVELOPMENTAL NEEDS  40
- HLTFA301B  APPLY FIRST AID  18

Compulsory Pre-requisite Units

- CHCCHILD401A  IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK  30
- CHCCN301A  ENSURE THE HEALTH AND SAFETY OF CHILDREN  60
- CHCCN302A  PROVIDE CARE FOR CHILDREN  70
- CHCCS500A  WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK  50
- CHCCN303A  CONTRIBUTE TO PROVISION OF NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER  20
- CHCIC301D  INTERACT EFFECTIVELY WITH CHILDREN  70
- CHCPR301A  PROVIDE EXPERIENCES TO SUPPORT CHILDREN'S PLAY AND LEARNING  40
- CHCPR303D  DEVELOP UNDERSTANDING OF CHILDREN'S INTERESTS AND DEVELOPMENTAL NEEDS  20
- HLTFA301B  APPLY FIRST AID  18

Compulsory core units

- CHCCN511A  ESTABLISH AND MAINTAIN A SAFE AND HEALTHY ENVIRONMENT FOR CHILDREN  40
- CHCCS500A  WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK  50
- CHCCF502A  FOSTER PHYSICAL DEVELOPMENT IN EARLY CHILDHOOD  45
- CHCCF503A  FOSTER SOCIAL DEVELOPMENT IN EARLY CHILDHOOD  70
- CHCCF504A  SUPPORT EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT IN EARLY CHILDHOOD  50
- CHCCF505A  FOSTER COGNITIVE DEVELOPMENT IN EARLY CHILDHOOD  85
DIPLOMA OF CHILDREN’S SERVICES (OUTSIDE SCHOOL HOURS CARE)
Course Code: CHC51008

Campus: St Albans, Industry.

Course Objectives: This course is designed for individuals working in a full-time, part-time or voluntary basis as assistants in a range of school aged settings. These settings may include before and after school care, holiday/vacation programs, school aged services.

Careers: Outside school hours care coordinator/worker, Program Leader, Service Director/Manager, Vacation care coordinator, Group coordinator/leader and Director of Outside School Hours Care.

Course Duration: 1 year.

Admission Requirements Other: To gain entry students must complete the CHC41208 Certificate IV in OSHC.

Selection Processes: Direct Entry, Employer Choice, Interview, User Choice (Apprenticeships), Written Test.

DIPLOMA OF YOUTH WORK
Course Code: CHC51408

Campus: St Albans, Footscray Park, Industry.

About this course: Participants gaining this qualification will gain a strong theoretical knowledge bases and specialised skills to be able to work with young people in a range of community settings.

Course Objectives: Students will develop skills required to facilitate programs for young people through a range of community based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people. Students will also gain specialised skills required to work with young people.

Careers: Case Manager, Coordinator Youth and Family Services, Coordinator Youth
Services, Program Manager, Senior Case Worker, Senior Youth Worker, Youth Work Team Leader.

Course Duration: 1 year.

Admission Requirements Year 12: To qualify for admission students must demonstrate experience either paid or unpaid in the Youth Work sector or Community Services Industry.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: Applicants must demonstrate to the satisfaction of the head of department that they are capable of successfully completing the course.

Admission Requirements VET: Not applicable.

Selection Processes: Direct Entry, Interview, VTAC, Written Application.

Direct Application Entry, Interview, Written Application.

COURSE STRUCTURE
The units in the Certificate IV in Youth Work are Prerequisites for entry to this qualification. To qualify for the qualification, participants must successfully complete a total of 15 units or study, comprising of 12 core units and 3 elective units in accordance with the packaging rules specified in CHC08 Community Services Training Package.

Core Units

<table>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>CHCC5502A</td>
<td>MAINTAIN LEGAL AND ETHICAL WORK PRACTICES</td>
<td>70</td>
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<tr>
<td>CHCSS503A</td>
<td>DEVELOP IMPLEMENT AND REVIEW SERVICES AND PROGRAMS TO MEET CLIENT NEEDS</td>
<td>70</td>
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<tr>
<td>CHCGROUP503D</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES</td>
<td>50</td>
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<tr>
<td>CHCSS513A</td>
<td>MAINTAIN AN EFFECTIVE COMMUNITY SECTOR WORK ENVIRONMENT</td>
<td>45</td>
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<tr>
<td>CHCCOM504A</td>
<td>DEVELOP IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION</td>
<td>80</td>
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<td>CHCNET404A</td>
<td>FACILITATE LINKS WITH OTHER SERVICES</td>
<td>70</td>
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<tr>
<td>CHCYTH505D</td>
<td>SUPPORT YOUTH PROGRAMS</td>
<td>150</td>
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<tr>
<td>HLTHS400A</td>
<td>MAINTAIN OHS PROCESSES</td>
<td>40</td>
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<tr>
<td>CHCYTH504A</td>
<td>SUPPORT YOUNG PEOPLE TO TAKE COLLECTIVE ACTION</td>
<td>55</td>
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<tr>
<td>CHCYTH608C</td>
<td>MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS</td>
<td>150</td>
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<tr>
<td>CHCCCHL403A</td>
<td>SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE</td>
<td>40</td>
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<td>CHCYTH506A</td>
<td>PROVIDE SERVICES FOR YOUNG PEOPLE APPROPRIATE TO THEIR NEEDS AND CIRCUMSTANCES</td>
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Elective Units

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<tr>
<td>CHCOR50506C</td>
<td>COORDINATE THE WORK ENVIRONMENT</td>
<td>90</td>
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<td>CHCPOL504B</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
<td>90</td>
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<tr>
<td>CHCPOL403B</td>
<td>UNDERTAKE RESEARCH ACTIVITIES</td>
<td>50</td>
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<tr>
<td>CHCCD508C</td>
<td>SUPPORT COMMUNITY ACTION</td>
<td>90</td>
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<tr>
<td>CHCCS422A</td>
<td>RESPOND HILSTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY</td>
<td>75</td>
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<tr>
<td>CHCYTH407D</td>
<td>RESPOND TO CRITICAL SITUATIONS</td>
<td>90</td>
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<tr>
<td>CHCCD412A</td>
<td>WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK</td>
<td>65</td>
</tr>
<tr>
<td>CHCYTH403A</td>
<td>SUPPORT YOUNG PEOPLE TO CREATE OPPORTUNITIES IN THEIR LIVES</td>
<td>45</td>
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DIPLOMA OF COMMUNITY SERVICES (FINANCIAL COUNSELLING)

Course Code: CHCS2108

Course Objectives: This qualification applies to financial counselling, which is a specialist service assisting people faced with debt and other financial issues. This work requires skills in: Casework assessment, referral and intervention skills, including consumer advocacy, Community networking, community engagement and systemic advocacy. Understanding of social and systemic issues that impact on financial counselling clients Knowledge of basic community law skills including familiarity with a number of Consumer Law Acts relating to credit and debt issues affecting clients and their rights and obligations. Financial counsellors require essential knowledge and skills to work within casework, working with vulnerable consumers. It may be applied in casework, community development and social justice contexts.

Careers: Career outcomes include Financial counsellor, Rural financial counsellor and Senior financial counsellor.

Course Duration: 2 years.

Admission Requirements Year 12: Completion of VCE or equivalent Relevant Community Sector experience.

Admission Requirements International: NA.

Admission Requirements Mature Age: Relevant Community Sector experience. Demonstrate knowledge and technical financial skills as assessed by the University.

Admission Requirements VET: NA.

Admission Requirements Other: Relevant Community Sector experience. Demonstrate knowledge and technical financial skills as assessed by the University.

Selection Processes: Direct Entry, Interview, Written Test.

A state-wide moderated selection process exists which incorporates a requirement of completion of year 12 or equivalent and Community sector experience; selection interview; reading comprehension and written assessment.
FACULTY OF WORKFORCE DEVELOPMENT

COURSE STRUCTURE
To gain entry into CHC52108 Diploma of Community Services (Financial counselling) it is recommended that candidates have sufficient relevant work experience to indicate likely success at this level of qualification in a job role involving:

- The self-directed application of knowledge with substantial depth in some areas
- The exercise of independent judgement and decision-making
- The application of relevant technical and other skills. To gain the qualification CHC52108 Diploma of Community Services (Financial counselling) 17 units must be completed including 13 cores units and 4 elective units.

Core Units
CHCAD401D ADVOCATE FOR CLIENTS 20
CHCCD404D DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS 125
CHCS411A WORK EFFECTIVELY IN THE COMMUNITY SECTOR 40
CHCCSL501A WORK WITHIN A STRUCTURED COUNSELLING FRAMEWORK 90
CHCCSL502A APPLY SPECIALIST INTERPERSONAL AND COUNSELLING INTERVIEW SKILLS 60
CHCCSL503A FACILITATE THE COUNSELLING RELATIONSHIP 120
CHCCSL507A SUPPORT CLIENTS IN DECISION-MAKING PROCESSES 120
CHCCSL509A REFLECT AND IMPROVE UPON COUNSELLING SKILLS 90
CHCFINS01A IDENTIFY AND APPLY TECHNICAL INFORMATION TO ASSIST CLIENTS WITH FINANCIAL ISSUES 60
CHCFINS02A FACILITATE THE FINANCIAL COUNSELLING PROCESS 55
CHCFINS03A DEVELOP AND USE FINANCIAL COUNSELLING TOOLS AND TECHNIQUES 55
CHCLEG411A USE RELEVANT LEGISLATION IN RESPONSE TO CLIENT NEEDS 50
HLTOHS300A CONTRIBUTE TO OHS PROCESSES 20

Electives Select four (4) relevant elective units
Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:
HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
HLTHIR404B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE 20

Relevant electives facilitating selection:
CHCAD603A PROVIDE SYSTEMS ADVOCACY SERVICES 90
CHCCOM504A DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION 80
CHCMH301A WORK EFFECTIVELY IN MENTAL HEALTH 50

Electives for a worker in a Rural Finance Counselling Setting:
CHCFIN504A WORK EFFECTIVELY IN RURAL FINANCIAL COUNSELLING 50
RTE5523A DEVELOP CLIMATIC RISK MANAGEMENT STRATEGIES 120
RTE5902A DEVELOP AND REVIEW A BUSINESS PLAN 150
RTE5912A PLAN AND MONITOR PRODUCTION PROCESSES 120
RTE5916A PREPARE AND MONITOR BUDGETS AND FINANCIAL REPORTS 140

Case Management
CHCCM401D UNDERTAKE CASE MANAGEMENT 20
CHCCM402D ESTABLISH AND MONITOR A CASE PLAN 50
CHCCM503C DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT 75

Social Housing
CHCH427A WORK EFFECTIVELY WITH PEOPLE EXPERIENCING OR AT RISK OF HOMELESSNESS 70

Problem Gambling
CHCGMB501A WORK EFFECTIVELY IN THE PROBLEM GAMBLING SECTOR 40

Additional Electives
CHCMH408B PROVIDE INTERVENTIONS TO MEET THE NEEDS OF CONSUMERS WITH MENTAL HEALTH AND AOD ISSUES 90

ADVANCED DIPLOMA OF DISABILITY
Course Code: CHC60108

Course Objectives: Students will develop skills required to manage services, departments and projects in a range of community organisations and government services. These services may include sectors such as housing, children’s services, alcohol and other drugs, mental health, disability, aged and community care.

Careers: Case manager; Disability development and support officer; House supervisor; Service coordinator; Supervisor; Team leader; Unit manager.

Course Duration: 2 years.

Selection Processes: Direct Entry, Interview.

COURSE STRUCTURE
To achieve the qualification a total of units must completed including 16 core units and 4 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services.

Core units
CHCAD603A PROVIDE SYSTEMS ADVOCACY SERVICES 90
CHADMIN604A MANAGE THE FINANCES, ACCOUNTS AND RESOURCES OF AN ORGANISATION 90
CHCSS604A MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS 90
CHCSS607D COORDINATE IN-SERVICE ASSESSMENT AND RESPONSE TO ADDRESS CLIENT NEEDS 75
CHDIS511A COORDINATE SERVICES FOR PEOPLE WITH DISABILITIES 125
CHCMF604C MANAGE THE ORGANISATION'S INFORMATION SYSTEMS 75
CHNET503C DEVELOP NEW NETWORKS 75
CHCRG628A REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE 120
CHCRG6607C MANAGE WORKPLACE ISSUES 75
CHCRG6608D ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES 75
CHCRG6610A MANAGE CHANGE IN A COMMUNITY SECTOR ORGANISATION 150
CHCRG6611A LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR ORGANISATION 80
CHCRG6619C MANAGE QUALITY OF ORGANISATION’S SERVICE DELIVERY OUTCOMES 90
CHC60208  ADVANCED DIPLOMA OF CHILDREN’S SERVICES

**Course Code:** CHC60208

**Campus:** Footscray Nicholson, St Albans, Werribee, Industry.

**About this course:** Learn how to manage child care settings and provide specialist services in early childhood education and care. In this Advanced Diploma you will develop your skills to be able to provide specialist children's services. You will also learn how to mentor and supervise other workers, and to work intensively with clients who have complex needs. This course is delivered online.

**Course Objectives:** This course aims to provide qualified children’s services workers with advanced level management and leadership skills in early childhood education and care settings.

**Careers:** Director of Children’s Services Centre, Manage Programs within a children’s services setting.

**Course Duration:** 1 year.

**Admission Requirements Year 12:** not applicable.

**Admission Requirements International:** not applicable.

**Admission Requirements Mature Age:** Applicants must have successfully completed the Diploma of Children’s Services (Early childhood education and care), CHC50908. Written application or equivalent.

**Admission Requirements VET:** not applicable.

**Selection Processes:** Direct Entry, Employer Choice, Interview, User Choice (Apprenticeships), Written Application, Written Test.

**COURSE STRUCTURE**

13 units must be selected for this qualification including:

- 7 compulsory units
- 6 elective units

A wide range of elective units is available and may include:

- Relevant electives listed below the compulsory units for this qualification with some grouping to facilitate selection. At least two electives must be selected from the group of general electives.
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

**Compulsory Units**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC60208</td>
<td>MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT</td>
<td>70</td>
</tr>
<tr>
<td>CHCH0206A</td>
<td>MAINTAIN LEGAL AND ETHICAL WORK PRACTICES</td>
<td>70</td>
</tr>
<tr>
<td>CHCH0206A</td>
<td>MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS</td>
<td>90</td>
</tr>
<tr>
<td>CHCH0206A</td>
<td>LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKSPACE</td>
<td>80</td>
</tr>
<tr>
<td>CHCH0206A</td>
<td>PROVIDE MENTORING SUPPORT TO COLLEAGUES</td>
<td>90</td>
</tr>
<tr>
<td>CHCH0206A</td>
<td>PROVIDE MENTORING SUPPORT TO COLEAGUES</td>
<td>90</td>
</tr>
<tr>
<td>CHCH0206A</td>
<td>MANAGE A COMMUNITY SECTOR ORGANISATION</td>
<td>90</td>
</tr>
<tr>
<td>CHCH0206A</td>
<td>USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE</td>
<td>90</td>
</tr>
<tr>
<td>CHCH0206A</td>
<td>PROMOTE THE ORGANISATION</td>
<td>90</td>
</tr>
<tr>
<td>CHCH0206A</td>
<td>PROMOTE INFORMATION STRATEGICALLY</td>
<td>90</td>
</tr>
<tr>
<td>CHCH0206A</td>
<td>ENSURE A SAFE WORKPLACE</td>
<td>90</td>
</tr>
</tbody>
</table>

**Elective Units**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCM0206A</td>
<td>SUPPORT ABORIGINAL AND/OR TORRES STRAIT ISLAND FAMILIES TO PARTICIPATE IN CHILDREN’S SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>CHCM0206A</td>
<td>MANAGE COMPLEX BEHAVIOURAL SITUATIONS</td>
<td>30</td>
</tr>
<tr>
<td>CHCM0206A</td>
<td>MANAGE THE ORGANISATION’S INFORMATION SYSTEMS</td>
<td>30</td>
</tr>
<tr>
<td>CHCM0206A</td>
<td>REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE</td>
<td>120</td>
</tr>
<tr>
<td>CHCM0206A</td>
<td>IMPLEMENT AND MONITOR MARKETING ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCM0206A</td>
<td>MANAGE CHANGE IN A COMMUNITY SECTOR ORGANISATION</td>
<td>150</td>
</tr>
</tbody>
</table>

CHC60308  ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT

**Course Code:** CHC60308

**Campus:** Footscray Nicholson, Industry.

**Course Objectives:** Students will develop skills required to manage services, departments and projects in a range of community organisations and government services. These services may include sectors such as housing, children’s services, alcohol and other drugs, mental health, disability, aged and community care.

**Careers:** Centre Manager, Community Care Manager, Community Services Manager, Community Education Manager, Project Manager, Volunteer Program Manager.

**Course Duration:** 2 years.

**Admission Requirements Year 12:** NA.

**Admission Requirements International:** NA.

**Admission Requirements Mature Age:** Direct Entry.

**Admission Requirements VET:** NA.

**Selection Processes:** Direct Entry, Interview, Written Application, Written Test.

**COURSE STRUCTURE**

To achieve this qualification students must complete 13 units consisting of 6 core units and 7 elective units.

- 6 core units
- 7 elective units
Core
BSR5S501A MANAGE RISK 60
CHCADMIN604A MANAGE THE FINANCES, ACCOUNTS AND RESOURCES OF AN ORGANISATION 90
CHCORG605A MANAGE HUMAN RESOURCES IN A COMMUNITY SECTOR 60
CHCORG610A MANAGE CHANGE IN A COMMUNITY SECTOR ORGANISATION 150
HLTSH500A MANAGE OHS PROCESSES 40
BSBMGT608B MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT 70
Electives
CHCCOM504A DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION 80
CHCORG607C MANAGE WORKPLACE ISSUES 75
CHCORG611A LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE 80
CHCORG614A MANAGE A COMMUNITY SECTOR ORGANISATION 80
CHCINF604C MANAGE THE ORGANISATION'S INFORMATION SYSTEMS 75
CHCORG619C MANAGE QUALITY OF ORGANISATION'S SERVICE DELIVERY OUTCOMES 90
CHCCM701A UNDERTAKE ADVANCED CLIENT ASSESSMENTS 75
CHCCM702A IMPLEMENT GOAL DIRECTED CARE PLANNING 75
CHCCM703A APPLY EFFECTIVE CASE MANAGEMENT PRACTICE 75
CHCCM705A WORK EFFECTIVELY WITH CARERS AND FAMILIES IN COMPLEX 65
CHCAD504A PROVIDE ADVOCACY AND REPRESENTATION SERVICES 80
CHCCS805A UNDERTAKE PROFESSIONAL REFLECTION 75
Core
CHCCS805A MANAGE PROJECTS AND STRATEGIES 90
CHCORG701A PROVIDE LEADERSHIP AS A PRACTITIONER IN COMMUNITY SERVICES 60
CHCPOL701A USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE 60
Specialised case management units
CHCAD504A PROVIDE ADVOCACY AND REPRESENTATION SERVICES 80
CHCCM701A UNDERTAKE ADVANCED CLIENT ASSESSMENTS 75
CHCCM702A MANAGE GOAL DIRECTED CARE PLANNING 75
CHCCM703A APPLY EFFECTIVE CASE MANAGEMENT PRACTICE 75
CHCCM705A WORK EFFECTIVELY WITH CARERS AND FAMILIES IN COMPLEX 65
Electives
CHCORG609C MANAGE PROJECTS AND STRATEGIES 90
CHCCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
CHCCM701A UNDERTAKE ADVANCED CLIENT ASSESSMENTS 75
CHCCM702A MANAGE GOAL DIRECTED CARE PLANNING 75
CHCCM703A APPLY EFFECTIVE CASE MANAGEMENT PRACTICE 75
CHCCM705A WORK EFFECTIVELY WITH CARERS AND FAMILIES IN COMPLEX 65

VOCATIONAL GRADUATE CERTIFICATE IN COMMUNITY SERVICES PRACTICE (CLIENT ASSESSMENT AND CASE MANAGEMENT)

Course Code: CHC72028

Campus: Industry.

About this course: These qualifications cover those workers who are advanced practitioners in the two specialised fields identified and who require a high level of knowledge and skills in their area of specialisation for application in the following contexts:

• Provide specialist services to clients with complex and diverse needs

• Act as a resource for other workers

• Provide practice supervision of staff including volunteers

• Work intensively with clients. Workers at this level are making high level, independent, complex judgements in highly specialist contexts. Their role may also involve full responsibility and accountability for all aspects of work of self and others and functions including service planning, delivery and evaluation.

Course Objectives: This qualification is intended to develop specialist knowledge and skills for advanced practitioners in the Community Services sector. It strengthens graduates’ capabilities in high level, independent and complex judgements in specialised fields of practice. Graduates will work in advanced case-management and assessment roles in statutory and voluntary contexts.

Careers: Relevant career opportunities are Case manager; Care manager; Assessment officer; Assessor.

Course Duration: 1 year.

Admission Requirements Mature Age: This qualification is suited to candidates who are currently employed and have significant experience working as a practitioner in a specialist area of work in the community sector. It is recommended that candidates have: An undergraduate degree or postgraduate qualification in a discipline related to work in the community sector or significant experience in a community sector organisation with substantial depth in the specialist area of practice and independent judgement and decision making responsibilities.

Selection Processes: Direct Entry, Interview.

COURSE STRUCTURE

To achieve this qualification participant must successfully complete 10 units including:

• 3 core units

• 7 elective units (Five elective units required for specialisation in Client Assessment and Case Management and two relevant electives from Community Services, Health or other relevant Training Packages). This course is currently customised for delivery to specific industry clients who are currently employed in the industry.

Core
CHCCS805A MANAGE PROJECTS AND STRATEGIES 90
CHCORG701A PROVIDE LEADERSHIP AS A PRACTITIONER IN COMMUNITY SERVICES 60
CHCPOL701A USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE 60
Specialised case management units
CHCAD504A PROVIDE ADVOCACY AND REPRESENTATION SERVICES 80
CHCCM701A UNDERTAKE ADVANCED CLIENT ASSESSMENTS 75
CHCCM702A MANAGE GOAL DIRECTED CARE PLANNING 75
CHCCM703A APPLY EFFECTIVE CASE MANAGEMENT PRACTICE 75
CHCCM705A WORK EFFECTIVELY WITH CARERS AND FAMILIES IN COMPLEX 65
Electives
CHCORG609C MANAGE PROJECTS AND STRATEGIES 90

CERTIFICATE III IN NON-EMERGENCY CLIENT TRANSPORT

Course Code: HLT30207

Campus: St Albans, Other.

Other locations: Campus.

About this course: This course gives students the knowledge and skills required to provide non-emergency transport of patients.

Course Objectives: This qualification is required for those who want to work in the non-emergency ambulance transport sector to provide transport for clients. Transport services of this kind are usually pre-arranged and time response is not given a high priority in comparison to emergency transport. Clients are those requiring transport and/or care for non-acute or chronic or disability.

Careers: When you graduate you will be qualified to be a Patient Transport Officer, Ambulance Transport Officer at Patient Transport Attendant.
Course Duration: 0.5 years.

Selection Processes: Interview, Written Application.

All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants. Clinical Placement Requirements Students are currently required to complete a number of mandatory industry requirements before commencing placement. These include: - Enrolled students must undergo an annual Victoria Police Check. students who do not provide a satisfactory Victorian Police Check will be denied access to all clinical placement units necessary for graduation. Failure to gain a Police clearance may also impact on the likelihood of gaining employment in industry. - A Victorian Drivers Licence (probationary licence accepted), is required to fulfil the driving component of the course and the student must have a licence at the time of enrolment.

COURSE STRUCTURE

The course is part-time for six months. This is a full fee paying course. This course is offered on a part-time basis.

Core Units of Study

Unit of Study Code

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTIR301A</td>
<td>COMMUNICATE AND WORK EFFECTIVELY IN HEALTH</td>
<td>20</td>
</tr>
<tr>
<td>HLTOS200A</td>
<td>PARTICIPATE IN OH&amp;S PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>HLTIN301A</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK</td>
<td>20</td>
</tr>
<tr>
<td>HLTABC301B</td>
<td>COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE</td>
<td>20</td>
</tr>
<tr>
<td>HLTAMBT301A</td>
<td>TRANSPORT NON-EMERGENCY CLIENTS UNDER OPERATIONAL CONDITIONS</td>
<td>20</td>
</tr>
<tr>
<td>HLTAP301A</td>
<td>RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT</td>
<td>70</td>
</tr>
<tr>
<td>HLF3301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
<tr>
<td>HLF4402B</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>BSMED201A</td>
<td>USE BASIC MEDICAL TERMINOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>BSBFLM303B</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
</tbody>
</table>

Five Elective Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTAP401A</td>
<td>CONFIRM PHYSICAL HEALTH STATUS</td>
<td>90</td>
</tr>
<tr>
<td>HLTAMBT402B</td>
<td>TRANSPORT EMERGENCY CLIENTS</td>
<td>60</td>
</tr>
<tr>
<td>CHCAC3A</td>
<td>ORIENTATION TO AGED CARE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS001A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS1C</td>
<td>ORIENTATION TO DISABILITY WORK</td>
<td>50</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN HEALTH CARE (AMBULANCE)

Course Code: HLT41007

Campus: St Albans.

About this course: Develop skills to become an ambulance attendant. In this course you will learn basic client care and patient transport skills for emergency response situations.

Course Objectives: The aim is that graduates will acquire the skills and knowledge to work in the non-emergency ambulance transport sector to provide transport for clients. There are nine pre-requisite units required to be achieved to articulate to the Diploma of Paramedical Science (Ambulance).

Careers: Occupational titles may include non-emergency patient transport officer.

Course Duration: 1 year.

Admission Requirements Year 12: All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills (IELTS level 5.5) and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

Admission Requirements International: Not available.

Admission Requirements Mature Age: All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills (IELTS level 5.5) and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

Admission Requirements VET: Not available.

Admission Requirements Other: All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills (IELTS level 5.5) and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

Selection Processes: Direct Entry, Written Application.

All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills (IELTS level 5.5) and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants. Clinical Placement Requirements Students are currently required to complete a number of mandatory industry requirements before commencing placement. These include: - Enrolled students must undergo an annual Victoria Police Check. students who do not provide a satisfactory Victorian Police Check will be denied access to all clinical placement units necessary for graduation. Failure to gain a Police clearance may also impact on the likelihood of gaining employment in industry. - A Victorian Drivers Licence (probationary licence accepted), is required to fulfil the driving component of the course and the student must have a licence at the time of enrolment.

Admission Requirements: Not available.

Admission Requirements Other: All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills (IELTS level 5.5) and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

Selection Processes: Direct Entry, Written Application.

All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills (IELTS level 5.5) and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

Admission Requirements: Not available.

Admission Requirements Other: All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills (IELTS level 5.5) and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

Selection Processes: Direct Entry, Written Application.

All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills (IELTS level 5.5) and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

Admission Requirements: Not available.

Admission Requirements Other: All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills (IELTS level 5.5) and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

Selection Processes: Direct Entry, Written Application.

All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills (IELTS level 5.5) and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.
Competency units available at Certificate IV level or higher in the Health and/or Community Services Training Packages

Core Units
HLTHIR301A COMMUNICATE AND WORK EFFECTIVELY IN HEALTH 20
BSBFML303B CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
HLTOHS300A CONTRIBUTE TO OHS PROCESSES 20
HLTIN301A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK 20
HLTAP401A CONFIRM PHYSICAL HEALTH STATUS 90
HLTAMBAE403B FOLLOW PROCEDURES FOR ROUTINE SAFE REMOVAL OF CLIENT 40
HLTAMBCS401A MANAGE ROUTINE SCENE AND PROMOTE PUBLIC SAFETY 50
HLTAMBCF301B COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE 20
HLTAMBCR401A DELIVER BASIC CLINICAL CARE 60
HLTHIR402B CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY 30
HLTAMBPD401B MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT 20

Elective Units
HLTAMBT301A TRANSPORT NON-EMERGENCY CLIENTS UNDER OPERATIONAL CONDITIONS 20
HLTHIR404B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE 20
HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
HLTAMBCS503A CONTRIBUTE TO MANAGING THE SCENE OF AN EMERGENCY 50
HLTAMBT402B TRANSPORT EMERGENCY CLIENTS 60
HLTAMBAE501B IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY 40
TAAASS301A CONTRIBUTE TO ASSESSMENT 10
TAAASS401A PLAN AND ORGANISE ASSESSMENT 10

DIPLOMA OF PARAMEDICAL SCIENCE (AMBULANCE)
Course Code: HLT50407
Campus: St Albans, Other.
Other locations: Campus.

Course Objectives: The course aims to provide the knowledge and skills required of workers employed by private non-emergency patient transport companies in Victoria to deliver non-emergency patient care and transport services. Requirements vary from state to state. This qualification does not enable graduates to apply for positions in Ambulance Service Victoria. Occupational titles may include Ambulance Transport Attendant and Ambulance Attendant.

Careers: To apply for positions of ambulance transport attendant (the primary office) in the private, non-emergency transport sector in Victoria.

Course Duration: 1 year.

Selection Processes: Interview, Written Application, Written Test.
All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants. Clinical Placement Requirements: Students are currently required to complete a number of mandatory industry requirements before commencing placement. These include: - Enrolled students must undergo an annual Victoria Police Check. students who do not provide a satisfactory Victorian Police Check will be denied access to all clinical placement units necessary for graduation. Failure to gain a Police clearance may also impact on the likelihood of gaining employment in industry. - A Victorian Drivers Licence (probationary licence accepted), is required to fulfil the driving component of the course and the student must have a licence at the time of enrolment. - A Medical Check and a Physical Capacity Test are industry requirements for students attending clinical placements with Metropolitan Ambulance Service (MAS and Rural Ambulance Service (RAV). Students must meet medical standards including the medical guidelines for the 'Assessing Fitness to Drive for Commercial and Private Vehicle Drivers 2003'. For further information visit www. austroads. com. au. Students should be aware that their checks and test are to remain current until all their clinical placement units have been satisfactorily completed. Prospective students who believe that they may have difficulties meeting or maintaining the requirements are advised to contact the Course Coordinator prior to admission.

COURSE STRUCTURE
Part-time for 12 months. This is a full fee paying course. This course is offered on a part time basis only.

There are nine Prerequisites units for entry to this qualification. These unit will be offered to those needing to undertake them. This qualification requires the completion of 14 competency units, including seven compulsory units and seven elective units.

Pre-requisite Units of Study
The following nine pre-requisite units will be delivered to those required to undertake them in accordance with the Health Training package 2007.

BSBFML303B CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
HLTOHS300A CONTRIBUTE TO OHS PROCESSES 20
HLTIN301A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK 20
HLTAP401A CONFIRM PHYSICAL HEALTH STATUS 90
HLTAMBAE403B FOLLOW PROCEDURES FOR ROUTINE SAFE REMOVAL OF CLIENT 40
HLTAMBCS401A MANAGE ROUTINE SCENE AND PROMOTE PUBLIC SAFETY 50
HLTAMBCF301B COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE 20
HLTAMBCR401A DELIVER BASIC CLINICAL CARE 60
HLTAMBT301A TRANSPORT NON-EMERGENCY CLIENTS UNDER OPERATIONAL CONDITIONS 20

Seven Core Units of Study
HLTAMBAE501B IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY 40
HLTHIR402B CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY 30
HLTOHS456A IDENTIFY, ASSESS AND CONTROL OHS RISK IN OWN WORK 40
Seven Elective Units of Study

- **PUEAEM001A PROVIDE EMERGENCY CARE** 40
- **HLTAMBSC503A CONTRIBUTE TO MANAGING THE SCENE OF AN EMERGENCY** 50
- **HLTAMBSC502B MANAGE THE SCENE OF A SPECIAL EVENT** 120
- **HLTAMBT402B TRANSPORT EMERGENCY CLIENTS** 60
- **CHCAC3C ORIENTATION TO AGED CARE WORK** 50
- **CHCCS301A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK** 50
- **CHCDS10C ORIENTATION TO DISABILITY WORK** 50

**CERTIFICATE III IN ASSET MAINTENANCE (CLEANING OPERATIONS)**

Course Code: PRM30104

**Campus:** Industry.

**Course Objectives:** This program provides participants with the knowledge and skills to undertake specialist cleaning maintenance duties. Successful participants will be competent to work up to supervisory level for cleaning contractors, work within recognized process and methods.

**Careers:** Successful completion of this qualification provides you with the opportunity to become a cleaner and also an opportunity as an on-site manager of a professional cleaning operation.

**Course Duration:** 1 year.

**Admission Requirements Year 12:** Employer Choice.

**Admission Requirements International:** Not applicable.

**Admission Requirements Mature Age:** Employer Choice.

**Admission Requirements VET:** Employer Choice.

**Admission Requirements Other:** Employer Choice / SpiritWest Services

**Selection Processes:** Employer Choice.

**COURSE STRUCTURE**

To achieve a Certificate III in Asset Maintenance (Cleaning Operations), at total 19 units must be completed. This comprises of 5 core units and 14 elective units:

**Core Units**

- **PRMCL33B PLAN FOR SAFE AND EFFICIENT CLEANING ACTIVITIES** 15
- **PRMCL35B MAINTAIN A CLEANING STORAGE AREA** 15
- **PRMCL39A SUPPORT LEADERSHIP IN THE WORKPLACE** 50
- **PRMCMN201A PARTICIPATE IN WORKPLACE SAFETY ARRANGEMENTS** 25
- **PRMCMN301A CONTRIBUTE TO WORKPLACE SAFETY ARRANGEMENTS** 30

**Elective Units**

- **PRMCL14A PREPARE FOR WORK IN THE CLEANING INDUSTRY** 25
- **PRMCMN101A FOLLOW WORKPLACE SAFETY ARRANGEMENTS** 25
- **PRMCL14A APPLY BASIC COMMUNICATION SKILLS** 15
- **PRMCMN202A PROVIDE EFFECTIVE CLIENT SERVICE** 40
- **PRMCMN302A RESPOND TO CLIENT INQUIRIES AND COMPLAINTS** 40
- **PRMCL14B MAINTAIN A ‘CLEAN ROOM’ ENVIRONMENT** 10
- **PRMCL24B CONTROL THE SUPPLY OF RESOURCES TO THE WORK SITE** 25
UNITs
Below are unit details for courses offered by the School of Community 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.

BSBATSIC403B  MAINTAIN AND PROTECT CULTURE
Locations: Industry.
Description: This unit covers working as a Board member in such a way as to respect, maintain and protect aspects of culture within the Board structure, the organisation and the community. This unit is based on a unit originally developed by the Aboriginal and Torres Strait Islander Curriculum Consortium, Tropical North Queensland Institute of TAFE. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40
Required Reading: Text provided.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBATSIC411B  COMMUNICATE WITH THE COMMUNITY
Locations: Industry.
Description: This unit covers the process by which Board members work in partnership with the community including other organisations in order to meet community needs and involve people. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40
Required Reading: Text provided.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBATSIM402B  USE THE CONSTITUTION
Locations: Industry.
Description: This unit covers ensuring that the organisation’s constitution is relevant and legal, that it is understood, and that it meets changing needs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40
Required Reading: Text provided.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBATSIM404B  USE THE BUSINESS PLAN
Locations: Industry.
Description: This unit covers the use of the business plan to guide the operations of the organisation. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

Nominal Hours: 40
Required Reading: Text provided.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBATSIM405B  MONITOR FINANCIAL MANAGEMENT AND BUDGETS
Locations: Industry.
Description: This unit covers monitoring and acting on financial reports. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

Nominal Hours: 40
Required Reading: Text provided.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBATSIM406B  MANAGE ASSETS
Locations: Industry.
Description: This unit covers the management of and accountability for the organisation’s assets. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

Nominal Hours: 40
Required Reading: Text provided.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBATSIM407B  PLAN FOR ORGANISATIONAL NEEDS
Locations: Industry.
Description: This unit covers the diverse roles and responsibilities of being a Board member.

Nominal Hours: 40
Required Reading: Text provided.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBATSIM412B  IMPLEMENT A BUSINESSLIKE APPROACH
Locations: Industry.
Description: This unit covers adopting a business like manner in all aspects of operations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40
Required Reading: Text provided.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBATSIM414B  OVERSEE THE ORGANISATION’S ANNUAL BUDGET
Locations: Industry.
Description: This unit covers ensuring the development and implementation of the annual budget to enable the Board to control the finances of the organisation. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

Nominal Hours: 40
Required Reading: Text provided.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.
BSBMED201A USE BASIC MEDICAL TERMINOLOGY
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit covers understanding and responding to instructions, carrying out routine tasks and communicating with a range of internal/external clients in a Medical Office, using appropriate basic medical terminology. This unit can be assessed alone or in combination with other units making up a job role.
Nominal Hours: 30
Required Reading: nil.
Assessment: This unit may be assessed by Scenarios, Workbook, Written test.

BSBMGT607A MANAGE KNOWLEDGE AND INFORMATION
Description: Obtain information relevant to business issues; Analyse information and knowledge; Make decisions on business issues identified; Disseminate information to the organisation.
Nominal Hours: 60
Required Reading: No required text.
Assessment: As per accredited curriculum.

CHCAD3A ORIENTATION TO AGED CARE WORK
Description: Work is performed within a legal and ethical framework and supports the rights and interests of the aged people and follows appropriate reporting mechanisms to meet duty of care requirements.
Nominal Hours: 50
Assessment: As per accredited curriculum.

CHCAD402D SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS
Description: This unit describes the knowledge and skills required by the worker to uphold the interests and rights of clients within the organisation.
Nominal Hours: 75
Required Reading: No required text.
Assessment: Assessment may include observation, questioning and evidence gathered from a workplace environment which can include testimonials from colleagues or clients.

CHCAD4A PROVIDE ADVOCACY AND REPRESENTATION SERVICES
Description: Establish the representative role and process; Participate in decision-making forums; Negotiate outcomes and liaise with key people; Evaluate effectiveness of strategies.
Nominal Hours: 90
Assessment: As per accredited curriculum.

CHCAD504A PROVIDE ADVOCACY AND REPRESENTATION SERVICES
Description: This unit describes the knowledge and skills required by the worker to represent the interests of service users, the community and/or the community services and health industries. Representation will include the development of community representative and industry participative roles and positions in influencing policy processes and decision-making forums.
Nominal Hours: 80
Required Reading: No required text.
Assessment: Assessment methods may include: case studies, projects, role plays, observation of processes and procedures and oral and/or written questioning.

CHCAD603A PROVIDE SYSTEMS ADVOCACY SERVICES
Description: This unit describes the knowledge and skills required by the worker to advocate to ensure that the rights and needs of consumers and clients issues are maintained within the broader rights and needs of the general community.
Nominal Hours: 90
Required Reading: School of Community Services Workbook.
Assessment: This unit may be assessed by roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or simulated environment.

CHCADMIN305D WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION
Locations: Footscray Nicholson, St Albans, City Flinders, Industry.
Description: This unit describes the knowledge and skills required to work within an organisation’s administration protocols in both community and government settings.
Nominal Hours: 75
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCADMIN403C UNDERTAKE ADMINISTRATIVE WORK
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the knowledge and skills required by workers to undertake a range of administrative functions in the workplace.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may include: written assignment, project and presentation.

CHCADMIN604A MANAGE THE FINANCES, ACCOUNTS AND RESOURCES OF AN ORGANISATION
Description: This unit describes the knowledge and skills required by workers to manage the financial, accounting and resourcing systems of the workplace to uphold accountability and efficiency requirements.
Nominal Hours: 90
Required Reading: No reading required.
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCAOD201D PREPARE FOR ALCOHOL AND OTHER DRUGS WORK

Locations: St Albans, Industry.
Other Locations: Off Campus at Secondary Schools auspiced by Victoria University
Description: This unit describes the introductory knowledge and skills required to prepare a worker for working with clients.
Nominal Hours: 70
Required Reading: No required text.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCAOD402A WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR

Locations: St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required by all workers who may be working primarily with clients with alcohol and other drugs (AOD) issues and provides a basic introduction to values, services and approaches applied to work in this sector.
Nominal Hours: 50
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Cert III in Community Services Work Assessment: Competency based.

CHCAOD406D WORK WITH CLIENTS WHO ARE INTOXICATED

Locations: Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to work with alcohol and/or other drug affected clients in a range of settings including night patrols, detoxification/withdrawal units and sobering up shelters.
Nominal Hours: 50
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations, case simulations and verbal discussions.

CHCAOD408A ASSESS NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUGS ISSUES

Locations: Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to assess client needs in the context of identifying options for delivery of community services to support their needs. This unit includes applying standard processes and procedures to providing a comprehensive assessment of clients’ alcohol and other drugs (AOD) and other needs, developing case plans based on the assessment, and referring clients to other services as required.
Nominal Hours: 125
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCAOD409D PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES

Locations: Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to provide support and assistance to people going through the process of withdrawing from alcohol, tobacco or other drugs, including combinations of these.
Nominal Hours: 150
Required Reading: No text required.
Assessment: Case studies, role plays, assignment and presentations.

CHCAOD411A PROVIDE INTERVENTIONS FOR PEOPLE WITH ALCOHOL AND OTHER DRUG ISSUES

Locations: Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to provide a range of intervention strategies to address alcohol and other drugs (AOD) issues within the scope of an individual’s treatment plan.
Nominal Hours: 70
Required Reading: No required texts.
Assessment: This unit may be assessed by written assignments, summarises of essential readings, verbal discussions, in class assessments, role plays and presentations.

CHCCD1B SUPPORT COMMUNITY PARTICIPATION

Description: Work with individuals and the community to promote participation; Support existing community activities.
Nominal Hours: 50
Assessment: As per accredited curriculum.

CHCCD2B PROVIDE COMMUNITY EDUCATION PROJECTS

Description: Develop the education project; Deliver the education project; Review the education project.
Nominal Hours: 50
Assessment: As per accredited curriculum.

CHCCD307C SUPPORT COMMUNITY RESOURCES

Locations: Footscray Nicholson, St Albans, Industry, Other.
Other Locations: Off Campus at Secondary Schools auspiced by Victoria University
Description: This unit describes the knowledge and skills required to provide and maintain support to community groups
Nominal Hours: 30
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.
**CHCCD404D  DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS**

Locations: Industry.

Description: This unit describes the knowledge and skills required to develop community programs to ensure maximum participation.

Nominal Hours: 125

Required Reading: Text is not required.

Assessment: To be advised.

**CHCCD412A  WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK**

Locations: St Albans, Footscray Park, Industry.

Description: This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

Nominal Hours: 65

Required Reading: No required texts.

Assessment: This unit may be assessed by written assignments, summarises of essential readings, class discussions, in class assessments, role plays and presentations CHC51408 Diploma of Youth Assessment: Graded.

**CHCCD413D  WORK WITHIN SPECIFIC COMMUNITIES**

Locations: St Albans, Industry.

Description: This unit describes the knowledge and skills required to work with individuals or groups in specific communities.

Nominal Hours: 70

Required Reading: No required text.

Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

**CHCCD4B  DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS**

Description: Develop program parameters; sign programs with the community; Implement programs; Evaluate programs.

Nominal Hours: 150

Assessment: Written report, group work task.

**CHCCD505D  DEVELOP COMMUNITY RESOURCES**


Description: This unit describes the knowledge and skills required to work with the community to develop relevant and effective resources to engender community support for initiatives aimed at specific groups

Nominal Hours: 90

Required Reading: No text required.

Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

**CHCCD508C  SUPPORT COMMUNITY ACTION**

Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.

Description: This unit describes the knowledge and skills required to support the community to represent their own needs through social and public action.

Nominal Hours: 90

Required Reading: No required texts.

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

**CHCCD509C  SUPPORT COMMUNITY LEADERSHIP**


Description: This unit describes the knowledge and skills required to design, provide and promote a supporting structure and environment to enable effective and viable leadership to be provided within the community.

Nominal Hours: 90

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

**CHCCD514A  IMPLEMENT COMMUNITY DEVELOPMENT STRATEGIES**


Description: This unit describes the knowledge and skills required to work with individuals, groups and the community to identify issues and develop cooperative processes to facilitate change.

Nominal Hours: 70

Required Reading: No required text.

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment.

**CHCCD515A  COMMUNICATE EFFECTIVELY WITHIN A COMMUNITY DEVELOPMENT CONTEXT**


Description: This unit describes the knowledge and skills required to apply higher level communication skills that underpin effective operations within the community development environment.

Nominal Hours: 70

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

**CHCCD516A  WORK WITHIN ORGANISATION AND GOVERNMENT STRUCTURES TO ENABLE COMMUNITY DEVELOPMENT OUTCOMES**


Description: This unit describes the knowledge and skills required to work within community and government structures to enable community development processes.
Nominal Hours: 95
Required Reading: Community Services Workbook.
Assessment: This unit may be assessed by projects; roleplays; written assignments; group work; class discussion; oral presentations or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCDC8B SUPPORT COMMUNITY ACTION
Description: Respond to community needs; Support identified community needs; Evaluate effectiveness of community action.
Nominal Hours: 90
Assessment: Written assignments, in class assessment, verbal or written discussion, group assessment.

CHCCEL401A WORK EFFECTIVELY IN A CELEBRANCY ROLE
Locations: City Flinders, Industry.
Description: This unit describes the knowledge and skills required by celebrants to work effectively in the celebrancy context.
Nominal Hours: 45
Required Reading: No required text.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCEL402A ESTABLISH AND MAINTAIN KNOWLEDGE OF LEGAL RESPONSIBILITIES OF A MARRIAGE CELEBRANT
Locations: City Flinders, Industry.
Description: This unit describes the knowledge required to be developed and maintained by marriage celebrants to fulfil their legal responsibilities under the Marriage Act 1961 and Marriage Regulations 1963, including the Code of Practice for Marriage Celebrants. It is a pre-requisite for enrolment in all other units of competency specific to marriage celebrancy.
Nominal Hours: 35
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCEL403A DEVELOP AN EFFECTIVE RELATIONSHIP WITH A MARRYING COUPLE
Locations: City Flinders, Industry.
Description: This unit describes the knowledge and skills required by marriage celebrants to communicate with and develop appropriate relationships with marrying couples.
Nominal Hours: 35
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCEL404A PLAN A MARRIAGE CEREMONY IN LINE WITH LEGAL REQUIREMENTS
Locations: City Flinders, Industry.
Description: This unit describes the knowledge and skills required by marriage celebrants to prepare for and plan marriage ceremonies in line with legal requirements.
Nominal Hours: 35
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCEL405A CONDUCT AND REVIEW A MARRIAGE CEREMONY IN LINE WITH LEGAL REQUIREMENTS
Locations: City Flinders, Industry.
Description: This unit describes the knowledge and skills required by marriage celebrants to conduct and review marriage ceremonies.
Nominal Hours: 35
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCEL406A IDENTIFY AND ADDRESS CLIENT NEEDS IN A CELEBRANCY ROLE
Locations: City Flinders, Industry.
Description: This unit describes the knowledge and skills required by celebrants to work with clients in the celebrancy context to clarify their needs and identify services to address those needs.
Nominal Hours: 35
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCH426B SUPPORT CLIENT PARTICIPATION IN THE ORGANISATION
Locations: St Albans, Industry.
Description: This unit describes the knowledge and skills required to involve service users in the organisation.
Nominal Hours: 50
Required Reading: No required text.
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCCH427A WORK EFFECTIVELY WITH PEOPLE EXPERIENCING OR AT RISK OF HOMELESSNESS
Description: This unit describes the knowledge and skills required for working with people who are experiencing homelessness or risk of becoming homeless, including women and children experiencing family violence.
Nominal Hours: 70
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCCHILD1C  IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM
Description: Implement work practices which support the protection of children and young people; Report indications of possible risk of harm.
Nominal Hours: 30
Required Reading: No required text for this unit.
Assessment: Portfolio, written assignments, presentation, verbal and written discussion, case studies Graded assessments for the Cert IV and Diploma in Youth Work.

CHCCHILD301A  SUPPORT BEHAVIOUR OF CHILDREN AND YOUNG PEOPLE
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the knowledge and skills for workers to apply strategies to guide responsible behaviour in a safe and supportive environment.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Students are required to complete projects, written assignments, group work and presentations.

CHCCHILD401A  IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the knowledge and skills required to address duty of care requirements, working within an ethical framework and applying relevant legislation, policies and procedures in responding to children and young people.
Nominal Hours: 30
Required Reading: No text required.
Assessment: Assessment may include assignments, tests and practical tasks. CHC30808 and CHC40708: Competency Based.

CHCCHILD404A  SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE
Locations: St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to provide case management to clients who have already been assessed and whose needs have been identified as extending across a number of areas, such as aged care, community care, disability, mental health, drugs, alcohol or homelessness
Nominal Hours: 40
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Cert III in Community Services Competency Grade Set.

CHCCM3B  DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT
Locations: St Albans, Footscray Park, Industry.
Description: Conduct case management meetings; Develop an appropriate approach to case management; Develop an appropriate case management plan; Manage case work activities and processes.
Nominal Hours: 75
Assessment: Presentation, group work, task, written report.

CHCCM401D  UNDERTAKE CASE MANAGEMENT
Description: This unit describes the knowledge and skills required to participate in carrying out specific activities in a case/care plan.
Nominal Hours: 20
Required Reading: No required text.
Assessment: Assessment may include: Assessment may include observation, questioning and evidence gathered from the workplace environment, including written case studies.

CHCCM402D  ESTABLISH AND MONITOR A CASE PLAN
Description: This unit describes the knowledge and skills required to develop a case management plan to address specific client needs.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may include observation, questioning and evidence gathered from the workplace environment (workplace evidence can be testimonials, portfolios or copies of completed workplace records/documentation).

CHCCM404A  UNDERTAKE CASE MANAGEMENT FOR CLIENTS WITH COMPLEX NEEDS
Locations: Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to provide case management to clients who have already been assessed and whose needs have been identified as extending across a number of areas, such as aged care, community care, disability, mental health, drugs, alcohol or homelessness
Nominal Hours: 50
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. CHC40708 Certificate IV in Community Services - Competency Based.

CHCCM503C  DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT
Description: This unit describes the knowledge and skills required to facilitate all aspects of case planning.
Nominal Hours: 75
FACULTY OF WORKFORCE DEVELOPMENT

Required Reading: School of Community Services Workbook.

Assessment: This unit may be assessed by video submission and critique; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHC40708: Competency Based.

CHCCM701A  UNDERTAKE ADVANCED CLIENT ASSESSMENTS


Description: This unit describes the knowledge and skills required to undertake initial and ongoing client assessments, to determine eligibility, priority and need for services as part of a case management process or as part of an assessment service.

Nominal Hours: 75

Required Reading: No required text.

Assessment: Assessment methods may include: observation, questioning and evidence gathered from the workplace setting and feedback from peers/other participants.

CHCCM702A  IMPLEMENT GOAL DIRECTED CARE PLANNING


Description: This unit describes the knowledge and skills required to plan care for clients through provision of services and resources aimed at maximising and enhancing their independence and quality of life.

Nominal Hours: 75

Required Reading: No required text.

Assessment: Assessment methods may include: observation, questioning, evidence gathered from the workplace setting and written test.

CHCCM703A  APPLY EFFECTIVE CASE MANAGEMENT PRACTICE


Description: This unit describes the knowledge and skills required to undertake complex case management.

Nominal Hours: 75

Required Reading: No required text.

Assessment: Assessment methods may include: role plays, case studies, observation, questioning and evidence gathered from the workplace setting.

CHCCM705A  WORK EFFECTIVELY WITH CARERS AND FAMILIES IN COMPLEX


Description: This unit describes the knowledge and skills required to support the care relationship for clients with carers and families in complex situations.

Nominal Hours: 65

Required Reading: No required text.

Assessment: Assessment methods may include: case studies, role plays, observation, questioning, evidence gathered from the workplace setting and feedback from peers/other participants.

CHCCN301A  ENSURE THE HEALTH AND SAFETY OF CHILDREN

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

Description: This unit describes the knowledge and skills required for a worker to ensure the health and safety of children.

Nominal Hours: 60

Required Reading: No text required.

Assessment: Assessment may include assignments, tests and practical tasks.

CHCCN302A  PROVIDE CARE FOR CHILDREN

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

Description: This unit describes the knowledge and skills required by those working with children to ensure the child’s physical and emotional well being is maintained and their self sufficiency is nurtured.

Nominal Hours: 70

Required Reading: No text required.

Assessment: Assessment may include assignments, tests and practical tasks.

CHCCN303A  CONTRIBUTE TO PROVISION OF NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER

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

Description: This unit describes the knowledge and skills required to ensure babies, children and young people are provided nutritionally balanced, safe and hygienically prepared food.

Nominal Hours: 20

Required Reading: No text required.

Assessment: Assessment includes assignments, tests and practical tasks.

CHCCN305A  PROVIDE CARE FOR BABIES

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

Description: This unit describes the knowledge and skills required by anyone working with babies/infants to ensure that their physical and emotional well being is maintained.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assessment includes assignments, tests and practical tasks.

CHCCN511A  ESTABLISH AND MAINTAIN A SAFE AND HEALTHY ENVIRONMENT FOR CHILDREN

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

Description: This unit describes the knowledge and skills required for a worker to establish, manage and monitor the implementation of a safe and healthy environment when working with children.

Nominal Hours: 40

Required Reading: No required text.

Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.
CHCCOM201C  COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION
Locations: Footscray Nicholson, St Albans, Industry, Other.
Other Locations: Off Camsenvironment.

CHCCS200D  DELIVER SERVICE TO CLIENTS
Locations: St Albans, Industry.
Description: This unit describes the knowledge and skills required for new entrants to the community services industry as an orientation to how services are delivered within an established client service plan.
Nominal Hours: 15
Required Reading: No required text.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS211A  PREPARE FOR WORK IN THE COMMUNITY SECTOR
Locations: Footscray Nicholson, St Albans, Industry, Other.
Other Locations: Off Campus at Secondary Schools auspiced by Victoria University
Description: This unit describes the knowledge and skills required by those people who may be undertaking preliminary training to enter the community services industry
Nominal Hours: 55
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS301A  WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK
Description: Demonstrate an understanding of legislation and common law relevant to work role; Follow the organisation’s policies and practices; Work ethically; Recognise and respond when the clients rights and interests are not being protected.
Nominal Hours: 50
Required Reading: No.
Assessment: Portfolio, written assignments, presentation, verbal and written discussion, case studies.

CHCCS308B  PROVIDE FIRST POINT OF CONTACT
Locations: St Albans, Industry.
Description: This unit describes the knowledge and skills required to follow organisation guidelines in the exchange of routine information with clients, to establish a priority of needs, and identify and to respond to their immediate needs including the providing information about services available
Nominal Hours: 30
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS312A  USE ELECTRONIC LEARNING MATERIALS
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit deals with the skills and knowledge required to provide basic organisation and support of learning through the use of electronic learning materials.
Nominal Hours: 15
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities.

CHCCS400A  WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK
Locations: Footscray Nicholson, St Albans, Werribee, Footscray Park, City Flinders, Industry.
Description: This unit describes the knowledge and skills required to work within a legal and ethical framework that supports duty of care requirements
Nominal Hours: 50
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assignments, presentations and verbal discussions. Disability courses are competency based. The School of Health assessment is competency based. CHC40708: Competency Based.

CHCCS401A  FACILITATE CO-OPERATIVE BEHAVIOUR
Locations: St Albans, Footscray Park, Industry.
Description: Monitor behaviour of the client; Use communication strategies to de-escalate conflict; Respond to unacceptable behaviour.
Nominal Hours: 40
Required Reading: Not required.
Assessment: Case studies, presentation, on the job assessment, written assessment.

CHCCS401B  FACILITATE RESPONSIBLE BEHAVIOUR
Locations: St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to respond to unacceptable behaviour and support responsibility for behaviour management and change.
Nominal Hours: 40
Required Reading: No required texts.
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions. Cert III in Community Services Work Assessment: Competency based.

CHCCS405A  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.
Description: Apply an awareness of culture as a factor in all human behaviour; Contribute to the development of relationships based on cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 30
Required Reading: No required text.
Assessment: Oral presentation, in class discussion, written assignment, portfolio, case studies.

CHCCS405C IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS
Locations: Footscray Nicholson, St Albans, Industry, Other.
Other Locations: Off Campus at Secondary Schools auspiced by Victoria University
Description: This unit describes the knowledge and skills required to establish the first point of contact between the client and the organisation/service
Nominal Hours: 15
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS412D DELIVER AND DEVELOP CLIENT SERVICES
Description: This unit describes the knowledge and skills required to meet the specific needs of a broad range of existing and new clients within a defined framework.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment methods may include: observations, questioning or evidence gathered from the workplace e.g. testimonial from clients and colleagues and promotional material.

CHCCS421A UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY
Description: This unit deals with the skills and knowledge required or workers to deal with a range of issues associated with delivery of programs and services to individual and communities within the context of community sector work in communities in which they are personally involved.
Nominal Hours: 80
Required Reading: Community Services Workbook.
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCS422A RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY
Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to assess a range of client issues and refer appropriately.
Nominal Hours: 75
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, case studies, written assignments, presentations and verbal discussions. Cert III in Community Service Work is competency based. CHC40708: Competency Based.

CHCCS424A ADMINISTER AND MONITOR MEDICATIONS
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the knowledge and skills required to responsibly administer and monitor prescribed medications to a person with stable health conditions in a range of settings under delegation from a health professional in accordance with legislation and the organisation’s medication and delegation policies and practice. This unit is available only as part of a qualification at Certificate IV level and above or as part of the High support and complex care skill set which is available to those holding a Certificate IV qualification.
Nominal Hours: 60
Required Reading: No required text.
Assessment: To be advised.

CHCCS426A PROVIDE SUPPORT AND CARE RELATING TO LOSS AND GRIEF
Locations: City Flinders, Industry.
Description: This unit describes the knowledge and skills required to provide support for individuals who are experiencing loss, grief and bereavement.
Nominal Hours: 55
Required Reading: No required text.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS500A CONDUCT COMPLEX ASSESSMENT AND REFERRAL
Description: This unit describes the knowledge and skills required to conduct an appropriate individual assessment and make appropriate referrals where multiple issues present.
Nominal Hours: 65
Required Reading: School of Community Services Workbook.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment.

CHCCS502A MAINTAIN LEGAL AND ETHICAL WORK PRACTICES
Description: This unit describes the knowledge and skills required to maintain the application of legal and ethical work practices by monitoring, coordinating and promoting their importance in providing community services and supporting duty of care requirements.
Nominal Hours: 70
Required Reading: School of Community Workbook.
Assessment: This unit may be assessed by roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCCS503A DEVELOP, IMPLEMENT AND REVIEW SERVICES AND PROGRAMS TO MEET CLIENT NEEDS
Locations: St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to identify, develop, implement, monitor and review programs to meet the needs of clients.
Nominal Hours: 70
Required Reading: No required texts.
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCCS513A MAINTAIN AN EFFECTIVE COMMUNITY SECTOR WORK ENVIRONMENT
Locations: St Albans, Footscray Park, Industry.
Description: This unit of competency describes the skills and knowledge required by those working at a management level to maintain an effective work environment in a community sector work context.
Nominal Hours: 45
Required Reading: No required text.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS522A ADDRESS COMPLEX LEGAL AND ETHICAL ISSUES IN PROFESSIONAL PRACTICE
Prerequisites: CHCCS400A - WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK
Description: This unit describes the knowledge and skills required to maintain the application of legal and ethical work practices by monitoring, coordinating and promoting their importance in providing community services and supporting duty of care requirements.
Nominal Hours: 90
Required Reading: Community Services Workbooks.
Assessment: This unit may be assessed by roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace or simulated environment.

CHCCS604A MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS
Description: This unit describes the knowledge and skills required to manage resources and systems to deliver quality client services within complex or changing circumstances.
Nominal Hours: 90
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCCS607D COORDINATE IN-SERVICE ASSESSMENT AND RESPONSE TO ADDRESS CLIENT NEEDS
Description: This unit describes the knowledge and skills required to coordinate programs to ensure that individual needs of clients are met within parameters of one service.
Nominal Hours: 75
Required Reading: No required text.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, case studies, written assignments, presentations and verbal discussions.
CHCCS805A  
**UNDERTAKE PROFESSIONAL REFLECTION**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the knowledge and skills required to analyse own professional practice as part of an ongoing review of professional effectiveness, growth and management of personal values and their influence on professional practice.

**Nominal Hours:** 75

**Required Reading:** No required text.

**Assessment:** Assessment methods may include: demonstration of competency within the working environment, oral and written questioning, observation and review of any documentation procedure.

CHCCS501A  
**WORK WITHIN A STRUCTURED COUNSELLING FRAMEWORK**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the knowledge and skills required to work within the agency’s agreed counselling model.

**Nominal Hours:** 90

**Required Reading:** School of Community Services Workbook.

**Assessment:** This unit may be assessed by video submission and critique; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCS502A  
**APPLY SPECIALIST INTERPERSONAL AND COUNSELLING INTERVIEW SKILLS**

**Locations:** City Flinders, Industry.

**Description:** This unit describes the skills and knowledge required to use advanced interpersonal communication skills to facilitate the client-counsellor relationship in a counselling practice.

**Nominal Hours:** 60

**Required Reading:** No required text.

**Assessment:** Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCCS503A  
**FACILITATE THE COUNSELLING RELATIONSHIP**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the knowledge and skills required to enable clients to identify and work through concerns

**Nominal Hours:** 120

**Required Reading:** Community Services Workbook.

**Assessment:** This unit may be assessed by video submission and critique; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCS507A  
**SUPPORT CLIENTS IN DECISION-MAKING PROCESSES**

**Locations:** City Flinders, Industry.

**Description:** This unit describes the knowledge and skills required to support clients in planning a course of action

**Nominal Hours:** 120

**Required Reading:** No Required Text.

**Assessment:** Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCCS509A  
**REFLECT AND IMPROVE UPON COUNSELLING SKILLS**

**Locations:** Footscray Nicholson, City Flinders, Industry.

**Description:** This unit describes the knowledge and skills required to evaluate own work and to undertake continuing self development and effective supervision within an ethical code of practice.

**Nominal Hours:** 90

**Required Reading:** No required text.

**Assessment:** Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCCW301C  
**OPERATE UNDER A CASEWORK FRAMEWORK**

**Locations:** St Albans, Industry.

**Other Locations:** Off Campus at Secondary Schools auspiced by Victoria University

**Description:** This unit describes the knowledge and skills required to optimise the effectiveness of interaction with client by using appropriate skills to implement a case plan.

**Nominal Hours:** 20

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCW503A  
**WORK INTENSIVELY WITH CLIENTS**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the knowledge and skills required to deliver targeted specialised client services based on individual case management and intervention

**Nominal Hours:** 75

**Required Reading:** School of Community Services Workbook.

**Assessment:** This unit may be assessed by video submission and critique; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCDIS1C  
**ORIENTATION TO DISABILITY WORK**

**Description:** Demonstrate an understanding of the delivery of quality services for people with disabilities; Demonstrate the capacity to support rights, interests and needs of people with disabilities; Respond to situations of risk or potential risk to people with disabilities.

**Nominal Hours:** 50

**Assessment:** This unit may be assessed by Scenarios, Workbook, Clinical experience.

CHCDIS220B  
**PREPARE FOR DISABILITY WORK**

**Locations:** Footscray Nicholson, St Albans, Industry, Other.

**Other Locations:** Off Campus at Secondary Schools auspiced by Victoria University

**Description:** This unit describes the knowledge and skills required as an introduction to working with people with a disability.
CHCIS313A  SUPPORT PEOPLE WITH DISABILITIES WHO ARE AGEING

Locations: St Albans, Industry.

Description: This unit describes the knowledge and skills required to support a person with a disability who is ageing. The unit covers identifying current and future needs, supporting the rights and interests of the person, independent thinking and action and understanding and supporting a person with a disability who has dementia.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Written, practical assessment, presentations.

CHCIS311A  ASSESSMENT IN THE EDUCATION ENVIRONMENT

Locations: Footscray Nicholson, St Albans, Industry.

Description: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

Nominal Hours: 30

Required Reading: No required text.

Assessment: This unit may be assessed by in-class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCIS405A  FACILITATE SKILLS DEVELOPMENT AND MAINTENANCE

Locations: Footscray Nicholson, St Albans, Industry.

Description: This unit describes the knowledge and skills required by the worker to develop, implement and review formal skills development/maintenance plans with a person with a disability.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Students are required to do assignments, tests, projects, case studies.
CHCEDS306A  SUPPORT THE DEVELOPMENT OF WRITING SKILLS
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit focuses on the role of education support workers in providing assistance to students in all phases of learning who need additional support with their writing.
Nominal Hours: 50
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS312A  WORK WITH DIVERSITY IN THE EDUCATION ENVIRONMENT
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the knowledge and skills required for individuals without supervisory responsibilities to work effectively with diversity.
Nominal Hours: 35
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS313A  COMMUNICATE WITH STUDENTS
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the requirement for education support workers to effectively communicate with students.
Nominal Hours: 35
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS314A  WORK EFFECTIVELY IN AN EDUCATION TEAM
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the skills and knowledge needed to work effectively with team members, colleagues and others in an educational work environment.
Nominal Hours: 35
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS315B  SUPPORT STUDENTS WITH ADDITIONAL NEEDS IN THE CLASSROOM
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the knowledge and skills required by a teacher aide to support students with additional needs in classrooms where there are students with a mix of abilities and needs.
Nominal Hours: 30
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS316A  COMPLY WITH SCHOOL ADMINISTRATIVE REQUIREMENTS
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit deals with the skills and knowledge for education support workers to undertake administration and basic computer tasks in the education environment where administration is not the main focus of work.
Nominal Hours: 30
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS322A  SUPPORT STUDENTS WITH ENGLISH AS A SECOND LANGUAGE
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit deals with the skills and knowledge required to provide support to students who have English as a second language (ESL).
Nominal Hours: 35
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCFC301A  SUPPORT THE DEVELOPMENT OF CHILDREN
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required by workers who support the physical, social, emotional, psychological, language and creative development of children from 0-12 years of age.
Nominal Hours: 45
Required Reading: No text required.
Assessment: Assessment includes assignments, tests and practical tasks. Certificate II in Community Services: Competency Based.

CHCFC502A  FOSTER PHYSICAL DEVELOPMENT IN EARLY CHILDHOOD
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required to plan and provide experiences to enhance children's physical development
Nominal Hours: 45
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCFC503A  FOSTER SOCIAL DEVELOPMENT IN EARLY CHILDHOOD
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required to foster the social development of children and to promote their ethical understanding.
Nominal Hours: 70
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

**CHCFC504A  SUPPORT EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT IN EARLY CHILDHOOD**

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

Description: This unit describes the knowledge and skills required to support the emotional and psychological development of children and to promote their ethical understanding.

Nominal Hours: 50

Required Reading: No required text.

Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

**CHCFC505A  FOSTER COGNITIVE DEVELOPMENT IN EARLY CHILDHOOD**

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

Description: This unit describes the knowledge and skills required to foster and enhance cognitive development of children.

Nominal Hours: 85

Required Reading: No required text.

Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

**CHCFC506A  FOSTER CHILDREN’S LANGUAGE AND COMMUNICATION DEVELOPMENT**

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

Description: This unit describes the knowledge and skills required to foster and enhance language and communication development of children.

Nominal Hours: 100

Required Reading: No required text.

Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

**CHCFC508A  FOSTER CHILDREN’S AESTHETIC AND CREATIVE DEVELOPMENT**

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

Description: This unit describes the knowledge and skills required to develop and deliver programs that promote children's creative skills and aesthetic development.

Nominal Hours: 70

Required Reading: No required text.

Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

**CHCFC512A  FOSTER PHYSICAL DEVELOPMENT IN MIDDLE CHILDHOOD**


Description: This unit describes the knowledge and skills required to plan and provide experiences to enhance children's physical development during middle childhood.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assessment includes assignments, tests and practical tasks.

**CHCFC513A  FOSTER SOCIAL DEVELOPMENT IN MIDDLE CHILDHOOD**


Description: This unit describes the knowledge and skills required to foster the social development of children and to promote their ethical understanding during middle childhood.

Nominal Hours: 70

Required Reading: No required text.

Assessment: Assessment includes assignments, tests and practical tasks.

**CHCFC514A  SUPPORT EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT IN MIDDLE CHILDHOOD**


Description: This unit describes the knowledge and skills required to support the emotional and psychological development of children and to promote their ethical understanding.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assessment includes assignments, tests and practical tasks.

**CHCFC515A  FOSTER COGNITIVE DEVELOPMENT IN MIDDLE CHILDHOOD**


Description: This unit describes the knowledge and skills required to foster and enhance cognitive development of children.

Nominal Hours: 70

Required Reading: No required text.

Assessment: Assessment includes assignments, tests and practical tasks.

**CHCFIN501A  IDENTIFY AND APPLY TECHNICAL INFORMATION TO ASSIST CLIENTS WITH FINANCIAL ISSUES**

Locations: City Flinders, Industry.

Description: This unit describes the application of legal and technical information required by financial counsellors as a basis for assisting individuals to make informed decisions relating to present and future financial issues.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.
CHCFIN502A FACILITATE THE FINANCIAL COUNSELLING PROCESS

Locations: City Flinders, Industry.

Description: This unit describes the knowledge and skills required to identify and respond to the immediate and ongoing needs of clients, including provision of referral services as required.

Nominal Hours: 55
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCFIN503A DEVELOP AND USE FINANCIAL COUNSELLING TOOLS AND TECHNIQUES

Locations: City Flinders, Industry.

Description: This unit describes the knowledge and skills required for a financial counsellor to take a structured approach to providing clients with a resource in a pre-determined format to empower them to make informed decisions about present and future financial issues.

Nominal Hours: 55
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCFIN504A WORK EFFECTIVELY IN RURAL FINANCIAL COUNSELLING

Locations: Industry.

Description: This unit describes the knowledge and skills required for a financial counsellor to work effectively in a rural financial counselling context.

Nominal Hours: 50
Required Reading: No Required Text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCGMB501A WORK EFFECTIVELY IN THE PROBLEM GAMBLING SECTOR

Locations: Industry.

Description: This unit describes the knowledge and skills required as a foundation for work in the problem gambling sector and provides a basic introduction to values, services and approaches applied to work in this sector.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCGROUP201C SUPPORT THE ACTIVITIES OF EXISTING GROUPS

Locations: St Albans, Industry.
Other Locations: Off Campus at Secondary Schools auspiced by Victoria University

Description: This unit describes the knowledge and skills required to support identified existing community groups through the provision of resources.

Nominal Hours: 45
Assessment: Assignment, workbook questions and assignment, Yes/No. Practical Placements Assessment, assessed on student placement, Yes/No.

CHCHC311A WORK EFFECTIVELY IN HOME AND COMMUNITY CARE


Description: This unit describes the introductory knowledge and skills required to work effectively in a home care environment and community settings with clients, family members, staff, visitors, suppliers and others to meet established work requirements.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Yes/No. Practical Placements Assessment, assessed on student placement, Yes/No.
CHC401A  COORDINATE AND MONITOR HOME BASED SUPPORT
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required to coordinate and monitor the delivery of home based support services in a community services context.
Nominal Hours: 65
Required Reading: No text required.
Assessment: Assignment, written, Yes/No. Practical Placements Assessment, assessed in the workplace/student placement, Yes/No.

CHC301D  INTERACT EFFECTIVELY WITH CHILDREN
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required by anyone working with children to ensure they can develop and maintain effective relationships and promote positive behaviour in the childcare environment.
Nominal Hours: 70
Required Reading: No required text.
Assessment: Assessment includes assignments, tests and practical tasks.

CHC302A  SUPPORT ABORIGINAL AND/OR TORRES STRAIT ISLAND FAMILIES TO PARTICIPATE IN CHILDREN'S SERVICES
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the skills and knowledge required to support participation of Aboriginal and/or Torres Strait Islander children and families in children's services.
Nominal Hours: 30
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHC501A  MANAGE CHILDREN’S SERVICES WORKPLACE PRACTICE TO ADDRESS REGULATIONS AND QUALITY ASSURANCE
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required to facilitate the evaluation of an organisation involved in delivery of children's services through a quality assurance process and to manage regulatory compliance.
Nominal Hours: 120
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHC510A  ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING COOPERATIVE BEHAVIOUR
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required to establish, monitor and implement both individual and group plans for behaviour modification.
Nominal Hours: 40
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHC511A  IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES IN CHILDREN’S SERVICES
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required for workers to implement and promote inclusive policies and practices in children's services work.
Nominal Hours: 40
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHC512A  PLAN AND IMPLEMENT INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required for workers who provide care for a range of children to identify children with additional needs and work with relevant others to plan and implement inclusion strategies that meet identified needs.
Nominal Hours: 40
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHC620C  MANAGE COMPLEX BEHAVIOURAL SITUATIONS
Description: This unit describes the knowledge and skills required for worker to manage complex behavioural situations.
Nominal Hours: 30
Required Reading: No Required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHC304A  WORK EFFECTIVELY WITH CARERS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit of competency describes the skills and knowledge required to effectively work with members of families or other non-paid support people e. g. friends and carers, to support quality of life for their family member who is aged or has a disability.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Assignment, written questions and assessment, Yes/No. Discussion, assessment based on group work, Yes/No.
FACULTY OF WORKFORCE DEVELOPMENT

CHCICS405A FACILITATE GROUPS FOR INDIVIDUAL OUTCOMES


Description: This unit describes the knowledge and skills required by the worker to plan and conduct group activities to meet individual group member outcomes.

Nominal Hours: 45

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities.

CHCICS406A SUPPORT CLIENT SELF MANAGEMENT

Locations: St Albans, Footscray Park, Industry.

Description: This unit describes the knowledge and skills required by workers to provide clients with support and assistance to self manage aspects of their life that may include planning, access and involvement in community services and decision-making.

Nominal Hours: 50

Required Reading: No required texts.

Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCINF505C MEET STATUTORY AND ORGANISATION INFORMATION REQUIREMENTS


Description: This unit describes the knowledge and skills required to ensure effectiveness and efficiency of the organisation’s information system.

Nominal Hours: 90

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCINF604C MANAGE THE ORGANISATION’S INFORMATION SYSTEMS


Description: This unit describes the knowledge and skills required to coordinate information systems, including as a supervisor of a work area/program.

Nominal Hours: 75

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations, written assessments, group work, class discussion or in-class assessment activities.

CHCINF606C MANAGE INFORMATION STRATEGICALLY


Description: This unit describes the knowledge and skills required to provide education/information about services or programs for the public.

Nominal Hours: 90

Assessment: The following methods may be used in assessing this unit: group assessments; role plays; case studies; written assignments; presentations and verbal discussions.

CHCLD415A CONFIRM CLIENT DEVELOPMENTAL STATUS

Locations: Footscray Park, Industry.

Description: This unit describes a detailed knowledge of indicators of client status required to confirm the status of individual clients in preparation for service delivery in the context of community services work.

Nominal Hours: 60

Required Reading: Community Services Workbook.

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, oral presentations and verbal discussions.

CHCLD514A ANALYSE IMPACTS OF SOCIOLOGICAL FACTORS ON CLIENTS IN COMMUNITY WORK AND SERVICES


Description: This unit of competency describes the application of knowledge of the broad social and cultural context in which work is planned and implemented in the community services industry.

Nominal Hours: 100

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCLD515A ANALYSE CLIENT INFORMATION FOR SERVICE PLANNING AND DELIVERY


Description: This unit of competency describes the application of indepth level of knowledge of human development required to analyse available information in relation to specific services to be provided.

Nominal Hours: 60

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCLEG411A USE RELEVANT LEGISLATION IN RESPONSE TO CLIENT NEEDS

Locations: City Flinders, Industry.

Description: This unit describes the knowledge and skills required by the worker to use relevant legislation to advise clients with specific needs in relation to particular legal issues e.g. tenancy, disability, discrimination, juvenile justice, domestic violence, mental health.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCMH1B ORIENTATION TO MENTAL HEALTH WORK

Locations: St Albans, Footscray Park, Industry.

Description: Work within the context of the mental health sector; Develop knowledge of the mental health sector; Demonstrate commitment to the central philosophies of the mental health sector; Work with people from culturally and linguistically diverse backgrounds.
Nominal Hours: 50
Required Reading: No text is required for this unit.
Assessment: As per accredited curriculum.

CHCMH408B PROVIDE INTERVENTIONS TO MEET THE NEEDS OF CONSUMERS WITH MENTAL HEALTH AND AOD ISSUES
Locations: City Flinders, Industry.
Description: This unit describes the knowledge and skills required by workers who provide immediate and ongoing support and interventions for consumers with co-existing mental health and alcohol and other drugs issues drawing on a range of models and techniques supported by evidence
Nominal Hours: 90
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCMH504D PROVIDE A RANGE OF SERVICES TO PEOPLE WITH MENTAL HEALTH ISSUES
Description: This unit describes the knowledge and skills required to collaboratively assess needs, provide a range of services to meet needs, review progress and evaluate the work undertaken with clients with mental health issues.
Nominal Hours: 150
Required Reading: No required text.
Assessment: This unit may be assessed by role plays, written assignments, group work, class discussion or in-class assessment activities.

CHCNET301D PARTICIPATE IN NETWORKS
Locations: St Albans, Industry.
Description: This unit describes the knowledge and skills required to participate in a network in order to gather information, forge links with other workers and services and to promote activities
Nominal Hours: 20
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCNET404A FACILITATE LINKS WITH OTHER SERVICES
Locations: St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to liaise and facilitate linkages between all community services including specialist and generalist services in the community to ensure support of people in need
Nominal Hours: 70
Required Reading: No required texts.
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCNET503C DEVELOP NEW NETWORKS
Description: This unit describes the knowledge and skills required to setup formal networks to benefit the organisation and clients.
Nominal Hours: 75
Required Reading: No required text.
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCORG201A FOLLOW POLICIES, PROCEDURES AND PROGRAMS OF THE ORGANISATION
Locations: Footscray Nicholson, St Albans, Industry, Other.
Other Locations: Off Campus at Secondary Schools auspiced by Victoria University
Description: This unit describes the knowledge and skills required to work according to organisation policies, procedures and programs.
Nominal Hours: 15
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCORG202C WORK WITH OTHERS
Locations: Footscray Nicholson, St Albans, Industry, Other.
Other Locations: Off Campus at Secondary Schools auspiced by Victoria University
Description: This unit describes the knowledge and skills required to work with others.
Nominal Hours: 15
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCORG218A RECRUIT AND CO-ORDINATE VOLUNTEERS
Locations: St Albans, Footscray Park, Industry.
Description: Identify the need and roles for volunteers in the organisation; Recruit volunteers; induct volunteers to organization; On-going support of volunteers is provided.
Nominal Hours: 70
Required Reading: No required text.
Assessment: As per accredited curriculum.

CHCORG27A PROVIDE MENTORING SUPPORT TO COLLEAGUES
Locations: St Albans, Footscray Park, Industry.
Description: Establish a relationship with mentee; Offer mentoring support.
Nominal Hours: 60
Required Reading: No text.
Assessment: As per accredited curriculum.
FACULTY OF WORKFORCE DEVELOPMENT

CHCORG303A PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required to work effectively as an individual and in work groups to contribute to achievement of organisation objectives.
Nominal Hours: 20
Required Reading: No required text.
Assessment: This unit may be assessed by class, community project, group assessments, role plays, written assessments, presentations and verbal discussions. Children’s Services Courses: Graded Assessment.

CHCORG428A REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE
Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Industry.
Description: This unit describes the knowledge and skills required to evaluate own work, continuing self-development and effective supervision within an ethical code of practice.
Nominal Hours: 120
Required Reading: Community Services Workbook.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities. Children’s Services and Diploma of Community Services Work - Graded Assessment.

CHCORG506C COORDINATE THE WORK ENVIRONMENT
Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to undertake supervisory and coordinating activities in work groups in community service organisations.
Nominal Hours: 90
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment.

CHCORG529B PROVIDE COACHING AND MOTIVATION
Description: This unit describes the knowledge and skills required to provide on-the-job coaching to clients or colleagues.
Nominal Hours: 70
Required Reading: No required text.
Assessment: Assessment may include: observation, role plays, direct questioning and review of portfolios.

CHCORG605A MANAGE HUMAN RESOURCES IN A COMMUNITY SECTOR
Description: This unit describes the knowledge and skill required to undertake the management of people within an organisation
Nominal Hours: 60
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG607C MANAGE WORKPLACE ISSUES
Description: This unit describes the knowledge and skills required to implement appropriate people management processes and structures to maximise work outcomes.
Nominal Hours: 75
Required Reading: No text required.
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG608D ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES
Description: This unit describes the knowledge and skills required to establish new programs or services, lead organisation restructure and develop new structures and systems.
Nominal Hours: 75
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCORG610A MANAGE CHANGE IN A COMMUNITY SECTOR ORGANISATION
Description: This unit describes the knowledge and skills required to foster and implement constructive and beneficial change in a complex organisation
Nominal Hours: 150
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG611A LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE
CHCORG614A  MANAGE A COMMUNITY SECTOR ORGANISATION


Description: This unit describes the knowledge and skills required to plan and monitor the development direction and changes of a complex organisation, range of programs or major program area.

Nominal Hours: 80

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG615C  PROMOTE THE ORGANISATION


Description: This unit describes the knowledge and skills required to develop and implement promotional strategies and activities to maximise organisation’s effectiveness.

Nominal Hours: 130

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG619C  MANAGE QUALITY OF ORGANISATION’S SERVICE DELIVERY OUTCOMES


Description: This unit describes the knowledge and skills required to manage quality assurance processes as required to maintain quality service outcomes in line with organisation policy in the community services industry.

Nominal Hours: 90

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCORG620C  PROMOTE AND REPRESENT THE SERVICE


Description: This unit describes the knowledge and skills required to promote and represent the organisation to the community.

Nominal Hours: 90

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCORG624C  PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY

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

Description: This unit describes the knowledge and skills required to apply a leadership role determined and supported by the community. The leadership role includes providing direction and promotion of community services, processes and outcomes and influencing effective industry practice.

Nominal Hours: 120

Required Reading: No required text.

Assessment: online test, online assignment.

CHCORG627B  PROVIDE MENTORING SUPPORT TO COLLEAGUES


Description: This unit describes the knowledge and skills required to act as a mentor to other individuals in the industry or workplace.

Nominal Hours: 60

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCOSHC401A  SUPPORT CHILDREN TO PARTICIPATE IN OUTSIDE SCHOOL HOURS CARE


Description: This unit describes the skills and knowledge required to support and guide children’s effective participation in outside school hours care.

Nominal Hours: 45

Required Reading: No required text.

Assessment: Assessment may include assignments, tests and practical tasks.

CHCOSHC402A  DEVELOP AND IMPLEMENT ACTIVITIES IN OUTSIDE SCHOOL HOURS CARE


Description: This unit describes the skills and knowledge required to develop age and developmentally appropriate activities and programs for children participating in outside school hours care.

Nominal Hours: 65

Required Reading: No required text.

Assessment: Assessment may include assignments, tests and practical tasks.
CHCOSHC403A  WORK EFFECTIVELY WITH CHILDREN IN OUTSIDE SCHOOL HOURS CARE


Description: This unit describes the skills and knowledge required to engage and interact with children in outside school hours care services.

Nominal Hours: 60

Required Reading: No text required.

Assessment: Assessment may include assignments, tests and practical tasks.

CHCPOL501A  ACCESS EVIDENCE AND APPLY IN PRACTICE


Description: This unit describes the knowledge and skills required to access and judiciously use the current best practice and evidence to guide decisions for improving client outcomes.

Nominal Hours: 55

Required Reading: No text required.

Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCPOL504B  DEVELOP AND IMPLEMENT POLICY

Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.

Description: This unit describes the knowledge and skills required to develop and apply policy initiatives in the workplace.

Nominal Hours: 90

Required Reading: No required texts.

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the workplace or simulated environment.

CHCPOL505B  MANAGE RESEARCH ACTIVITIES


Description: This unit describes the knowledge and skills required to initiate, manage and act upon research and the resultant recommendations.

Nominal Hours: 75

Required Reading: No required text.

Assessment: Students are required to complete projects, assignments and written test.

CHCPOL606B  COORDINATE POLICY DEVELOPMENT


Description: This unit describes the knowledge and skills required to coordinate policy development processes, including staff supervision, monitoring existing organisation policies, managing policy evaluations, and providing policy advice.

Nominal Hours: 90

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCPOL701A  USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE


Description: This unit describes the knowledge and skills required to use research into a specialist area of practice and apply evidence to advance policy and practice in that area.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Students are required to do assignments related to research methods and policy development, classwork exercises, tests, projects, case studies and/or presentations.

CHCPR301A  PROVIDE EXPERIENCES TO SUPPORT CHILDREN’S PLAY AND LEARNING

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

Description: This unit describes the knowledge and skills required to conduct a range of activities that assist in enhancing children’s developmental and leisure experiences.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assessment may include assignments, tests and practical tasks.

CHCPR302A  SUPPORT SUSTAINABLE PRACTICE

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

Description: This unit describes the knowledge and skills required to support the child care workplace to implement environment sustainable work practices.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assessment include assignments, tests and practical tasks.

CHCPR303D  DEVELOP UNDERSTANDING OF CHILDREN’S INTERESTS AND DEVELOPMENTAL NEEDS

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

Description: This unit describes the knowledge and skills required to gather information about children through observation and other sources as a basis for addressing their interests and developmental needs.

Nominal Hours: 20

Required Reading: No required text.

Assessment: Assessment includes assignments, tests and practical tasks.

CHCPR502D  ORGANISE EXPERIENCES TO FACILITATE AND ENHANCE CHILDREN’S DEVELOPMENT

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

Description: This unit describes the knowledge and skills required to plan to define activities, environment and resources that are developmentally appropriate to enhance children’s leisure and play

Nominal Hours: 80

Required Reading: No required text.
**Assessment:** This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

**CHCPR509A  GATHER, INTERPRET AND USE INFORMATION ABOUT CHILDREN**

**Locations:** Footscray Nicholson, St Albans, Werribee, Industry.

**Description:** This unit describes the knowledge and skills required to collect high quality information on children to assist in program planning.

**Nominal Hours:** 70

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

**CHCPR510A  DESIGN, IMPLEMENT AND EVALUATE PROGRAMS AND CARE ROUTINES FOR CHILDREN**

**Locations:** Footscray Nicholson, St Albans, Werribee, Industry.

**Description:** This unit describes the knowledge and skills required to design, implement and evaluate programs and individual care routines to foster and enhance the development of children.

**Nominal Hours:** 170

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

**CHCPR515A  DEVELOP AND IMPLEMENT A PROGRAM TO SUPPORT SUSTAINABLE PRACTICE**

**Locations:** Footscray Nicholson, St Albans, Werribee, Industry.

**Description:** This unit describes the knowledge and skills required to analyse the child care workplace in relation to environmental sustainability of work practices, to implement improvements and analyse their effectiveness.

**Nominal Hours:** 50

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

**CHCPROM503A  PROVIDE COMMUNITY FOCUSED PROMOTION AND PREVENTION STRATEGIES**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the knowledge and skills required to develop and deliver a range of promotion and prevention strategies to the community.

**Nominal Hours:** 60

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

**CHCRF301D  WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD**

**Locations:** Footscray Nicholson, St Albans, Werribee, Footscray Park, Industry.

**Description:** This unit describes the knowledge and skills required to establish a positive relationship with the family of a child going into care and negotiate in relation to care practices to facilitate the child’s transition into care.

**Nominal Hours:** 25

**Required Reading:** No required text.

**Assessment:** Assessment includes assignments, tests and practical tasks.

**CHCRF511A  WORK IN PARTNERSHIP WITH FAMILIES TO PROVIDE APPROPRIATE CARE FOR CHILDREN**

**Locations:** Footscray Nicholson, St Albans, Werribee, Industry.

**Description:** This unit describes the knowledge and skills required to work in partnership with families to care for the child.

**Nominal Hours:** 70

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

**CHCRH401A  WORK EFFECTIVELY IN THE LEISURE AND HEALTH INDUSTRY**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the knowledge and skills required to work in a context within which leisure and health work occurs and its role in enhancing well being.

**Nominal Hours:** 50

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

**CHCRH402A  UNDERTAKE LEISURE AND HEALTH PROGRAMMING**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the knowledge and skills required to work with health practitioners and other relevant people to create, plan, coordinate, deliver and evaluate appropriate leisure and health activities and programs for individuals and groups.

**Nominal Hours:** 65

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

**CHCRH404A  PLAN, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the knowledge and skills required to participate in planning, implementation and evaluation of programs providing activities for individuals.

**Nominal Hours:** 80

**Required Reading:** No required text.

**Assessment:** To be advised.
CHCRH405A PLAN LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH COMPLEX NEEDS

Description: This unit describes the knowledge and skills required to understand and effectively work with individuals and groups with complex needs when planning for leisure and health service provision.
Nominal Hours: 45
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH406A APPLY KNOWLEDGE OF HUMAN BEHAVIOUR IN LEISURE ACTIVITY PROGRAMS

Description: This unit describes skills and knowledge required to recognise specific aspects of human behaviour as required by workers in the leisure and health sector.
Nominal Hours: 55
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH407A APPLY SOCIOLOGICAL CONCEPTS TO LEISURE AND HEALTH

Description: This unit describes skills and knowledge required to apply sociological concepts to health, leisure and disability and the influence on individual involvement in leisure.
Nominal Hours: 60
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH503A DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS

Description: This unit describes the knowledge and skills required to identify and respond to groups and individuals with special needs.
Nominal Hours: 80
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations, roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCRH504A COORDINATE PLANNING, IMPLEMENTATION AND MONITORING OF LEISURE AND HEALTH PROGRAMS

Description: This unit describes the knowledge and skills required to undertake advanced planning, coordination implementation and evaluation of programs for the provision of activities for individuals and groups.
Nominal Hours: 90
Required Reading: No required text.
Assessment: To be advised.

CHCRH506A PROVIDE LEISURE EDUCATION

Description: This unit describes the knowledge and skills required to assist clients to develop appreciations, interests, skills and opportunities to use leisure in personally rewarding ways.
Nominal Hours: 70
Required Reading: No required text.
Assessment: To be advised.

CHCRH507A APPLY CONCEPTS OF HUMAN PSYCHOLOGY TO FACILITATE INVOLVEMENT IN LEISURE PROGRAMS

Description: This unit describes skills and knowledge required to understand and apply concepts of human psychology in the development of leisure programs to facilitate satisfying involvement of clients in leisure activities.
Nominal Hours: 75
Required Reading: No required text.
Assessment: To be advised.

CHCYTH1C WORK EFFECTIVELY WITH YOUNG PEOPLE

Locations: St Albans, Footscray Park, Industry.
Description: Develop a professional rapport with young people; Address issues associated with the culture of young people; Recognise that youth culture is distinct.
Nominal Hours: 40
Required Reading: none.
Assessment: Portfolio, written assignments, presentation, verbal and written discussion, case studies.

CHCYTH301D WORK EFFECTIVELY WITH YOUNG PEOPLE

Locations: St Albans, Footscray Park, Industry, Other.
Other Locations: Off Campus at Secondary Schools auspiced by Victoria University
Description: This unit describes the knowledge and skills required to work with and for young people within an ethical, social, political and economic context.
Nominal Hours: 40
Required Reading: none.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Youth Work Graded Assessment.

CHCYTH401A ENGAGE RESPECTFULLY WITH YOUNG PEOPLE

Locations: St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to communicate
effectively with young people (aged 12,30,50,50,25) in work roles with a specific focus on young people.

Nominal Hours: 55
Required Reading: No required texts.
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH402A  WORK EFFECTIVELY WITH YOUNG PEOPLE IN THE YOUTH WORK CONTEXT

Locations: St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to work in the youth work context.
Nominal Hours: 60
Required Reading: No required text.
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH403A  SUPPORT YOUNG PEOPLE TO CREATE OPPORTUNITIES IN THEIR LIVES

Locations: St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to assist young people to identify the challenges and opportunities in their lives and to work towards their goals on an individual or group level.
Nominal Hours: 45
Required Reading: No required texts.
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH404D  SUPPORT YOUNG PEOPLE IN CRISIS

Locations: St Albans, Footscray Park, Industry.
Prerequisites: CHCYTH301D - WORK EFFECTIVELY WITH YOUNG PEOPLE
Description: This unit describes the knowledge and skills required to implement risk management strategies in crisis situation.
Nominal Hours: 40
Required Reading: School of Community Services Workbook.
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH407D  RESPOND TO CRITICAL SITUATIONS

Locations: St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to maintain safety through effective response to potential or actual critical situations
Nominal Hours: 90
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, case studies, written assignments, presentations and verbal discussions.

CHCYTH504A  SUPPORT YOUNG PEOPLE TO TAKE COLLECTIVE ACTION

Locations: St Albans, Footscray Park, Industry.
Description: This unit identifies the knowledge and skills needed to enable young people to participate in the decisionmaking that affect their lives
Nominal Hours: 55
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCYTH505D  SUPPORT YOUTH PROGRAMS

Locations: St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to devise, set up, coordinate, deliver and evaluate activities and programs for individuals and groups
Nominal Hours: 150
Required Reading: No required texts.
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH506A  PROVIDE SERVICES FOR YOUNG PEOPLE APPROPRIATE TO THEIR NEEDS AND CIRCUMSTANCES

Locations: St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to provide guidance and role models to young people and their families to maintain positive and supportive relationships while identifying problems and establishing goals for change based on maintaining support from family and the general community
Nominal Hours: 115
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCYTH608C  MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS

Locations: St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to develop an agency approach to young people in crisis
Nominal Hours: 150
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

HLTAMBAE403B  FOLLOW PROCEDURES FOR ROUTINE SAFE REMOVAL OF CLIENT

Locations: St Albans.
Description: This unit involves following procedures to ensure safe removal of the client under routine conditions as part of ambulance work.
Nominal Hours: 40

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience.

**HLTAMBA501B IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY**

**Locations:** St Albans, Industry.

**Description:** This unit describes the skills and knowledge required to implement specialised procedures necessary to overcome major obstacles to safe access and egress at the scene of an incident.

**Nominal Hours:** 40


**Assessment:** This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test.

**HLTAMBAS501A CONDUCT CLINICAL ASSESSMENT**

**Description:** This unit of competency describes the comprehensive knowledge and skills required to assess the physical health status of a client in the out of hospital setting.

**Nominal Hours:** 80

**Assessment:** This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test.

**HLTAMBCR401A DELIVER BASIC CLINICAL CARE**

**Locations:** St Albans.

**Description:** This unit describes the knowledge and skills required to deliver basic client care in the out-of-hospital (or equivalent) environment by planning and administering procedures and monitoring the state of the client based on assessment of client needs.

**Nominal Hours:** 60


**Assessment:** This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test.

**HLTAMBCR502A DELIVER STANDARD CLINICAL CARE**

**Description:** This unit of competency describes the knowledge and skills required to deliver ‘standard’ client care in the pre-hospital (or equivalent) environment by planning and administering procedures, and monitoring the state of the client based on assessment of the client needs.

**Nominal Hours:** 150

**Assessment:** This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test.

**HLTAMBF301B COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE**

**Locations:** St Albans.

**Description:** This unit covers the skills required to exercise effective communication skills with clients and colleagues to support the delivery of client care services within the health industry.

**Nominal Hours:** 20


**Assessment:** This unit may be assessed by Scenarios, Workbook, Clinical experience, Projects.

**HLTAMBF402B COMMUNICATE IN COMPLEX OR DIFFICULT SITUATIONS**

**Description:** This unit involves communication where there are special difficulties in conveying or receiving information in the context of providing health care services.

**Nominal Hours:** 50

**Assessment:** This unit may be assessed by Scenarios, Clinical experience, Written test.

**HLTAMBPD401B MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT**

**Locations:** St Albans.

**Description:** This unit describes the skills and knowledge required to recognise stress in the work environment and develop a personal stress management plan.

**Nominal Hours:** 20

**Assessment:** This unit may be assessed by Scenarios, Workbook.

**HLTAMBSC401A MANAGE ROUTINE SCENE AND PROMOTE PUBLIC SAFETY**

**Locations:** St Albans, Industry.

**Description:** This unit involves the routine management of a non-emergency situation to ensure safety at the scene and provision of information to support public awareness and addressing of public safety issues.

**Nominal Hours:** 50


**Assessment:** This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test.

**HLTAMBSC502B MANAGE THE SCENE OF A SPECIAL EVENT**

**Description:** This unit describes the skills and knowledge required to attend the scene of sporting or special events involving large numbers of people or special risks, and ensuring safety at the scene.

**Nominal Hours:** 120

**Assessment:** This unit may be assessed by Scenarios, Workbook.
of a variety of injury forms and workplace documents, project work and third-party reports.

**HLTHIR301A COMMUNICATE AND WORK EFFECTIVELY IN HEALTH**

**Locations:** St Albans, Other.

**Other Locations:** Off campus at Secondary Schools auspiced by Victoria University.

**Description:** This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements.

**Nominal Hours:** 20


**Assessment:** This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test and poster.

**HLTHIR402B CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY**

**Locations:** St Albans.

**Description:** This unit of competency describes the skills and knowledge required to effective organisation outcomes in the health industry by practising and promoting legal and ethical work practices to protect client safety and enhance outcomes for the organisation and its clients in the broader health industry context.

**Nominal Hours:** 30


**Assessment:** This unit may be assessed by Scenarios written tests and projects.

**HLTHIR404B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE**

**Locations:** Footscray Nicholson, City King Street, St Albans, Footscray Park, City Flinders, Industry, Other.

**Other Locations:** Whitten Oval, Footscray

**Description:** This unit describes the communication and work practice skills and knowledge required to work with Aboriginal and Torres Strait Islander people in the health industry context. It deals specifically with cross-cultural awareness and issues involving working with Aboriginal and Torres Strait Islander individuals, organisations and communities

**Nominal Hours:** 20

**Required Reading:** No required text.

**Assessment:** Massage Course Reflective journal based on visit to ATS community group. Participation in a massage clinic with ATS clients The following methods may be used in assessing units: Written objective tests; written responses; workplace assessment; practical/ exercises; practical projects; assignment. Reflective Journal, journal based on visit to ATS community group. , Yes/No. Demonstration, Skills and knowledge demonstrated, Yes/No.
HLTIN301A  COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK

Locations: St Albans, Industry.

Description: This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation. This unit acknowledges the importance of complying with an effective infection control strategy that ensures the safety of the client (or end-user of health-related products/services), maintains personal protection and prevents the transmission of infections from person to person. All tasks must be carried out in accordance with State or Territory legislative requirements that affect work practices of the organisation and/or worker.

Nominal Hours: 20
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test, Classroom activities, projects.

HLTOHS200A  PARTICIPATE IN OHS PROCESSES

Locations: Footscray Nicholson, St Albans.

Description: This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions.

Nominal Hours: 20
Required Reading: No required text.
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test. 21861VIC Certificate III in Mundurukul Tyama-tya The teacher will provide teaching and learning material as required.

HLTOHS300A  CONTRIBUTE TO OHS PROCESSES

Locations: Footscray Nicholson, City King Street, St Albans, Footscray Park, Industry, Other.

Other Locations: Whitten Oval, Footscray

Description: This unit specifies the workplace performance required by an employee to contribute to OHS processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others

Nominal Hours: 20
Required Reading: No required text.
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test.

HLTOHS400A  MAINTAIN OHS PROCESSES

Locations: St Albans, Footscray Park, Industry.

Description: This unit specifies the workplace performance required by an employee with supervisory responsibilities, to maintain organisation OHS processes.

Nominal Hours: 40
Required Reading: No required text.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

HLTOHS456A  IDENTIFY, ASSESS AND CONTROL OHS RISK IN OWN WORK

Description: This unit specifies the workplace performance required by a technician or specialist in addressing OHS risk, to ensure their own safety, as well as that of others who may be affected by their work

Nominal Hours: 40
Assessment: This unit may be assessed by Scenarios, Workbook.

HLTRAH302A  UNDERTAKE HOME VISITS

Locations: St Albans, Industry.

Description: This competency unit describes the skills and knowledge required to make a home visit for the purpose of delivering health services

Nominal Hours: 20
Required Reading: No required text.
Assessment: Written and practical test, assignment and presentation.

PRMCL20B  CLEAN USING PRESSURE WASHING

Locations: Industry.

Description: This unit of competency covers the skills and knowledge required to perform pressure washing to clean surfaces. Pressure washing produces a variable stream of either water or cleaning chemical and is used as a replacement for hand scrubbing in large areas or where the surfaces are very soiled. In this unit work is conducted from ground level. This unit is associated with PRMCL36B CLEAN AT HIGH LEVELS, where work is conducted over two metres above ground level. Some surfaces, such as cracked, painted or other sealed surfaces, may be sensitive to pressure washing. The unit requires the ability to assess the extent of the cleaning task through a knowledge of the characteristics of the surface area and the type of surface soiling, and applying an understanding of client requirements and company policies and procedures in order to perform the task. The work may be performed in teams or individually. The selection of appropriate equipment, chemicals and cleaning methods is essential for performing the task safely and efficiently.

Nominal Hours: 10
Required Reading: No required text.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PSMNGT605B  MANAGE DIVERSITY


Description: This unit covers productive diversity management to maximise workforce effectiveness. It includes contributing to, promoting and monitoring a diversity strategy, facilitating the development of a workforce that promotes and values diversity; and facilitating communication with a diverse workforce.

Nominal Hours: 60
Required Reading: No required text.
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

PUAEME001A  PROVIDE EMERGENCY CARE

Description: This unit covers the competency to provide emergency care pending the arrival of appropriately qualified personnel.
RTE5523A  DEVELOP CLIMATIC RISK MANAGEMENT STRATEGIES

Locations: City Flinders, Industry.

Description: This competency standard describes the work function associated with developing climate risk management strategies for an agricultural, horticultural or land management enterprise. It requires the ability to research climate and enterprise data, analyse and interpret climate and enterprise data, prepare risk management strategies, and integrate climate risk and opportunities for management strategies at a business management level. Developing climate risk management strategies requires knowledge of current forecasting techniques, impact of weather and climate phenomena on rainfall, plant growth and yields, livestock production, causes of general patterns of weather and climate over Australia, climate variability and climate change, and direct and indirect impacts of climate variability on land management and sustainability.

Nominal Hours: 120
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

RTE5902A  DEVELOP AND REVIEW A BUSINESS PLAN

Locations: City Flinders, Industry.

Description: This competency standard covers the process of developing and reviewing business for an agricultural, horticultural or land management business enterprise. It requires the application of knowledge and skills to determine the scope of the business plan, prepare a business plan, determine goals, trial systems, and document, monitor and review the business plan. Competency must also be demonstrated in communicating business plan objectives to relevant parties. The work in this standard will be carried out with limited or no supervision, within enterprise guidelines.

Nominal Hours: 150
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

RTE5912A  PLAN AND MONITOR PRODUCTION PROCESSES

Locations: City Flinders, Industry.

Description: This competency standard covers the process of planning for production, and then monitoring the implementation of that plan. It includes the need to act in an environmentally aware manner, while at the same time maximising the production capacity of the organisation. It requires the need to analyse and extract information from a broad range of sources, and to comply with a variety of legislative and regulatory requirements. Planning and monitoring production processes is likely to be undertaken alone or under broad guidance. Responsibility for the planning and management of the work of others may be involved. Planning and monitoring production processes requires extensive knowledge in some areas such as sustainable land use principles and practices, and a range of technical and other skills such as planning, and cost benefit analysis.

Nominal Hours: 120
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

RTE5916A  PREPARE AND MONITOR BUDGETS AND FINANCIAL REPORTS

Locations: City Flinders, Industry.

Description: This competency standard covers the process of preparing budgets and financial reports, and the implementation and monitoring of budgets in agricultural, horticultural or land management enterprise. Work is likely to be undertaken alone or under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the work of others may be involved. Competency involves the self-directed development of knowledge with substantial depth across a number of areas with a range of skills. Competencies are usually used independently and are substantially non-routine. Significant judgement is required in planning design, technical or supervisory functions related to products, services, operations or processes.

Nominal Hours: 140
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

SIFNLO03A  ARRANGE FUNERALS

Locations: City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to identify funeral needs and make appropriate funeral arrangements.

Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

SIFNLO09A  PLAN AND CONDUCT A FUNERAL CEREMONY

Locations: City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare for and perform a funeral ceremony in the absence of clergy or a celebrant according to the needs of clients, including making a funeral ceremony address.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

SIFIND001A  WORK EFFECTIVELY IN THE FUNERAL SERVICES INDUSTRY

Locations: City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to identify the general structure of, and stakeholders within, the funeral services industry and to comply with workplace requirements.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.
SRCCRO001B  ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT


Description: This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills to assist in the planning and conduct of recreation games not requiring equipment in a community recreation setting.

Nominal Hours: 10

Required Reading: No required text.

Assessment: Assessment may include assignments, tests and practical tasks.

SRCCRO009B  CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS


Description: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge necessary to conduct a recreation program consisting of a range of suitable physical recreation activities for older persons.

Nominal Hours: 30

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

SRFFSP007A  PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH CARDIO-RESPIRATORY CONSIDERATIONS

Description: This unit has been developed for the Fitness Industry Training Package and provides the fitness specialist with skills, knowledge and attitudes required to plan and deliver exercise programs to moderate risk clients with cardio-respiratory considerations who present with no more than moderate risk of untoward event or exacerbation of impairment during exercise in conjunction with an allied health professional.

Nominal Hours: 60

Assessment: As per accredited curriculum.

SRXOHS001A  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES RELATED TO THE WORK BEING UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE

Description: This unit covers competency in applying general occupational health and safety requirements in the usual workplace environment. It describes generic Occupational Health and Safety competencies applicable for employees without managerial or supervisory responsibilities. This unit is equivalent to the generic Occupational Health and Safety Competency A.

Nominal Hours: 10

Assessment: As per accredited curriculum.
Below are details of courses offered by the School of Sport & Science 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.

**GRADUATE CERTIFICATE IN CAREER COUNSELLING FOR ELITE ATHLETES**

**Course Code:** 21809VIC

**Campus:** To be advised.

**Course Objectives:** The course aims to provide students with the knowledge and skills required to perform the role of career and education adviser to elite athletes. It is designed to provide an accredited training program for people to work with elite athletes on their career and education options.

**Careers:** Athlete Career Education Adviser, Career Counsellor.

**Course Duration:** 1 year.

**Selection Processes:** Direct Entry.

All applicants must complete a direct application form available from the Department. Selection into the course is based on prior experience, prior qualifications, interest and involvement in the industry.

**COURSE STRUCTURE**

The course is over 230 hours full-time or equivalent part-time basis. This is a flexible course, but is generally offered on a part-time basis over one year. The course is offered on-line through TAFEVC.

**Core Units of Study**

- VBQM542  COUNSELLING FOUNDATIONS FOR WORKING IN A HIGH PERFORMANCE ENVIRONMENT  50
- VBQM543  CAREER PLANNING FOR HIGH PERFORMERS  50
- VBQU546  APPLY CAREER COUNSELLING PRINCIPLES AND PRACTICE  80
- VBQM544  THE ELITE PERFORMANCE SPORT ENVIRONMENT  50

**CERTIFICATE III IN SCIENCE**

**Course Code:** 21857VIC

**Campus:** Werribee.

**Course Objectives:** This course provides general science training for people wishing to undertake further study in the science or health related fields at Certificate IV or Diploma level.

**Careers:** When you graduate you will have developed knowledge and skills to enter a TAFE course or undertake VCE.

**Course Duration:** 0.5 years.

**Admission Requirements Year 12:** 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:** Applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.

**Admission Requirements VET:** Not Applicable.

**Selection Processes:** Direct Entry.

**COURSE STRUCTURE**

Full-time basis over 555 nominal hours or part-time equivalent.

**Core Units of Study**

- VPAU072  CONDUCT AND PRESENT SIMPLE SCIENTIFIC RESEARCH  20
- PMLHS302A  PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY  40
- VPAU073  USE A RANGE OF TECHNIQUES TO SOLVE MATHEMATICAL PROBLEMS  110
- VBQU155  EVALUATE PATHWAY OPTIONS, DESIGN A LEARNING PLAN AND COMPILE A PORTFOLIO  60
- VBQU157  ENGAGE WITH A RANGE OF COMPLEX TEXTS FOR LEARNING PURPOSES  25
- VBQU161  CREATE A RANGE OF COMPLEX TEXTS FOR LEARNING PURPOSES  25

**Stream Units**

Students select 2 Streams from Chemistry, Biology and Physics and must complete 2 Units from the Chemistry Stream, 2 Units from the Physics Stream and 3 Units from the Biology Stream. Stream Units to be selected by the student, with the approval of the Head of School and/or Program Manager.

(i) Chemistry

- VPAM082  ATOMIC STRUCTURE AND BONDING  50
- VPAM083  STOICHIOMETRY AND SOLUTION CHEMISTRY  45
- VPAM084  ORGANIC CHEMISTRY AND PROPERTIES OF MATERIALS  20

(ii) Physics

- VPAM085  WAVES AND OPTICS  40
- VPAM086  KINEMATICS  40
- VPAU074  CONDUCT ROUTINE ELECTRICAL TESTS  40

(iii) Biology

Students must complete the Unit ‘Conduct Simple Activities in a Biological Science Laboratory’ Plus 2 additional Stream Units.

- VPAU075  CONDUCT SIMPLE ACTIVITIES IN A BIOLOGICAL SCIENCE LABORATORY  10
- VPAM087  CELL BIOLOGY  30
- VPAU076  CONDUCT SIMPLE DISSECTIONS  10
- VPAM088  ANATOMY AND PHYSIOLOGY  30
- HLTAP301A  RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT  70

**Elective Units**

At least 2 Elective Units to be selected by the student, with the approval of the Head of Department.

- PMLTEST303B  PREPARE WORKING SOLUTIONS  50
- PMLTEST308A  PERFORM MICROSCOPIC EXAMINATION  40
- PMLTEST300B  PERFORM BASIC TESTS  60
- VBN047  JOB SEEKING  30
- ICAU1128A  OPERATE A PERSONAL COMPUTER  30
- ICAU1130A  OPERATE A SPREADSHEET APPLICATION  30
- ICAU1131A  OPERATE A DATABASE APPLICATION  40
- ICAU2006A  OPERATE COMPUTING PACKAGES  60
- ICAU1133A  SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL  25
FACULTY OF WORKFORCE DEVELOPMENT

MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM12024A  PERFORM COMPUTATIONS  30

CERTIFICATE IV IN SCIENCE
Course Code: 21858VIC
Campus: Werribee.

Course Objectives: The course provides general science training to a level where a student can enter and succeed in a TAFE science/technology course or an undergraduate course in a science or health services related field.

Careers: The course aims to develop knowledge and skills of students wishing to undertake further study in a scientific field.

Course Duration: 0.5 years.

Selection Processes: Interview, VTAC, Written Test.

Entry RequirementsTo qualify for admission to the course, applicants must have completed the Certificate III in Science 21857VIC. Via VTAC. Applicants may be contacted to attend an interview and complete a numeracy/literacy assessment.

COURSE STRUCTURE
The course may be offered on a full-time basis over 510 hours after completing the Certificate III in Science.

To qualify for the Certificate IV in Science, students must satisfy the Certificate III in Science and complete additional units including: 2 core units, 2 additional units from each of the Biology and Chemistry Stream and 2 elective units not undertaken as part of Certificate III in Science.

i) Core Units of Study
VPAU077  APPLY MATHEMATICAL TECHNIQUES TO SCIENTIFIC CONTEXTS  50
FDFCORWCM2A  PRESENT AND APPLY WORKPLACE INFORMATION 30

ii) a minimum of 2 units from 2 Science Streams

Stream Units of Study
Chemistry Stream
VPAAM082  ATOMIC STRUCTURE AND BONDING  50
VPAAM083  STOICHIOMETRY AND SOLUTION CHEMISTRY  45
VPAAM084  ORGANIC CHEMISTRY AND PROPERTIES OF MATERIALS  20
VPAAM089  CHEMICAL REACTIONS  45

Biology
CONDUCT SIMPLE ACTIVITIES IN A BIOLOGICAL SCIENCE LABORATORY must be completed.
VPAU075  CONDUCT SIMPLE ACTIVITIES IN A BIOLOGICAL SCIENCE LABORATORY  10
VPAAM087  CELL BIOLOGY  30
VPAAM088  ANATOMY AND PHYSIOLOGY  30
HLTPAP301A  RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT  70

VPAAM090  INTRODUCTORY GENETICS  40
VPAAM091  ECOLOGY  30
PMLTEST305B  PERFORM ASEPTIC TECHNIQUES  40

Elective Units

PMLTEST303B  PREPARE WORKING SOLUTIONS  50
PMLTEST308A  PERFORM MICROSCOPIC EXAMINATION  40
PMLTEST300B  PERFORM BASIC TESTS  60
ICAU1128A  OPERATE A PERSONAL COMPUTER  30
ICAU2006A  OPERATE COMPUTING PACKAGES  60
ICAU1133A  SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL  25
VBQ2226  APPLY ESSENTIAL FURTHER STUDY SKILLS  90

ADVANCED DIPLOMA OF REMEDIAL MASSAGE (MYOTHERAPY)
Course Code: 21920VIC
Campus: Footscray Park, Other.

Other locations: Whitten Oval - Footscray

Course Objectives: This qualification provides the theoretical and practical training in planning, applying and assessment massage treatments to utilise in the preventative and corrective rehabilitation phases of musculoskeletal care. Graduates will be able to job ready and practise as a myotherapist in the health clinic or own practise and have the option to apply for membership to a Professional Association.

Careers: Massage Therapist Graduates will be able to apply to register as a recognised accredited professional Myotherapist with the ability to work in private practice and multi-disciplinary medical settings.

Course Duration: 9 months.

Admission Requirements Year 12: VTAC Completion of the Certificate IV/Diploma of Remedial Massage or equivalent.

Admission Requirements Mature Age: VTAC Completion of the Diploma of Remedial Massage or equivalent. Applicants are encouraged to apply and may be required to have relevant employment or evidence of experience and/or ability to meet the demands of the program.

Selection Processes: Direct Entry, Interview, VTAC.

COURSE STRUCTURE
To gain the award of Advanced Diploma of Remedial Massage (Myotherapy) participants must complete all eleven (11) units of competency, made up of six (6) common units and five (5) specialist units. Participants who do not complete the full course will be awarded a Statement of Attainment listing those units they have successfully completed.

Core Units
BSBINM601A  MANAGE KNOWLEDGE AND INFORMATION  80
CHCCOM4B  MANAGE THE ORGANISATION’S FINANCES, ACCOUNTS AND RESOURCES  90
CHCOM3C  UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS  50
HLTHIR505B  PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH  30
HLTNUT501B  APPLY LITERATURE RESEARCH FINDINGS TO CLINICAL PRACTICE  150

Elective Units
VPAU430  WORK WITHIN A MYOTHERAPY FRAMEWORK  80
CERTIFICATE III IN OCCUPATIONAL HEALTH AND SAFETY

Course Code: BSB30707

Campus: Werribee.

Course Objectives: This qualification reflects the role of skilled operators who apply a broad range of competencies in varied work contexts, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team. This qualification is for people whose main job is not dedicated to OHS but who take it on as a voluntary duty.

Careers: This course provides skills and knowledge in the area of Occupational Health & Safety appropriate to the level of Health and Safety Assistant or equivalent in a Human Resources business context in a broad range of industries. It does not provide specific OHS knowledge related to particular technical or scientific fields. Training is related to Australian OHS legal requirements with specific emphasis on the state of Victoria.

Course Duration: 1 year.

Selection Processes: Interview, Written Application.

COURSE STRUCTURE

To qualify for BSB30707 Certificate III in Occupational Health and Safety, participants must successfully complete a total of 12 units of study, 7 core units 5 elective units out of the 6 elective units listed in the model qualification structure below, or in accordance with the packaging rules specified in BSB07 Training Package (refer to Training Package Qualifications Framework).

Core Units of Study

BSBOHS301B  APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE  20
BSBOHS302B  PARTICIPATE EFFECTIVELY IN OHS COMMUNICATION AND CONSULTATIVE PROCESSES  30
BSBOHS303B  CONTRIBUTE TO OHS HAZARD IDENTIFICATION AND RISK ASSESSMENT  30
BSBOHS304B  CONTRIBUTE TO OHS HAZARD CONTROL  30
BSBOHS305B  CONTRIBUTE TO OHS ISSUE RESOLUTION  30
BSBOHS306B  CONTRIBUTE TO IMPLEMENTING EMERGENCY PREVENTION ACTIVITIES AND RESPONSE PROCEDURES  20
BSBOHS307B  PARTICIPATE IN OHS INVESTIGATIONS  25

Elective Units of Study

BSBWRT301A  WRITE SIMPLE DOCUMENTS  30
BSBWOR301A  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT  30
BSBJSUS301A  IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  40
BSCUS301A  DELIVER AND MONITOR A SERVICE TO CUSTOMERS  35
BSBITU306A  DESIGN AND PRODUCE BUSINESS DOCUMENTS  80
BSBITU302A  CREATE ELECTRONIC PRESENTATIONS  20

CERTIFICATE IV IN OCCUPATIONAL HEALTH AND SAFETY

Course Code: BSB41407

Campus: Werribee, Industry.

Course Objectives: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. This qualification would suit an OHS officer in a full-time dedicated role who works under the supervision of an OHS Coordinator or OHS Manager.

Careers: OHS Supervisor with human resources focus in a variety of general workplaces. Possible job titles relevant to this qualification include:

- occupational health & safety coordinator
- occupational health & safety officer.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE or equivalent.

Admission Requirements International: NA.

Admission Requirements Mature Age: Relevant industry experience.

Admission Requirements VET: NA.

Selection Processes: Interview, Written Application.

COURSE STRUCTURE

To be eligible for this qualification a total of 9 units must be achieved consisting of 6 units from Group A including: BSBBOHS408A Assist with compliance with OHS and other relevant laws and at least one of: BSBBOHS405B Contribute to the implementation of emergency procedures OR BSBBOHS406C Use equipment to conduct workplace monitoring. The remaining 2 electives may be selected from Group B or as approved by the Head of School from any currently endorsed Training Packages or accredited course at the same qualification level.

Group A

BSBOHS401B  CONTRIBUTE TO THE IMPLEMENTATION OF A SYSTEMATIC APPROACH TO MANAGING OHS  50
BSBOHS402B  CONTRIBUTE TO THE IMPLEMENTATION OF THE OHS CONSULTATION PROCESS  40
BSBOHS403B  IDENTIFY HAZARDS AND ASSESS OHS RISKS  60
BSBOHS404B  CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK  40
BSBOHS405B  CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES  40
BSBOHS406C  USE EQUIPMENT TO CONDUCT WORKPLACE MONITORING  60
BSBOHS408A  ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS  40

Group B

BSBCMM401A  MAKE A PRESENTATION  30
BSBWRT401A  WRITE COMPLEX DOCUMENTS  50
BSBRSK401A  IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES  50
BSBSUS301A  IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  40

Additional Elective Units

BSBOHS506B  MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT  60
BSBOHS504B  APPLY PRINCIPLES OF OHS RISK MANAGEMENT  40
CERTIFICATE IV IN OCCUPATIONAL HEALTH AND SAFETY
Course Code: BSB41604
Campus: Werribee.

This course is for Continuing students only

About this course: This course provides an accredited program at AQF Level 4 for students to pursue a career in occupational health and safety and/or proceed to study in the same field at a higher level.

Course Objectives: The course provides for students wishing to pursue a career in Occupational Health and Safety and/or proceed to study in the same field at a higher level.

Careers: Occupational Health and Safety representative.

Course Duration: 1 year.

Selection Processes: Direct Entry, Interview.

COURSE STRUCTURE
1 year part-time.

Core Units of Study
- BSB0HS401A CONTRIBUTE TO THE IMPLEMENTATION OF A SYSTEMATIC APPROACH TO MANAGING OHS 40
- BSB0HS402A CONTRIBUTE TO THE IMPLEMENTATION OF THE OHS CONSULTATION PROCESS 40
- BSB0HS403A IDENTIFY HAZARDS AND ASSESS OHS RISKS 60
- BSB0HS404A CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK 40
- BSCCMN421A ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS 40

At Least 1 of the following OHS Units:
- BSB0HS405A CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES 30
- BSB0HS406A USE EQUIPMENT TO CONDUCT WORKPLACE MONITORING 60

Elective Units of Study
A minimum of two Common Business units at Certificate IV listed below:
- BSCCMN402A DEVELOP WORK PRIORITIES 30
- BSCCMN403A ESTABLISH BUSINESS NETWORKS 50
- BSCCMN404A DEVELOP TEAMS AND INDIVIDUALS 30
- BSCCMN405A ANALYSE AND PRESENT RESEARCH INFORMATION 40
- BSCCMN406A MAINTAIN BUSINESS TECHNOLOGY 40
- BSCCMN407A COORDINATE BUSINESS RESOURCES 30
- BSCCMN408A REPORT ON FINANCIAL ACTIVITY 30
- BSCCMN409A PROMOTE PRODUCTS AND SERVICES 20
- BSCCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
- BSCCMN412A PROMOTE INNOVATION AND CHANGE 50
- BSCCMN413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES 40
- BSCCMN414A UNDERTAKE MARKETING ACTIVITIES 50
- BSCCMN415A MANAGE FIRST AID POLICY 40
- BSCCMN416A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES 50

BSBCMN417A COORDINATE CUSTOMER SERVICE ACTIVITIES 30
BSBCMN418A ADDRESS CUSTOMER NEEDS 50
BSBCMN419A MANAGE PROJECTS 60
BSBCMN420A WRITE COMPLEX DOCUMENTS 50
BSFLM412A PROMOTE TEAM EFFECTIVENESS 50

DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY
Course Code: BSB51307
Campus: Werribee, Industry.

Course Objectives: This qualification reflects the role of individuals who coordinate and maintain the OHS program within an organisation. Individuals would possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and the work of others with safety responsibilities.

Careers: Occupational Health and Safety Managers with human resources focus in a variety of general workplaces. Possible job titles relevant to this qualification include Occupational Health & Safety Manager, Occupational Health & Safety Coordinator, Senior Occupational Health & Safety Officer.

Course Duration: 1 year.

Admission Requirements Year 12: Direct Application Previous relevant industry experience is required.

Admission Requirements Mature Age: Direct Application Previous relevant industry experience is required.

Admission Requirements Other: Employer Choice

Selection Processes: Direct Entry, Employer Choice, Interview, Written Application.

COURSE STRUCTURE
Students are required to complete a total of 8 units. 5 units must be selected from group A. The remaining 3 units may be selected from group B or as approved by the Head of School from any currently endorsed Training Package or accredited course at the same level.

Group A
- BSB0HS501B PARTICIPATE IN THE COORDINATION AND MAINTENANCE OF A SYSTEMATIC APPROACH TO MANAGING OHS 50
- BSB0HS502B PARTICIPATE IN THE MANAGEMENT OF THE OHS INFORMATION AND DATA SYSTEMS 50
BSBOHS503B  ASSIST IN THE DESIGN AND DEVELOPMENT OF OHS PARTICIPATIVE ARRANGEMENTS 40
BSBOHS504B  APPLY PRINCIPLES OF OHS RISK MANAGEMENT 40
BSBOHS505C  MANAGE HAZARDS IN THE WORK ENVIRONMENT 60
BSBOHS508B  PARTICIPATE IN THE INVESTIGATION OF INCIDENTS 50
Group B
BSBOHS506B  MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT 60
BSBOHS507B  FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK 40
BSBSUS501A  DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY 50
Additional Elective Units
BSBOHS406B  USE EQUIPMENT TO CONDUCT WORKPLACE MONITORING 60
BSBHRM509A  MANAGE REHABILITATION & RETURN TO WORK 50
TAAENV401B  WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING 10

ADVANCED DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY
Course Code: BSB60607
Campus: Werribee.
Course Objectives: This qualification reflects the role of individuals who analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be specialised or broad. These individuals are often accountable for group outcomes. This qualification would suit an OHS coordinator or manager in a full-time dedicated role who manages an OHS area with significant responsibility, budget and staff.
Careers: High level OHS Managers, coordinators or officers with moderate staff and budget reporting responsibilities.
Course Duration: 1 year.
Selection Processes: Interview, Written Application.

COURSE STRUCTURE
Students are required to complete a minimum of 5 core units and 3 elective units in accordance with the packaging rules specified in BSB07 Training Package (Refer to training Package Qualifications Framework).

Core Units of Study
BSBOHS601B  DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS 50
BSBOHS603B  ANALYSE AND EVALUATE OHS RISK 40
BSBOHS604B  APPLY ERGONOMIC PRINCIPLES TO CONTROL OHS RISK 60
BSBOHS605B  APPLY OCCUPATIONAL HYGIENE PRINCIPLES TO CONTROL OHS RISK 50
BSBOHS608B  CONDUCT AN OHS AUDIT 40
E elective Units of Study
BSBOHS606B  DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PROCESSES 50
BSBOHS609B  EVALUATE AN ORGANISATION’S OHS PERFORMANCE 35
BSBOHS507B  FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK 40

CERTIFICATE IV IN MASSAGE THERAPY PRACTICE
Course Code: HLT40307
Campus: City King Street, Industry.
About this course: This qualification covers workers who work as basic level massage therapists. It provides skills in therapeutic relaxation massage including basic health assessment and treatment and may be used by people working within a clinic or in their own clinic; in an aged care facility; in a health service; in a spa facility; or in a palliative care facility or hospital.
Course Objectives: The course is designed to develop workplace knowledge and skills in relaxation and therapeutic massage. This incorporates the planning, applying and performing basic health assessment necessary for massage treatments.
Careers: This qualification covers work for a massage therapist at a basic level. It provides skills in therapeutic, sports and relaxation massage including basic health assessment and treatment. With this qualification, therapists can work in a clinic, with athletes, aged care facility, health service, health spa facility and in palliative care in a hospital or facility.
Course Duration: 0.5 years.
Admission Requirements Other: IELTS 5.5
Selection Processes: Direct Entry, Interview, VTAC, Written Application.
VTAC for Jan intake only Direct Application for mid year intake only Preference will be given to students who can provide evidence of completion of a short course in Massage.

COURSE STRUCTURE
The course is offered on a full-time basis over 0.5 years. The course is offered on a full-time basis only.
A total of 15 units are required for this qualification, comprising of 10 common units and 5 specialisation units.

Core Units of Study
BSBCM204A  WORK EFFECTIVELY WITH OTHERS 15
HLTCOM404B  COMMUNICATE EFFECTIVELY WITH CLIENTS 30
HLTCOM405B  ADMINISTER A PRACTICE 30
HLTCOM406B  MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE 40
HLTCOM408B  USE SPECIFIC HEALTH TERMINOLOGY TO COMMUNICATE EFFECTIVELY 40
HLTFA301B  APPLY FIRST AID 18
HLTHIR301A  COMMUNICATE AND WORK EFFECTIVELY IN HEALTH 20
HLTOHS300A  CONTRIBUTE TO OHS PROCESSES 20
HLTIN301A  COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK 20
HLTAP401A  CONFIRM PHYSICAL HEALTH STATUS 90
Specialisation Units
HLTREM401B  WORK WITHIN A MASSAGE FRAMEWORK 20
HLTREM406B  PROVIDE MASSAGE TREATMENT 240
HLTREM407B  PLAN MASSAGE TREATMENT 20
HLTREM408B  APPLY MASSAGE ASSESSMENT FRAMEWORK 20
HLTREM409B  PERFORM MASSAGE HEALTH ASSESSMENT 100
DIPLOMA OF REMEDIAL MASSAGE

Course Code: HLT50307

Campus: Footscray Park, Industry, Other.

Other locations: Whitten Oval, West Footscray

About this course: This qualification covers the provision of remedial massage treatment to clients with specific needs such as injury management, rehabilitation, palliative care, women and children.

Course Objectives: The Diploma in Remedial Massage is designed to develop workplace skills and knowledge in relaxation, therapeutic, sports and remedial massage. This incorporates the planning, applying and performing basic health assessment necessary for massage treatments. It covers the provision of remedial massage to a variety of clients with specific needs such as injury management, rehabilitation and palliative care.

Careers: This qualification provides the skills required for competence in remedial massage practice and practitioners at his level may be self employed as independent practitioners or may work within a large health service.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of Certificate IV in Massage Therapy Practice HLT40307.

Admission Requirements International: IELTS 5.5 Successful completion of Certificate IV in Massage Therapy Practice HLT40307.

Admission Requirements Mature Age: Successful completion of Certificate IV in Massage Therapy Practice HLT40307

Selection Processes: Interview, VTAC, Written Application.

VTAC for Jan intake only Direct Application for mid year intake only

COURSE STRUCTURE

The units in the Certificate IV in Massage are Prerequisites for entry to this qualification. This includes 6 compulsory units and 5 specialisation units and 3 electives. In the Diploma of Remedial Massage there are 6 compulsory units, 5 specialisation units and 3 electives required for award of this qualification.

Compulsory Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTCOM5028</td>
<td>DEVELOP PROFESSIONAL EXPERTISE</td>
<td>40</td>
</tr>
<tr>
<td>HLTCOM5038</td>
<td>MANAGE A PRACTICE</td>
<td>50</td>
</tr>
<tr>
<td>CHCOR628A</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
<td>120</td>
</tr>
<tr>
<td>HLTHIR506B</td>
<td>IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS</td>
<td>120</td>
</tr>
<tr>
<td>HLTAP501A</td>
<td>ANALYSE HEALTH INFORMATION</td>
<td>30</td>
</tr>
<tr>
<td>HLTHIR501A</td>
<td>MAINTAIN AN EFFECTIVE HEALTH WORK ENVIRONMENT</td>
<td>20</td>
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</tbody>
</table>

Specialisation units

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTREM502B</td>
<td>PROVIDE REMEDIAL MASSAGE TREATMENT</td>
<td>240</td>
</tr>
<tr>
<td>HLTREM503B</td>
<td>PLAN REMEDIAL MASSAGE TREATMENT STRATEGY</td>
<td>40</td>
</tr>
<tr>
<td>HLTREM504B</td>
<td>APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK</td>
<td>40</td>
</tr>
<tr>
<td>HLTREM505B</td>
<td>PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT</td>
<td>200</td>
</tr>
<tr>
<td>HLTREM510A</td>
<td>PROVIDE SPECIALISED REMEDIAL MASSAGE TREATMENTS</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units: 3 Electives are to be selected in line with the specified Packaging Rules.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHIR404B</td>
<td>WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR403B</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>20</td>
</tr>
<tr>
<td>HLTHREM512A</td>
<td>PROVIDE REMEDIAL MASSAGE TREATMENTS WITHIN A CORPORATE SETTING</td>
<td>50</td>
</tr>
<tr>
<td>HLTHREM513A</td>
<td>PROVIDE REMEDIAL MASSAGE TREATMENT TO ATHLETES</td>
<td>50</td>
</tr>
<tr>
<td>CHCDS53C</td>
<td>PROVIDE SERVICES TO PEOPLE WITH DISABILITIES</td>
<td>50</td>
</tr>
<tr>
<td>HLTCOM510A</td>
<td>PROVIDE SERVICES TO CLIENTS WITH CHRONIC DISEASES OR CONDITIONS</td>
<td>50</td>
</tr>
<tr>
<td>HLTCOM509A</td>
<td>PROVIDE SERVICES FOR PEOPLE WITH A LIFE CHALLENGING ILLNESS</td>
<td>50</td>
</tr>
<tr>
<td>HLTREM511A</td>
<td>PROVIDE REMEDIAL MASSAGE TREATMENT FOR WOMEN AND CHILDREN</td>
<td>50</td>
</tr>
<tr>
<td>CHCAG3C</td>
<td>ORIENTATION TO AGED CARE WORK</td>
<td>50</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN LABORATORY SKILLS

Course Code: MSL30109

Campus: Werribee, Industry.

Course Objectives: This qualification covers the skills and knowledge required to perform a limited range of laboratory operations across all industry sectors. Students will be provided with a theoretical base to work directly with clients analysing and referring appropriately within the laboratory/general manufacturing sector.

Careers: The Certificate III in Laboratory Skills offers entry level technical training in laboratory operations across a range of industries. Employment outcomes targeted by this qualification include laboratory assistants, instrument operators, sampling and testing in production plants.

Course Duration: 0.5 years.

Admission Requirements Year 12: Direct Entry Interview (some applicants only).

Admission Requirements International: Direct Entry Interview (some applicants only) IELTS 5.5.

Admission Requirements Mature Age: Direct Entry Interview (some applicants only).

Admission Requirements VET: School Choice.

Selection Processes: Direct Entry, Employer Choice, Interview.

COURSE STRUCTURE

To be awarded a Certificate III in Laboratory Skills, competency must be achieved in a total of thirteen (13) units of competency, consisting of:

- six (6) core units from Group 1
- seven (7) elective units from Groups 2 and 3

Units listed under mandatory are considered essential for all laboratory assistants. The units of competency listed as electives may only apply to some personnel according to the size and scope of the particular enterprise and laboratory.

Core

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Points</th>
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<tbody>
<tr>
<td>MSAENV272A</td>
<td>PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
<td>30</td>
</tr>
<tr>
<td>MSL913001A</td>
<td>COMMUNICATE WITH OTHER PEOPLE</td>
<td>40</td>
</tr>
<tr>
<td>MSL913002A</td>
<td>PLAN AND CONDUCT LABORATORY/FIELD WORK</td>
<td>40</td>
</tr>
<tr>
<td>MSL922001A</td>
<td>RECORD AND PRESENT DATA</td>
<td>40</td>
</tr>
<tr>
<td>MSL933002A</td>
<td>CONTRIBUTE TO THE ACHIEVEMENT OF QUALITY OBJECTIVES</td>
<td>30</td>
</tr>
<tr>
<td>MSL943002A</td>
<td>PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY</td>
<td>40</td>
</tr>
</tbody>
</table>
Certificate IV in Laboratory Techniques

Course Code: MSL40109

Campus: Werribee, Industry.

Course Objectives: This qualification covers the skills and knowledge required to perform a range of laboratory techniques to conduct tests and sampling in a variety of industry sectors.

Careers: Laboratory Technicians, Instruments Operators.

Course Duration: 1 year.

Admission Requirements Year 12: VCE or equivalent.

Admission Requirements International: VCE IELTS 5.5.

Admission Requirements Mature Age: VCE or industry equivalent

Selection Processes: Direct Entry, Interview, VTAC.

Course Structure

To be awarded a Certificate IV in Laboratory Techniques competency must be achieved in a total of seventeen (17) units of competency, consisting of:

- six (6) core units of competency from Group 1
- eleven (11) elective units of competency from Groups 2 and 3

Units listed under mandatory are considered essential for all technical assistants. The units listed as electives may only apply to some personnel according to the size and scope of the particular enterprise and laboratory.

Core

- MSAENV272A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 30
- MSL913001A COMMUNICATE WITH OTHER PEOPLE 40
- MSL913002A PLAN AND CONDUCT LABORATORY/FIELD WORK 40
- MSL924001A PROCESS AND INTERPRET DATA 70
- MSL924002A APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT 80
- MSL943002A PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY 40

Electives

- MSL973004A PERFORM ASEPSTIC TECHNIQUES 40
- MSL973007A PERFORM MICROSCOPIC EXAMINATION 40
- MSL904001A PERFORM STANDARD CALIBRATIONS 50
- MSL924002A USE LABORATORY APPLICATION SOFTWARE 60
- MSL974001A PREPARE, STANDARDISE AND USE SOLUTIONS 100
- MSL974003A PERFORM CHEMICAL TESTS AND PROCEDURES 100

Diploma of Laboratory Technology

Course Code: MSL50109

Campus: Werribee, Industry.

Course Objectives: This qualification covers the skills and knowledge required to apply a range of laboratory technologies to conduct scientific-technical tests and sampling in most industry sectors.

Careers: Technical Officer, Laboratory Technician, Analyst.

Course Duration: 1 year.

Admission Requirements Year 12: VCE or equivalent.

Admission Requirements International: IELTS 5.5 Pre-requisite Certificate - Subject to previous educational and industry experience.

Admission Requirements Mature Age: Industry experience.

Admission Requirements VET: Not applicable.

Selection Processes: Direct Entry, Interview, VTAC.

Course Structure

To be awarded a Diploma of Laboratory Technology competency must be achieved in a total of twenty one (21) units of competency, consisting of:

- nine (9) core units of competency from Group 1
- twelve (12) elective units of competency from Groups 2 and 3

Units listed under mandatory are considered essential for all technical officers. The units listed as electives may only apply to some personnel according to the size and scope of the particular enterprise and laboratory.

Core

- MSAENV472A IMPLEMENT AND MONITOR ENVIRONEMNTALLY SUSTAINABLE WORK PRACTICES 40
- MSL913001A COMMUNICATE WITH OTHER PEOPLE 40
- MSL915001A PROVIDE INFORMATION TO CUSTOMERS 30
- MSL924001A PROCESS AND INTERPRET DATA 70
- MSL924002A USE LABORATORY APPLICATION SOFTWARE 60
- MSL925001A ANALYSE DATA AND REPORT RESULTS 80
- MSL934002A APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT 80
- MSL944001A MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY 50

Electives

- MSL973002A PREPARE WORKING SOLUTIONS 50
- MSL973004A PERFORM ASEPSTIC TECHNIQUES 40
- MSL973007A PERFORM MICROSCOPIC EXAMINATION 40
CERTIFICATE II IN ANIMAL STUDIES
Course Code: RUV20104
Campus: Werribee, Industry.
Course Objectives: This course provides general prevocational training for people who want to undertake work in the animal care industry.
Careers: Veterinary receptionist, Animal attendant.
Course Duration: 9 months.
Selection Processes: Direct Entry.
Direct application. Applicants must have regular access to a veterinary clinic, either paid or voluntary.

COURSE STRUCTURE
To achieve this qualification 10 units must be successfully completed: 5 core units and 5 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the RUV04 Animal Care and Management Training Package AQF level 1, 2 and 3 /Business Services, Administration, Cleaning Operations, Information Technology, Retail Operations and other relevant national endorsed Training Packages approved by the School of Sport & Science. A minimum of 310 nominal hours.

Core Units of Study
- RUV2101A  WORK IN THE ANIMAL CARE INDUSTRY 20
- RUV2102A  FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT 40
- RUV2103A  ASSISTS WITH GENERAL ANIMAL CARE 80
- RUV2104A  PROVIDE FOOD AND WATER FOR ANIMALS 30
- RUV2105A  PARTICIPATE IN WORKPLACE COMMUNICATIONS 20

Elective Units of Study
Group B
Select minimum of 3 units from Group B
- RUV2106A  ASSIST WITH FOOD PREPARATION 20
- RUV2107A  PROVIDE BASIC FIRST AID FOR ANIMALS 30
- RUV2108A  RESCUE ANIMALS AND APPLY BASIC ANIMAL CARE 30
- RUV2401A  PROVIDE AND CONDUCT A TOUR OR PRESENTATION 30
- RUV2501A  PROVIDE INFORMATION ON COMPANION ANIMALS, PRODUCTS AND SERVICES 60
- RUV2601A  CARRY OUT VETERINARY RECEPTION DUTIES 30
- RUV2602A  CARRY OUT DAILY CLINIC ROUTINES 40
- RUV2603A  ASSIST WITH SURGERY PREPARATIONS 40

Group C
Select minimum of 2 units from Group C
- HLTFA301B  APPLY FIRST AID 18
- RUV3505A  PROVIDE ENRICHMENT FOR COMPANION ANIMALS 30
- SIRXFIN001A  BALANCE POINT-OF-SALE TERMINAL 20
- PRSSO327A  PROVIDE ADVANCED FIRST AID 24
- RUV3503A  WORK EFFECTIVELY IN THE ANIMAL COMPANION FIELD 40

CERTIFICATE III IN ANIMAL TECHNOLOGY
Course Code: RUV30104
Campus: Werribee.

Course Objectives: This course aims to provide training for people operating at a junior or assistant level in the animal technology industry.
Careers: Animal attendant, Animal carer.
Course Duration: 9 months.
Selection Processes: Direct Entry, Interview.
Direct application and interview.

COURSE STRUCTURE
9 months part-time. Part-time, on campus.

Core Units of Study
- PMLDATA300A  PROCESS AND RECORD DATA 70
- PMLTEST305B  PERFORM ASEPTIC TECHNIQUES 40
- RUV2104A  PROVIDE FOOD AND WATER FOR ANIMALS 30
- RUV2105A  PARTICIPATE IN WORKPLACE COMMUNICATIONS 20
- RUV3301A  CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES 40
- RUV3302A  CONDUCT EUTHANASIA OF RESEARCH ANIMALS 40
- RUV3303A  MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING 50
- RUV3304A  PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS 40
- RUV3305A  CARRY OUT SIMPLE BREEDING PROCEDURES 30
- RUV3306A  WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION 50
- RUV3307A  PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS 40

Elective Units of Study
A minimum of three units, selected by the student, with the approval of the head of department from:
CERTIFICATE III IN CAPTIVE ANIMALS
Course Code: RUV30204
Campus: Werribee, Industry.

About this course: The Certificate III in Captive Animals is the industry qualification for persons operating at a pre-trade level and undertaking captive animal functions within a zoo, wildlife or theme park environment. It is highly recommended that whilst undertaking this qualification, the learner should have access to a captive animal workplace through either paid employment or a period of work placement or work experience.

Course Objectives: The Certificate III in Captive Animals is the industry qualification for persons operating at a pre-trade level and undertaking captive animal functions within a zoo, wildlife or theme park environment.

Careers: Animal carer.

Course Duration: 0.5 years.

Admission Requirements Mature Age: Direct Entry.

Admission Requirements Other: Direct Entry

Selection Processes: Direct Entry.

COURSE STRUCTURE
A total of 14 units of competency must be completed: 10 core units and 4 Elective Units.

Core Units
- RUV3101A Carry out Workplace OHS Procedures 50
- RUV3402A Work within a Captive Animal Institution 60
- RUV3403A Prepare and Present Information to the Public 30
- RUV3404A Assist with Collection Management 50
- RUV3406A Prepare and Maintain Animal Housing 50
- RUV3408A Prepare Animal Diets and Monitor Feeding 50
- RUV3409A Monitor and Maintain Animal Health 60
- RUV3410A Capture, Restrain and Assist in Moving Animals 60
- RUV3412A Monitor Animal Reproduction 30
- RUV3414A Identify Behavioural Needs and Implement Improved Husbandry 30

Elective Units
- RTD3125A Respond to Wildlife Emergencies 70
- RUV3401A Rehabilitate and Release Native Wildlife 50
- RUV3405A Develop an Institutional Husbandry Manual 20
- RUV3407A Maintain Exhibits and Assist with their Design 50
- RUV3411A Care for Young Animals 30
- RUV3413A Condition Animals 40

CERTIFICATE III IN COMPANION ANIMAL SERVICES
Course Code: RUV30304
Campus: Werribee, Industry.

Course Objectives: This course aims to provide training for people working as an assistant within a companion animal organisation.

Careers: Animal carer, pet shop assistant.

Course Duration: 1 year.

Selection Processes: Direct Entry, Interview.

COURSE STRUCTURE
1 year part-time. Part-time, on-campus. A total of 16 units of competency must be completed: undertake all 9 core units from Group A below select 4 units from Group B below select 3 additional units from Groups B and/or C below

Core Units of Study - Group A
- RUV2101A Work in the Animal Care Industry 20
- RUV2102A Follow OHS Procedures in an Animal Care Environment 40
- RUV2103A Assists with General Animal Care 80
- RUV2104A Provide Food and Water for Animals 30
- RUV2105A Participate in Workplace Communications 20
- RUV2107A Provide Basic First Aid for Animals 30
- RUV3101A Carry out Workplace OHS Procedures 50
- RUV3503A Work Effectively in the Animal Companion Field 40
- RUV3504A Monitor and Maintain Health of Companion Animals 60

Elective Units of Study - Group B
A minimum of four units approved by the Head of Department from below
- RUV3501A Provide Advice on Companion Animal Selection and General Care 50
- RUV3502A Provide Advice on Selection and Care of Aquatic Animals 30
- RUV3505A Provide Enrichment for Companion Animals 30
- RUV3506A Capture, Handle and Transport Companion Animals 30
- RUV3507A Carry out Companion Animal Breeding Procedures 50
- RUV3508A Prepare Companion Animal Diets and Monitor Feeding 40
- RUV3509A Maintain Aquascapes and Aquatic Animals 30

AND Group C
A minimum of three units approved by the Head of Department, relevant to the Companion Animal sector from below:
FACULTY OF WORKFORCE DEVELOPMENT

RUV04 Animal Care and Management Training Package; and/or any other training package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

RUV3401A  REHABILITATE AND RELEASE NATIVE WILDLIFE  50  
RUV3411A  CARE FOR YOUNG ANIMALS  30  
HLTFA301B  APPLY FIRST AID  18  
RUV4510A  PROVIDE COMPANION ANIMAL HYDRO-BATHING SERVICES  80  
SIRXFIN001A  BALANCE POINT-OF-SALE TERMINAL  20  
RUV2501A  PROVIDE INFORMATION ON COMPANION ANIMALS, PRODUCTS AND SERVICES  60  
RUV4611A  PREPARE, DELIVER AND REVIEW ANIMAL CARE EDUCATION PROGRAMS  50

CERTIFICATE IV IN ANIMAL CONTROL AND REGULATION  
Course Code: RUV40104  
Campus: Werribee, Industry.  
Other locations: Seminars will be offered at Wyndham Civic Centre. Training will be delivered by Wyndham Council staff hired as VU trainers.  
About this course: The Certificate IV in Animal Control and Regulation is the industry qualification for persons undertaking animal control and regulatory functions. While desired by Department of Primary Industries that Local Government Enforcement Officers hold this qualification it is not currently mandated so.  
Careers: Candidates who achieve this qualification will be able to gain employment in the areas of animal handling, such as working in an animal pound and as an Animal control and regulation officer working for local government.  
Course Duration: 2 years.  
Admission Requirements Other: Entry will be by direct application. It will be a condition of entry that candidates are currently employed in the local government industry or equivalent.  
Prerequisite Unit Requirements: Current employment in the area of animal management or local government compliance and regulation.  

COURSE STRUCTURE  
The course requires the completion of a total of 14 units of competency, 10 core units and 4 elective units.  

Elective Units of Study  
RUV4207A  CONDUCT COMMUNITY AWARENESS PROGRAMS  40  
RUV4208A  COORDINATE SEIZURE OF ANIMALS  30  
LGAEHRR304A  OPERATE AND MAINTAIN COUNCIL FACILITIES  40  
PSPPM401B  DESIGN SIMPLE PROJECTS  65  
Core Units of Study  
RUV4101A  IMPLEMENT AND MONITOR THE ORGANISATION’S OHS PROGRAM  70  
RUV4201A  COMPLY WITH ANIMAL CONTROL AND REGULATION REQUIREMENTS  60  
RUV4202A  ASSESS AND IMPOUND ANIMALS  60  
RUV4203A  IDENTIFY AND RESPOND TO ANIMAL BEHAVIOUR  60  
RUV4204A  MANAGE CONFLICT SITUATIONS WITHIN AN ANIMAL CONTROL AND REGULATION ENVIRONMENT  30  
RUV4206A  CARRY OUT POUND PROCEDURES  30  
RUV4209A  PREPARE AND PRESENT ANIMAL CONTROL AND REGULATION CASE STUDIES  80  
PSPREG404B  INVESTIGATE NON-COMPLIANCE WITH LEGISLATION  30  
PSPREG405A  ACT ON NON-COMPLIANCE WITH LEGISLATION  30  
BSBCMN305A  ORGANISE WORKPLACE INFORMATION  30

CERTIFICATE IV IN VETERINARY NURSING  
Course Code: RUV40404  
Campus: Werribee, Industry.  
About this course: This course provides training for veterinary nurses in veterinary clinics. Career opportunities for a Veterinary Nurse include working at vet practices, pharmaceutical industries or animal shelters.  
Course Objectives: This course provides training to the level required for people operating as veterinary nurses within veterinary clinics.  
Careers: Veterinary Nurse.  
Course Duration: 1 year.  
Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent.  
Admission Requirements International: Not Applicable.  
Admission Requirements Mature Age: Have sufficient relevant work experience in the animal care industry sector.  
Admission Requirements VET: Not Applicable.  
Selection Processes: Direct Entry.  
Direct applicant, applicants must be working in a veterinary clinic.  

COURSE STRUCTURE  
Full time - 12 months. Part time - 2 years. The course requires the completion of 21 units (comprising 18 and 3 electives). Where appropriate for industry and workplace requirements, elective units may be selected by the student, with the approval of School of Sport and Science relevant to the Veterinary Nursing sector from: RUV04 Animal Care and Management Training Package; and/or any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualifications Framework level 3, 4 or 5.  

Core Units of Study  
RUV2101A  WORK IN THE ANIMAL CARE INDUSTRY  20  
RUV2102A  FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT  40  
RUV2103A  ASSISTS WITH GENERAL ANIMAL CARE  80  
RUV2104A  PROVIDE FOOD AND WATER FOR ANIMALS  30  
RUV2105A  PARTICIPATE IN WORKPLACE COMMUNICATIONS  20  
RUV2601A  CARRY OUT VETERINARY RECEPTION DUTIES  30  
RUV2602A  CARRY OUT DAILY CLINIC ROUTINES  40  
RUV2603A  ASSIST WITH SURGERY PREPARATIONS  40  
RUV4601A  COORDINATE PATIENT ADMISSION AND DISCHARGE  40  
RUV4602A  APPLY RADIOGRAPH ROUTINES  70  
RUV4603A  PERFORM CLINIC PATHOLOGY PROCEDURES  70
DIPLOMA OF ANIMAL TECHNOLOGY

Course Code: RUV50104

Campus: Werribee, Other.

Other locations: Campus.

About this course: This course provides students with the skills and knowledge to carry out animal technology duties and to work at a senior or managerial level.

Course Objectives: This course provides training required for people operating at a senior or managerial level and undertaking animal technology functions within a scientific environment.

Careers: Senior Technical Officer, Animal House Manager.

Course Duration: 3 years.

Selection Processes: Direct Entry, VTAC.

Applicants for full-time study should apply through VTAC, applicants for part-time study should submit a direct application.

COURSE STRUCTURE

This course is 3 years. The 1st year of study is full-time, while 2nd and 3rd years of study are part-time. Full-time and part-time.

Core Units of Study

RUVC2104A PROVIDE FOOD AND WATER FOR ANIMALS 30

SCHOOL OF SPORT & SCIENCE

DIPLOMA OF ANIMAL TECHNOLOGY

Course Code: RUV50104

Campus: Werribee, Other.

Other locations: Campus.

About this course: This course provides students with the skills and knowledge to carry out animal technology duties and to work at a senior or managerial level.

Course Objectives: This course provides training required for people operating at a senior or managerial level and undertaking animal technology functions within a scientific environment.

Careers: Senior Technical Officer, Animal House Manager.

Course Duration: 3 years.

Selection Processes: Direct Entry, VTAC.

Applicants for full-time study should apply through VTAC, applicants for part-time study should submit a direct application.

COURSE STRUCTURE

This course is 3 years. The 1st year of study is full-time, while 2nd and 3rd years of study are part-time. Full-time and part-time.

Core Units of Study

RUVC2104A PROVIDE FOOD AND WATER FOR ANIMALS 30

CERTIFICATE II IN COMMUNITY RECREATION

Course Code: SRC20206

Campus: Footscray Park, Industry.

Course Objectives: This qualification is designed for people wanting to work as an assistant in a community recreation setting.

Careers: An assistant in a community recreation setting.

Course Duration: 1 year.

Admission Requirements Year 12: Not applicable.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: Direct Application.

Admission Requirements VET: Not applicable.

Admission Requirements Other: Direct Application Employer Choice Secondary School Choice for VETiS delivery

Selection Processes: Direct Entry, Employer Choice, Written Application.

COURSE STRUCTURE

The requirements for a Certificate II in Community Recreation will comprise achievement of fifteen (15) of the following units of competency: Score units, 5.
FACULTY OF WORKFORCE DEVELOPMENT

stream units and 5 elective units. Elective units of competency may be selected from any Training Package within the Sport and Recreation Industry (Community Recreation, Fitness, Outdoor Recreation, Sport) approved by the School of Sport of Science.

Core Units of Study
All 5 units

BSBCM202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXFAD001A PROVIDE FIRST AID 10
SRXGSO02A DEAL WITH CLIENT FEEDBACK 10
SRXINU001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY 10
SRXOH5001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10

Stream Units of Study
All 5 units

SRCCRD002B APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK 15
SRCCRO002B RESPOND TO CLIENTS AT RISK 15
SRCCRO003B APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING 10
SRXCAI001B ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 6
SRXCAI002B ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 8

Elective Units of Study
Select five units from those specified in the SRS03 version 2 Training Package.

SROABA001A DEMONSTRATE SIMPLE ABSEILING SKILLS ON ARTIFICIAL SURFACES 8
SROABN002A SAFEGUARD AN ABSEILER USING A SINGLE ROPE BELAY SYSTEM 15
SRSCOP005B DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS 10
SRSCOP006B COMPLETE A TAX RETURN 10
SRSCOP012B DEVELOP A TRAVEL AND ACCOMMODATION PLAN 5
SRKYXO001A DEMONSTRATE SIMPLE KAYAKING SKILLS 20
SRSBBS003A INTERPRET AND APPLY THE FUNDAMENTAL RULES OF BASKETBALL AT A JUNIOR OR BEGINNER LEVEL 10
SRSBBS004A USE FUNDAMENTAL COMMUNICATION STRATEGIES TO OFFICIATE BASKETBALL AT A JUNIOR OR BEGINNER LEVEL 10
SRSBBS005A PROVIDE REPORTS AND RECEIVE FEEDBACK RELEVANT TO OFFICIATING BASKETBALL AT A JUNIOR OR BEGINNER LEVEL 5
SRSBBS006A DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO OFFICIATING BASKETBALL AT A JUNIOR OR BEGINNER LEVEL 10

CERTIFICATE III IN COMMUNITY RECREATION
Course Code: SRC30206
Campus: Footscray Park.

Course Objectives: This qualification is designed for people wanting to work as an assistant running a Community Recreation Centre programs.

Careers: Assistant Community Recreation Officer.

Course Duration: 1 year.

Admission Requirements Year 12: NA.

Admission Requirements International: NA.

Admission Requirements Mature Age: NA.

Admission Requirements VET: NA.


COURSE STRUCTURE
Additionally students must either complete or have completed associated pre-requisite units. Contact the School for details.

Co-requisite Units of Study

BSBCM302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAIUU006C OPERATE COMPUTING PACKAGES 60
SRXGR0002A DEAL WITH CONFLICT 10
SRXFAC003B IMPLEMENT FACILITY MAINTENANCE PROGRAMS 7
SRSGP002A APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS 15
SR000R002A PLAN OUTDOOR RECREATION ACTIVITIES 10
SR000R005A GUIDE OUTDOOR RECREATION SESSIONS 20
SR000P003B APPLY WEATHER INFORMATION 15
SRSCOP001B PREPARE FOR PUBLIC SPEAKING 10
SRSCOP003B DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS 5
SRSCOP010B COLLECT INFORMATION ON STRESS MANAGEMENT 5
SRSCOP014B PREPARE TO STUDY 5.

VETiS
BSBCM201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT 20
BSBCM203A COMMUNICATE IN THE WORKPLACE 40
BSBCM204A WORK EFFECTIVELY WITH OTHERS 15
BSBCM210A IMPLEMENT IMPROVED WORK PRACTICES 30
BSBCM215A PARTICIPATE IN ENVIRONMENTAL WORK PRACTICES 20

ICAIUU006C OPERATE COMPUTING PACKAGES 60
SRXINU003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY 20
SRXGR0002A DEAL WITH CONFLICT 10
SRXFAC003B IMPLEMENT FACILITY MAINTENANCE PROGRAMS 7
SRSGP002A APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS 15
SR000R002A PLAN OUTDOOR RECREATION ACTIVITIES 10
SR000R005A GUIDE OUTDOOR RECREATION SESSIONS 20
SR000P003B APPLY WEATHER INFORMATION 15
SRSCOP001B PREPARE FOR PUBLIC SPEAKING 10
SRSCOP003B DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS 5
SRSCOP010B COLLECT INFORMATION ON STRESS MANAGEMENT 5
SRSCOP014B PREPARE TO STUDY 5.
SRCAQU006B  SUPERVISE CLIENTS AT AN AQUATIC FACILITY OR ENVIRONMENT 15
SRCAQU007B  RESPOND TO AN AQUATIC EMERGENCY USING ADVANCED WATER TECHNIQUES 15
SRXFADD001A  PROVIDE FIRST AID 10
SRXFAC001B  MAINTAIN EQUIPMENT OF ACTIVITIES 5
SRXGRO001A  FACILITATE A GROUP 12
SRXRNO01B  EDUCATE THE PUBLIC ON THE SAFE USE OF SPORT AND RECREATIONAL RESOURCE 12
SRCCRD003B  PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION 20
SRCCRO004B  WORK WITH A BUDGET FOR A RECREATION INITIATIVE OR PROGRAM 10
SRXCAI004B  PLAN A SESSION OR PROGRAM FOR PARTICIPANTS 8
SRXGRO001A  FACILITATE A GROUP 12

Specialisation Streams
A minimum of one Certificate IV in Sport and Recreation (SRO40106) specialist stream, selected by the student with the approval of the Head of School, drawn from the Outdoor Recreation Training Package SRO03 (V2.00), Australian National Training Authority, 2006:
• Amenity Horticulture;
• Events and Facilities;
• General Administration;
• Retail;
• Sales and Marketing.

Elective Units of Study
Choose five elective units with a minimum of three units from the SRS03 (Version 2) Training Package endorsed by the Australian National Training Authority.

CERTIFICATE IV IN COMMUNITY RECREATION
Course Code: SRC40206
Campus: Footscray Park, Other.

Other locations: Campus

Course Objectives: This qualification is designed for people wanting to work in a Community Recreation Centre, or organising Community Recreation programs.

Careers: Community Recreation Officer.

Course Duration: 1 year.

Selection Processes: Direct Entry.

COURSE STRUCTURE
Part time basis over 1 year.

Prerequisites units of Study
All 5 units
SRXGCS001A  CREATE A CLIENT RELATIONSHIP 10
SRXGCS002A  DEAL WITH CLIENT FEEDBACK 10
BSBCCM301A  EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
SRXINU002A  APPLY SPORT AND RECREATION LAW 10
SRXOHS001A  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES RELATED TO THE WORK BEING UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE 10

Core Units of Study
All 9 units
BSBCCM402A  DEVELOP WORK PRIORITIES 30
ICAITU006C  OPERATE COMPUTING PACKAGES 60
SRXGCS006A  ADDRESS CLIENT NEEDS 10
SRXGCT05A  COORDINATE CLIENT SERVICE ACTIVITIES 20
SRXINU003A  ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY 20
SRXINU004A  PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12
SRXGRO001A  CONDUCT PROJECTS 15
SRXOHS002B  IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS 12
SRXRIK001A  UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10

Stream Units of Study
All 7 units
SRCCRD007B  DEVELOP RECREATION 20
SRCCRD003B  PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION 20
SRCCRD008B  WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS 20
SRCCRO005B  DEVELOP A BUDGET FOR A RECREATION INITIATIVE 20
SRXEMR002A  COORDINATE EMERGENCY RESPONSE 20
SRXGRO003A  PROVIDE LEADERSHIP TO GROUPS 18
SRXINU005A  MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE 35

Elective Units of Study
Select eight units with a minimum of five units from sport and recreation training package SRS03 Version 2 Training Package.

CERTIFICATE III IN FITNESS
Course Code: SRF30206
Campus: St Albans, Werribee, Footscray Park, Melton, Industry.

Course Objectives: The course provides students with the practical skills and knowledge to become a registered Fitness Instructor.
Careers: Fitness Instructor.

Course Duration: 0.5 years.

Admission Requirements Year 12: Direct Application.

Admission Requirements International: IELTS 5.5.

Admission Requirements Mature Age: Direct Application.

Admission Requirements VET: School Choice.

Selection Processes: Direct Entry, Interview.

You must complete a direct application form available from the department. Selection will be based on interest/involvement in the fitness industry, previous education and/or qualifications and possible interview.

COURSE STRUCTURE
Duration of the course is twelve months part time. Full-time; Flexible Delivery.

CORE UNITS OF STUDY
All 9 Units

BSBCM202A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFIA003A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITU006C OPERATE COMPUTING PACKAGES 60
SRXFFIT002B PROVIDE ADVANCED FIRST AID RESPONSE 20
SRXGCST003A PROCESS CLIENT COMPLAINTS 20
SRXINU002A APPLY SPORT AND RECREATION LAW 10
SRXRIK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
SRXOHSS001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10

Stream Units of Study
All 10 units

SRFFIT001B PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM 15
SRFFIT003B UNDERTAKE CLIENT INDUCTION AND SCREENING 10
SRFFIT004B DEVELOP BASIC FITNESS PROGRAMS 20
SRFFIT005B APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION 15
SRFFIT006B USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT 10
SRFFIT014A PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS 50
SRFFIT015A PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES 50
SRFGYM001B INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT 20
SRFSPP002A DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY 30
SRXGR0003A PROVIDE LEADERSHIP TO GROUPS 18

Specialisation Units of Study
Choose 1 specialisation unit from those listed: Aqua; Group Exercise; Gym from SR503 version 2 Training Package

SRFGYM002B CUSTOMISE GYM INSTRUCTIONAL SKILLS TO INCLUDE SPECIFIC AREAS OF EXPERTISE CURRENT IN THE FITNESS INDUSTRY 15

Elective Units of Study
Select four units from those specified in the SR503 version 2 Training Package

SRSCOP0023B DESIGN AN ATHLETE’S DIET 10
SXRGR0001A FACILITATE A GROUP 12
SRXRIK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
SRFGE0001A PLAN AND INSTRUCT A GROUP EXERCISE CLASS 20
SRXCA0001B ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 6
SRXCA0002B ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 8
BSBCM202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRRODR002A PLAN OUTDOOR RECREATION ACTIVITIES 10
SRRODR005A GUIDE OUTDOOR RECREATION SESSIONS 20
SRROPS003B PLAN FOR MINIMAL ENVIRONMENTAL IMPACT 8
SRROPS003B APPLY WEATHER INFORMATION 15
SRXGCS001A CREATE A CLIENT RELATIONSHIP 10
SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
SRCCR003B PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION 20
SRXFAC001B MAINTAIN EQUIPMENT OF ACTIVITIES 5
SRXFAC002B MAINTAIN SPORT AND RECREATIONAL FACILITIES 7
SRSPG0002A APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS 15

RPL Electives.

CERTIFICATE IV IN FITNESS
Course Code: SRF40206

Campus: St Albans, Footscray Park, Melton, Industry.

About this course: This course provides students with the practical skills and knowledge to become a qualified personal trainer.

Course Objectives: The course provides advanced training for those employed, or seeking employment as an Aerobic, Fitness or Aquatic Instructor.

Careers: When you graduate you will be qualified to work as a Personal Trainer, Aqua Trainer or a fitness specialist working with children or older adults.

Course Duration: 0.5 years.

Admission Requirements Year 12: VTAC with successful completion of VCE or equivalent Profile Form.

Admission Requirements International: Not applicable.

Admission Requirements Mature Age: VTAC Direct admission Relevant Industry experience.

Admission Requirements VET: Not applicable.

Selection Processes: Direct Entry.

COURSE STRUCTURE
Students may be required to complete Certificate III in Fitness to complete all pre-requisite units. This qualification is one semester full time (18 weeks). Full-time.
Pre-requisite Units of Study for core units
SRXGCS001A  CREATE A CLIENT RELATIONSHIP 10
SRXGCS002A  DEAL WITH CLIENT FEEDBACK 10
SRXINU002A  APPLY SPORT AND RECREATION LAW 10
BSBCMN301A  EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
SRXOHS001B  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
SRXGCS004A  MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXGCTST03A  PROCESS CLIENT COMPLAINTS 20
SRXFAD002A  PROVIDE ADVANCED FIRST AID RESPONSE 20
BSBCMN302A  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFLM303A  CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40

Pre-requisite Units of Study for stream units
SRFFIT001B  PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM 15
SRFFIT003B  UNDERTAKE CLIENT INDUCTION AND SCREENING 10
SRFFIT004B  DEVELOP BASIC FITNESS PROGRAMS 20
SRFFIT005B  APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION 15
SRFFIT006B  USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT 10
SRFFIT014A  PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS 50
SRFFIT015A  PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES 50
SRFGYM001B  INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT 20
SRXGRO003A  PROVIDE LEADERSHIP TO GROUPS 18
SRXGRO001A  FACILITATE A GROUP 12
SRFGYM002B  CUSTOMISE GYM INSTRUCTIONAL SKILLS TO INCLUDE SPECIFIC AREAS OF EXPERTISE CURRENT IN THE FITNESS INDUSTRY 15

Core Units of Study
BSBCMN402A  DEVELOP WORK PRIORITIES 30
ICAITU006C  OPERATE COMPUTING PACKAGES 60
SRXGCS006A  ADDRESS CLIENT NEEDS 10
SRXGCTST05A  COORDINATE CLIENT SERVICE ACTIVITIES 20
SRXINU003A  ANALYSEx PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY 20
SRXINU004A  PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12
SRXGDN001A  CONDUCT PROJECTS 15
SRXOH5002B  IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS 12
SRXRKIO01A  UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10

Stream Units of Study
SRFFIT007B  UNDERTAKE RELEVANT EXERCISE PLANNING AND PROGRAMMING 20
SRFFIT008B  UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION 30
SRFFIT009B  UNDERTAKE POSTURAL APPRAISAL OF LOW RISK CLIENTS 20
SRFFIT010B  UTILISE A BROAD RANGE OF FITNESS EQUIPMENT 20
SRFFIT011B  PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS 20
SRFFIT012B  UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS 20
SRFFIT013B  PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION 20

Choose one Specialisation Units of Study listed below
SRFAQA002B  INSTRUCT WATER BASED ACTIVITIES FOR MODERATE RISK CLIENTS AND THOSE SPECIFIC FITNESS NEEDS 10
SRFCHA001A  PLAN AND DELIVER EXERCISE FOR CHILDREN AND YOUNG ADOLESCENTS 60
SRFPD001B  PLAN AND DELIVER EXERCISE FOR OLDER ADULTS 40
SRFTCC001A  PLAN AND INSTRUCT A CIRCUIT TRAINING CLASS 25
SRFAQA001B  INSTRUCT WATER BASED FITNESS CLASSES FOR LOW RISK CLIENTS 65

Elective Units of Study
Students must complete 4 elective units selected by the student, in consultation with his/her employer, with the approval of the Head of School, having regard to the list of relevant units in the:
- Qualifications Framework for the National Fitness Industry Training Package SRS03 (Version 2.00);
- Victorian Purchase Guide, SRS03, Fitness Industry Training Package (Version 2.00); and
- Any other nationally endorsed Industry Training Package related to the industry.

DIPLOMA OF FITNESS
Course Code: SRF50206

Campus: Footscray Park, Melton, Industry.
About this course: This course provides students with the skills and knowledge to become a registered fitness specialist.

Course Objectives: The course provides advanced training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor. It provides more detailed information regarding working with clients who have special needs and/or medical problems.

Careers: Fitness Specialist/Manager of a Fitness Centre.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE or equivalent.

Admission Requirements International: IELTS 5.5.

Admission Requirements Mature Age: Relevant industry experience or as assessed by the University.

Admission Requirements VET: NA.

Selection Processes: Interview, VTAC.

All applicants must apply through VTAC. Selection will be based on interest/involvement in the fitness industry, previous education and/or qualifications and possible interview.
COURSES STRUCTURE

The course is one year full-time.

Pre-Requisite Units of Study

SRXOGN001A  CONDUCT PROJECTS  15
SRXOH5002B  IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS  12
SRXRK001A  UNDERTAKE RISK ANALYSIS OF ACTIVITIES  10
SRXINU002A  APPLY SPORT AND RECREATION LAW  10
SRXOH5001B  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES  10

Pre-Requisite Units of Study for stream units

SRFFIT001B  PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM  15
SRFFIT003B  UNDERTAKE CLIENT INDUCTION AND SCREENING  10
SRFFIT004B  DEVELOP BASIC FITNESS PROGRAMS  20
SRFFIT005B  APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION  15
SRFFIT006B  USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT  10
SRFFIT014A  PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS  50
SRFFIT015A  PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES  50
SRFGYM001B  INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT  20
SRXGRO003A  PROVIDE LEADERSHIP TO GROUPS  18
SRFFIT007B  UNDERTAKE RELEVANT EXERCISE PLANNING AND PROGRAMMING  20
SRFFIT008B  UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION  30
SRFFIT009B  UNDERTAKE POSTURAL APPRAISAL OF LOW RISK CLIENTS  20
SRFFIT010B  UTILISE A BROAD RANGE OF FITNESS EQUIPMENT  20
SRFFIT011B  PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS  20
SRFFIT012B  UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS  20
SRFFIT013B  PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION  20
SRFCHA001A  PLAN AND DELIVER EXERCISE FOR CHILDREN AND YOUNG ADOLESCENTS  60

Core Units of Study

BSBADM502A  MANAGE MEETINGS  30
BSBFLM404A  LEAD WORK TEAMS  50
ICAITU126B  USE ADVANCED FEATURES OF COMPUTER APPLICATIONS  40
SRXGSS057A  DETERMINE NEEDS OF CLIENT POPULATIONS  20
SRXINU004A  PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES  12
SRXINU005A  MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE  35
SRXOGN002A  MANAGE PROJECTS  30
SRXOH5003B  ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY SYSTEM  15
SRXRK002A  MANAGE AN ORGANISATION’S RISK  40

Stream Units of Study

SRFAHN001A  MAKE REFERRALS AND WORK COLLABORATIVELY WITH ALLIED HEALTH PROFESSIONALS WHERE APPROPRIATE  15
SRFAHN002A  RECEIVE AND RESPOND TO REHABILITATION REFERRALS FROM ALLIED HEALTH PROFESSIONALS  15
SRFFIT016A  APPLY INFORMATION FROM POSTURAL APPRAISALS TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS  60
SRFFIT017A  PROVIDE NUTRITION INFORMATION TO CLIENTS WITH SPECIFIC REQUIREMENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES  60
SRFFIT018A  APPLY ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS  80
SRFFSP001A  PROVIDE BODY COMPOSITION MANAGEMENT PROGRAMMING FOR MODERATE RISK CLIENTS  40
SRFFSP002A  PROVIDE INFORMATION ABOUT INJURY PREVENTION AND MANAGEMENT TO FITNESS CLIENTS  60
SRFFSP003A  PLAN AND DELIVER EXERCISE TO PROMOTE PHYSICAL AND PSYCHOLOGICAL WELL-BEING IN LOW TO MODERATE RISK CLIENTS  50
SRFFSP004A  PLAN AND DELIVER EXERCISE FOR MODERATE RISK CHILDREN AND YOUNG ADOLESCENTS  40
SRFFSP005A  PLAN AND DELIVER EXERCISE FOR PEOPLE WITH A DISABILITY  60
SRFFSP006A  PLAN AND DELIVER EXERCISE STRATEGIES FOR MUSCULOSKELETAL REHABILITATION  60
SRFFSP007A  PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH CARDIO-RESPIRATORY CONSIDERATIONS  60
SRFFSP008A  PLAN AND DELIVER EXERCISE FOR CLIENTS WITH MODERATE RISK OF METABOLIC SYNDROME  60
SRFFSP009A  PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH MUSCULOSKELETAL NEEDS  60
SRFFSP010A  PLAN AND DELIVER EXERCISE FOR LOW TO MODERATE RISK CLIENTS WITH NEUROLOGICAL IMPAIRMENT  60

Physiotherapy Assistant Skill Set

Pre-requisite units:

HLTAH301A  ASSIST WITH AN ALLIED HEALTH PROGRAM  40
HLTCS0305B  ASSIST WITH CLIENT MOVEMENT  20
HLTAP301A  RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT  70

Physiotherapy units:

HLTAH401A  DELIVER AND MONITOR A CLIENT-SPECIFIC EXERCISE PROGRAM  40
HLTAH402A  ASSIST WITH PHYSIOTHERAPY TREATMENTS AND INTERVENTIONS  40
HLTAH403A  DELIVER AND MONITOR EXERCISE PROGRAM FOR MOBILITY  40

Elective Units of Study

Four elective units of study from any Training Package within the Sport and Recreation Industry (Community Recreation, Fitness, Outdoor Recreation, Sport) or from any other endorsed Training Package from any other industry. Any units selected must be relevant to the occupational outcome sought and should be appropriate to the Australian Qualifications Framework level.
CERTIFICATE II IN SPORT AND RECREATION

Course Code: SRO20106

Campus: Footscray Park, Industry, Other.

Other locations: Off Campus. - Industry and VCAL programs Secondary Schools for VETiS programs Industry - Traineeship

About this course: This course gives students the knowledge and skills to work in the sport and recreation industry. It is offered as a traineeship, VET in schools and the SportWest VCAL program.

Course Objectives: This qualification facilitates the development of a range of knowledge and skills in the Sport and Recreation industry.

Careers: Sports administrative assistant.

Course Duration: 1 year.

Admission Requirements Year 12: Direct Application.

Admission Requirements Mature Age: Direct Application.

Admission Requirements VET: Secondary School choice.

Admission Requirements Other: SportWest VCAL - Harvester Technical College

Expression of Interest Application Form / Direct Application

Selection Processes: Direct Entry.

SportWest VCAL at Harvester Technical College.

COURSE STRUCTURE

Students undertaking the SportWest VCAL course at Harvester Technical College will receive dual qualifications: Intermediate VCAL and Cert II Sport and Recreation. This program is a VU, Western Bulldogs partnership and quality work-based learning will take place in and around the Western Bulldogs Football Club. Applicants can be interested in any sport including rock climbing, body building or netball as well as footy, cricket etc. The skills and knowledge developed in this program are transferable to any sport or recreation environment. Pathways through TAFE to higher education at VU are available. Intermediate VCAL and Cert II in Sport and Recreation leads onto Senior VCAL and Cert III in Sport and Recreation. To be awarded a Certificate II in Sport and Recreation SRO20106, competency must be achieved in a total of eleven (11) units of competency consisting of: 5 core units, 1 specialisation and 5 elective units.

Core Units of Study

All 5 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN202A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>SRXFAD001A</td>
<td>PROVIDE FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>SRXGCS002A</td>
<td>DEAL WITH CLIENT FEEDBACK</td>
<td>10</td>
</tr>
<tr>
<td>SRXINU001A</td>
<td>DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY</td>
<td>10</td>
</tr>
<tr>
<td>SRXHOS001B</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES</td>
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Specialisation units

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSBCMN205A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td>30</td>
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<tr>
<td>BSBCMN206A</td>
<td>PROCESS AND MAINTAIN WORKPLACE INFORMATION</td>
<td>30</td>
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<tr>
<td>BSBCMN207A</td>
<td>PREPARE AND PROCESS FINANCIAL/BUSINESS DOCUMENTS</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN212A</td>
<td>HANDLE MAIL</td>
<td>15</td>
</tr>
<tr>
<td>SRXFAC001B</td>
<td>MAINTAIN EQUIPMENT OF ACTIVITIES</td>
<td>5</td>
</tr>
<tr>
<td>SRXFAC002B</td>
<td>MAINTAIN SPORT AND RECREATIONAL FACILITIES</td>
<td>7</td>
</tr>
<tr>
<td>THHGC502B</td>
<td>PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS</td>
<td>45</td>
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Elective Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSBCMN101A</td>
<td>PREPARE FOR WORK IN BUSINESS</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN102A</td>
<td>COMPLETE DAILY WORK ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN201A</td>
<td>WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT</td>
<td>20</td>
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<tr>
<td>SRXCAI001B</td>
<td>ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS</td>
<td>6</td>
</tr>
<tr>
<td>SRXCAI002B</td>
<td>ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS</td>
<td>8</td>
</tr>
<tr>
<td>SRXCAI003B</td>
<td>PROVIDE EQUIPMENT FOR ACTIVITIES</td>
<td>7</td>
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<tr>
<td>SRXEMR001A</td>
<td>RESPOND TO EMERGENCY SITUATIONS</td>
<td>18</td>
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<tr>
<td>BSBCMN204A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>15</td>
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<tr>
<td>SRSSPT005A</td>
<td>CONDUCT BASIC WARM-UP, STRETCHING AND COOL-DOWN PROGRAMS</td>
<td>30</td>
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<tr>
<td>SRXGSC005A</td>
<td>COORDINATE CLIENT SERVICE ACTIVITIES</td>
<td>20</td>
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<tr>
<td>SRXHOS001B</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES</td>
<td>10</td>
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<tr>
<td>SRSSPA008A</td>
<td>DEVELOP AND MAINTAIN VOLUNTEER PARTICIPATION</td>
<td>20</td>
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<tr>
<td>SRSSPA009A</td>
<td>DEVELOP PRACTICES TO CONDUCT EFFECTIVE CLUB MANAGEMENT</td>
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<tr>
<td>SRSSPT001A</td>
<td>IMPLEMENT INJURY PREVENTION AND APPLY BASIC SPORTS FIRST AID</td>
<td>20</td>
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<tr>
<td>SRFGE001A</td>
<td>PLAN AND INSTRUCT A GROUP EXERCISE CLASS</td>
<td>20</td>
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<tr>
<td>ICAITU129A</td>
<td>OPERATE A WORD PROCESSING APPLICATION</td>
<td>30</td>
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<tr>
<td>ICAITU130A</td>
<td>OPERATE A SPREADSHEET APPLICATION</td>
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<tr>
<td>ICAITU131A</td>
<td>OPERATE A DATABASE APPLICATION</td>
<td>30</td>
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<tr>
<td>SITXEVT003A</td>
<td>PROCESS AND MONITOR EVENT REGISTRATIONS</td>
<td>60</td>
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<tr>
<td>ICAU1128A</td>
<td>OPERATE A PERSONAL COMPUTER</td>
<td>30</td>
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<tr>
<td>SITXEVT017A</td>
<td>PROVIDE ON SITE EVENT MANAGEMENT SERVICES</td>
<td>60</td>
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<tr>
<td>SITXEVT012A</td>
<td>SELECT EVENT VENUES AND SITES</td>
<td>35</td>
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<tr>
<td>SRXCAI004B</td>
<td>PLAN A SESSION OR PROGRAM FOR PARTICIPANTS</td>
<td>8</td>
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<tr>
<td>SRXCAI005B</td>
<td>CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS</td>
<td>8</td>
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<tr>
<td>SRXEME002A</td>
<td>PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES</td>
<td>10</td>
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<tr>
<td>CHYC003D</td>
<td>WORK EFFECTIVELY WITH YOUNG PEOPLE</td>
<td>40</td>
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<tr>
<td>SRXEMR002A</td>
<td>COORDINATE EMERGENCY RESPONSE</td>
<td>20</td>
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<tr>
<td>ICAITU132A</td>
<td>OPERATE A PRESENTATION PACKAGE</td>
<td>25</td>
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<tr>
<td>SRXEME001A</td>
<td>REACT SAFELY IN AN EMERGENCY AND HELP PREVENT EMERGENCIES</td>
<td>10</td>
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<tr>
<td>SRCCAP005A</td>
<td>PERFORM WARM-UP STRETCHING AND COOL-DOWN TECHNIQUES BEFORE AND AFTER PARTICIPATION IN AN ACTIVITY</td>
<td>10</td>
</tr>
<tr>
<td>SRCCR002B</td>
<td>APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK</td>
<td>15</td>
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<tr>
<td>SRSSNI001A</td>
<td>PARTICIPATE IN SNORKELLING ACTIVITIES</td>
<td>10</td>
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<tr>
<td>SRSSRF002B</td>
<td>PERFORM BASIC SURFING MANOEUVRES IN CONTROLLED CONDITIONS</td>
<td>15</td>
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<tr>
<td>SRSADF001A</td>
<td>PERFORM THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL</td>
<td>20</td>
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<tr>
<td>SRSADF002A</td>
<td>PERFORM THE INTERMEDIATE TACTICS OF AUSTRALIAN FOOTBALL</td>
<td>20</td>
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<tr>
<td>SRSTNB001A</td>
<td>PERFORM THE INTERMEDIATE SKILLS OF NETBALL</td>
<td>30</td>
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<tr>
<td>SRXEVT001B</td>
<td>CO-ORDINATE GUEST/DELEGATE REGISTRATIONS AT VENUE</td>
<td>12</td>
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</tbody>
</table>
CERTIFICATE II IN OUTDOOR RECREATION
Course Code: SRO20206
Campus: Footscray Park.

Course Objectives: This qualification is designed for people wanting to work as an assistant in an outdoor recreation setting.
Careers: An assistant in an outdoor recreation setting.
Course Duration: 1 year.
Selection Processes: Direct Entry.

COURSE STRUCTURE
The course may be offered on a part-time basis over 1 year; Flexible Delivery.

Core Units of Study
All 5 units
BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXFADD001A PROVIDE FIRST AID 10
SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
SRXINU001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY 10
SRXOHS001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10

Specialised Units of Study
Select two, one of which must be an activity specialisation from specialisation from those specified in the SRS03 version 2 Training Package: Abseiling - natural surface; Bushwalking; Canoeing; Caving; Climbing - artificial surface; climbing - natural surface; Coxs Brigham; Coxswain - Engineering; Coxswain - nautical knowledge; Cycling; Fishing; Kayaking; Off-highway motocycling; Personal water craft - controlled conditions; Rafting - moving water; Sea kayaking; Skiing - downhill; Skiing - ski touring; Small boat handling; Snorkelling; Snowboarding; Surfing; Trail horse riding; Yachting
General Specialisations - Community recreation; Disability - Orientation; Driving; Facility maintenance.
General Specialisation A
2 units from Certificate II qualifications within sport and recreation
General Specialisation B
2 units from Certificate III qualifications within Training Packages from other industries.

CERTIFICATE III IN SPORT AND RECREATION
Course Code: SRO30106
Campus: Industry.

About this course: This course provides training for individuals working in administrative roles in the sport and recreation industry and is generally delivered through a traineeship.

Course Objectives: This course aims to provide training for persons employed in the sport and recreation industry who's focus is on client services in sport and recreation marketing, facility management, retail, event organisation or assisting in activity/program leadership.
Careers: Sports Administrator.
Course Duration: 1 year.

Admission Requirements Year 12: Not applicable.
Admission Requirements International: Not applicable.
Admission Requirements Mature Age: Not applicable.
Admission Requirements VET: School based apprenticeships.
Admission Requirements Other: SEDA Program for Traineeship and Apprenticeships.

Selection Processes: Direct Entry.

Applicants would normally be employed into a Sport and Recreation Traineeship or a school based apprentice through Sports Education and Development Australia (SEDA).

COURSE STRUCTURE
This course is 12 months full time.

Core Units of Study
BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFML0303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITU006C OPERATE COMPUTING PACKAGES 60
SRXFADD002A PROVIDE ADVANCED FIRST AID RESPONSSE 20
SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXGCST03A PROCESS CLIENT COMPLAINTS 20
SRXINU002A APPLY SPORT AND RECREATION LAW 10
SRXRIK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
SRXOHS001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10

Additionally students must either complete or have completed associated pre-requisite units. Contact the Department for details.

Specialised units of Study
Additionally students must either complete or have completed associated pre-requisite units. Contact the Department for details. A minimum of one Certificate III in Sport and Recreation SRO20106 specialist stream, selected by the student with the approval of the Head of School, drawn from the Outdoor Recreation Training Package SRO03 (V2.00), Australian National Training Authority, 2007.

Events and Facilities
SRXEV1001B CO-ORDINATE GUEST/DELEGATE REGISTRATIONS AT VENUE 12
SRXRSS001B EDUCATE THE PUBLIC ON THE SAFE USE OF SPORT AND RECREATIONAL RESOURCE 12
THTFME03A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE 25

Sales and Marketing
BSBKMG301A RESEARCH THE MARKET 60
BSBKMG302A IDENTIFY MARKETING OPPORTUNITIES 60
BSBKMG303A DRAFT AN ELEMENTARY MARKETING AUDIT REPORT 40
BSBLSL301A DEVELOP PRODUCT KNOWLEDGE 30
BSBSLS302A IDENTIFY SALES PROSPECTS  25
BSBSLS303A PRESENT A SALES SOLUTION  60
BSBSLS304A SECURE PROSPECT COMMITMENT  20
BSBSLS305A SUPPORT POST-SALES ACTIVITIES  15
BSBSLS306A SELF-MANAGE SALES PERFORMANCE  40

General Administration
BSBADM307A ORGANISE SCHEDULES  15
BSBADM308A PROCESS PAYROLL  30
BSBADM309A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE  30
BSBADM310A MAINTAIN A GENERAL LEDGER  60
BSBCMN307A MAINTAIN BUSINESS RESOURCES  20
BSBCMN308A MAINTAIN FINANCIAL RECORDS  60

Retail
WRRM3B CO-ORDINATE MERCHANDISE PRESENTATION  36
WRRS3B CO-ORDINATE SALES PERFORMANCE  36
WRRSS10B RECOMMEND SPORTING PRODUCTS AND SERVICES  36
WRRS5A MAINTAIN AND ORDER STOCK  36

Elective Units
A minimum of five units of study, selected by the student with the approval of the Head of School, at Australian Qualification Framework level II, III or IV having regard to relevant units of study listed in any Training Package endorsed by the Australian National Training Authority.

SRSCGP001A OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES, STUDIES OF AUSTRALIAN FOOTBALL  30
SRSCGP002A OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK  25
THHHC001B DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE  25
SRSCGP002A INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS  15
SRSCGP004A PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE  15
SRFFIT005B APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION  15
SRFFIT006B USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT  10
BSBCM301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT  20
SRXGCS001A CREATE A CLIENT RELATIONSHIP  10
SRXGCS002A DEAL WITH CLIENT FEEDBACK  10
BSBCM101A PREPARE FOR WORK IN BUSINESS  30
BSBCM102A COMPLETE DAILY WORK ACTIVITIES  20
SRSTNS001A ASSIST IN CONDUCTING SAFE TENNIS ACTIVITIES FOR BEGINNER PLAYERS  10
SRSFL001A PERFORM THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL  20
SRSFL003A PARTICIPATE IN CONDITIONING FOR AUSTRALIAN FOOTBALL  20
SRSFL004A INTERPRET AND APPLY THE FUNDAMENTAL RULES OF AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL  10
SRSFL005A USE BASIC COMMUNICATION STRATEGIES TO UMPIRE AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL  10
SRSSOC001B INTERPRET AND APPLY THE FUNDAMENTAL LAWS OF SOCCER AT A JUNIOR OR BEGINNER LEVEL  10
SRSSOC002B USE BASIC COMMUNICATION STRATEGIES TO REFEREE SOCCER AT A JUNIOR OR BEGINNER LEVEL  10
SRSSOC003B PROVIDE REPORTS AND RECEIVE FEEDBACK RELEVANT TO REFEREEING SOCCER AT JUNIOR OR BEGINNER LEVEL  5
SRSSOC004B DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO REFEREEING SOCCER AT JUNIOR OR BEGINNER LEVEL  10
SRSNTB001A PERFORM THE INTERMEDIATE SKILLS OF NETBALL  30
SRSNTB003A PARTICIPATE IN CONDITIONING FOR NETBALL  20
SRSNTB004A TEACH AND DEVELOP THE FUNDAMENTAL SKILLS OF NETBALL  20
SRSNTB005A INTERPRET AND APPLY THE FUNDAMENTAL RULES OF NETBALL AT THE BEGINNER LEVEL  10
SRSWWM001A APPLY THE PRINCIPLES OF MOVEMENT IN WATER  25
SRSWWM002A OPERATE IN ACCORD WITH ACCEPTED AQUATICS INDUSTRY HEALTH AND SAFETY PRACTICES  20
SRSWWM003A OPERATE IN ACCORD WITH THE LEGAL RESPONSIBILITIES AND RISK MANAGEMENT PRINCIPLES OF THE AQUATICS INDUSTRY  25
SRSWWMO05A TEACH OR DEVELOP THE COMPETITIVE STROKES OF SWIMMING  35
SRSSUR001A TEACH AND DEVELOP THE BASIC SKILLS OF SURF LIFE SAVING  25
SRSSUR002A INTERPRET AND APPLY THE FUNDAMENTAL RULES OF SURF LIFE SAVING AT A BEGINNER LEVEL  20
SRSCKT001A PERFORM THE INTERMEDIATE SKILLS OF CRICKET  20
SRSCKT003A INTERPRET AND APPLY THE LAWS OF CRICKET IN A COMPETITION GAME AT A LOCAL OR DISTRICT LEVEL  25
SRSCKT004A PARTICIPATE IN CONDITIONING FOR CRICKET  20
SRSCKT008A TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF CRICKET  20
SRXFAC001B MAINTAIN EQUIPMENT OF ACTIVITIES  5
SRXFAC002B MAINTAIN SPORT AND RECREATIONAL FACILITIES  7
THHTCO01B DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE  25
SRFFIT004B DEVELOP BASIC FITNESS PROGRAMS  20
SRSFL002A PERFORM THE INTERMEDIATE TACTICS OF AUSTRALIAN FOOTBALL  20
SRSFL006A PROVIDE REPORTS AND RECEIVE FEEDBACK RELEVANT TO UMPIRING AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL  5
SRSFL007A DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO UMPIRING AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL  5
SRSCKT009A TEACH OR DEVELOP THE INTERMEDIATE TACTICS AND STRATEGIES OF CRICKET  20
SRSNTB006A USE BASIC COMMUNICATION STRATEGIES TO UMPIRE NETBALL AT THE BEGINNER LEVEL  10
SRSNTB007A DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO UMPIRING NETBALL AT THE BEGINNER LEVEL  10
SRSNTB011A APPLY THE INTERMEDIATE TACTICS AND STRATEGIES OF NETBALL IN A COMPETITIVE SITUATION  25
SRSNTB012A DEVELOP CONDITIONING PROGRAMS FOR NETBALL  25
SRSTNS001A ASSIST IN CONDUCTING SAFE TENNIS ACTIVITIES FOR BEGINNER PLAYERS  10
FACULTY OF WORKFORCE DEVELOPMENT

BSBCMN304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING 30
BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXEMR002A COORDINATE EMERGENCY RESPONSE 20
ICAITU012C DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES 40
SRFSPP002A DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY 30
CHCIC301D INTERACT EFFECTIVELY WITH CHILDREN 70
CHCYTH301D WORK EFFECTIVELY WITH YOUNG PEOPLE 40
CERTIFICATE III IN OUTDOOR RECREATION
Course Code: SRO30206
Campus: Footscray Park.
Course Objectives: This qualification is designed for people wanting to work as an assistant running Outdoor Recreation Program.
Careers: Assistant Outdoor Recreation Officer.
Course Duration: 0.5 years.
Selection Processes: Direct Entry.

COURSE STRUCTURE
The course may be offered on a part-time basis over 6 months; Part-time; Flexible Delivery.

Core Units of Study
All 9 units

BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFAM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITU006C OPERATE COMPUTING PACKAGES 60
SRXFAD002A PROVIDE ADVANCED FIRST AID RESPONSE 20
SRXGCSO04A MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXGCTST03A PROCESS CLIENT COMPLAINTS 20
SRXINU002A APPLY SPORT AND RECREATION LAW 10
SRXOH5001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
SRXRIK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10

Stream Units of Study
All 7 units

SROODR002A PLAN OUTDOOR RECREATION ACTIVITIES 10
SROODR005A GUIDE OUTDOOR RECREATION SESSIONS 20
SROOPS002B PLAN FOR MINIMAL ENVIRONMENTAL IMPACT 8
SROOPS003B APPLY WEATHER INFORMATION 15
SRXEMAR001A RESPOND TO EMERGENCY SITUATIONS 18
SRXRGR0001A FACILITATE A GROUP 12
SRXRGR0002A DEAL WITH CONFLICT 10

Specialisation Units of Study
Select two, one of which must be an activity specialisation from specialisation from those specified in the SRS03 version 2 Training Package: Abseiling - natural surface; Bushwalking; Canoeing; Caving; Climbing - artificial surface; climbing - natural surface; Coxswain - Engineering; Coxswain - nautical knowledge; Cycling; fishing; Kayaking; Off-highway motorcycling; Personal water craft - controlled conditions; Rafting - moving water; Sea kayaking; Skiing - downhill; Skiing - ski touring; Small boat handling; Snorkelling; Snowboarding; Surfing; Trail horse riding; Yachting

General Specialisation A
2 units from Certificate II qualifications within sport and recreation.

Elective Units B
Select six units from those specified in the SRS03 Version 2 Training Package 2006.

CERTIFICATE IV IN SPORT AND RECREATION
Course Code: SRO40106
Campus: Footscray Park, Industry.
Course Objectives: This course provides training for persons working as administrative officers in the sport and recreation industry.
Careers: Sports Administration Officer.
Course Duration: 1 year.
Admission Requirements Year 12: VTAC with successful completion completed year VCE or equivalent.
Admission Requirements International: Not Applicable.
Admission Requirements Mature Age: VTAC.
Admission Requirements VET: Not Applicable.
Admission Requirements Other: SEDA Program for Traineeship and Apprenticeships.
Selection Processes: Direct Entry, VTAC.
Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ATAR, Pi Form, prior qualifications, experience and knowledge. Interview (some applicants only). Applicants maybe required to attend an interview. Details will be provided by phone or mall to attend.

COURSE STRUCTURE
The course is over one year full-time or part-time equivalent. To achieve a Certificate IV in Sport and Recreation a total of eighteen to twenty-two units must be achieved. This consists of 9 core units, 1 specialisation field and 5 elective units. Elective units may be chosen from any Training Package within the Sport and Recreation Industry (Community Recreation, Fitness, Outdoor Recreation, Sport) or from any other endorsed Training Package relevant to the occupational outcome sought to be appropriate and approved by the Head of School.

Pre-requisite Units of Study
SRXGCS001A CREATE A CLIENT RELATIONSHIP 10
SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
SRXINU002A APPLY SPORT AND RECREATION LAW 10
SRXOH5001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
Core Units of Study
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN402A</td>
<td>Develop Work Priorities</td>
<td>30</td>
</tr>
<tr>
<td>ICATUO06C</td>
<td>Operate Computing Packages</td>
<td>60</td>
</tr>
<tr>
<td>SRXGCS006A</td>
<td>Address Client Needs</td>
<td>10</td>
</tr>
<tr>
<td>SRXGCS009A</td>
<td>Coordinate Client Service Activities</td>
<td>20</td>
</tr>
<tr>
<td>SRXINU003A</td>
<td>Analyse Participation Patterns in Specific Markets of the Leisure and Recreation Industry</td>
<td>20</td>
</tr>
<tr>
<td>SRXINU004A</td>
<td>Promote Compliance with Laws and Legal Principles</td>
<td>12</td>
</tr>
<tr>
<td>SRXGNC001A</td>
<td>Conduct Projects</td>
<td>15</td>
</tr>
<tr>
<td>SRXGCS002B</td>
<td>Implement and Monitor the Organisation’s Occupational Health and Safety Policies, Procedures and Programs</td>
<td>12</td>
</tr>
<tr>
<td>SRXIXO001A</td>
<td>Undertake Risk Analysis of Activities</td>
<td>10</td>
</tr>
</tbody>
</table>

Additionally students must either complete or have completed associated prerequisite units. Contact the School for details.

**Specialisation Streams**

A minimum of one Certificate IV in Sport and Recreation (SRO40106) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SR003 (V2.00), Australian National Training Authority, 2006: Amenity Horticulture; Events and Facilities; General Administration; Retail and Sales and Marketing

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXEVTO002B</td>
<td>Organise Meeting/Event and Provide On-Site Meeting/Event Management Services</td>
<td>12</td>
</tr>
<tr>
<td>SRXFAC004B</td>
<td>Plan and Provide Sport and Recreational Services</td>
<td>15</td>
</tr>
<tr>
<td>SRXRJC003B</td>
<td>Contribute to the Planning, Monitoring and Control of Resources</td>
<td>8</td>
</tr>
<tr>
<td>SRXRJG004B</td>
<td>Minimise Waste and Pollution and their Environmental Impact</td>
<td>8</td>
</tr>
<tr>
<td>THGCS055B</td>
<td>Organise In-House Functions</td>
<td>40</td>
</tr>
<tr>
<td>THTFM009A</td>
<td>Develop and Update Knowledge of Protocol</td>
<td>25</td>
</tr>
<tr>
<td>SRXEVTO001B</td>
<td>Co-ordinate Guest/Delegate Registrations at Venue</td>
<td>12</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

A minimum of five units, selected by the student with the approval of the Head of School, at Australian Qualification Framework level III or IV, having regard to relevant units listed in the SRX03 (Version 2.0) Training Package endorsed by the Australian National Training Authority.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCYTH1C</td>
<td>Work Effectively with Young People</td>
<td>40</td>
</tr>
<tr>
<td>SRSCGP001A</td>
<td>Operate in Accord with Accepted Coaching Practices, Styles and Legal and Ethical Responsibilities</td>
<td>30</td>
</tr>
<tr>
<td>SRSCGP001A</td>
<td>Operate in Accord with Accepted Officiating Practices, Styles, Legal and Ethical Responsibilities to Manage Risk</td>
<td>25</td>
</tr>
<tr>
<td>SRSSPA008A</td>
<td>Develop and Maintain Volunteer Participation</td>
<td>20</td>
</tr>
<tr>
<td>SRSSPA009A</td>
<td>Develop Practices to Conduct Effective Club Management</td>
<td>30</td>
</tr>
<tr>
<td>SRSCGP007A</td>
<td>Customise Coaching to Include Athletes with a Disability</td>
<td>35</td>
</tr>
<tr>
<td>SRSCGP001A</td>
<td>Operate in Accord with Accepted Coaching Practices, Styles and Legal and Ethical Responsibilities</td>
<td>30</td>
</tr>
<tr>
<td>SRSCGP005A</td>
<td>Customise Coaching to Include Children</td>
<td>35</td>
</tr>
<tr>
<td>SRFIT004B</td>
<td>Develop Basic Fitness Programs</td>
<td>20</td>
</tr>
<tr>
<td>SRFIT005B</td>
<td>Apply Basic Exercise Science to Exercise Instruction</td>
<td>15</td>
</tr>
<tr>
<td>SRFIT006B</td>
<td>Use and Maintain Core Fitness Industry Equipment</td>
<td>10</td>
</tr>
<tr>
<td>SRFIT001B</td>
<td>Instruct Fitness Activity Skills to a Client Using Fitness Equipment</td>
<td>20</td>
</tr>
<tr>
<td>SRFIT015A</td>
<td>Provide Nutrition Advice to Clients in Accordance with Recommended Guidelines</td>
<td>50</td>
</tr>
<tr>
<td>SRSPPD001A</td>
<td>Implement Injury Prevention and Apply Basic Sports First Aid</td>
<td>20</td>
</tr>
<tr>
<td>SRSPPD002A</td>
<td>Operate in Accord with the Accepted Roles and Responsibilities of a Sports Trainer</td>
<td>30</td>
</tr>
<tr>
<td>SRSATH001A</td>
<td>Teach and/or Develop the Fundamental Skills of Athletics</td>
<td>45</td>
</tr>
<tr>
<td>SRSATH002A</td>
<td>Manage an Athletics Competition/Event at a Beginner Level</td>
<td>50</td>
</tr>
</tbody>
</table>

**Additional Elective Units of Study**

AFL

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRSAFL001A</td>
<td>Perform the Intermediate Skills of Australian Football</td>
<td>20</td>
</tr>
<tr>
<td>SRSAFL002A</td>
<td>Perform the Intermediate Tactics of Australian Football</td>
<td>20</td>
</tr>
<tr>
<td>SRSAFL003A</td>
<td>Participate in Conditioning for Australian Football</td>
<td>20</td>
</tr>
<tr>
<td>SRSAFL003A</td>
<td>Interpret and Apply the Fundamental Rules of Australian Football at a Junior or Beginner Level</td>
<td>10</td>
</tr>
<tr>
<td>SRSAFL005A</td>
<td>Use Basic Communication Strategys to Umpire Australian Football at a Junior or Beginner Level</td>
<td>10</td>
</tr>
<tr>
<td>SRSAFL006A</td>
<td>Provide Reports and Receive Feedback Relevant to Umpiring Australian Football at a Junior or Beginner Level</td>
<td>5</td>
</tr>
<tr>
<td>SRSAFL007A</td>
<td>Demonstrate Fundamental Positioning Skills Relevant to Umpiring Australian Football at a Junior or Beginner Level</td>
<td>5</td>
</tr>
<tr>
<td>SRSAFL008A</td>
<td>Interpret and Apply the Rules of Australian Football at a Local or District Level</td>
<td>10</td>
</tr>
<tr>
<td>SRSAFL009A</td>
<td>Use Communication Strategies to Umpire Australian Football at a Local or District Level</td>
<td>10</td>
</tr>
<tr>
<td>SRSAFL011A</td>
<td>Teach or Develop the Intermediate Skills of Australian Football</td>
<td>20</td>
</tr>
</tbody>
</table>
FACULTY OF WORKFORCE DEVELOPMENT

CRICKET
SRSCKT001A PERFORM THE INTERMEDIATE SKILLS OF CRICKET 20
SRSCKT003A INTERPRET AND APPLY THE LAWS OF CRICKET IN A COMPETITION GAME AT A LOCAL OR DISTRICT LEVEL 25
SRSCKT004A PARTICIPATE IN CONDITIONING FOR CRICKET 20
SRSCKT005A PERFORM THE ADVANCED SKILLS OF CRICKET 20
SRSCKT008A TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF CRICKET 20
SRSCKT012A TEACH OR DEVELOP THE ADVANCED SKILLS OF CRICKET 30
SRSCKT006A INTERPRET AND APPLY THE LAWS OF CRICKET IN A COMPETITION GAME AT THE ADVANCED LEVEL 20
SRSCKT009A TEACH OR DEVELOP THE INTERMEDIATE TACTICS AND STRATEGIES OF CRICKET 20
SRSCKT013A TEACH OR DEVELOP TACTICS AND STRATEGIES OF CRICKET AT THE ADVANCED LEVEL 20

SOCCER
SRSSOC001B INTERPRET AND APPLY THE FUNDAMENTAL LAWS OF SOCCER AT A JUNIOR OR BEGINNER LEVEL 10
SRSSOC002B USE BASIC COMMUNICATION STRATEGIES TO REFEREE SOCCER AT A JUNIOR OR BEGINNER LEVEL 10
SRSSOC003B PROVIDE REPORTS AND RECEIVE FEEDBACK RELEVANT TO REFEREEING SOCCER AT JUNIOR OR BEGINNER LEVEL 5
SRSSOC004B DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO REFEREEING SOCCER AT THE BEGINNER LEVEL 10
SRSSOC005B INTERPRET AND APPLY THE FUNDAMENTAL LAWS OF SOCCER AT A LOCAL OR DISTRICT LEVEL 15
SRSSOC006B USE COMMUNICATION STRATEGIES TO REFEREE SOCCER AT A LOCAL OR DISTRICT LEVEL 10
SRSSOC007B DEMONSTRATE POSITIONING SKILLS RELEVANT TO REFEREEING SOCCER AT A LOCAL OR DISTRICT LEVEL 15

SURF AND SWIM
SRSSUR001A TEACH AND DEVELOP THE BASIC SKILLS OF SURF LIFE SAVING 25
SRSSUR002A INTERPRET AND APPLY THE FUNDAMENTAL RULES OF SURF LIFE SAVING AT A BEGINNER LEVEL 20
SRSSUR004A ASSIST IN THE PREVENTION OF EMERGENCIES IN SURF LIFE SAVING COMPETITIONS 20
SRSSUR006A TEACH AND DEVELOP THE INTERMEDIATE SKILLS OF SURF LIFE SAVING 20
SRSSUR007A INTERPRET AND APPLY THE RULES OF SURF LIFE SAVING AT AN INTERMEDIATE LEVEL 25
SRSSWM001A APPLY THE PRINCIPLES OF MOVEMENT IN WATER 25
SRSSWM002A OPERATE IN ACCORD WITH ACCEPTED AQUATICS INDUSTRY HEALTH AND SAFETY PRACTICES 20
SRSSWM003A OPERATE IN ACCORD WITH THE LEGAL RESPONSIBILITIES AND RISK MANAGEMENT PRINCIPLES OF THE AQUATICS INDUSTRY 25
SRSSWM005A TEACH OR DEVELOP THE COMPETITIVE STROKES OF SWIMMING 35
SRSSWM006A PLAN AND PREPARE A PROGRAM FOR A COMPETITIVE SWIMMER 35

NETBALL
SRSNTB001A PERFORM THE INTERMEDIATE SKILLS OF NETBALL 30
SRSNTB003A PARTICIPATE IN CONDITIONING FOR NETBALL 20

SRSNTB006A USE BASIC COMMUNICATION STRATEGIES TO UMPIRE NETBALL AT THE BEGINNER LEVEL 10
SRSNTB007A DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO UMPIRING NETBALL AT THE BEGINNER LEVEL 10
SRSNTB004A TEACH AND DEVELOP THE FUNDAMENTAL SKILLS OF NETBALL 20
SRSNTB005A INTERPRET AND APPLY THE FUNDAMENTAL RULES OF NETBALL AT THE BEGINNER LEVEL 10
SRSNTB010A TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF NETBALL 30
SRSNTB011A APPLY THE INTERMEDIATE TACTICS AND STRATEGIES OF NETBALL IN A COMPETITIVE SITUATION 25
SRSNTB012A DEVELOP CONDITIONING PROGRAMS FOR NETBALL 25

TENNIS
SRSNTS001A ASSIST IN CONDUCTING SAFE TENNIS ACTIVITIES FOR BEGINNER PLAYERS 10

VETIS
BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBLFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
SRXFA001A PROVIDE FIRST AID 10
SRXEMR001A RESPOND TO EMERGENCY SITUATIONS 18
SRXEMR002A COORDINATE EMERGENCY RESPONSE 20
SRXOH002A IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS AND MAINTAIN OCCUPATIONAL HEALTH AND SAFETY STANDARDS 12
SRFFIT004A DEVELOP BASIC FITNESS PROGRAMS 20
BSBCM404A DEVELOP TEAMS AND INDIVIDUALS 30
BSBSBM403A PROMOTE THE BUSINESS 50
BSBSMB407A MANAGE A SMALL TEAM 40
BSBCM405A ANALYSE AND PRESENT RESEARCH INFORMATION 40

DIPLOMA OF SPORT AND RECREATION
Course Code: SRO50106
Campus: Footscray Park.

About this course: This course provides training for individuals working as administration managers in the sport and recreation industry with marketing, event and conference management and client service coordination responsibilities. There are also specialist areas of golf and tennis delivered through the Diploma of Sport and Recreation.

Course Objectives: This course provides training for persons working as administrative managers in the sport and recreation industry with responsibility for marketing, conferences, client services coordination and event management.

Careers: Sports Administration Officer.

Course Duration: 1 year.

Admission Requirements Other: To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of School that they possess the necessary skills and knowledge to undertake formal study.

Selection Processes: VTAC.

Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information...
A minimum of ten units, selected from those specified in the SRS03 (version 2.00). Elective Units of Study
- Marketing
- Human Resources
- General Administration
- Finance
- Facilities

A minimum of one Diploma of Sport and Recreation SRO50106 specialist stream, selected by the student with the approval of the Head of School, drawn from the A LEISURE AND RECREATION SERVICE.

SRXOHS002B IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS
12

SRXGCS001A CREATE A CLIENT RELATIONSHIP
10
SRXGCS002A DEAL WITH CLIENT FEEDBACK
10
BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT
20
SRXINU002A APPLY SPORT AND RECREATION LAW
10
SRXOHJS001A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES RELATED TO THE WORK BEING UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE
10
SRXRK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES
10
SRXGNO01A CONDUCT PROJECTS
15
BSBCMN402A DEVELOP WORK PRIORITIES
30
SRXOHJS002B IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS
12

SRBADMS02A MANAGE MEETINGS
30
BSBFLM404A LEAD WORK TEAMS
50
ICAITU12B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS
40
SRXGCS007A DETERMINE NEEDS OF CLIENT POPULATIONS
20
SRXGCS007B DETERMINE NEEDS OF CLIENT POPULATIONS
20
SRXINU004A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES
12
SRXINU005A MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE
35
SRXGNO02A MANAGE PROJECTS
30
SRXOHJS003B ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY SYSTEM
15
SRXRK002A MANAGE AN ORGANISATION’S RISK
40

SRFGYM002B CUSTOMISE GYM INSTRUCTIONAL SKILLS TO INCLUDE SPECIFIC AREAS OF EXPERTISE CURRENT IN THE FITNESS INDUSTRY
15

SRFFIT001B PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM
15
SRFFIT003B UNDERTAKE CLIENT INDUCTION AND SCREENING
10
SRFFIT007B UNDERTAKE RELEVANT EXERCISE PLANNING AND PROGRAMMING
20
SRFFIT010B UTILISE A BROAD RANGE OF FITNESS EQUIPMENT
20
SRFFIT005B APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION
15
SRFFIT008B UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION
30
SRFFIT014A PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO PHYSICAL ACTIVITY
50
SRFGYM004B INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT
20
SRFGYM005B CUSTOMISE GYM INSTRUCTIONAL SKILLS TO INCLUDE SPECIFIC AREAS OF EXPERTISE CURRENT IN THE FITNESS INDUSTRY
15

About this course: This qualification facilitates the development of the following knowledge and skills at the national level: observing athlete’s performances to determine the level of instruction required; teaching techniques for athletes to acquire additional skills or improve existing skills; supervising practice sessions; planning, conducting, evaluating and modifying individualised long term, high performance training programs; implementing sports first aid procedures and applying sports first aid; supervising the physical development of athletes; aiding in the psychological preparation of athletes for training and competition; applying the principles of eating for peak performance; organising and liaising with sports science support staff; planning and directing game strategy, sometimes in consultation with club officials; analysing the progress of games or competitions and giving signals/ instructions to athletes; carrying out after competition analysis and evaluation of strategy and performance; undertaking related administrative tasks such as booking venues, touring, budgeting and arranging entry into competitions; and recruiting players and other support staff. Learners/coaches wishing to undertake this qualification should be established coaches and/or participants in the respective sport in which they are seeking a qualification.

Course Objectives: This qualification is part of the Sport Industry Training Package. It is suitable for established coaches and people already working in the sports industry who want to further their career as a sports coach. It facilitates the development of a range of knowledge and skills at the national level such as: observing athlete’s performances to determine the level of instruction required; teaching techniques for athletes to acquire additional skills or improve existing skills; supervising practice sessions; planning, conducting, evaluating and modifying individualised long term, high performance training programs; implementing sports first aid procedures and applying sports first aid.

Careers: This qualification facilitates the development of the following knowledge and skills at the national level: observing athlete’s performances to determine the level of instruction required; teaching techniques for athletes to acquire additional skills or improve existing skills; supervising practice sessions; planning, conducting, evaluating and modifying individualised long term, high performance training programs; implementing sports first aid procedures and applying sports first aid; supervising the physical development of athletes; aiding in the psychological preparation of athletes for training and competition; applying the principles of eating for peak performance; organising and liaising with sports science support staff; planning and directing game strategy, sometimes in consultation with club officials; analysing the progress of games or competitions and giving signals/ instructions to athletes; carrying out after competition analysis and evaluation of strategy and performance; undertaking related administrative tasks such as booking venues, touring, budgeting and arranging entry into competitions; and recruiting players and other support staff. Learners/coaches wishing to undertake this qualification should be established coaches and/or participants in the respective sport in which they are seeking a qualification.

Careers: This qualification facilitates the development of the following knowledge and skills at the national level: observing athlete’s performances to determine the level of instruction required; teaching techniques for athletes to acquire additional skills or improve existing skills; supervising practice sessions; planning, conducting, evaluating and modifying individualised long term, high performance training programs; implementing sports first aid procedures and applying sports first aid; supervising the physical development of athletes; aiding in the psychological preparation of athletes for training and competition; applying the principles of eating for peak performance; organising and liaising with sports science support staff; planning and directing game strategy, sometimes in consultation with club officials; analysing the progress of games or competitions and giving signals/ instructions to athletes; carrying out after competition analysis and evaluation of strategy and performance; undertaking related administrative tasks such as booking venues, touring, budgeting and arranging entry into competitions; and recruiting players and other support staff. Learners/coaches wishing to undertake this qualification should be established coaches and/or participants in the respective sport in which they are seeking a qualification.
officials; analysing the progress of games or competitions and giving signals/instructions to athletes; carrying out after competition analysis and evaluation of strategy and performance; undertaking related administrative tasks such as booking venues, organising tours, budgeting and arranging entry into competitions; and recruiting players and other support staff. Learners/coaches wishing to undertake this qualification should be established coaches and/or participants in the respective sport in which they are seeking a qualification.

Course Duration: 1 year.

Admission Requirements Year 12: VCE or equivalent. Applicants must be a holder of a current black belt status. Applicants must supply a certified copy of their black belt certificate.

Admission Requirements International: IELTS 5.5 Applicants must be a holder of a current black belt status. Applicants must supply a certified copy of their black belt certificate.

Admission Requirements Mature Age: Relevant industry experience Applicants must be a holder of a current black belt status. Applicants must supply a certified copy of their black belt certificate.

Selection Processes: Direct Entry, Interview, Written Application.

There are no other selection processes.

Prerequisite Unit Requirements: For any pre-requisite units required they have been built into the Certificate IV Qualification.

COURSE STRUCTURE

To qualify for the Certificate IV in Sport (Coaching) participants must successfully complete a total of between 32 to 35 units of study, comprising of 9 core units, 12 stream units, all units from 1 specialisation stream and 10 elective units in accordance with the packaging rules specified in SRS03 Sport Training Package.

Pre-requisite Units

SRXFAD001A PROVIDE FIRST AID 10
SRXEMAR002A COORDINATE EMERGENCY RESPONSE 20
SRXEMAR001A RESPOND TO EMERGENCY SITUATIONS 18
BSBCMN101A PREPARE FOR WORK IN BUSINESS 30
BSBCMN102A COMPLETE DAILY WORK ACTIVITIES 20
BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXCAI005B CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS 8
SRXCAI004B PLAN A SESSION OR PROGRAM FOR PARTICIPANTS 8
SRXCAI003B PROVIDE EQUIPMENT FOR ACTIVITIES 7
SRXCAI002B ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 8
SRXCAI001B ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 6
SRSCGP001A OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES 30
SRXGSC001A CREATE A CLIENT RELATIONSHIP 10
SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
SRXOHS001A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20

Core Units of Study

BSBCMN402A DEVELOP WORK PRIORITIES 30
ICAITU006C OPERATE COMPUTING PACKAGES 60
SRXGCS006A ADDRESS CLIENT NEEDS 10
SRXGCT05A COORDINATE CLIENT SERVICE ACTIVITIES 20
SRXINU003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY 20
SRXINU004A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12
SRXGN001A CONDUCT PROJECTS 15
SRXHIS002B IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS 12
SRXIKI001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10

Stream Units of Study

SRSCGP008A SELECT A TEAM OR GROUP 15
SRSCGP009A WORK WITH OFFICIALS 10
SRSCGP010A PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES 5
SRSCGP011A SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY 20
SRSCGP012A SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE 10
SRSCGP013A MONITOR COACH WELFARE 10
SRSCGP014A IMPLEMENT RECOVERY PROGRAMS 25
SRXCAI008B PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM 20
SRXCAI009B CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS 20
SRXCAI010B EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS 20
SRXGRO001A FACILITATE A GROUP 12
SRXGRO002A DEAL WITH CONFLICT 10

Specialisation Martial Arts

SRSMAR001A DEVELOP KNOWLEDGE OF THE MARTIAL ARTS INDUSTRY 15
SRSMAR002A COLLECT FUNDAMENTAL INFORMATION ON THE PHILOSOPHY AND STRUCTURE OF THE MARTIAL ARTS INDUSTRY. 15
SRSMAR003A COLLECT INFORMATION ON THE PHILOSOPHY AND FOUNDATIONS OF THE MARTIAL ARTS INDUSTRY 15
SRSMAR004A TEACH OR DEVELOP THE BASIC SKILLS OF MARTIAL ARTS. 20
SRSMAR005A TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF MARTIAL ARTS. 20
SRSMAR008A TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF TAEKWONDO. 20
SRXEME002A PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES 10
SRXFAD004A COORDINATE AND IMPLEMENT FIRST AID TRAINING 10
BSBFML502A PROVIDE LEADERSHIP IN THE WORKPLACE 60
BSBFML503A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
BSBFML504A FACILITATE WORK TEAMS 60
BSBMKG501A EVALUATE MARKETING OPPORTUNITIES 80
BSBMKG502A ESTABLISH AND ADJUST THE MARKETING MIX 80
BSBMKG503A DEVELOP A MARKETING COMMUNICATIONS PLAN 50
Certificate IV in Sport (Development)

Course Code: SRS40506

Campus: Footscray Park, Other.

Other locations: Campus.

About this course: This course provides training for coaches or officials, who wish to work in the sport industry at the beginner and intermediate levels and/or administrative duties.

Course Objectives: This qualification is designed for people wanting to work as a sports development officer.

Careers: When you graduate you will be qualified to be a Sports Coach, Sport Development Officer.

Course Duration: 1 year.

Admission Requirements

Year 12: VCE or equivalent. Supplementary form.

International: VCE or equivalent Supplementary form.

Mature Age: VCE or equivalent Supplementary form.

Selection Processes: VTAC.

Admission Requirements:

Year 12: VCE or equivalent. Supplementary form.

International: VCE or equivalent. Supplementary form.

Core Units of Study

SRSCGP001A  OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES 30
SRSCGP002A  INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS 15
SRSCGP003A  IMPLEMENT THE FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY 15
SRSCGP004A  PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE 15
SRSGP001A  OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK 25
SRSGP002A  APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS 15
SRSGP004A  APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE 15

Pre-requisite Units of Study

SRXGCS001A  CREATE A CLIENT RELATIONSHIP 10
SRXGCS002A  DEAL WITH CLIENT FEEDBACK 10
BSBCMN301A  EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
SRXINU002A  APPLY SPORT AND RECREATION LAW 10
SRXHIS001B  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10

Core Units of Study

BSBCMN402A  DEVELOP WORK PRIORITIES 30
ICAITU006A  OPERATE COMPUTING PACKAGES 60
SRXGCS006A  ADDRESS CLIENT NEEDS 10
SRXGCS007A  COORDINATE CLIENT SERVICE ACTIVITIES 20
SRXINU003A  ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY 20
SRXINU004A  PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12
SRXOGN001A  CONDUCT PROJECTS 15
SRXOHS002B  IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS 12
SRXRK001A  UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10

Additionally students must either complete or have completed associated pre-requisite units. Contact the school for details.

Stream Units of Study

SRSCGP001A  OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES 30
SRSCGP002A  INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS 15
SRSCGP003A  IMPLEMENT THE FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY 15
SRSCGP004A  PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE 15
SRSGP001A  OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK 25
SRSGP002A  APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS 15
SRSGP004A  APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE 15

RPL Units.
FACULTY OF WORKFORCE DEVELOPMENT

SRSGOP005A  RESOLVE CONFLICT RELATED TO OFFICIATING  15
SRSGOP006A  DEVELOP A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS  20
SRSSPT003A  IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID  30
SRXCA004B  PLAN A SESSION OR PROGRAM FOR PARTICIPANTS  8
SRXCA005B  CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS  8
SRXCA006B  ORGANISE A SPORT AND RECREATION PROGRAM  10
SRXCA007B  CONDUCT A SPORT AND RECREATION PROGRAM  10
SRXGR001A  FACILITATE A GROUP  12
SRXGR002A  DEAL WITH CONFLICT  10
SRXER002A  COORDINATE EMERGENCY RESPONSE  20
BSBCM101A  PREPARE FOR WORK IN BUSINESS  30
SRXGCS004A  MEET CLIENT NEEDS AND EXPECTATIONS  20

Elective Units of Study
A minimum of eleven units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level IV, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

DIPLOMA OF SPORT (COACHING)
Course Code: SRS50206

Campus: Footscray Park, Industry.

About this course: This qualification facilitates the development of the following knowledge and skills at the international level: observing athlete’s performances to determine the level of instruction required; teaching techniques for athletes to acquire additional skills or improve existing skills; supervising practice sessions; planning, conducting, monitoring and adjusting an individualised long term, high performance training program, that incorporates water-based training; implementing sports first aid procedures and applying sports first aid; supervising the physical development of athletes; aiding in the psychological preparation of athletes to meet the need of high level training and competition; providing information about drugs in sport issues; applying the principles of eating for peak performance; analysing the progress of competitions and giving signals/instructions to athletes carrying out after competition analysis and evaluation of strategy and performance undertaking related administrative tasks such as booking venues, organising tours budgeting and arranging entry into competitions implementing a talent identification and development program; and recruiting players and other support staff.

Course Duration: 2 years.

Admission Requirements Year 12: VCE or equivalent. Applicants for Taekwondo must be a holder of a current black belt status. Applicants must supply a certified copy of their black belt certificate. Applicants for any other specialisations must be currently be participating or working in the sports industry as an assistant and/or coach.

Admission Requirements International: IELTS 5.5. Applicants for Taekwondo must be a holder of a current black belt status. Applicants must supply a certified copy of their black belt certificate. Applicants for any other specialisations must be currently be participating or working in the sports industry as an assistant and/or coach.

Admission Requirements Mature Age: Relevant industry experience. Applicants for Taekwondo must be a holder of a current black belt status. Applicants must supply a certified copy of their black belt certificate. Applicants for any other specialisations must be currently be participating or working in the sports industry as an assistant and/or coach.

Admission Requirements VET: Not applicable.

Selection Processes: Direct Entry, Interview, Written Application.
There are no other selection processes.

Prerequisite Unit Requirements: SRS40206 Certificate IV in Sport (Coaching)

COURSE STRUCTURE
To qualify for the Diploma of Sport (Coaching) participants must successfully complete a total of between 30 to 35 units of study, comprising of 9 core units, 7 stream units, all units from 1 specialisation stream and 12 elective units in accordance with the packaging rules specified in SRS03 Sport Training Package.

Core Units of Study
BSBADM502A  MANAGE MEETINGS  30
BSBFLM404A  LEAD WORK TEAMS  50
ICTIUTU126B  USE ADVANCED FEATURES OF COMPUTER APPLICATIONS  40
SRXGCS507A  DETERMINE NEEDS OF CLIENT POPULATIONS  20
SRXINU004A  PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES  12
SRXINU005A  MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE  35
SRXGNO002A  MANAGE PROJECTS  30
SRDXHS003B  ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY SYSTEM  15
SRXIRK002A  MANAGE AN ORGANISATION’S RISK  40

Stream Units of Study
SRSCGP015A  ESTABLISH SELECTION POLICIES FOR ACTIVITIES  15
SRSCGP016A  IMPLEMENT WATER-BASED TRAINING PROGRAMS  10
SRSCGP017A  IMPLEMENT A TALENT IDENTIFICATION PROGRAM  20
SRXCA010B  EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS  20
SRXCA011B  PLAN AND PREPARE FOR PARTICIPANTS TO MEET THE DEMANDS OF HIGH LEVEL PARTICIPATION  20
SRXCA012B  CONDUCT, MONITOR AND ADJUST HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS  20
SRXGR003A  PROVIDE LEADERSHIP TO GROUPS  18
SRXCAI004B Plan a Session or Program for Participants 8
SRXCAI005B Conduct a Sport and Recreation Session for Participants 8

Specialisation

Martial Arts

SRSMAR013A Teach or Develop the High Performance Skills of Martial Arts 20
SRSMAR014A Prepare and Customise Planning for High Performance Martial Arts Participant 20
SRSMAR015A Design a Long-Term Training Plan for a High Performance Martial Arts Participant 20

Swimming

SRSSWM007A Teach or Develop the Advanced Skills of Competitive Swimming 30
SRSSWM008A Prepare and Customise Planning for a High Performance Swimmer 30
SRSSWM009A Design a Long-Term Training Program for a High Performance Swimmer 35

Elective Units of Study

BSBMGT503A Prepare Budgets and Financial Plans 60
BSBMGT504A Manage Budgets and Financial Plans 60
SRXINU011A Analyse the Economic Concepts of Leisure and Recreation 15
SRXINU006A Foster the Values and Ethos of the Phenomenon of Play 25
SRXINU007A Manage Evolving Patterns of Work to Expand Participation in a Leisure and Recreation Service 15
SRXINU010A Apply an Understanding of Sociology to Expand Participation in Leisure and Recreation Service 15
SRSCOP015B Prepare a Public Speaking Presentation for Informative, Motivational and Persuasive Talks 5
SRSCGP010A Provide Information Regarding Drugs in Sport Issues 5
SRSCCP024B Prepare for an Overseas Sporting Event 5
BSBMGT505A Ensure a Safe Workplace 60
BSBHR502A Manage Human Resource Management Information Systems 60
BSBHR503A Manage Performance Management Systems 60
BSBHR504A Manage Industrial Relations Policies and Processes 80
BSBHR505A Manage Remuneration and Employee Benefits 40
BSBHR506A Manage Recruitment, Selection and Induction Processes 60
BSBHR507A Manage Separation/Termination 40
BSBHR508A Manage Work/Life Skills 60
SRXHRM001B Manage Volunteers 20
SRXINU002A Apply Sport and Recreation Law 10
SRSTC001A Teach or Develop Basic Skills of Strength and Conditioning 30

SRSTC002A Plan and Prepare a Strength and Conditioning Program for a Competitive Athlete 30
SRSTC003A Operate in Accord with Accepted Strength and Conditioning Industry Health and Safety Practices 25
SRSTC004A Operate and Maintain Strength and Conditioning Facilities and Equipment 25
SRSTC005A Teach or Develop Advanced Skills of Strength and Conditioning 30
SRSTC006A Plan and Prepare a Strength and Conditioning Program for a High Performance Athlete 30
SRXFAC005B Coordinate Facility and Equipment Acquisition and Maintenance 15
SRXFAC006B Manage and Control Stock Supply and Purchase 20
SRXRES005B Achieve an Efficient Use of Resources 12
SRXRES003B Contribute to the Planning, Monitoring and Control of Resources 8
SRSMAR016A Demonstrate Knowledge of Martial Arts Weapons Legislation and Community Safety 15
SRSMAR017A Demonstrate Use of Padded Martial Arts Weapons Safely 15
SRSMAR018A Demonstrate Use of Wooden and/or Blunt Martial Arts Weapons Safely 15

Aquatics Electives

SRSSWM005A Teach or Develop the Competitive Strokes of Swimming 35
SRSSWM006A Plan and Prepare a Program for a Competitive Swimmer 35

Customised Coaching Electives

SRSCGP005A Customise Coaching to Include Children 35
SRSCGP006A Customise Coaching to Include Mature Aged Athletes 25
SRSCGP007A Customise Coaching to Include Athletes with a Disability 35

DIPLOMA OF SPORT (DEVELOPMENT)
Course Code: SRS50506
Campus: Footscray Park, Industry, Other.
Other locations: Campus.

About this course: This course provides training for coaches and officials who wish to work in the sport industry in a range of coaching and officiating and/or administrative duties.

Course Objectives: This course provides training for coaches and officials who wish to work in the sport industry doing a range of coaching and officiating and/or administrative duties.

Careers: Sports coach, sports official, sports administrator.

Course Duration: 2 years.

Admission Requirements Year 12: VCE or equivalent.

Admission Requirements International: IELTS 5.5.

Admission Requirements Mature Age: VTAC, Profile form

Selection Processes: VTAC.

Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the...
department. Selection is based on ENTER score, prior qualifications, prior experience and additional information provided in the VTAC Pi Form.

**COURSE STRUCTURE**

**Pre-requisite Units of Study**
- SRXGCS001A, SRXOGEN001A, SRXGCS002A, BSBCMN301A, SRXRK001A, SRXINU002A, SRXOHS002B, SRXOH001A
- SRXINU005A, SRXOHS003B, SRXRK002A

**Core Units of Study**
- BSBADM502A, BSBFLM404A, ICAITU126B, SRXGCS007A, SRXINU004A, SRXINU005A, SRXOHS001A, SRXOA005B

**Pre-requisite Units of Study for stream units**
- SRXCAI004B, BSBCMN202A, SRXOHS001B, SRXCAI001B, BSBCMN102A, SRXCAI003B, SRXCAI005B, SRXOHS001B, SRXCAI002B, SRXCAI007A, SRXGRO001A, SRXGRO002A

**Stream Units of Study**
- All of the following stream units of study.

**Elective Units of Study**
- A minimum of nine Diploma units, selected by the student with the approval of the Head of School, from those specified in the SRS03 (version 2.00) Training Package from Sport & Recreation, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority. This course is offered on a full-time basis over two years with the Certificate IV in Sport (Development) forming the first year.

**Course Duration**
- The course may be offered on a full-time basis over two years or part-time equivalent.
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXFAD001A</td>
<td>PROVIDE FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>SRXEA0001A</td>
<td>RESPOND TO EMERGENCY SITUATIONS</td>
<td>18</td>
</tr>
<tr>
<td>SRXCAI002B</td>
<td>ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS</td>
<td>8</td>
</tr>
<tr>
<td>SRXCAI003B</td>
<td>PROVIDE EQUIPMENT FOR ACTIVITIES</td>
<td>7</td>
</tr>
<tr>
<td>SRXCAI004B</td>
<td>PLAN A SESSION OR PROGRAM FOR PARTICIPANTS</td>
<td>8</td>
</tr>
<tr>
<td>SRXCAI005B</td>
<td>CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS</td>
<td>8</td>
</tr>
</tbody>
</table>

**Stream Units of Study**

All of the following stream units of study.

<table>
<thead>
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<th>Credit Points</th>
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</thead>
<tbody>
<tr>
<td>SRSCGP004A</td>
<td>PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE</td>
<td>15</td>
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<tr>
<td>SRSCGP009A</td>
<td>WORK WITH OFFICIALS</td>
<td>10</td>
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<tr>
<td>SRSCGP010A</td>
<td>PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES</td>
<td>5</td>
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<tr>
<td>SRSCGP011A</td>
<td>SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY</td>
<td>20</td>
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<tr>
<td>SRSCGP012A</td>
<td>SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE</td>
<td>10</td>
</tr>
<tr>
<td>SRSCGP013A</td>
<td>MONITOR COACH WELFARE</td>
<td>10</td>
</tr>
<tr>
<td>SRSCGP014A</td>
<td>IMPLEMENT RECOVERY PROGRAMS</td>
<td>25</td>
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<tr>
<td>SRSCGP007A</td>
<td>EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE</td>
<td>15</td>
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<tr>
<td>SRSCGP008A</td>
<td>MANAGE CONFLICT RELATED TO OFFICIATING</td>
<td>15</td>
</tr>
<tr>
<td>SRSCGP009A</td>
<td>PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS</td>
<td>20</td>
</tr>
<tr>
<td>SRSSPT003A</td>
<td>IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>SRXCIA008B</td>
<td>PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM</td>
<td>20</td>
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<tr>
<td>SRXCIA009B</td>
<td>CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS</td>
<td>20</td>
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<tr>
<td>SRXCIA010B</td>
<td>EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS</td>
<td>20</td>
</tr>
<tr>
<td>SRXGRO001A</td>
<td>FACILITATE A GROUP</td>
<td>12</td>
</tr>
<tr>
<td>SRXGRO002A</td>
<td>DEAL WITH CONFLICT</td>
<td>10</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

A minimum of nine Diploma units, selected by the student with the approval of the Head of School, from those specified in the SRS03 (version 2.00) Training Package from Sport & Recreation, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

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</tr>
</thead>
<tbody>
<tr>
<td>HLIF201A</td>
<td>PROVIDE BASIC EMERGENCY LIFE SUPPORT</td>
<td>8</td>
</tr>
<tr>
<td>HLTP201A</td>
<td>PERFORM CPR</td>
<td>3</td>
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<tr>
<td>SRSSPT001A</td>
<td>IMPLEMENT INJURY PREVENTION AND APPLY BASIC SPORTS FIRST AID</td>
<td>20</td>
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<tr>
<td>SRSSPT010A</td>
<td>TAPE AND/OR BRACE ELBOW, ACHILLES AND AC JOINT</td>
<td>10</td>
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<tr>
<td>BSBCMN302A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>BSFLM503A</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>SRXGCS004A</td>
<td>MEET CLIENT NEEDS AND EXPECTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SRXGCS005A</td>
<td>PROCESS CLIENT COMPLAINTS</td>
<td>20</td>
</tr>
<tr>
<td>SRFFIT001B</td>
<td>PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM</td>
<td>15</td>
</tr>
<tr>
<td>SRFFIT012B</td>
<td>UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>SRFFIT013B</td>
<td>PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION</td>
<td>20</td>
</tr>
<tr>
<td>SRFFT0101B</td>
<td>PLAN AND DELIVER PERSONAL TRAINING</td>
<td>30</td>
</tr>
<tr>
<td>SRFCHA001A</td>
<td>PLAN AND DELIVERY EXERCISE FOR CHILDREN AND YOUNG ADOLESCENTS</td>
<td>60</td>
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<tr>
<td>SRFOLD001B</td>
<td>PLAN AND DELIVER EXERCISE FOR OLDER ADULTS</td>
<td>40</td>
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<tr>
<td>SRFAC005B</td>
<td>COORDINATE FACILITY AND EQUIPMENT ACQUISITION AND MAINTENANCE</td>
<td>15</td>
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<tr>
<td>BSFLM501B</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
<td>60</td>
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<tr>
<td>HTP009B</td>
<td>DEVELOP CONFERENCE PROGRAMS</td>
<td>30</td>
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<tr>
<td>SRXRES005B</td>
<td>ACHIEVE AN EFFICIENT USE OF RESOURCES</td>
<td>12</td>
</tr>
<tr>
<td>SRFFIT003B</td>
<td>UNDERTAKE CLIENT INDUCTION AND SCREENING</td>
<td>10</td>
</tr>
<tr>
<td>SRFSPP002A</td>
<td>DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY</td>
<td>30</td>
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<tr>
<td>SRSCPO23B</td>
<td>DESIGN AN ATHLETE’S DIET</td>
<td>10</td>
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<tr>
<td>BSBMG505A</td>
<td>ENSURE A SAFE WORKPLACE</td>
<td>60</td>
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<tr>
<td>BSBMG607A</td>
<td>MANAGE KNOWLEDGE AND INFORMATION</td>
<td>60</td>
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<tr>
<td>BSBLM502A</td>
<td>PROVIDE LEADERSHIP IN THE WORKPLACE</td>
<td>60</td>
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<tr>
<td>BSBRH605A</td>
<td>CONTRIBUTE TO ORGANISATION DESIGN</td>
<td>40</td>
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</tbody>
</table>
Below are unit details for courses offered by the School of Sport & Science 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.

**BSBADM502A MANAGE MEETINGS**
*Locations:* Footscray Nicholson, City King Street, Footscray Park, Industry.
*Description:* Prepare for meetings; Conduct meetings; Follow up meetings.
*Nominal Hours:* 30
*Assessment:* Assignment, presentation, written and practical tasks, case studies, research. Industry (FLM stream): Students will be required participate in a role playing exercise in class where they will be faced with a variety of different meeting scenarios and situations. The students will need to be able to manage these situations as they arise. Students will also be required to undertake a work-based project through negotiation with their mentor /organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course.

**BSBCMN201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT**
*Locations:* Footscray Park, Industry.
*Description:* Work within organisational requirements; Determine future work/career directions.
*Nominal Hours:* 20
*Required Reading:* Not applicable.
*Assessment:* As per accredited curriculum SRS40206 - Graded - Assignment, presentation, written and practical tasks, case studies, research.

**BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES**
*Locations:* Footscray Park, Industry.
*Description:* Organise work schedule; Complete work tasks; review work performance.
*Nominal Hours:* 20
*Required Reading:* No Required text.
*Assessment:* Assignment, presentation, written and practical tasks, case studies, research.

**BSBCMN204A WORK EFFECTIVELY WITH OTHERS**
*Locations:* City King Street, Footscray Park, Industry, Other.
*Other Locations:* Whitten Oval, Footscray
*Description:* Develop effective workplace relationships; Contribute to workgroup activities.
*Nominal Hours:* 15
*Required Reading:* Mid year enrolled students will need the Vu Learning guide Student clinics VU 2009 VU.
*Assessment:* Participation in all activities at the Orientation camp. Massage Programs Demonstration of team work and co-operation with others in student clinics. Each student must consistently demonstrate skills in the clinic by performing the shared reception duties, perform the job of the Clinic Manager and perform any other duties required in the smooth running of the clinic. Teachers will use a checklist to record the demonstrated skills and give feedback on performance for improvement. Sport & Fitness Programs Students will be assessed through on the job demonstration and observations in the workplace/simulated environment, written tests for various situations.

**BSBCMN207A PREPARE AND PROCESS FINANCIAL/BUSINESS DOCUMENTS**
*Description:* Process petty cash transactions; Prepare and process banking documents; Reconcile invoices for payment to creditors; Prepare invoices for debtors.
*Nominal Hours:* 40
*Assessment:* Assignment, presentation, written and practical tasks, case studies, research.

**BSBCMN210A IMPLEMENT IMPROVED WORK PRACTICES**
*Locations:* Footscray Park, Industry, Other.
*Other Locations:* VETiS
*Description:* Clarify ideas for communication; Solve routine work problems; participate in planning the introduction of change; Support the implementation of change.
*Nominal Hours:* 30
*Required Reading:* No required text.
*Assessment:* Assignment, presentation, written and practical tasks, case studies, research.

**BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT**
*Locations:* Footscray Park, Industry.
*Description:* Model high standards of business practices; Influence individuals and groups positively; Make informed decisions.
*Nominal Hours:* 20
*Required Reading:* No Required text.
*Assessment:* Assignment, presentation, written and practical tasks, case studies, research.

**BSBCMN304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING**
*Locations:* Footscray Park, Industry.
*Description:* Identify own learning needs for skill development; Undertake personal skill development; Monitor learning effectiveness.
*Nominal Hours:* 30
*Required Reading:* No required text.
*Assessment:* Assignment, presentation, written and practical tasks, case studies, research.
BSBCM402A  DEVELOP WORK PRIORITIES
Locations: Footscray Park, Industry.
Description: Plan and complete own work schedule; Monitor own work performance; Coordinate professional development.
Nominal Hours: 30
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

BSBCM403A  ESTABLISH BUSINESS NETWORKS
Description: Develop and maintain business networks; Establish and maintain business relationships; Promote the organisation.
Nominal Hours: 50
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

BSBCM405A  ANALYSE AND PRESENT RESEARCH INFORMATION
Locations: Industry.
Description: Gather and organise information; Research and analyse information; Present information.
Nominal Hours: 40
Assessment: Develop a report presenting information gathered, analysed and reviewed in relation to an organisational need.

BSBCM413A  IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES
Description: This unit covers the implementation and monitoring of the organisation's environmental policies and procedures as an integral part of the organisation's business program. Those who work or who expect to work in a supervisory capacity would be advised to undertake this unit. It could also be useful for small business.
Nominal Hours: 40
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

BSBCM421A  ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS
Description: This unit specifies the outcomes required to apply an understanding of the legal and regulatory framework of OHS in order to provide advice regarding the OHS legislative responsibilities of an OHS practitioner, company director, manager, supervisor and employee.
Nominal Hours: 40
Assessment: Competency based assessments.

BSBDES402A  INTERPRET AND RESPOND TO A DESIGN BRIEF
Locations: Footscray Nicholson, City King Street.
Description: This unit describes the performance outcomes, skills and knowledge required to interpret and creatively respond to a design brief through the production of work.
Nominal Hours: 20

Assessment: CUF50407 Diploma of Specialist Make-up Services: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency with effective response to the requirements of at least 2 design briefs including interpretation concept development, communication and production planning with knowledge of copyright, moral rights and intellectual property issues and legislation relevant to the ways design concepts are developed and presented.

BSBFLM303A  CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS
Description: Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Nominal Hours: 40
Required Reading: No required text.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork. SRS50506 Diploma of Sport Development Assessment will include: workbooks, class notes, presentations and structured workplace learning.

BSBFLM503A  MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS
Description: Rights and responsibilities of employers and employees, industrial relations; employer organizations; work readiness including application and interview processes in relation to the accounting and finance industry.
Nominal Hours: 60
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBHR502A  MANAGE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS
Locations: Footscray Park, Industry.
Description: Identify HR information requirements; Select HR information management system; Implement HR information system; Monitor/evaluate performance of HR information system.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR503A  MANAGE PERFORMANCE MANAGEMENT SYSTEMS
Locations: Footscray Park, Industry.
Description: Develop performance management systems; Implement performance management systems; Coordinate formal feedback processes; Coordinate individual/group learning development plans.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment may be class work, project work, assignments, topic tests
BSBHR504A  MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES

Locations: Footscray Park, Industry.

Description: Develop industrial relations (IR) strategies/policies; Industrial relations strategies/policies and plans are implemented; Manage conflict.

Nominal Hours: 80

Required Reading: No required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations. Sports (Coaching) Assignments, project work for presentations and case studies.

BSBHR505A  MANAGE REMUNERATION AND EMPLOYEE BENEFITS

Locations: Footscray Park, Industry.

Description: Develop the organisation’s remuneration strategy; Implement the remuneration strategy; Review and update the remuneration strategy.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR506A  MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES

Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.

Description: Develop recruitment selection and induction processes; Recruitment and selection of staff; Manage induction of staff.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations, case studies.

BSBHR507A  MANAGE SEPARATION/TERMINATION

Locations: Footscray Park, Industry.

Description: Develop processes for separation/termination of employment; Manage separation/termination processes; Conduct exit interviews.

Nominal Hours: 40

Required Reading: No text required.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations, case studies.

BSBHR508A  MANAGE WORK/LIFE SKILLS

Locations: Footscray Park, Industry.

Description: Research and analyse work/life needs; Plan work/life skills project; Implement, administer and monitor project; Evaluate projects.

Nominal Hours: 60

Required Reading: No text required.

Assessment: Assessment may be class work, project work, assignments, topic tests, presentations and case studies.

BSBHR504A  MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES

Locations: Footscray Park, Industry.

Description: Develop industrial relations (IR) strategies/policies; Industrial relations strategies/policies and plans are implemented; Manage conflict.

Nominal Hours: 80

Required Reading: No required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations. Sports (Coaching) Assignments, project work for presentations and case studies.

BSBHR505A  MANAGE REMUNERATION AND EMPLOYEE BENEFITS

Locations: Footscray Park, Industry.

Description: Develop the organisation’s remuneration strategy; Implement the remuneration strategy; Review and update the remuneration strategy.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR506A  MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES

Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.

Description: Develop recruitment selection and induction processes; Recruitment and selection of staff; Manage induction of staff.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations, case studies.

BSBHR507A  MANAGE SEPARATION/TERMINATION

Locations: Footscray Park, Industry.

Description: Develop processes for separation/termination of employment; Manage separation/termination processes; Conduct exit interviews.

Nominal Hours: 40

Required Reading: No text required.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations, case studies.

BSBHR508A  MANAGE WORK/LIFE SKILLS

Locations: Footscray Park, Industry.

Description: Research and analyse work/life needs; Plan work/life skills project; Implement, administer and monitor project; Evaluate projects.

Nominal Hours: 60

Required Reading: No text required.

Assessment: Assessment may be class work, project work, assignments, topic tests, presentations and case studies.

BSBHR504A  MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES

Locations: Footscray Park, Industry.

Description: Develop industrial relations (IR) strategies/policies; Industrial relations strategies/policies and plans are implemented; Manage conflict.

Nominal Hours: 80

Required Reading: No required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations. Sports (Coaching) Assignments, project work for presentations and case studies.
BSBMKG501A  EVALUATE MARKETING OPPORTUNITIES
Locations: Footscray Park, Industry.
Description: Identify marketing opportunities; investigate marketing opportunities; evaluate required changes to current operations.
Nominal Hours: 80
Required Reading: No required text.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG502A  ESTABLISH AND ADJUST THE MARKETING MIX
Locations: Footscray Park, Industry.
Description: Evaluate the significance of each component of the marketing mix and their inter-relationships; determine the marketing mix for the specific markets; monitor and adjust marketing mix.
Nominal Hours: 80
Required Reading: No required text.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG503A  DEVELOP A MARKETING COMMUNICATIONS PLAN
Locations: Footscray Park, Industry.
Description: Develop marketing communication objectives; determine the marketing communications mix; set a promotional budget; prepare an integrated marketing communications plan.
Nominal Hours: 50
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG504A  IMPLEMENT A MARKETING SOLUTION
Locations: Footscray Park, Industry.
Description: Implement marketing strategies; Monitor marketing strategies; Evaluate and improve marketing performance.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBOHS301B  APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE
Locations: Werribee.
Description: This unit describes the performance outcomes, skills and knowledge required to apply understanding of the occupational health and safety (OHS) legal framework in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
Nominal Hours: 20
Required Reading: No Required Reading.
Assessment: To be advised.

BSBOHS302B  PARTICIPATE EFFECTIVELY IN OHS COMMUNICATION AND CONSULTATIVE PROCESSES
Locations: Werribee.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) consultative processes. Consultative arrangements, also referred to as participative arrangements, inform those involved in OHS matters, seek their input and provide opportunity for stakeholders to participate in decisions that may impact on the OHS of the workplace.
Nominal Hours: 30
Required Reading: No Required Text.
Assessment: To be advised.

BSBOHS303B  CONTRIBUTE TO OHS HAZARD IDENTIFICATION AND RISK ASSESSMENT
Locations: Werribee.
Description: This unit describes the performance outcomes, skills and knowledge required to contribute to occupational health and safety (OHS) hazard identification and risk assessment to promote the maintenance of OHS in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
Nominal Hours: 30
Required Reading: No required reading.
Assessment: To be advised.

BSBOHS304B  CONTRIBUTE TO OHS HAZARD CONTROL
Locations: Werribee.
Description: This unit describes the performance outcomes, skills and knowledge required to contribute to controlling occupational health and safety (OHS) hazards in the workplace in order to maintain a healthy and safe workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
Nominal Hours: 30
Required Reading: No required reading.
Assessment: To be advised.

BSBOHS305B  CONTRIBUTE TO OHS ISSUE RESOLUTION
Locations: Werribee.
Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the resolution of occupational health and safety (OHS) issues in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
Nominal Hours: 30
Required Reading: No required reading.
Assessment: To be advised.
BSBOHS306B  CONTRIBUTE TO IMPLEMENTING EMERGENCY PREVENTION ACTIVITIES AND RESPONSE PROCEDURES

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of emergency prevention and response procedures. It includes determining relevant legislation and contributing to any actions to ensure compliance with occupational health and safety (OHS) legislation, codes and standards.

Nominal Hours: 20
Required Reading: No required reading.
Assessment: To be advised.

BSBOHS307B  PARTICIPATE IN OHS INVESTIGATIONS

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to participate in occupational health and safety (OHS) investigations. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.

Nominal Hours: 25
Required Reading: No required reading.
Assessment: To be advised.

BSBOHS401B  CONTRIBUTE TO THE IMPLEMENTATION OF A SYSTEMATIC APPROACH TO MANAGING OHS

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to effectively contribute to the application of a systematic approach to managing occupational health and safety (OHS) to ensure that the workplace is, as far as is practicable, safe and without risks to the health of employees and others.

Nominal Hours: 50
Required Reading: Learner Guide - BSBOHS401B Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.
Assessment: To be advised.

BSBOHS402B  CONTRIBUTE TO THE IMPLEMENTATION OF THE OHS CONSULTATION PROCESS

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the promotion of consultative arrangements in the workplace by communicating, influencing and consulting as part of a systematic approach to managing occupational health and safety (OHS).

Nominal Hours: 40
Required Reading: Learner Guide - BSBOHS402B Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.
Assessment: To be advised.

BSBOHS403A  IDENTIFY HAZARDS AND ASSESS OHS RISKS

Description: This unit specifies the outcomes required to identify hazards and assess OHS risks in the workplace.

Nominal Hours: 60
Assessment: Competency based assessment.

BSBOHS403B  IDENTIFY HAZARDS AND ASSESS OHS RISKS


Description: This unit describes the performance outcomes, skills and knowledge required to identify hazards and to assess occupational health and safety (OHS) risks in the workplace.

Nominal Hours: 60
Required Reading: No required text. Learner Guide - BSBOHS403B Safetyline Institute, 2008 Worksafe W. A. , Perth WA.
Assessment: To be advised.

BSBOHS404A  CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK

Description: Develop options for risk control; Select appropriate options to control risks; Contribute to implementation of controls; Contribute to monitoring and evaluation of effectiveness of controls.

Nominal Hours: 40
Required Reading: Learner Guide - BSBOHS404A Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.
Assessment: Class participation, attendance, report and comments, final report, observation.

BSBOHS404B  CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of strategies to control occupational health and safety (OHS) risks.

Nominal Hours: 40
Required Reading: Learner Guide - BSBOHS404B Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.
Assessment: To be advised.

BSBOHS405A  CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES

Description: Identify potential emergencies; Identify options for initial response; Plan initial response procedures; Implement initial response procedures; Contribute to post event activities; Emergency response is monitored and deficiencies addressed.

Nominal Hours: 30
Assessment: Class participation and attendance, draft report and comments, final report, observation.

BSBOHS405B  CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of planning and response procedures for emergencies.

Nominal Hours: 30
Required Reading: Learner Guide - BSB0HS405B Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.
Assessment: To be advised.

BSBOHS406B USE EQUIPMENT TO CONDUCT WORKPLACE MONITORING

Locations: Werribee.
Description: This unit describes the performance outcomes, skills and knowledge required to accurately use equipment to contribute to the monitoring of agents and/or conditions in the workplace including, but not be limited to noise, vibration, light, fibres, dusts, fumes, mists, heat and humidity, radiation, and biological agents such as insects, mites and bacteria.
Nominal Hours: 60
Required Reading: Learner Guide - BSB0HS406B Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.
Assessment: To be advised.

BSBOHS406C USE EQUIPMENT TO CONDUCT WORKPLACE MONITORING

Locations: Werribee.
Description: This unit describes the performance outcomes, skills and knowledge required to accurately use equipment to contribute to the monitoring of agents and/or conditions in the workplace including, but not be limited to noise, vibration, light, fibres, dusts, fumes, mists, heat and humidity, radiation, and biological agents such as insects, mites and bacteria.
Nominal Hours: 60
Required Reading: Learner Guide - BSB0HS406B Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.
Assessment: To be advised.

BSBOHS408A ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS

Locations: Werribee.
Description: This unit describes the performance outcomes required to apply an understanding of the legal and regulatory framework of OHS in order to provide advice regarding the OHS legislative responsibilities of an OHS practitioner, company director, manager, supervisor and employee.
Nominal Hours: 40
Required Reading: Learner Guide - BSB0HS408A Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.
Assessment: To be advised.

BSBOHS501B PARTICIPATE IN THE COORDINATION AND MAINTENANCE OF A SYSTEMATIC APPROACH TO MANAGING OHS

Locations: Werribee.
Description: This unit describes the performance outcomes, skills and knowledge required to effectively participate in the coordination and maintenance of a systematic approach to managing occupational health and safety (OHS) in the workplace. It includes strategies, policies and procedures necessary to systematically manage OHS and its evaluation to ensure that the workplace is, as far as is practicable, safe and without risks to the health of employees and others.
Nominal Hours: 50
Required Reading: Learner Guide - BSB0HS501B Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.
Assessment: To be advised.

BSBOHS502B PARTICIPATE IN THE MANAGEMENT OF THE OHS INFORMATION AND DATA SYSTEMS

Locations: Werribee.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in the provision of information and performance data necessary to inform management and other stakeholders of occupational health and safety (OHS) issues and to measure and evaluate the management of OHS.
Nominal Hours: 50
Required Reading: Learner Guide - BSB0HS502B Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.
Assessment: To be advised.

BSBOHS503B ASSIST IN THE DESIGN AND DEVELOPMENT OF OHS PARTICIPATIVE ARRANGEMENTS

Locations: Werribee.
Description: This unit describes the performance outcomes, skills and knowledge required to assist in designing and developing effective participative arrangements as an integral part of systematic approaches to managing occupational health and safety (OHS). This process will result in stakeholders having real opportunities to participate in OHS processes.
Nominal Hours: 40
Required Reading: Learner Guide - BSB0HS503B Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.
Assessment: To be advised.

BSBOHS504B APPLY PRINCIPLES OF OHS RISK MANAGEMENT

Locations: Werribee.
Description: This unit describes the performance outcomes, skills and knowledge required to use a generic approach to identify hazards, and to assess and control occupational health and safety (OHS) risks.
Nominal Hours: 40
Required Reading: Learner Guide - BSB0HS504B Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.
Assessment: To be advised.

BSBOHS505C MANAGE HAZARDS IN THE WORK ENVIRONMENT

Locations: Werribee.
Description: This unit describes the performance outcomes, skills and knowledge required to identify hazards, and to assess and control risks in the work environment. It focuses on the knowledge, processes and techniques necessary to control specific hazards in the work environment.
Nominal Hours: 60
Required Reading: Learner Guide - BSB0HS505B Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.
BSBOHS506B  MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to effectively identify hazards, and to assess and control risks associated with plant and equipment, including mobile plant, machinery, electrical equipment, pressure vessels and plant affecting public safety.

Nominal Hours: 60

Required Reading: Learner Guide - BSBOHS506B Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.

Assessment: To be advised.

BSBOHS507B  FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to facilitate the application of principles of occupational health and implement strategies to control occupational health and safety (OHS) risk.

Nominal Hours: 40

Required Reading: Learner Guide - BSBOHS507B Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.

Assessment: To be advised.

BSBOHS508B  PARTICIPATE IN THE INVESTIGATION OF INCIDENTS

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to participate in the planning, conduct and reporting of investigations of incidents which have resulted in, or have a potential to result in, injury or damage. Situations may range from relatively minor through to major incidents.

Nominal Hours: 50

Required Reading: Learner Guide - BSBOHS508B Safetyline Institute, 2008 Worksafe W. A. , Perth, W. A.

Assessment: To be advised.

BSBOHS601B  DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to effectively design and develop a systematic approach to managing occupational health and safety (OHS), which covers the systems, documentation, strategies and plans necessary to manage OHS and its evaluation in the workplace.

Nominal Hours: 50

Required Reading: Learner Guide - BSBOHS601B Safetyline Institute, 2008 Worksafe W. A. , Perth WA.

Assessment: To be advised.

BSBOHS602B  ANALYSE AND EVALUATE OHS RISK

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to conduct a formal risk assessment comprising analysis and evaluation of occupational health and safety (OHS) risk. It has been designed to be consistent with the Australian Standard, AS/NZS 4360: 2004 Risk management.

Nominal Hours: 40

Required Reading: Learner Guide - BSBOHS602B Safetyline Institute, 2008 Worksafe W. A. , Perth WA.

Assessment: To be advised.

BSBOHS603B  APPLY ERGONOMIC PRINCIPLES TO CONTROL OHS RISK

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to apply ergonomic knowledge, principles and techniques to control occupational health and safety (OHS) risk.

Nominal Hours: 60

Required Reading: Learner Guide - BSBOHS603B Safetyline Institute 2008 Worksafe W. A. Perth WA.

Assessment: To be advised.

BSBOHS604B  APPLY OCCUPATIONAL HYGIENE PRINCIPLES TO CONTROL OHS RISK

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to apply occupational hygiene knowledge and the techniques to control occupational health and safety (OHS) risk arising from health hazards at work.

Nominal Hours: 50

Required Reading: Learner Guide - BSBOHS604B Safetyline Institute 2008 Worksafe W. A. Perth WA.

Assessment: To be advised.

BSBOHS605B  DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PROCESSES

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement the planning and management to prevent or mitigate the occupational health and safety (OHS) outcomes of a crisis. The focus is on the development of a number of management processes including emergency assessments, plans and preparation, analysis, monitoring, training and post incident support.

Nominal Hours: 50

Required Reading: Learner Guide - BSBOHS605B Safetyline Institute 2008 Worksafe W. A. Perth WA.

Assessment: To be advised.

BSBOHS606B  CONDUCT AN OHS AUDIT

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge
required to conduct an internal or external occupational health and safety (OHS) audit that may or may not be part of certification against a recognised benchmark. It involves systematic examination against audit criteria to determine conformance with planned arrangements and the effectiveness of the organisation’s approaches to managing OHS.

**Nominal Hours:** 40

**Required Reading:** Learner Guide - BSBOHS608B Safetyline Institute 2008 Worksafe W. A. Perth WA.

**Assessment:** To be advised.

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**BSBOHS609B**  
**EVALUATE AN ORGANISATION’S OHS PERFORMANCE**

**Locations:** Werribee.

**Description:** This unit describes the performance outcomes, skills and knowledge required to make judgements as a consequence of an occupational health and safety (OHS) audit and to evaluate an organisation’s arrangements for identifying hazards, assessing and controlling risks, and improving the effectiveness of the management of OHS and compliance against agreed benchmarks.

**Nominal Hours:** 35

**Required Reading:** Learner Guide - BSBOHS609B Safetyline Institute 2008 Worksafe W. A. Perth WA.

**Assessment:** To be advised.

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**CHCADMIN4B**  
**MANAGE THE ORGANISATION’S FINANCES, ACCOUNTS AND RESOURCES**

**Locations:** Footscray Park, Other.

**Other Locations:** Whitten Oval - Footscray

**Description:** Implement budget processes; Establish and implement systems for financial management and reporting; Manage the use of funds; Develop and recommend funding options; Develop and implement resourcing proposals to meet operational needs; Monitor resource usage and performance; Manage property, equipment and stores.

**Nominal Hours:** 90

**Assessment:** Budget, submission.

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**CHCCOM3C**  
**UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS**

**Locations:** St Albans, Footscray Park, Industry.

**Description:** Identify appropriate communication strategies to meet the needs of clients and colleagues and build strong relationships; Conduct effective communication with clients and staff; Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Apply specific communication techniques to assist in resolving conflict; Implement mechanisms that facilitate group discussions.

**Nominal Hours:** 50

**Assessment:** In class assessment, written assignments, group assessments, presentation.

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**CHCDIS3C**  
**PROVIDE SERVICES TO PEOPLE WITH DISABILITIES**

**Locations:** City King Street, Footscray Park, City Flinders, Industry, Other.

**Other Locations:** Community group or organisation dealing with clients with disabilities.

**Description:** Assist the person with a disability to identify and meet their needs; Respond to changes in the needs of a person with a disability; Support or assist the person with a disability to meet their personal needs.

**Nominal Hours:** 50

**Assessment:** As per accredited curriculumDemonstration, massage skills demonstrated to teacher, Yes/No.

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**CHCORG28A**  
**REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE**

**Locations:** City King Street, Footscray Park, City Flinders, Other.

**Other Locations:** Whitten Oval, Footscray

**Description:** Reflect upon own practice; Ensure continuing self-support and supervision; Operate within an agreed ethical code of practice/ethics.

**Nominal Hours:** 120

**Required Reading:** VU Learning guides Professional Practice VU 2009 VU.

**Assessment:** Resume, journal report on reflections professional goals and experience of working in the massage industry. Reflective Journal, Documentation and reflection on L in W C experiences, Yes/No. Portfolio, Personal resume outlining professional goals and aspirations, Yes/No.

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**HLTAH301A**  
**ASSIST WITH AN ALLIED HEALTH PROGRAM**

**Locations:** Industry.

**Description:** This unit of competency describes the skills and knowledge required to provide basic assistance to an allied health professional. This unit of competency provides a general introduction to working as an assistant in the allied health area.

**Nominal Hours:** 40

**Required Reading:** nil.

**Assessment:** Assessment may include: observation; written assignments; questioning.

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**HLTAH401A**  
**DELIVER AND MONITOR A CLIENT-SPECIFIC EXERCISE PROGRAM**

**Locations:** Footscray Park.

**Prerequisites:** HLTAH301A - ASSIST WITH AN ALLIED HEALTH PROGRAM

**Description:** This unit of competency describes the skills and knowledge required to deliver and monitor a therapeutic exercise program that has been developed by a physiotherapist to address requirements of individual clients with low levels of mobility or specific mobility needs.

**Nominal Hours:** 40

**Required Reading:** Internal course notes.

**Assessment:** Students will be assessed via case study and portfolio.
HLTAH402A ASSIST WITH PHYSIOTHERAPY TREATMENTS AND INTERVENTIONS

Locations: Footscray Park.
Prequisites: HLTAH301A - ASSIST WITH AN ALLIEd HEALTH PROGRAM
HLTCOM205 - ASSIST WITH CLIENT MOVEMENT
HLTAP301A - RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT

Description: This unit of competency describes the skills and knowledge required to support a range of physiotherapy treatments, including respiratory support.
Nominal Hours: 40
Required Reading: Internal course notes.
Assessment: Students will be assessed via case study and portfolio.

HLTAH403A DELIVER AND MONITOR EXERCISE PROGRAM FOR MOBILITY

Locations: Footscray Park.
Prequisites: HLTAH301A - ASSIST WITH AN ALLIEd HEALTH PROGRAM
HLTCD305B - ASSIST WITH CLIENT MOVEMENT
HLTAP301A - RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT

Description: This unit of competency describes the skills and knowledge required to support individuals participating in group physiotherapy programs designed to restore optimum movement and functional independence.
Nominal Hours: 40
Required Reading: Internal course notes.
Assessment: Students will be assessed via case study and portfolio.

HLTAP401A CONFIRM PHYSICAL HEALTH STATUS

Locations: City King Street, Footscray Park, Industry, Other.
Other Locations: Whitten Oval, Footscray

Description: This unit of competency describes a detailed level of knowledge of anatomy and physiology required to confirm physical health status
Nominal Hours: 90
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test, projects.

HLTAP501A ANALYSE HEALTH INFORMATION

Locations: Footscray Nicholson, City King Street, Footscray Park, City Flinders, Industry, Other.
Other Locations: Whitten Oval, Footscray

Description: This unit of competency describes the application of in-depth level of knowledge of Anatomy and Physiology required to analyse available health information in relation to specific services to be provided.
Nominal Hours: 30
Required Reading: VU Learning guides Analyse Health Information VU 2009 VU.
Assessment: This is assessed as follows: Students would have completed the pre-requisite of HLTAP401A. This unit HLTAP501A is a revision of the systemic anatomy and physiology completed in the pre-requisite with additional information relevant to the in depth level of knowledge required to analyse health information provided from clients. School of Community Services will grade this assessment Diploma of Leisure and Health Graded Assessment Report, Analysis of Client Health History records. 
Assessment: Yes/No.

HLTCOM404B COMMUNICATE EFFECTIVELY WITH CLIENTS

Locations: City King Street, Footscray Park, City Flinders, Industry, Other.
Other Locations: Whitten Oval, Footscray

Description: This unit covers the skills required by practitioners to establish and maintain effective communication with the client throughout all interactions and provide basic counselling as required and as appropriate to facilitate the treatment or health service being provided.
Nominal Hours: 30
Required Reading: VU Learning guide Massage 1 VU 2009 VU.
Assessment: HLT40307 Cert IV in Massage Therapy Practice. Two assessments for this unit. Each student is required to book a massage with any massage professional of their choice. After the appointment, students must write a report on several areas of the massage treatment including the communication skills of the therapist. In small groups the students will act out a simulated role play of a consultation with a client. Teachers will supervise and the group will give feedback and comment. This unit will be co-delivered with units HLTREM406B and HLTREM409B. BSB30107 Traineeships: training record book, observation, customer feedback, written/oral test/worksheets, portfolio/third party evidence. Report: written report on the communication skills experienced in a professional massage treatment paid for outside of VU. Yes/No. Demonstration: demonstrate the correct communication skills
Assessment: Yes/No.

HLTCOM405B ADMINISTER A PRACTICE

Locations: City King Street, Footscray Park, Industry, Other.
Other Locations: Whitten Oval, Footscray

Description: This unit of competency describes the skills and knowledge required to provide administration for a clinical health practice according to the size and scale of the business.
Nominal Hours: 30
Required Reading: VU Learning guide Administer a Practice VU 2009 VU.
Assessment: The Learning Guide (see Required Reading) includes notes for class discussion. The assessment tools used to assess knowledge on the administrative systems needed to run a business include a class presentation on a group investigation into a business plan. In addition, the students present written documents on their investigation into the policy documents required to run a small business. These assessments incorporate the performance criteria as stated in the unit of study.

HLTCOM406B MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE

Locations: City King Street, Footscray Park, Industry, Other.
Other Locations: Whitten Oval, Footscray

Description: This unit of competency describes the skills and knowledge required to arrange referrals to other health care professionals when required.
Nominal Hours: 40
Required Reading: VU Learning Guide Making Referrals to other health care professional -VU 2009 VU.

Assessment: The assessment for this unit involves written testing of the students understanding of the need to refer, how to write referrals and the role of other health professionals in the referral process. Students must investigate in an assignment the role of the different health care professionals who they may use as a referral. Students also write a referral letter based on a massage treatment case study. This unit will be co-delivered with unit HLTCOM408B. Report, Identify the role of several allied Health care providers and their role in the referral process. , Yes/No. Report, Write a referral letter based on a hypothetical case study of a client ., Yes/No.

HLTCOM408B  USE SPECIFIC HEALTH TERMINOLOGY TO COMMUNICATE EFFECTIVELY
Locations: City King Street, Footscray Park, Industry, Other.
Other Locations: Whitten Oval, Footscray.
Description: This unit covers the skills required to understand and respond to instructions, carry out routine tasks and communicate with a range of internal and external clients in a health care practice, using appropriate practice-specific health terminology.
Nominal Hours: 40
Required Reading: VU Learning guide Health Terminology for Massage Therapist -VU 2009 VU.
Assessment: Students have to demonstrate an appropriate use of language appropriate for working in a health environment specific to Massage in both written and verbal forms. Written tests will be used to assess the written language for practice-specific cases. Oral questioning will be used as a tool for students to demonstrate their oral spoken use of the medical language. This unit will be co-delivered with HLTCOM406B. Oral Questioning, Students will be asked to read and pronounce certain medical terminology words, Yes/No. Report, Students will be asked to define several massage terminology relevant abbreviations, Yes/No. Assignment, Demonstrate correct usage of the medical terminology in a consultation card as be used in massage consultation with client, Yes/No.

HLTCOM502B  DEVELOP PROFESSIONAL EXPERTISE
Locations: City King Street, Footscray Park, City Flinders, Industry, Other.
Other Locations: Whitten Oval, Footscray.
Description: This unit covers the skills required to understand and respond to instructions, carry out routine tasks and communicate with a range of internal and external clients in a health care practice, using appropriate practice-specific health terminology.
Nominal Hours: 40
Required Reading: VU Learning guides Research skills in Massage Therapy VU 2009 VU.
Assessment: Students learn about research and the valid ways to collect information. They do a mock research outline describing a possible research topic which encourages them to further their professional expertise by looking at emerging trends in massage therapy. Assignment, Critical Reading assignment and report, Yes/No. Presentation, Mock research experiment, Yes/No. Report, Research evaluation report, Yes/No.

HLTCOM503B  MANAGE A PRACTICE
Locations: City King Street, Footscray Park, City Flinders, Industry, Other.
Other Locations: Whitten Oval, Footscray.
Description: This unit covers the skills required to understand and respond to instructions, carry out routine tasks and communicate with a range of internal and external clients in a health care practice, using appropriate practice-specific health terminology.
Nominal Hours: 50
Required Reading: VU Learning guides Manage a Practice VU 2009 VU.
Assessment: Students will be required to investigate the resources needed to be accessed if they were to start their own business. A business plan outlines the marketing, finance, funding, policies and procedures that need to be understood when self employed in your own business. Report, Business Plan, Yes/No.

HLTCOM509A  PROVIDE SERVICES FOR PEOPLE WITH A LIFE CHALLENGING ILLNESS
Locations: City King Street, Footscray Park, City Flinders, Industry, Other.
Other Locations: Whitten Oval, Footscray.
Description: This unit covers the skills required to understand and respond to instructions, carry out routine tasks and communicate with a range of internal and external clients in a health care practice, using appropriate practice-specific health terminology.
Nominal Hours: 50
Required Reading: None.
Assessment: Demonstration, Massage techniques demonstrated to teacher, Yes/No.

HLTCOM510A  PROVIDE SERVICES TO CLIENTS WITH CHRONIC DISEASES OR CONDITIONS
Locations: City King Street, Footscray Park, City Flinders, Industry, Other.
Other Locations: Whitten Oval, Footscray.
Description: This unit covers the skills required to understand and respond to instructions, carry out routine tasks and communicate with a range of internal and external clients in a health care practice, using appropriate practice-specific health terminology.
Nominal Hours: 50
Required Reading: None.
Assessment: Demonstration, massage skills demonstrated, Yes/No.

HLTFA201A  PROVIDE BASIC EMERGENCY LIFE SUPPORT
Locations: City King Street, Footscray Park, City Flinders, Newport, Sunshine, Industry, Other.
Other Locations: Various Workplace sites based on Industry demand
Description: This unit covers the skills required to understand and respond to instructions, carry out routine tasks and communicate with a range of internal and external clients in a health care practice, using appropriate practice-specific health terminology.
Nominal Hours: 8
Required Reading: 22012VIC Certificate I in Vocational Preparation: The teacher will provide teaching and learning material as required.
Assessment: To be advised.

HLTHIR501A  MAINTAIN AN EFFECTIVE HEALTH WORK ENVIRONMENT
Locations: City King Street, Footscray Park, City Flinders, Industry, Other.
Other Locations: Whitten Oval, Footscray Massage clinic or Allied Health clinic of students choice.
Description: This unit covers the skills required to understand and respond to instructions, carry out routine tasks and communicate with a range of internal and external clients in a health care practice, using appropriate practice-specific health terminology.
Nominal Hours: 50
Required Reading: None.
Assessment: To be advised.
Nominal Hours: 20

Required Reading: VU Learning guide Remedial clinics VU 2009 VU.

Assessment: Students will show competency in this unit in the simulated student clinics. Teachers will use a checklist and identify skills and knowledge as the student demonstrates that they can implement and monitor legal and ethical requirements relevant to the work area. This unit will be co-delivered in conjunction with HLTHIR503B, HLTHIR504B, HLTHIR506B. Demonstration, Checklist used with skills that must be demonstrated in the clinic (min 3 times), Yes/No.

HLTHIR505B PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH

Locations: Footscray Park, Other.

Other Locations: Whitten Oval - Footscray

Description: This unit specifies the outcomes required of frontline managers to promote teamwork. It involves developing team plans to meet expected outcomes, leading the work team, and proactively working with the management of the organisation.

Nominal Hours: 30

Required Reading: No required text.

Assessment: To be advised.

HLTHIR506B IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS

Locations: City King Street, Footscray Park, City Flinders, Industry, Other.

Other Locations: Whitten Oval, Footscray

Description: This unit describes the skills and knowledge required to implement and monitor compliance with legal and ethical requirements relevant in the work area.

Nominal Hours: 50

Required Reading: VU Learners Guide Legal and Ethical Requirements of a Massage Therapist VU 2009 VU.

Assessment: Students will show competency in this unit in the simulated student clinics. Teachers will use a checklist and identify skills and knowledge as the student demonstrates that they can implement and monitor legal and ethical requirements with clients. This unit will be co-delivered in conjunction with HLTHIR503B, HLTHIR504B, HLTHIR501A. Demonstration, Checklist used with skills that must be demonstrated in the clinic (min 3 times), Yes/No.

HLTIN403B IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES

Locations: Footscray Park, Other.

Other Locations: Whitten Oval - Footscray

Description: This unit is concerned with infection control responsibilities of employees with supervisory accountability to implement and monitor infection control policy and procedures in a specific work unit or team within an organisation.

Nominal Hours: 50

Required Reading: No required text.

Assessment: To be advised.

HLTNUT601B APPLY LITERATURE RESEARCH FINDINGS TO CLINICAL PRACTICE

Locations: Footscray Park, Other.

Other Locations: Whitten Oval

Description: This unit of competency describes the skills and knowledge required to source and evaluate relevant information and apply findings to clinical practice. This unit requires high level knowledge of the specialised modality and its effect on a wide range of complex health conditions.

Nominal Hours: 150

Required Reading: No required text.

Assessment: To be advised.

HLTPAT317A OPERATE EFFECTIVELY WITHIN A PATHOLOGY TESTING ENVIRONMENT


Description: This unit of competency describes the skills and knowledge required by workers in a pathology laboratory who perform work that reflects an understanding of the structure and profile of the industry, the roles and relationships within and across the industry and key issues facing the industry.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assessment may include: Practical assessment; assignment; workplace projects.

HLTREM401B WORK WITHIN A MASSAGE FRAMEWORK

Locations: City King Street, Footscray Park, Industry, Other.

Other Locations: Whitten Oval, West Footscray

Description: This unit of competency describes the skills and knowledge required to work effectively within a massage framework.

Nominal Hours: 20

Required Reading: VU Learning guide Sports Massage -VU 2009 VU Student Clinics VU 2009 VU.

Assessment: Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. Teachers will use a checklist and identify skills and knowledge as the student demonstrates the learned massage techniques over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTHIR301A. This unit will be delivered in conjunction with HLTREM406B and HLTREM409B. Demonstration, Consistently demonstrate (min 3 times) the massage skills necessary in performing sports massage on a client to meet their needs. Checklist used, Yes/No.

HLTREM406B PROVIDE MASSAGE TREATMENT

Locations: City King Street, Footscray Park, Industry, Other.

Other Locations: Whitten Oval, Footscray

Description: This unit of competency describes the skills and knowledge required to administer client basic massage treatment according to the philosophy and practices of a massage therapy framework.

Nominal Hours: 240

Required Reading: VU Learning guides Relaxation Massage VU 2009 VU Therapeutic
 Assessment: The practical components of this unit will deal with the underpinning knowledge required in muscular nomenclature referred to as Musculoskeletal Anatomy. There will be several oral assessments where students must palpate and explain the locations and actions of muscles. A written test will be conducted. In addition, students will show competency in practical massage units by practicing and then demonstrating their required knowledge and skills to the teacher. Teachers will use a checklist and identify skills and knowledge as the student demonstrates massage therapy techniques over time. Once students are deemed competent in their massage techniques they will practice their skills on clients in a simulated clinic. This unit will strongly emphasise the co-requisite HLTCOM404B. Also the co-requisite requirements of HLTHIR301A, HLTHIR300A and HLTF301B. This unit co-delivered in conjunction with HLTF300B. Knowledge of HLTHIR300A will be applied in this unit. Demonstration, Massage skills consistently demonstrated (at least 3 times). Checklist used to record evidence, Yes/No. Oral Questioning, Students must identify particular muscles and give information about the muscle, Yes/No. Examination, Written test on certain muscles in the regions of the body, Yes/No.

**HLTREM407B  PLAN MASSAGE TREATMENT**

**Locations:** City King Street, Footscray Park, Industry, Other.

**Other Locations:** Whitten Oval, Footscray

**Description:** This unit of competency describes the skills and knowledge required to prepare clients for basic massage and negotiate treatment with them.

**Nominal Hours:** 20

**Required Reading:** VU Learning guide Student clinics VU 2009 VU.

**Assessment:** Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. The skills and knowledge will be demonstrated in the pre-massage discussion with clients, then during and after the massage treatment. Teachers will use a checklist and identify skills and knowledge as the student demonstrates the skills consistently over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the prerequisite HLTCOM404B. This unit will be delivered with HLTREM408B and HLTHIR301A and for mid year enrolled students SBCM204A. Demonstration, Massage skills consistently demonstrated (at least 3 times). Checklist used to record evidence, Yes/No.

**HLTREM408B  APPLY MASSAGE ASSESSMENT FRAMEWORK**

**Locations:** City King Street, Footscray Park, Industry, Other.

**Other Locations:** Whitten Oval, Footscray

**Prerequisites:** HLTCOM404B - COMMUNICATE EFFECTIVELY WITH CLIENTS

**HLTREM409B - PERFORM MASSAGE HEALTH ASSESSMENT**

**Locations:** City King Street, Footscray Park, Industry, Other.

**Other Locations:** Whitten Oval, Footscray

**Description:** This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the case in order to provide a basic massage.

**Nominal Hours:** 100

**Required Reading:** VU Learning Guides Student clinics VU 2009 VU.

**Assessment:** Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. The skills and knowledge will be demonstrated in the pre-massage discussion with clients. Teachers will use a checklist and identify skills and knowledge as the student demonstrates them over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTHIR301A and HLTCOM404B. Knowledge of infection control measures is necessary as per the co-requisite HLTHIR301A. This unit will be co-delivered with HLTREM401B, 406B, 407B and 408B and HLTCOM404B. Knowledge of HLTHIR301A will be applied in this unit.

**HLTREM502B  PROVIDE REMEDIAL MASSAGE TREATMENT**

**Locations:** City King Street, Footscray Park, City Flinders, Industry, Other.

**Other Locations:** Whitten Oval, Footscray

**Description:** This unit of competency describes the skills and knowledge required to administer client remedial massage treatment according to the philosophy and practices of a remedial massage framework.

**Nominal Hours:** 240

**Required Reading:** VU Learning guides Provide Remedial Massage Treatments VU 2009 VU.

**Assessment:** This 240 unit will incorporate the teaching of many of the remedial massage treatments need to work in the industry as per outlined in the "Required skills and knowledge" and "Range statement" of the HLTREM502B competency outline. Demonstration, Skills must be practised and demonstrated back to teachers (min 3 times), Yes/No. Oral Questioning, Students must be able to palpate musculoskeletal landmarks, Yes/No. Assignment, Case study interpretation, Yes/No.

**HLTREM503B  PLAN REMEDIAL MASSAGE TREATMENT STRATEGY**

**Locations:** City King Street, Footscray Park, City Flinders, Industry, Other.

**Other Locations:** Whitten Oval, Footscray

**Description:** This unit of competency describes the skills and knowledge required to prepare for remedial massage treatment of a clients and negotiate a treatment management plan with them.

**Nominal Hours:** 40

**Required Reading:** VU Learning Guides Remedial Clinics VU 2009 VU.

**Assessment:** Students will show competency for this unit in the simulated student clinics. Teachers will use a checklist and identify skills and knowledge as the student demonstrates that they can plan and prepare for remedial massage with clients and...
negotiate a treatment plan with them. This unit will be co-delivered in conjunction with HLTREM504B, HLTHIR501A and HLTHIR506B. Demonstration, Checklist used with skills that must be demonstrated in the clinic (min 3 times), Yes/No.

HLTREM504B APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK

Locations: City King Street, Footscray Park, City Flinders, Industry, Other.

Other Locations: Whitten Oval, Footscray. Massage clinic or Allied Health clinic of student’s choice.

Description: This unit of competency describes the skills and knowledge required to interpret information gathered in the health assessment and make and review an accurate assessment over the course of remedial massage treatment.

Nominal Hours: 40

Required Reading: VU Learning guides Remedial Clinics VU 2009 VU.

Assessment: Students will show competency in for this unit in the simulated student clinics. Teachers will use a checklist and identify skills and knowledge as the student demonstrates that they can interpret information gathered from clients and make and review an accurate assessment for the remedial massage. This unit will be co-delivered in conjunction with HLTREM503B, HLTHIR501A and HLTHIR506B. Demonstration, Checklist used with skills that must be demonstrated in the clinic (min 3 times), Yes/No.

HLTREM505B PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT

Locations: City King Street, Footscray Park, City Flinders, Industry, Other.

Other Locations: Whitten Oval, Footscray

Description: This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the case to enable correct assessment, planning and provision of a remedial massage.

Nominal Hours: 200


Assessment: This 200 hour unit will incorporate the teaching of many of the remedial massage treatments need to work in the industry as per outlined in the “Required skills and knowledge” and “Range statement” of the HLTREM505B competency outline. Demonstration, Skills must be demonstrated min 3 times, Yes/No. Oral Questioning, Palpation skills must be described and use of medical language, Yes/No. Assignment, Case Study Interpretation, Yes/No.

HLTREM510A PROVIDE SPECIALISED REMEDIAL MASSAGE TREATMENTS

Locations: City King Street, City Flinders, Industry, Other.

Other Locations: Whitten Oval, Footscray

Description: This unit of competency describes the skills and knowledge required to provide specialised remedial massage treatment for specific client groups and common conditions/disease states in accordance with the age, gender and mental health needs of the client This unit requires a high level knowledge of remedial massage treatment.

Nominal Hours: 40

Required Reading: None.

Assessment: This unit will be delivered as a final unit in the Diploma. The students will have completed 3 elective units providing specialised remedial massage to specific client groups. Teachers will role play a particular injury and case description. Students will then deliver appropriate remedial massage for that client. Demonstration, Remedial massage to specific case study client, Yes/No.

HLTREM511A PROVIDE REMEDIAL MASSAGE TREATMENT FOR WOMEN AND CHILDREN

Locations: City King Street, Footscray Park, City Flinders.

Description: This unit of competency describes the skills and knowledge required to administer a remedial massage treatment specific to the needs of women and children.

Nominal Hours: 50

Required Reading: None.

Assessment: Demonstration, massage skills demonstrated to teachers, Yes/No.

HLTREM512A PROVIDE REMEDIAL MASSAGE TREATMENTS WITHIN A CORPORATE SETTING

Locations: City King Street, Footscray Park, City Flinders, Industry, Other.

Other Locations: Various corporate events where massage is requested.

Description: This unit of competency describes the skills and knowledge required to administer remedial massage treatments within a corporate environment.

Nominal Hours: 50

Required Reading: None.

Assessment: Students will provide massage at various corporate events organised by the Program ManagerDemonstration, Massage skills demonstrated on clients, Yes/No.

HLTREM513A PROVIDE REMEDIAL MASSAGE TREATMENT TO ATHLETES

Locations: City King Street, Footscray Park, City Flinders, Industry, Other.

Other Locations: Western bulldogs AFL team

Description: This unit of competency describes the skills and knowledge required to administer remedial massage treatments for athletes This unit is based upon SRSMAS009A Integrate massage techniques to support athletes.

Nominal Hours: 50

Required Reading: None.

Assessment: Students participate in a student clinic working on athletes. Demonstration, teachers check for skills demonstrated on a checklist, Yes/No.

HLTREM6A PROVIDE THE MASSAGE TREATMENT

Description: This unit describes the skills required to administer client/patient basic massage treatment according to the philosophy and practices of a massage therapy framework.

Nominal Hours: 340

Assessment: As per accredited curriculum.

HLTREM7A PLAN THE MASSAGE TREATMENT

Description: This unit describes the skills required to prepare clients/patients for basic massage and negotiate treatment with them.
**ICAITU006C: OPERATE COMPUTING PACKAGES**

**Locations:** Footscray Nicholson, St Albans, Werribee, Footscray Park, Sunshine, Industry.

**Description:** Use appropriate software; Access, retrieve and manipulate data; Access and use help; 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.

**ICAITU126B: USE ADVANCED FEATURES OF COMPUTER APPLICATIONS**

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

**Description:** Manipulate data; Access and use support resources; Configure the computing environment.

**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.

**ICAITU006C: OPERATE COMPUTING PACKAGES**

**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:** As per accredited curriculum.

**LGAEHRR304A: OPERATE AND MAINTAIN COUNCIL FACILITIES**

**Locations:** Werribee, Industry.

**Description:** This unit covers the general operation and maintenance of pound facilities.

**Nominal Hours:** 40

**Required Reading:** Nil.

**Assessment:** Assessment will occur via the candidate delivering a work-based project in which he/she operates council pound facilities or equivalent. It will be designed such that the learner demonstrates understanding of key quality and skills-based objectives to ensure acceptable pound operation. This unit may be co-assessed with the following units: RUV4206A CARRY OUT POUND PROCEDURES BSBCM305A ORGANISE WORKPLACE INFORMATION Acceptable recognition evidence may include a position description and/or reference validated by a suitable workplace supervisor or expert which states that the learner maintains council pound facilities or equivalent. Some questioning may be necessary on key quality and legislation aspects of operating a pound.

**Nominal Hours:** 20

**Assessment:** As per accredited curriculum.

**MSAENV472A: IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK**

**Locations:** Footscray Nicholson, Industry.

**Description:** This competency covers the outcomes required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness. This unit is based on the sustainability guideline standard GCSSUS01A Participate in environmentally sustainable work practices.

**Nominal Hours:** 40

**Required Reading:** No required text.

**Assessment:** Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks.

**MSL904001A: PERFORM STANDARD CALIBRATIONS**

**Locations:** Werribee, Industry.

**Description:** This unit of competency covers the ability to calibrate test and measurement equipment in accordance with standard calibration procedures and documented test methods. These procedures/methods specify all associated reference standards, materials, equipment and methods to be used and the required parameters or quantities and ranges to be tested, including the criteria for rejection or approval.

**Nominal Hours:** 50

**Required Reading:** No required text.

**Assessment:** Assessment may include: Practical assessment; assignment; workplace projects.

**MSL912001A: WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)**

**Locations:** Werribee, Industry.

**Description:** This unit of competency covers the induction of an employee into scientific/technical work within an enterprise.

**Nominal Hours:** 40

**Required Reading:** No required text.

**Assessment:** Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks.

**MSL913001A: COMMUNICATE WITH OTHER PEOPLE**

**Locations:** Werribee, Industry.

**Description:** This unit of competency covers the ability to receive and pass on written and oral messages, provide relevant information in response to requests within timelines and demonstrate effective interpersonal skills.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks.

MSL913002A PLAN AND CONDUCT LABORATORY/FIELD WORK
Description: This unit of competency covers the ability to plan and complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available guidelines and advice. Work plans may need to be modified with supervisor agreement to suit changing conditions and priorities.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks.

MSL914001A PREPARE PRACTICAL SCIENCE CLASSES AND DEMONSTRATIONS
Description: This unit of competency covers the ability to manage the day-to-day running of science teaching laboratories and the preparation of practical experiments, demonstrations and field trips.
Nominal Hours: 60
Required Reading: No required text.
Assessment: To be advised.

MSL915001A PROVIDE INFORMATION TO CUSTOMERS
Description: This unit of competency covers the ability to respond to both internal and external inquiries of a specialised technical nature. The advice and information requested will require the gathering of information, such as trend analysis, collection of data and samples, confirmation of validity of results, revision of plans or product advice additional to that on data sheets.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; assignment; workplace projects.

MSL922001A RECORD AND PRESENT DATA
Description: This unit of competency covers the ability to record and store data, perform simple calculations of scientific quantities and present information in tables and graphs. The unit of competency requires personnel to solve predictable problems using clear information or known solutions. Where alternatives exist, they are limited or apparent.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; assignment; workplace projects.

MSL924001A PROCESS AND INTERPRET DATA
Description: This unit of competency covers the ability to retrieve data, evaluate formulae and perform scientific calculations, present and interpret information in tables and graphs and keep accurate records. The unit requires personnel to solve problems of limited complexity where the information may be less obvious, but not contradictory, and can be determined by direct reasoning.
Nominal Hours: 70
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks.

MSL924002A USE LABORATORY APPLICATION SOFTWARE
Description: This unit of competency covers the ability to use and apply computer application software in the laboratory, field and production plants for analysis and reporting.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; assignment; workplace projects.

MSL925001A ANALYSE DATA AND REPORT RESULTS
Prerequisites: MSL924001A - PROCESS AND INTERPRET DATA
Description: This unit of competency covers the ability to perform scientific calculations, analyse trends and uncertainty in data and report results within the required timeframe.
Nominal Hours: 80
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; assignment; workplace projects.

MSL933001A MAINTAIN THE LABORATORY/FIELD WORKPLACE FIT FOR PURPOSE
Description: This unit of competency covers the general cleaning of work surfaces, cleaning and storage of equipment and the monitoring of laboratory stocks under direct supervision.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Assessment may include: Written and verbal tests; workplace projects; demonstrations.

MSL933002A CONTRIBUTE TO THE ACHIEVEMENT OF QUALITY OBJECTIVES
Description: This unit of competency covers the development of a working knowledge of quality principles and their application in laboratory/field work.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; assignments; workplace projects; written and verbal tests.

MSL934002A  APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT
Description: This unit of competency covers the exercise of good laboratory practice and effective participation in quality improvement teams. Personnel are required to ensure the quality and integrity of their own work, detect non-conformances and work with others to suggest improvements in productivity and quality.
Nominal Hours: 80
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; tests; workplace projects; demonstration; written and verbal tasks.

MSL934003A  MAINTAIN AND CONTROL STOCKS
Description: This unit of competency covers the ability to order, maintain and control the use of laboratory materials and/or equipment in the work area.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; assignment; workplace projects.

MSL935001A  MONITOR THE QUALITY OF TEST RESULTS AND DATA
Prerequisites: MSL924001A - PROCESS AND INTERPRET DATA
Description: This unit of competency covers the ability to analyse a series of test results and data to detect potential or actual non-conformances, assess their significance and recommend preventative or corrective actions. The unit assumes personnel will have access to enterprise quality assurance procedures based on Australian and/or international standards. This unit of competency does not cover the adaptation or development of test methods or procedures.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; assignment; workplace projects.

MSL935002A  ASSIST IN THE MAINTENANCE OF REFERENCE MATERIALS
Description: This unit of competency covers the ability to assist in the maintenance of reference materials that can be used in the identification of new specimens and allow for the quality control of laboratory procedures. The unit of competency does not cover the scientific identification of species or specimens.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; tests; demonstration; written and verbal tasks.

MSL943002A  PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY
Description: This unit of competency covers the ability to follow workplace occupational health and safety (OHS) policies and procedures, deal with the identification and control of hazards, work safely at all times, follow emergency response procedures and contribute to the maintenance of workplace safety.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may include: Written and verbal tests; workplace projects; demonstrations.

MSL944001A  MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY
Description: This unit of competency covers the ability to monitor and maintain occupational health and safety (OHS) and environmental programs within a work area where the person has supervisory responsibility for others.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; assignment; workplace projects.

MSL953001A  RECEIVE AND PREPARE SAMPLES FOR TESTING
Description: This unit of competency covers the ability to log samples, check sample documentation, schedule and prepare samples for testing in accordance with enterprise procedures. This unit does not include testing, tissue processing or similar techniques.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; assignment; workplace projects.

MSL973001A  PERFORM BASIC TESTS
Description: This unit of competency covers the ability to perform tests and measurements using standard methods with access to readily available advice from supervisors.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; assignment; workplace projects.
FACULTY OF WORKFORCE DEVELOPMENT

MSL973002A  PREPARE WORKING SOLUTIONS
Description: This unit of competency covers the ability to prepare working solutions and to check that existing stocks are suitable for use. Calculations of quantities, choice of reagent grades and required dilutions will be specified by the supervisor.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment and written and verbal tests.

MSL973004A  PERFORM ASEPTIC TECHNIQUES
Description: This unit of competency covers the ability to perform aseptic techniques to maintain the integrity of both the sample source and the sample. It applies to sampling techniques in tissue culture and to generic microbiological procedures.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; written and verbal tests.

MSL973007A  PERFORM MICROSCOPIC EXAMINATION
Description: This unit of competency covers the ability to set up a light microscope for optimum resolution, to prepare routine samples and to observe, identify and report sample characteristics.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; written and verbal tests.

MSL973008A  PERFORM HISTOLOGICAL PROCEDURES
Description: This unit of competency covers the ability to perform straightforward histological procedures involving processing and sectioning (by hand or rotary microtome) of plant and animal tissues in paraffin wax.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks.

MSL974001A  PREPARE, STANDARDISE AND USE SOLUTIONS
Description: This unit of competency covers the ability to prepare, standardise and monitor the quality of solutions.
Nominal Hours: 100
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; written and verbal tests.

MSL974003A  PERFORM CHEMICAL TESTS AND PROCEDURES
Description: This unit of competency covers the ability to interpret chemical test requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine chemical tests/procedures. These tests will involve several measurement steps. The unit includes data processing and some interpretation of results and tracking of obvious test malfunctions where the procedure is standardised. However, personnel are not required to analyse data, optimise tests/procedures for specific samples or troubleshoot equipment problems where the solution is not apparent.
Nominal Hours: 100
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; written and verbal tests.

MSL974004A  PERFORM FOOD TESTS
Description: This unit of competency covers the ability to interpret food test requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine testing of raw food materials, in-process materials and final products. These tests will involve several measurement steps. The unit includes data processing and interpretation of results and troubleshooting obvious departures from standard procedures.
Nominal Hours: 130
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; assignment; workplace projects.

MSL974006A  PERFORM BIOLOGICAL PROCEDURES
Prerequisites: MSL973007A - PERFORM MICROSCOPIC EXAMINATION
MSL912001A - WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)
Description: This unit of competency covers the ability to interpret work requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine biological procedures, including sample preparation. These procedures may involve several steps and are used to classify cell types, species and biologically active compounds by analysing their biological and chemical characteristics. This unit includes data processing, interpretation of results and troubleshooting obvious departures from standard procedures.
Nominal Hours: 130
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; assignment; workplace projects.

MSL974007A  UNDERTAKE ENVIRONMENTAL FIELD-BASED MONITORING
Description: This unit of competency covers the ability to organise and undertake field monitoring programs that are primarily focused on the determination of physical and chemical parameters and/or observation and documentation of biological/ecological systems. It covers confirming the requirements of the monitoring activities, sampling, sample handling, physical and chemical monitoring and simple field-based analysis.
data collection and recording. It also covers field camp maintenance and field safety. The unit of competency covers gaining clearance for animal trapping, tagging, keeping or experimentation, but does not cover specific animal handling techniques. These tasks would only be performed under the guidance and supervision of a scientific officer.

Nominal Hours: 80
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks.

MSL974011A PREPARE TISSUE AND CELL CULTURES
Prerequisites: MSL973007A - PERFORM MICROSCOPIC EXAMINATION

Description: This unit of competency covers the ability to prepare primary tissue cultures for applications, such as maintenance of animal cell lines and propagation of plants by tissue culture and basic subculture procedures. Personnel are required to manipulate equipment and materials and samples to prevent contamination at all preparation stages. They will have ready access to enterprise procedures and will work under direct supervision.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; written and verbal tests.

MSL975001A PERFORM MICROBIOLOGICAL TESTS
Prerequisites: MSL974006A - PERFORM BIOLOGICAL PROCEDURES MSL973007A - PERFORM MICROSCOPIC EXAMINATION MSL912001A - WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)

Description: This unit of competency covers the ability to contribute to the culture, isolation and identification of micro-organisms, such as bacteria, fungi, viruses, protozoans, algae and parasites in order to investigate the physiology and pathology of plants and animals, monitor the natural environment, and to assist in the production of foods, pharmaceutical goods and other manufactured materials.

Nominal Hours: 140
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; written and verbal tests.

MSL975002A PERFORM HAEMATOLOGICAL TESTS
Prerequisites: MSL974006A - PERFORM BIOLOGICAL PROCEDURES MSL973007A - PERFORM MICROSCOPIC EXAMINATION MSL912001A - WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)

Description: This unit of competency covers the ability to determine levels, function, activity and interactions of cellular and plasma components of blood using tests and procedures identified with the discipline of laboratory haematology.

Nominal Hours: 130
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks.

MSL975003A PERFORM HISTOLOGICAL TESTS
Prerequisites: MSL974006A - PERFORM BIOLOGICAL PROCEDURES MSL973007A - PERFORM MICROSCOPIC EXAMINATION MSL912001A - WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)

Description: This unit of competency covers the ability to perform tests and procedures associated with processing and staining tissues for examination of tissue structure and abnormalities by pathologists and scientists to assist with disease diagnosis. The unit covers tests and procedures that are associated with anatomical pathology (including frozen sections), and may involve the use of automated processors and staining machines.

Nominal Hours: 150
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks.

MSL975004A PERFORM CHEMICAL PATHOLOGY TESTS
Prerequisites: MSL974006A - PERFORM BIOLOGICAL PROCEDURES MSL973007A - PERFORM MICROSCOPIC EXAMINATION MSL912001A - WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)

Description: This unit of competency covers the ability to perform tests and procedures associated with the detection and monitoring of tissue and bodily fluid responses to normal physiological processes and disease through the identification and quantifying of chemical components. It covers tests and procedures that are usually associated with the discipline of clinical biochemistry.

Nominal Hours: 130
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks.

MSL975006A PERFORM IMMUNOHAEOMATOLOGICAL TESTS
Prerequisites: MSL974006A - PERFORM BIOLOGICAL PROCEDURES MSL973007A - PERFORM MICROSCOPIC EXAMINATION MSL912001A - WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)

Description: This unit of competency covers the ability of technical personnel to perform routine tests and procedures that are part of the requirements of pre- and post-blood transfusion practice. The unit also covers tests and procedures that are indicated in laboratory investigations in obstetric and perinatal medicine, in suspected haemolysis and haemolytic episodes and in other clinical circumstances.

Nominal Hours: 80
FACULTY OF WORKFORCE DEVELOPMENT

Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; written and verbal tests.

MSL975009A  APPLY ROUTINE CHROMATOGRAPHIC TECHNIQUES

Prerequisites: MSL974003A - PERFORM CHEMICAL TESTS AND PROCEDURES MSL974004A - PERFORM FOOD TESTS MSL974006A - PERFORM BIOLOGICAL PROCEDURES MSL973007A - PERFORM MICROSCOPIC EXAMINATION MSL912001A - WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION) MSL973002A - PREPARE WORKING SOLUTIONS MSL974001A - PREPARE, STANDARDISE AND USE SOLUTIONS Requires MSL974003A or MSL974004A or (MSL974006A + MSL973007A+ MSL912001A ) and MSL973002A or MSL974001A
Description: This unit of competency covers the ability to analyse samples using routine chromatographic techniques. The unit also includes establishing client needs for routine and non-routine samples, optimising enterprise procedures and instruments for specific samples, obtaining valid and reliable data and reporting test results. Personnel are required to recognise atypical test data/results and troubleshoot common analytical procedure and equipment problems.
Nominal Hours: 120
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment; written and verbal tests.

MSL975022A  PERFORM FOOD ANALYSES

Description: This unit of competency covers the ability to analyse the nutrient and ingredient composition of foods and the identification and quantification of both chemical and biological contaminants within raw and processed foods. These tests may involve complex sample preparation followed by multi-staged and/or multi-instrumental analysis, immunoassay and computer-based nutrient analysis.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks.

NWP300B  PROVIDE AND PROMOTE CUSTOMER SERVICE

Description: This unit of competency describes the outcomes required to respond effectively to the needs of internal and external customers by applying organisational standards and processes. The ability to solve problems, communicate effectively and seek opportunities to improve service to customers is essential to performance.
Nominal Hours: 20
Required Reading: Nil.
Assessment: Assessment for this unit will be related to that of NWP303 With specific parts relating to adequately servicing the customer in the resolution of environmental issues. In addition learners will be expected to undergo reflective journaling via the use of a portfolio relating to external and internal customer issues in other units such as NWP345, NWP346, NWP360 and NWP363 Acceptable recognition evidence may include the learner’s position description validated by the workplace supervisor stating that acceptable customer service is provided by the learner.

PMLMAIN300B  MAINTAIN THE LABORATORY FIT FOR PURPOSE

Description: This unit of competency covers the general cleaning of work surfaces, cleaning and storage of equipment and the monitoring of laboratory stocks under direct supervision.
Nominal Hours: 30
Assessment: Assessment is competency based.

PMLOHS302A  PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY

Description: The purpose of this module is to provide learners with basic knowledge of safety principles and practice.
Nominal Hours: 40
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to use the material safely and to check that existing stocks are suitable for use. This unit assumes that

PMLTEST300B  PERFORM BASIC TESTS

Description: This unit of competency covers the ability to perform tests using standard methods and with access to readily available advice. Personnel are required to demonstrate close attention to the accuracy and precision of measurements and the data obtained. In general, they do not calibrate equipment and make only limited adjustments to the controls. The unit of competency does not cover interpretation or analysis of results or troubleshooting equipment problems.
Nominal Hours: 60
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to interpret enterprise procedure or standard methods accurately, use safety information (for example, MSDSs) and perform procedures safely, check test equipment before use, complete all tests within required timeline without sacrificing safety, accuracy or quality, calculate, record and present results accurately and legibly, maintain security, integrity and traceability of all samples, data/results and documentation, clean and maintain equipment. The anticipated methods of assessment will be oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

PMLMAIN303B  PREPARE WORKING SOLUTIONS

Description: This unit of competency covers the ability to prepare working solutions and to check that existing stocks are suitable for use. This unit assumes that calculations of quantities, choice of reagent grades and required dilutions will be specified by the supervisor.
Nominal Hours: 50
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to use appropriate materials, equipment and procedures to prepare solutions, follow appropriate OHS (and hygiene, if appropriate) procedures, use all equipment safely, efficiently and in accordance with enterprise procedures, use enterprise procedures to calculate concentrations, identify solutions not fit for use, use titrations to determine the concentration of solutions, label, store and dispose of solutions appropriately, record and present data appropriately. The anticipated methods of assessment will be oral and written questioning, practical demonstration, research assignment, written report.
Required Reading:

Nominal hours:

OUT UND LIMITED SUPERVISION WITHIN ORGANISATIONAL GUIDELINES. THE UNIT IS BASED ON

PROVIDE ADVANCED FIRST AID RESPONSE. IT REQUIRES THE ABILITY TO RECOGNISE AND RESPOND TO

DESCRIPTION:

LOCATIONS:

PRLTEST308A PERFORM MICROSCOPIC EXAMINATION

Description: This unit of competency covers the ability to prepare routine samples

and examine them using a light microscope, standard methods and readily available

advice. Personnel are required to set up microscopes for optimum resolution

and observe, identify and report sample characteristics. The unit covers limited

interpretation and analysis of results. Troubleshooting of equipment and procedures

is not required.

Nominal Hours: 40

Assessment: The critical aspects for assessment and evidence required in this unit

is proof that the learner has the ability to perform consistently

at the required standard the following: prevents cross contamination of sample source

and sample, manipulates equipment to prevent contamination of culture medium
during transfer, sterilises equipment as required to prevent cross contamination of

work area, personnel and environment. The candidate must be able to follow defined

OHS policies and procedures. The anticipated methods of assessment will be oral and

written questioning, practical demonstration, research assignment, written report.

PRLTEST305B PERFORM ASEPTIC TECHNIQUES

Description: This unit of competency covers the ability to perform aseptic techniques

to maintain the integrity of both the sample source and the sample. It applies to

sampling techniques in tissue culture and to generic microbiological procedures.

This unit of competency is applicable to laboratory assistants and technicians

working in the field or laboratory in the biomedical, biology, food and beverage

and environmental sectors of the industry.

Nominal Hours: 40

Assessment: The critical aspects for assessment and evidence required to demonstrate

competency in this unit is proof that the learner has the ability to perform consistently

at the required standard the following: prevents cross contamination of sample source

and sample, manipulates equipment to prevent contamination of culture medium
during transfer, sterilises equipment as required to prevent cross contamination of

work area, personnel and environment. The candidate must be able to follow defined

OHS policies and procedures. The anticipated methods of assessment will be oral and

written questioning, practical demonstration, research assignment, written report.

PRSS0327A PROVIDE ADVANCED FIRST AID


Description: This competency standard covers the skills and knowledge required to

provide advanced first aid response. It requires the ability to recognise and respond to

an emergency providing life support measures, managing the casualty and other first

aiders until the arrival of medical or other assistance. The functions would be carried

out under limited supervision within organisational guidelines. The unit is based on

Competency “B” in the National Guidelines for Integrating First Aid Competencies into

National Industry Competency Standards.

Nominal Hours: 24

Required Reading: No required text.

Assessment: Case studies, practical skills appraisal, theory test, instruction of injury

management.

PSPPM401B DESIGN SIMPLE PROJECTS


Description: This unit covers the planning and development of simple, generally low

risk projects that may be small scale and managed by one person or by a person

with a small team. It includes identifying project requirements, preparing a business

case, preparing the project plan and establishing project infrastructure. Contract

management requirements are not included as this aspect is addressed by units of

competency within the Competency Field of Procurement and Contract Management.

Nominal Hours: 65

Required Reading: Nil.

Assessment: Assessment will occur via the candidate developing a project in which

he/she puts together an educational presentation and delivers it to a key industry

target group. The learner will be expected to design the presentation, plan the delivery

schedule and fully assess the process for delivery schedule, resources involved and

effectiveness of delivery. This unit will be co-assessed with the units:

- RUV4207A CONDUCT COMMUNITY AWARENESS PROGRAMS
- BSBCM305A ORGANISE WORKPLACE INFORMATION

Acceptable recognition evidence may include a position description or resume validated

by a suitable workplace supervisor or expert which states that the learner designs

simple projects. At least one example of such projects would be expected to be

presented.

PSPREG404B INVESTIGATE NON-COMPLIANCE WITH LEGISLATION

Locations: Werribee, Industry, Other.

Other Locations: RSPCA Animal Shelter Burwood

Description: This unit covers identification of possible non-compliance and

recommendations for ensuing action. It includes initiating a preliminary investigation

to confirm non-compliance, and planning, conducting and finalising the investigation.

Nominal Hours: 30

Required Reading: Nil.

Assessment: Assessment will occur via workplace based tasks which show that

the learner can investigate non compliance with investigation. The learner will be

expected to investigate non compliance scenarios or critically analyse investigations

carried out in his/her workplace. This unit will be co-assessed with the following units:

- RUV4204A MANAGE CONFLICT
- PSPPREG405A ACT ON NON COMPLIANCE
- BSBCM305A ORGANISE WORKPLACE INFORMATION

Acceptable recognition evidence may include a position description or resume validated

by a suitable workplace supervisor or expert which states that the candidate

investigates non compliance. In addition at least two examples of investigations

should be presented for evaluation by the assessor. Some questioning may be

necessary to ensure learner understands his/her limitations in carrying out the

investigation.

PSPPREG405A ACT ON NON-COMPLIANCE WITH LEGISLATION

Locations: Werribee, Industry, Other.

Other Locations: RSPCA Animal Shelter Burwood

Description: This unit covers the competency to issue advice, instructions, warnings,
notices, fines and other actions in response to non-compliance situations. It includes
attending situations where non-compliance is suspected/alleged, and taking action on
non-compliance.

**Nominal Hours:** 30

**Required Reading:** Nil.

**Assessment:** Assessment will occur via workplace based tasks which show that the
learner can take appropriate action resulting from investigations on non-compliances.
The learner will be expected to act on non-compliance scenarios or critically analyse
actions taken from investigations in his/her workplace. This unit will be co-assessed
with the following units RUV4204A MANAGE CONFLICT PSPREG404A INVESTIGATE
NON COMPLIANCE BSBCMNV305A ORGANISE WORKPLACE INFORMATION Acceptable
recognition evidence may include a position description or resume validated
by a suitable workplace supervisor or expert which states that the candidate
investigates non-compliance. In addition at least two examples of actions taken from
investigations should be presented for evaluation by the assessor. Some questioning
may be necessary to ensure learner understands his/her drivers in taking the
appropriate action from the investigation outcome.

**RTC3310A** OPERATE SPECIALISED MACHINERY AND
**EQUIPMENT**

**Description:** Select and prepare specialised machinery and equipment for use;
Operate specialised machinery and equipment; Complete and report on specialised
machinery and equipment operation.

**Nominal Hours:** 60

**Assessment:** As per accredited curriculum.

**RTD3125A** RESPOND TO WILDLIFE EMERGENCIES

**Locations:** Werribee, Industry.

**Description:** This competency standard covers the process of evaluating and
coordinating a response to natural resource emergencies involving fauna. It requires
the ability to evaluate the type of emergency, implement and coordinate a response
to the emergency, care for affected animals, determine management options, remove
animal carcasses and complete debrief and prepare reports. Responding to wildlife
emergencies requires a knowledge of animal biology and general behaviour, health
risks associated with animals, public relations and media management, incident
management systems, state/territory emergency procedures and networks and
machinery and equipment operation.

**Nominal Hours:** 70

**Required Reading:** No required text.

**Assessment:** Assignment, written and online tests.

**RUV2101A** WORK IN THE ANIMAL CARE INDUSTRY

**Description:** Undertake an activity according to workplace requirements; Recognise
animals in the workplace.

**Nominal Hours:** 20

**Assessment:** Tests, assignments, presentations.

**RUV2102A** FOLLOW OHS PROCEDURES IN AN ANIMAL CARE
**ENVIRONMENT**

**Description:** Follow workplace procedures for hazard identification and risk control;
Observe safe practices during work operations; Work in a safe manner; Participate in
maintaining a safe workplace.

**Nominal Hours:** 40

**Assessment:** Activity sheets, test, journal.

**RUV2103A** ASSISTS WITH GENERAL ANIMAL CARE

**Description:** Handle and check animal’s general condition and health; Clean animal
housing.

**Nominal Hours:** 80

**Assessment:** Revisions, practical tests, assignments.

**RUV2104A** PROVIDE FOOD AND WATER FOR ANIMALS

**Description:** Prepare for feeding; Feed and water animals; Complete the feeding and
watering process.

**Nominal Hours:** 30

**Assessment:** Theory test, case studies, assignment, demonstration.

**RUV2105A** PARTICIPATE IN WORKPLACE COMMUNICATIONS

**Description:** Follow routine spoken messages; Perform workplace duties following
routine written notices; Obtain and provide information in response to workplace
requirements; Complete relevant work-related documents; Participate in workplace
meetings and discussions.

**Nominal Hours:** 20

**Assessment:** Listening skills, workplace documents folio, teamwork, presentations.

**RUV2106A** ASSIST WITH FOOD PREPARATION

**Description:** This unit of competency covers the process of assisting with the
preparation of food for animals, in particular bulk food items. One would be expected
to assist with the preparation of food, check food orders and clean and store relevant
equipment and materials.

**Nominal Hours:** 20

**Assessment:** As per accredited curriculum.

**RUV2107A** PROVIDE BASIC FIRST AID FOR ANIMALS

**Description:** Assess the situation; Apply basic first aid and basic care.

**Nominal Hours:** 30

**Assessment:** Theory test, assignment, presentation, practical exercise.

**RUV2108A** RESCUE ANIMALS AND APPLY BASIC ANIMAL
**CARE**

**Description:** This unit of competency covers the process of rescuing and restraining
animals and providing basic animal care. It requires the demonstration of knowledge
and skills to identify situations where assistance is required in the rescue of animals
and the management of animal stress and injuries.

**Nominal Hours:** 30

**Assessment:** As per accredited curriculum.

**RUV2401A** PREPARE FOR AND CONDUCT A TOUR OR
**PRESENTATION**

**Description:** This unit of competency covers the process of preparing for a tour or
presentation within a captive animal facility and conducting it to meet the needs of a
wide range of audiences.

**Nominal Hours:** 30
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

RUv2501A PROVIDE INFORMATION ON COMPANION ANIMALS, PRODUCTS AND SERVICES


Description: This unit of competency covers the process of providing basic information to customers on companion animal training, grooming and/or breeding establishments, and on products and services in a range of companion animal settings.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Project work, assignments and class activities.

RUv2601A CARRY OUT VETERINARY RECEPTION DUTIES

Description: Compile patient and client histories; Consult the duty veterinarian; Identify information requirements; Maintain clinic records.

Nominal Hours: 30

Assessment: Assignments, practical exercises, tests.

RUv2602A CARRY OUT DAILY CLINIC ROUTINES

Description: Maintain clinic hygiene; Carry out daily treatment of patients; Assist in stock control and clinic security.

Nominal Hours: 40

Assessment: Assignments, practical exercises, test.

RUv3101A CARRY OUT WORKPLACE OHS PROCEDURES

Description: Adapt OHS policies and procedures; Assist in workplace hazard identification and risk control; Observe safe practices during work operations; Participate in arrangements for maintaining the health and safety of all people in the workplace.

Nominal Hours: 50

Assessment: Activity sheets, presentations, tests, journal.

RUv3302A CONDUCT EUTHANASIA OF RESEARCH ANIMALS

Description: Prepare to conduct euthanasia of research animals; Carry out the euthanasia of animals; Complete the euthanasia of animals.

Nominal Hours: 40

Assessment: Theory test, assignment, practical exercises.

RUv3303A MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING

Description: Monitor and maintain the physical wellbeing of animals; Identify and act on signs of ill health in animals.

Nominal Hours: 50

Assessment: Theory tests, assignments, practical exercises.

RUv3305A CARRY OUT SIMPLE BREEDING PROCEDURES

Description: Select and prepare animals for breeding; Implement breeding procedures; Perform post-mating procedures.

Nominal Hours: 30

Assessment: Tests, Assignments.

RUv3306A WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION

Description: Access and comply with relevant legislation and information; Work ethically with animals; Identify animals; Anticipate, recognise and respond to signs of distress or grief in self.

Nominal Hours: 50

Assessment: Tests, assignments, presentation.

RUv3307A PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS


Description: Prepare for anaesthesia; Prepare animals for anaesthesia procedures; Assist in administering anaesthesia and monitoring animals; Provide post-anaesthetic care for animals; Maintain anaesthetic facilities and equipment.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assignments, practical exercises, tests.

RUv3401A REHABILITATE AND RELEASE NATIVE WILDLIFE

Locations: Werribee, Other.

Other Locations: Weekend workshop at Werribee campus and may include visits to wildlife parks.

Description: Provide immediate care for rescued animals; Rehabilitate rescued animals; Release native animals to natural environment.

Nominal Hours: 50

Required Reading: There are not required text for this unit.

Assessment: Students are required to do assignments and online tests.

RUv3402A WORK WITHIN A CAPTIVE ANIMAL INSTITUTION


Description: This unit of competency covers the process of working and communicating effectively within a captive animal institution. It requires knowledge of relevant agreements, legislative requirements and institutional policies and procedures and the ability to identify animals in the workplace. The unit is aimed at keepers and wildlife and animal attendants with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.

Nominal Hours: 60
FACULTY OF WORKFORCE DEVELOPMENT

Required Reading: No required text.
Assessment: Assignment, written and online tests.

RU3403A  PREPARE AND PRESENT INFORMATION TO THE PUBLIC


Description: This unit of competency covers the process of preparing and presenting information to internal staff members and members of the public and participating in other interpretive and learning functions within the institution. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.

Nominal Hours: 30
Required Reading: No required text.
Assessment: To be advised.

RU3404A  ASSIST WITH COLLECTION MANAGEMENT


Description: This unit of competency covers the process of recording information using animal species-management software and assisting with updating and implementing institutional and regional collection plans and species management. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.

Nominal Hours: 50
Required Reading: No required text.
Assessment: To be advised.

RU3405A  DEVELOP AN INSTITUTIONAL HUSBANDRY MANUAL


Description: This unit of competency covers the process of researching, consulting with others and writing an institutional husbandry manual for a particular species. It also requires one to regularly update and maintain the manual to ensure its currency and relevancy. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.

Nominal Hours: 20
Required Reading: No required text.
Assessment: Assignment, written and online tests.

RU3406A  PREPARE AND MAINTAIN ANIMAL HOUSING


Description: This unit of competency covers the process of determining housing that meets the behavioural and physical requirements of a particular animal species. It also includes the preparation, cleaning and routine maintenance required to maintain the appearance of an enclosure. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Assignment, written and online tests.

RU3407A  MAINTAIN EXHIBITS AND ASSIST WITH THEIR DESIGN


Description: This unit of competency covers the process of assisting with the design and development of exhibit and enclosure proposals. It also requires the daily maintenance of enclosures and exhibits, including pest detection and control. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Assignment, written and online tests.

RU3408A  PREPARE ANIMAL DIETS AND MONITOR FEEDING


Description: This unit of competency covers the process of preparing and presenting food to animals from at least four of the six major animal groups. It includes knowledge of types of foods and the impact of toxic plants and substances on animals, maintenance of food quality and preparation of food animals. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required...
to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one's own outputs and have limited responsibility for the output of others.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Assignment, written and online tests.

RUVT4909A MONITOR AND MAINTAIN ANIMAL HEALTH


Description: This unit of competency covers the process of monitoring illness or abnormal behaviour in animals, collecting pathology samples and administering authorised animal treatments. It also includes maintaining a quarantine area and implementing safe and hygienic work practices. The unit is aimed at keepers with one to three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one's own outputs and have limited responsibility for the output of others.

Nominal Hours: 60
Required Reading: No required text.
Assessment: Assignment, written and online tests.

RUVT410A CAPTURE, RESTRAIN AND ASSIST IN MOVING ANIMALS


Description: This unit of competency covers the process of planning the capture and restraint of animals that may need rescue, using safe and humane handling practices. It also requires identifying the requirements for moving or transferring animals from one location to another. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one's own outputs and have limited responsibility for the output of others.

Nominal Hours: 60
Required Reading: No required text.
Assessment: Assignment, written and online tests.

RUVT411A CARE FOR YOUNG ANIMALS

Locations: Werribee, Other.

Other Locations: This unit may include some excursions to animal care facilities

Description: Identify and assist with animal care needs; Monitor health and nutrition requirements for young animals.

Nominal Hours: 30
Required Reading: Nil.
Assessment: Students are required to complete assignments and online tests.

RUVT412A MONITOR ANIMAL REPRODUCTION


Description: This unit of competency covers the process of facilitating and monitoring reproduction needs in accordance with the institution’s breeding plan. The animals in the reproduction program may be either naturally or artificially reared. The unit is aimed at keepers or carers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one's own outputs and have limited responsibility for the output of others.

Nominal Hours: 30
Required Reading: No required text.
Assessment: Assignment, written and online tests.

RUVT413A CONDITION ANIMALS


Description: This unit of competency covers the process of providing husbandry care, making public presentations and conditioning animals in order to modify their behaviour. It requires formulating and demonstrating a conditioning plan based on operant conditioning techniques. The unit is aimed at keepers or carers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one's own outputs and have limited responsibility for the output of others.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Assignment, written and online tests.

RUVT414A IDENTIFY BEHAVIOURAL NEEDS AND IMPLEMENT IMPROVED HUSBANDRY


Description: This unit of competency covers the process of monitoring and identifying the individual, group and species-specific behaviour of animals in human care. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one's own outputs and have limited responsibility for the output of others.

Nominal Hours: 150
Required Reading: Nil.
Assessment: Students are required to complete assignments and online tests.

RUVT415A MONITOR HUSBANDRY NEEDS AND BEHAVIOURAL IMPROVEMENT


Description: This unit of competency covers the process of monitoring and identifying the individual, group and species-specific behaviour of animals in human care. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one's own outputs and have limited responsibility for the output of others.

Nominal Hours: 60
Required Reading: No required text.
Assessment: Assignment, written and online tests.
predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.

Nominal Hours: 30
Required Reading: No required text.
Assessment: Assignment, written and online tests.

RUVE3501A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE

Description: Provide information and advice on companion animal selection; Advise on housing and environmental requirements; Advise on health and nutritional requirements; Advise on additional products and services; Complete transactions.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Research worksheets, assignments, tests and practical assessment.

RUVE3502A PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS

Description: Provide information and advice on aquatic animal selection; Advise on housing for selected species; Advise on aquatic support systems; Advise on health and nutritional requirements; Complete aquatic animal sales transactions.
Nominal Hours: 30
Assessment: As per accredited curriculum.

RUVE3503A WORK EFFECTIVELY IN THE ANIMAL COMPANION FIELD

Description: Organise and complete daily work activities; Work ethically with companion animals; Communicate effectively with clients; Maintain companion animal records.
Nominal Hours: 40
Assessment: Tests, assignments, presentations.

RUVE3504A MONITOR AND MAINTAIN HEALTH OF COMPANION ANIMALS

Description: Follow effective personal health management practices; Monitor animal health needs; Administer animal treatments.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Classwork, tests, practical work, assignment.

RUVE3505A PROVIDE ENRICHMENT FOR COMPANION ANIMALS

Description: Observe and record animal behaviour; Implement enrichment strategies; Record enrichment information.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Worksheets, assignments, tests.

RUVE3506A CAPTURE, HANDLE AND TRANSPORT COMPANION ANIMALS

Description: Plan the capture and restraint of companion animals; Capture animals; Prepare animals for movement.
Nominal Hours: 30
Assessment: As per accredited curriculum.

RUVE3507A CARRY OUT COMPANION ANIMAL BREEDING PROCEDURES

Description: Facilitate reproduction; Implement breeding procedures; Perform post-mating procedures.
Nominal Hours: 50
Assessment: Tests and assignments.

RUVE3508A PREPARE COMPANION ANIMAL DIETS AND MONITOR FEEDING

Description: Maintain food quality and hygiene standards; Prepare diets and feeding strategies; Breed and euthanase food animals as required; Feed animals.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assignments, practical exercises, tests.

RUVE3509A MAINTAIN AQUASCAPES AND AQUATIC ANIMALS

Description: Follow effective personal health management practices; Identify unhealthy aquatic animals; Sample, analyse and adjust aquascape water quality; Administer aquatic animal treatments.
Nominal Hours: 30
Assessment: Classroom participation and submission of set activities, assignment, practical work, practical reports.

RUVE4101A IMPLEMENT AND MONITOR THE ORGANISATION'S OHS PROGRAM

Description: This unit of competency covers the process of implementing and monitoring the organisation’s occupational health and safety (OHS) program. It requires the ability to provide OHS information to the work group, identify hazards and assess and control risks. It also requires the ability to deal with emergencies and hazardous events and maintain relevant records.
Nominal Hours: 70
Required Reading: Nil.
Assessment: Assessment will occur via workplace based tasks which show that the candidate can effectively work within the workplace OHS system. In particular the learner will need to show that he/she can detect potential hazards and deal with them effectively, ensure that OHS issues are clearly communicated with the team and effectively use records to maintain the OHS system. This unit will be co-assessed with the following units RUVE4202A ASSESS AND IMPOUND ANIMALS RUVE4208A.
COORDINATE SEIZURE OF ANIMALS LNGEHRR304A OPERATE AND MAINTAIN COUNCIL FACILITIES RUV4206A CARRY OUT POUND PROCEDURES BSBCMCM305A ORGANISE WORKPLACE INFORMATION Acceptable recognition evidence may include a position description or resume validated by a suitable workplace supervisor or expert which states that the candidate works within the workplace OHS system effectively. This evidence should specify all OHS related tasks carried out by the learner.

RU

V4201A COMPLY WITH ANIMAL CONTROL AND REGULATION REQUIREMENTS
Locations: Werribee, Industry, Other.
Description: Animal control and regulation sector and requires the ability to obtain information about the industry, participate in workplace teams and keep accurate records. It also requires the ability to identify legislative requirements within the animal control and regulation sector and apply them to day-to-day work activities.
Nominal Hours: 60
Required Reading: Nil.
Assessment: Assessment will occur via workplace based tasks which show that the candidate can competently work within an animal control and regulation workplace quality system. This will require the learner being able to access legislative and other regulatory information as well as acceptably satisfying quality requirements in all aspects of his/her workplace. This unit will be co-assessed with the following units: RUV4206A CARRY OUT POUND PROCEDURES RUV4209A PREPARE AND PRESENT ANIMAL CONTROL AND REGULATION CASE LNGEHRR304A OPERATE AND MAINTAIN COUNCIL FACILITIES Acceptable recognition evidence may include a position description or resume validated by a suitable workplace supervisor or expert which states that the candidate works within the workplace quality system along with examples of workplace documentation completed by the learner. Questioning may be necessary about learner knowledge of quality concepts or legislation.

RU

V4202A ASSESS AND IMPOUND ANIMALS
Locations: Industry, Other.
Other Locations: RSPCA Animal Shelter Burwood
Description: Routine situations in an animal control and regulation environment. It requires the ability to assess a given situation and implement appropriate action to seize, handle and transport animals. Working within animal control and regulation also requires knowledge of relevant legislation and organisational policies and procedures.
Nominal Hours: 60
Required Reading: Nil.
Assessment: Assessment will occur via workplace based tasks designed to show that the learner can assess and impound animals, working both individually and as part of a team. Assessment will constitute both simulated applications as well as work based tasks. This unit will be co-assessed with the following units: RUV4203A RESPOND TO ANIMAL BEHAVIOUR RUV4208A COORDINATE SEIZURE OF ANIMALS RUV4204A MANAGE CONFLICT SITUATIONS WITHIN AN ANIMAL CONTROL AND REGULATION ENVIRONMENT Acceptable recognition evidence may include a position description or resume validated by a suitable workplace supervisor or expert which states that the candidate competently and safely assessing and responding to animal behaviour. This unit will be co-assessed with the following units RUV4202A ASSESS AND IMPOUND ANIMALS RUV4208A COORDINATE SEIZURE OF ANIMALS Acceptable recognition evidence may include a position description and also a reference from a suitable workplace supervisor or expert which states that the candidate works within the workplace quality system effectively. This evidence should list all potential environments which the learner participates in animal impounding or equivalent as part of his/her work duties. Actual cases should also be presented, where learner has carried out impounding both individually and as part of a team. Some questioning of the learner about specialist techniques in this area may also be necessary.

RU

V4203A IDENTIFY AND RESPOND TO ANIMAL BEHAVIOUR
Locations: Werribee, Industry, Other.
Other Locations: RSPCA Animal Shelter Burwood
Description: This unit of competency covers the process of identifying animals and their behaviour in the context of an animal control and regulation environment during day-to-day activities. It requires an ability to recognise and identify animals and assess, interpret, anticipate and respond to the behaviour of an animal. It requires an appreciation of the owner - animal - environment triangle of effect that influences behavioural expressions. Working within animal control and regulation also requires knowledge of relevant legislation and organisational policies and procedures.
Nominal Hours: 60
Required Reading: Nil.
Assessment: Assessment will consist of observation of animal assessment and response techniques both in a simulated environment and in the workplace. The learner will be expected to demonstrate to the assessor that he/she is capable of competently and safely assessing and responding to animal behaviour. This unit will be co-assessed with the following units RUV4202A ASSESS AND IMPOUND ANIMALS RUV4208A COORDINATE SEIZURE OF ANIMALS Acceptable recognition evidence may include a position description and also a reference from a suitable workplace supervisor or expert which states that the candidate works within the workplace quality system effectively. This evidence should specify all OHS related tasks carried out by the learner.

RU

V4204A MANAGE CONFLICT SITUATIONS WITHIN AN ANIMAL CONTROL AND REGULATION ENVIRONMENT
Locations: Werribee, Industry, Other.
Other Locations: RSPCA Animal Shelter, Burwood
Description: This unit of competency covers the process of handling and resolving disputes and /or conflict situations that may arise in activities undertaken by personnel operating in an animal control and regulation environment. It requires the ability to communicate well with others through negotiation and mediation and to have an appreciation of highly emotional circumstances.
Nominal Hours: 30
Required Reading: Nil.
Assessment: Assessment will occur via workplace based tasks designed to show that the learner can effectively and competently manage conflict situations within his/her workplace. Assessment will be based on management of internal as well as external conflict. This unit will be co-assessed with the following units PSPREG404A INVESTIGATE NON COMPLIANCE RUV4208A COORDINATE SEIZURE OF ANIMALS Acceptable recognition evidence may include a reference from a suitable workplace supervisor or expert which states that the candidate competently and safely assessing and responding to animal behaviour. The context in which the learner does this should be described. Some questioning of the learner about specialist techniques in this area may also be necessary.

RU

V4206A CARRY OUT POUND PROCEDURES
Locations: Werribee, Industry, Other.
Other Locations: RSPCA Animal Shelter Burwood
Description: This unit of competency covers the process of providing appropriate management of impounded and surrendered animals including receiving animals, maintaining pound hygiene, providing the appropriate level of care for animals and discharging animals accordingly. It requires the ability to gather information on the animals received, process appropriate documentation and ensure that the pound and its facilities are clean and that hygiene is maintained. It also requires an ability to provide care for animals within the pound and assist in the preparation of animals for discharge. Working within animal control and regulation requires knowledge of relevant legislation and organisational policies and procedures.
Nominal Hours: 30
Required Reading: Nil.
Assessment: Assessment will occur via workplace based tasks which show that
the candidate can effectively carry out pound procedures. Assessment will occur by demonstration of specific tasks as well as production of evidence that tasks are carried out in the workplace. This unit will be co-assessed with the following units: BSCLM005A ORGANISE WORKPLACE INFORMATION, LGAEHRR304A OPERATE AND MAINTAIN COUNCIL FACILITIES. Acceptable recognition evidence may include a position description validated by a suitable workplace supervisor or expert which states that the learner works in a pound acceptably. A reference stating that the learner carries out his/her duties is also useful. This unit may also be carried out by demonstration of specific tasks, preparing and delivering presentations to interested groups, developing a multimedia presentation of this process as part of their assessment. It would be expected that the learner has appeared in court for at least two cases.

**Nominal Hours:** 80

**Assessment:** Assessment will occur via workplace based tasks which show that the candidate can effectively carry out a pound control and regulation case. It will include mock court hearings in which the learner gives evidence in a ‘legal’ setting. Other aspects of assessment will involve the learner completing necessary paperwork for the regulation case. This unit will be co-assessed with the following units: PSPPM401B DEVELOP A PROJECT. Acceptable recognition evidence may include a position description and/or resume validated by a suitable workplace supervisor or expert which states that the candidate has prepared and presented animal control and test cases. It must show that the learner has appeared in court for at least two cases. Questioning may be necessary over knowledge of legal responsibilities for the learner in this context.

**RUV4207A  CONDUCT COMMUNITY AWARENESS PROGRAMS**

**Locations:** Werribee, Industry.

**Description:** This unit of competency covers the process of contributing to the development and improvement of community programs as well as preparing, delivering and evaluating programs to increase community awareness on matters relating to animal control and regulation. It requires an ability to research information, prepare materials and deliver programs in order to meet the needs and expectations of the community.

**Nominal Hours:** 40

**Assessment:** Assessment will occur via the candidate taking the project developed in the unit PSPPM401B and delivering it to the relevant section of the community. The learner will plan the delivery schedule, deliver the presentation and fully assess the process for delivery schedule, resources involved and effectiveness of delivery. This unit will be co-assessed with the unit PSPPM401B. Develop a project. Acceptable recognition evidence may include a position description or resume validated by a suitable workplace supervisor or expert which states that the learner regularly conducts community awareness programs. At least one example of such programs would be expected to be presented.

**RUV4208A  COORDINATE SEIZURE OF ANIMALS**

**Locations:** Werribee, Industry.

**Description:** This unit of competency covers the process of coordinating a seizure plan and the seizing of animals that may be aggressive, dangerous, injured or large. It principally involves non-routine situations involving aggressive dogs and livestock and requires the ability to assess a given situation, coordinate an appropriate action plan and seize the animals.

**Nominal Hours:** 30

**Required Reading:** Nil.

**Assessment:** Assessment will occur via the candidate developing a project in which he/she coordinates the effective seizure of an animal. The learner will be expected to produce a multimedia presentation of this process as part of their assessment. If necessary the learner will demonstrate the seizure procedure in the presence of the VU assessor. This unit may be assessed according to the following units: RUV4202A ASSESS AND IMPOUND ANIMALS, RUV4203A IDENTIFY AND RESPOND TO ANIMAL BEHAVIOUR, RUV4204A MANAGE CONFLICT SITUATIONS WITHIN ANIMAL CONTROL AND REGULATION CONTEXT. Acceptable recognition evidence may include a position description or resume validated by a suitable workplace supervisor or expert which states that the learner carries out effective seizure of animals as part of their work duties.

**RUV4209A  PREPARE AND PRESENT ANIMAL CONTROL AND REGULATION CASE**

**Locations:** Werribee, Industry, Other.

**Other Locations:** RSPCA Animal Shelter Facilities, Burwood

**Description:** This unit of competency covers the process of conducting interviews, preparing evidence and presenting evidence for animal control and regulation cases. It requires the ability to interview and record statements from witnesses and suspects, collect information relating to the case, identify admissible evidence and prepare case briefs. It also requires an ability to prepare for case proceedings, present evidence and follow up on the outcomes of the proceedings. Working within animal control and regulation also requires knowledge of relevant legislation and organisational policies and procedures.

**Nominal Hours:** 80

**Assessment:** Assessment will occur via workplace based tasks which show that the candidate can effectively carry out a pound control and regulation case. It will include mock court hearings in which the learner gives evidence in a ‘legal’ setting. Other aspects of assessment will involve the learner completing necessary paperwork for the regulation case. This unit will be co-assessed with the following units: PSPPM401B INVESTIGATE NON-COMPLIANCE WITH LEGISLATION, SPSREG405A ACT ON NON COMPLIANCE. Acceptable recognition evidence may include a position description and/or resume validated by a suitable workplace supervisor or expert which states that the candidate has prepared and presented animal control and test cases. It must show that the learner has appeared in court for at least two cases. Questioning may be necessary over knowledge of legal responsibilities for the learner in this context.

**RUV4509A  PROVIDE PROFESSIONAL COMPANION ANIMAL GROOMING SERVICES**

**Locations:** Footscray Nicholson, Werribee, Industry.

**Description:** This unit of competency covers the process of providing professional grooming services for companion animals at their home or at a companion animal facility. The unit requires an assessment of the health and condition of the animal’s coat and determining the animal’s grooming needs with the client (owner). It requires skills and knowledge to undertake industry-recognised grooming procedures in accordance with client requirements. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions in this unit involve the identification and application of knowledge and skills to a wide variety of contexts with depth in some areas. One would be expected to identify, analyse and evaluate information from a variety of sources, take responsibility for one’s own outputs and have limited responsibility for the quantity and quality of the output of others.

**Nominal Hours:** 150

**Required Reading:** No text required.

**Assessment:** Research worksheets, assignments, tests and practical assessments.

**RUV4510A  PROVIDE COMPANION ANIMAL HYDRO-BATHING SERVICES**

**Locations:** Werribee, Industry.

**Description:** This unit of competency covers the process of conducting interviews, preparing evidence and presenting evidence for animal control and regulation cases. It requires the ability to interview and record statements from witnesses and suspects, collect information relating to the case, identify admissible evidence and prepare case briefs. It also requires an ability to prepare for case proceedings, present evidence and follow up on the outcomes of the proceedings. Working within animal control and regulation also requires knowledge of relevant legislation and organisational policies and procedures.

**Nominal Hours:** 80

**Assessment:** Assessment will occur via workplace based tasks which show that the candidate can effectively carry out a pound control and regulation case. It will include mock court hearings in which the learner gives evidence in a ‘legal’ setting. Other aspects of assessment will involve the learner completing necessary paperwork for the regulation case. This unit will be co-assessed with the following units: PSPPM401B INVESTIGATE NON-COMPLIANCE WITH LEGISLATION, SPSREG405A ACT ON NON COMPLIANCE. Acceptable recognition evidence may include a position description and/or resume validated by a suitable workplace supervisor or expert which states that the candidate has prepared and presented animal control and test cases. It must show that the learner has appeared in court for at least two cases. Questioning may be necessary over knowledge of legal responsibilities for the learner in this context.

**RUV4511A  PROVIDE TRAINING ADVICE TO COMPANION ANIMAL OWNERS**

**Locations:** Werribee, Industry.

**Description:** This unit of competency covers the process of developing, monitoring and reviewing the training plans and programs of companion animals and their owners. Training may be conducted in one-on-one sessions with animals and their owners (clients) and may take place in public open spaces, in private residences or at agreed alternative venues. Training animals and their owners requires knowledge of different
animals and breeds, different training equipment and its use as well as a variety of training methods. It also requires communication and collaboration skills in order to determine clients' needs and to provide advice and assistance as required. In addition to legal and ethical responsibilities, units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions in this unit involve the identification and application of knowledge and skills to a wide variety of contexts with depth in some areas. One would be expected to identify, analyse and evaluate information from a variety of sources, take responsibility for one's own outputs and have limited responsibility for the quantity and quality of the output of others.

Nominal Hours: 60
Required Reading: No required text.
Assessment: Research worksheets, assignments, tests and practical assessments.

RUV4512A  CONDUCT COMPANION ANIMAL TRAINING CLASSES

Description: This unit of competency covers the process of conducting training classes for companion animals and their owners. It involves developing, conducting and evaluating training classes that include behavioural training in obedience, agility and socialisation. Training animals and their owners requires knowledge of different animals and breeds, different training equipment and its use as well as knowledge of different training methods. It also requires communicating with and directing animal owners during classes. Training will be conducted in group sessions with animals and owners and will generally take place in public open spaces. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions in this unit involve the identification and application of knowledge and skills to a wide variety of contexts with depth in some areas. One would be expected to identify, analyse and evaluate information from a variety of sources, take responsibility for one's own outputs and have limited responsibility for the quantity and quality of the output of others.

Nominal Hours: 100
Required Reading: No required text.
Assessment: Research worksheets, assignments, tests and practical assessment.

RUV4601A  COORDINATE PATIENT ADMISSION AND DISCHARGE

Description: Co-ordinate clinic admissions; Provide veterinary nursing care; Provide grief support to clients; Implement discharge procedures.

Nominal Hours: 40
Assessment: Observation of practical work, worksheets, assignment, test.

RUV4602A  APPLY RADIOGRAPH ROUTINES

Description: Prepare radiographic environment; Prepare radiographic equipment; Implement radiographic procedures; Carry out post-radiographic procedures.

Nominal Hours: 70
Assessment: Workplace assessment, assignments, worksheets, practical exercises, tests.

RUV4604A  PERFORM CLINIC OFFICE PROCEDURES

Description: Maintain veterinary supplies; Maintain clinic accounts; Process and prepare correspondence.

Nominal Hours: 30
Assessment: Workplace skills log, worksheets, class activities, tests.

RUV4605A  CARRY OUT SURGICAL NURSING ROUTINES

Description: Prepare for surgical procedures; Provide support for surgical routines; Monitor patients and anaesthesia; Perform postoperative procedures.

Nominal Hours: 80
Assessment: Tests, assessments, assignment.

RUV4606A  NURSE ANIMALS

Description: Identify patients and monitor clinical signs; Communicate with clients concerning hospitalised patients; Provide animal care in pain situations; Care for animals; Care for hospitalised animals.

Nominal Hours: 80
Assessment: Class work, log book, tests, practical and oral exams, assignment.

RUV4607A  CARRY OUT MEDICAL NURSING ROUTINES

Description: Prepare for and assist with medical procedures; Prepare for specific clinic routines.

Nominal Hours: 30
Assessment: Tests, worksheet, workplace skills.

RUV4608A  COORDINATE AND PERFORM THEATRE ROUTINES

Description: Prepare surgery schedules; Implement surgery preparations; Clean, maintain and store theatre instruments, equipment and supplies; Carry out postoperative theatre routines.

Nominal Hours: 40
Assessment: class work, tests, assignments, presentation.

RUV4611A  PREPARE, DELIVER AND REVIEW ANIMAL CARE EDUCATION PROGRAMS


Description: Communicate with local community groups; Prepare animal care education material; Deliver and review animal care education programs.

Nominal Hours: 50
Required Reading: None required.
Assessment: Projects, assignments and class activities.

RUV4612A  COORDINATE CLINIC PROMOTIONAL ACTIVITIES

Description: Establish, market and implement promotional strategies; Promote clinic.

Nominal Hours: 50
Assessment: As per accredited curriculum.
FACULTY OF WORKFORCE DEVELOPMENT

RU54613A DEVELOP AND IMPLEMENT SPECIFIC CLINIC POLICIES
Description: Prepare, develop and implement clinic policies; Communicate clinic policies to all personnel.
Nominal Hours: 50
Assessment: As per accredited curriculum.

RU5301A CARRY OUT BREEDING PROCEDURES
Description: Select animals and prepare for breeding; Implement breeding procedures; Perform post-mating procedures; Name and record animals.
Nominal Hours: 40
Assessment: Assignment, worksheet, tests and project.

RU5302A CARRY OUT POST MORTEM EXAMINATION OF A RESEARCH ANIMAL
Description: Prepare to conduct the post-mortem examination; Carry out the post-mortem examination; Complete the post-mortem examination.
Nominal Hours: 80
Assessment: Tests, assignment, case study, case report, practical exercises.

RU5303A MANAGE NUTRITION OF RESEARCH ANIMALS
Description: Determine the nutritional requirements of research animals; Formulate and modify effective feed regimes, diets and methods; Evaluate feed regimes, diets and methods; Manage feeding process.
Nominal Hours: 40
Assessment: Tests, assignments, presentations.

RU5305A MONITOR AND MAINTAIN THE HEALTH OF RESEARCH ANIMALS
Description: Monitor the health status of laboratory animals; Investigate and recognise disease processes in research animals; Treat, prevent and control disease in laboratory animals; Identify the way in which disease processes may influence the design and outcome of experiments in laboratory animals.
Nominal Hours: 80
Assessment: Tests, assignment, case study, case report, practical exercises.

RU5306A PLAN AN ANIMAL TECHNOLOGY FACILITY
Description: Identify and document user requirements; Plan accommodation for animals; Develop the facility design and construction brief; Monitor the design and construction of the facility.
Nominal Hours: 60
Assessment: Assignments, questions, simulation.

RU5307A MANAGE LABORATORY PROCEDURES
Description: Manage laboratory testing procedures; Manage biological laboratory procedures; Manage procedures for preparing working solutions; Manage laboratory cleaning procedures.
Nominal Hours: 100
Assessment: Assignments, simulation, tests.

RU5308A ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES
Description: Prepare facilities, equipment and personnel; Prepare animals for anaesthesia and surgery for scientific purposes; Induce, maintain and monitor anaesthesia in animals; Perform basic surgery on animals; Provide post-anaesthetic and post-operative care for animals; Maintain facilities and equipment.
Nominal Hours: 60
Assessment: Theory tests, assignments, case studies, practical exercises.

SRCAQU003B RESPOND TO AN AQUATIC EMERGENCY USING BASIC WATER RESCUE TECHNIQUES
Description: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge to identify and evaluate an aquatic emergency and perform a basic water rescue. These situations will usually involve an individual response.
Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRCAQU006B SUPERVISE CLIENTS AT AN AQUATIC FACILITY OR ENVIRONMENT
Description: This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills to supervise clients at an aquatic recreation facility or environment to minimise risk.
Nominal Hours: 15
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRCAQU007B RESPOND TO AN AQUATIC EMERGENCY USING ADVANCED WATER TECHNIQUES
Description: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge to identify and evaluate a major aquatic emergency and perform an advanced water rescue. These situations will usually involve a team response.
Nominal Hours: 15
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRCCAP005A PERFORM WARM-UP STRETCHING AND COOL-DOWN TECHNIQUES BEFORE AND AFTER PARTICIPATION IN AN ACTIVITY
Locations: Footscray Park, Industry, Other.
Other Locations: VETiS
Description: This unit has been developed for the Community Recreation Industry Training Package and covers the implementation of basic warm-up, stretching and cool-down programs to assist clients prepare for participation in a community activity program and also aid in the recovery from the program.
Nominal Hours: 15
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.
SRCCRD002B  APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK

Locations: Footscray Park, Industry, Other.
Other Locations: VETiS

Description: Prepare to undertake work in community recreation; Operate within a community development framework; Meet duty of care and legal responsibilities; Provide a non-discriminatory service; Work within policies to meet client needs and organisation objectives.

Nominal Hours: 15
Required Reading: No required text.
Assessment: As per accredited curriculum.

SRCCRD003B  PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION

Locations: Footscray Park, Other.
Other Locations: VETiS

Description: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge required to apply the principles of equity and access in a community recreation work environment.

Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRCCRD007B  DEVELOP RECREATION

Description: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge necessary for programming of recreation activities in a variety of community recreation settings.

Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRCCRD008B  WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS

Description: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge to develop an effective relationship with key personnel in government and other key agencies to assist with community recreation service delivery.

Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRCCRO002B  RESPOND TO CLIENTS AT RISK

Description: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge required to respond to clients at risk in a community recreation environment.

Nominal Hours: 15
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRCCRO003B  APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING

Description: Prepare for point of sale transactions; Perform point of sale transactions; Complete point of sale transactions; Reconcile takings.

Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRCCRO004B  WORK WITH A BUDGET FOR A RECREATION INITIATIVE OR PROGRAM

Description: This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills required to disburse funds and to ensure all appropriate records are kept and statutory regulations and compliances are met for a community recreation activity, event or program.

Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRCCRO005B  DEVELOP A BUDGET FOR A RECREATION INITIATIVE

Description: This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills required to respond effectively to volunteers in a recreation organisation or environment.

Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFAHN001A  MAKE REFERRALS AND WORK COLLABORATIVELY WITH ALLIED HEALTH PROFESSIONALS WHERE APPROPRIATE

Description: Communicating ideas and information; Collecting analysing and organising information; Planning and organising activities; Working with others and in teams; Using mathematical ideas and techniques; Solving problems; Using technology.

Nominal Hours: 15
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFAHN002A  RECEIVE AND RESPOND TO REHABILITATION REFERRALS FROM ALLIED HEALTH PROFESSIONALS

Description: Communicating ideas and information; Collecting analysing and organising information; Planning and organising activities; Working with others and in teams; Using mathematical ideas and techniques; Solving problems; Using technology.

Nominal Hours: 15
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFAQA001B  INSTRUCT WATER BASED FITNESS CLASSES FOR LOW RISK CLIENTS


Description: This unit has been developed for the Fitness Industry Training Package and covers the knowledge and skills to plan, choreograph and instruct basic water based fitness classes for low risk client groups.
SRFFIT003B   UNDERTAKE CLIENT INDUCTION AND SCREENING

Locations: Footscray Park, Industry.

Description: Conduct a pre-test screening procedure to identify whether a medical appointment should be recommended to clients; Determine the fitness goals and current physical activity patterns of clients; Motivate and encourage clients to adhere to exercise programs; Conduct a basic fitness appraisal; Interpret and apply the results of a basic fitness appraisal to the fitness program for a client; Motivate the client.

Nominal Hours: 10
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT004A   DEVELOP BASIC FITNESS PROGRAMS

Locations: Footscray Park, Industry.

Description: Gather pre-programming information, including a client's current fitness level; Develop a basic exercise plan of general activities suited to client's needs, lifestyle and exercise preferences; Develop a fitness program for clients; Give clear and effective instruction ensuring effective services provision and vocal effectiveness; Supervise fitness activities and fitness appraisals in a manner that makes the client feel at ease, safe and motivated; Review and adapt a client's exercise program in accordance with their progress; Display an appropriate instructional style.

Nominal Hours: 20
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT004B   DEVELOP BASIC FITNESS PROGRAMS

Locations: Footscray Park, Industry, Other.
Other Locations: SEDA Program

Description: Gather pre-programming information, including a client's current fitness level; Develop a basic exercise plan of general activities suited to client's needs, lifestyle and exercise preferences; Develop a fitness program for clients; Give clear and effective instruction ensuring effective services provision and vocal effectiveness; Supervise fitness activities in a manner that makes the client feel at ease, safe and motivated; Review and adapt a client’s exercise program in accordance with their progress; Display an appropriate instructional style.

Nominal Hours: 20
Required Reading: No reading required.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT005B   APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION

Locations: Footscray Park, Industry.

Description: Anatomical terminology and descriptions of the musculoskeletal structure of the body are used when instructing clients; Relate the functioning of the cardio-respiratory system to exercise instruction; Apply a knowledge of the body’s energy systems to exercise instruction; Use a knowledge of the lever systems of the human body and resistance equipment to set safe and effective exercise intensities; Demonstrate and apply an understanding of the factors that motivate people to commence and stay with a long term fitness program.

Nominal Hours: 15
Assessment: Assessment may include assignment, presentation, written and practical tasks, case studies and research.

SRFFIT006B USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT

Locations: Footscray Park, Industry.

Description: Conduct basic maintenance of equipment and facilities of a fitness centre; Assist clients in the safe operation of the major types of equipment used in a fitness centre.

Nominal Hours: 10

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT007B UNDERTAKE RELEVANT EXERCISE PLANNING AND PROGRAMMING

Description: Use the principles and variables of programming that underlie exercise planning; Use a structured approach to exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plans for fitness industry clients.

Nominal Hours: 20

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT008B UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION

Description: This unit has been developed for the Fitness Industry Training Package and covers the knowledge and skills required to utilise a broad knowledge of exercise science principles in fitness training.

Nominal Hours: 30

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT009B UNDERTAKE POSTURAL APPRAISAL OF LOW RISK CLIENTS

Description: Prepare clients for postural appraisal; Assess low risk client’s range of movement at relevant joints; Analyse low risk client’s static posture; Observe client’s dynamic posture whilst performing fitness exercises and fitness activities; Deliver suitable exercises for clients with postural concerns with allied health professionals; Provide information to clients relating to posture; Work as part of an allied health team.

Nominal Hours: 20

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT010B UTILISE A BROAD RANGE OF FITNESS EQUIPMENT

Description: Plan an arrangement of equipment within a fitness facility; Evaluate and select equipment for a fitness facility; Develop and conduct general maintenance procedures for a fitness facility; Demonstrate and instruct the use of cardio-vascular equipment; Demonstrate and instruct the use of free weight equipment; Demonstrate and instruct the use of innovative exercise equipment.

Nominal Hours: 50

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT011B PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS

Description: Screen clients for health, medical or injury conditions; Apply exercise considerations and guidelines to clients with identified special requirements.

Nominal Hours: 20

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT012B UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS

Locations: Footscray Park, Industry.

Description: Implement motivational theory in fitness activities; Utilise motivational psychology; Demonstrate effective non verbal communication; Describe and demonstrate barriers to communication; Utilise arousal techniques to motivate clients.

Nominal Hours: 20

Required Reading: Not Required.

Assessment: The following methods will be used in assessing this unit: class notes, test/quizzes, practical assessments and on the job learning (simulated and real environment).

SRFFIT013B PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION

Locations: Footscray Park, Industry.

Description: Explain the general principles of nutrition and health to clients; Estimate the body composition of clients; Develop and deliver an exercise plan and program designed to improve the body composition of low risk clients; Provide information about appropriate dietary modifications to reduce the level of body composition of low risk clients.

Nominal Hours: 20

Required Reading: Not required.

Assessment: The following methods will be used in assessing this unit: class notes, practical assessments, tests and on the job learning (simulated and real environment).

SRFFIT014A PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS

Description: Apply a knowledge of the systems of the human body to movement and exercise; Apply an understanding of the structure and function of musculoskeletal system when providing information about fitness programs; Relate the structure and function of the cardiovascular system and respiratory system to fitness activities; Provide information about the structure and function of the digestive system; Apply knowledge of the structure and function of the nervous system to fitness activities.

Nominal Hours: 50

Assessment: Assignment, presentation, written and practical tasks, case studies, research.
SRFFIT015A PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES

Description: Explain the relationship between nutrition, health and fitness to clients; Provide basic advice to clients about the fundamental principles of health eating; Provide nutritional information to clients regarding body composition management; Support fitness clients with body image issues; Refer client to allied health professionals or medical professional for further information or consultation.

Nominal Hours: 50
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT016A APPLY INFORMATION FROM POSTURAL APPRAISALS TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS

Description: Undertake client induction and screening for clients; Conduct postural appraisals tests to evaluate the clients mobility, stability, muscle strength and endurance; Observe and evaluate a client’s dynamic posture through observation of gait; Plan and design exercise programs for moderate risk clients with postural concerns, under the guidance of allied health professionals.

Nominal Hours: 60
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT017A PROVIDE NUTRITION INFORMATION TO CLIENTS WITH SPECIFIC REQUIREMENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES

Description: Collect information about the client’s current medical and nutritional status; Recognise clients with specific nutritional requirements; Determine the clients specific nutritional requirements; Provide nutritional information to clients with specific nutritional requirements, under the guidance of medical and allied health professionals; Develop and utilise a network of medical and allied health professionals to assist clients to implement a healthy eating plan.

Nominal Hours: 60
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT018A APPLY ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS

Description: Apply extensive knowledge of musculoskeletal anatomy and physiology to the prescription of exercise for moderate risk clients; Apply extensive knowledge of the anatomy and physiology of the cardiovascular system and respiratory system to the planning and delivering exercise programs for moderate risk clients; Relate the structure and function of the lymphatic system to exercise and exercise related injuries; Apply knowledge of the structure and function of the nervous system to exercise and fitness activities; Apply extensive knowledge of the anatomy and physiology of the endocrine system to the planning of exercise programs for moderate risk clients; Apply knowledge of the structure and function of the digestive system when providing advice about nutrition and body composition to moderate risk clients.

Nominal Hours: 80
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP001A PROVIDE BODY COMPOSITION MANAGEMENT PROGRAMMING FOR MODERATE RISK CLIENTS

Description: Educate the client on the relationship between exercise, nutrition and body composition management; Conduct goals and needs analysis that is appropriate for body composition management; Plan a program to effectively manage body composition in clients; Deliver a program to effectively manage body composition in clients; Monitor and reassess client progress and modify if necessary.

Nominal Hours: 40
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP002A PROVIDE INFORMATION ABOUT INJURY PREVENTION AND MANAGEMENT TO FITNESS CLIENTS

Description: Apply a knowledge of musculoskeletal injuries to fitness activities; Identify common exercise related musculoskeletal injuries resulting from fitness activities, and the associated management methods; Develop and apply injury prevention strategies applicable to fitness activities; Assist with the management of common exercise related musculoskeletal injuries under the guidance of allied health professionals; Develop a network of medical and allied health professionals.

Nominal Hours: 60
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP003A PLAN AND DELIVER EXERCISE TO PROMOTE PHYSICAL AND PSYCHOLOGICAL WELL-BEING IN LOW TO MODERATE RISK CLIENTS

Description: Demonstrate an understanding of the role of physical activity in a healthy lifestyle and in preventing major causes of disease and disability among adults; Explain and apply current recommendations regarding the type and amount of physical activity to promote health and prevent disease; Apply basic principles of exercise prescription to instructing and leading exercise programs for individuals and groups; Evaluate an exercise program according to client progress; Demonstrate an ability to incorporate various exercise modes in exercise instruction and leadership; Ensure safety of low and moderate risk clients in exercise settings.

Nominal Hours: 50
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP004A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CHILDREN AND YOUNG ADOLESCENTS

Description: Develop a consultative network of other fitness trainers, allied health professionals and medical advisers; Apply pre-screening and baseline assessment protocols and procedures to moderate risk children and young adolescents; Develop a plan for an exercise class for moderate risk children and young adolescents; Instruct an exercise class for moderate risk children and young adolescents; Review a range of exercise programs for moderate risk children and young adolescents.

Nominal Hours: 40
Assessment: Assignment, presentation, written and practical tasks, case studies, research.
SRFFSP005A PLAN AND DELIVER EXERCISE FOR PEOPLE WITH A DISABILITY

Description: Receive client presenting with disabilities; Explain and apply knowledge about the cause and consequences of specific musculoskeletal impairments and the role of exercise in management of these conditions; Apply basic exercise prescription principles to selecting, leading and instructing exercise for clients with disabilities.

Nominal Hours: 60
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP006A PLAN AND DELIVER EXERCISE STRATEGIES FOR MUSCULOSKELETAL REHABILITATION

Description: Work within a network of allied health and medical professionals; Plan an exercise program to enhance the musculoskeletal rehabilitation; Instruct an appropriate exercise program to enhance musculoskeletal rehabilitation program; Reassess and if needed modify the rehabilitation program in consultation with an allied health professional.

Nominal Hours: 60
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP008A PLAN AND DELIVER EXERCISE FOR CLIENTS WITH MODERATE RISK OF METABOLIC SYNDROME

Description: Demonstrate an understanding of risk factors contributing to and health implications of metabolic syndrome; Explain and apply knowledge about the role of exercise in preventing or managing metabolic syndrome; Apply basic principles of exercise prescription to selecting, leading and instructing exercise for clients with or moderate risk of metabolic syndrome; Evaluate an exercise program according to client progress; Demonstrate an ability to incorporate various modes of exercise as recommended for clients with or moderate risk of metabolic syndrome; Ensure safety of clients with or moderate risk of metabolic syndrome in exercise settings.

Nominal Hours: 60
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP009A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH MUSCULOSKELETAL NEEDS

Description: Receive moderate risk client presenting with musculoskeletal needs; Explain and apply knowledge about the cause and consequences of specific musculoskeletal needs and the role of exercise in management of these conditions; Apply basic exercise prescription principles to exercise for clients with musculoskeletal needs in conjunction with allied health professionals; Ensure safety of clients in a variety of exercise settings; Modify and re-evaluate an exercise program for the moderate risk client in consultation with allied health professionals.

Nominal Hours: 60
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP010A PLAN AND DELIVER EXERCISE FOR LOW TO MODERATE RISK CLIENTS WITH NEUROLOGICAL IMPAIRMENT

Description: Explain and apply knowledge about the cause and consequences of specific neurological impairments and the role of exercise in management of these conditions; Apply basic exercise prescription principles to selecting, leading and instructing exercise for clients with neurological impairment; Apply and extend factors influencing exercise compliance to instruction and delivery of exercise for clients with neurological impairment; Evaluate an exercise program according to client progress; Ensure safety of clients with neurological impairment in a variety of exercise settings.

Nominal Hours: 60
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFGEX001A PLAN AND INSTRUCT A GROUP EXERCISE CLASS

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Fitness Industry Training Package and covers the knowledge and skills to provide the instructor with the skills to plan and instruct a basic group fitness class of a type common in the fitness industry.

Nominal Hours: 20
Required Reading: No required text.
Assessment: Students may be required to complete practical presentations, project and written assessments.

SRFGYM001B INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT

Description: Identify standard fitness exercises to meet a range of fitness outcomes when planning fitness activities and programs; Demonstrate the correct technique of executing standard fitness exercises to fitness clients; Instruct client to perform standard fitness exercises including the correct use of fitness equipment; Monitor clients while performing fitness activities and provide appropriate feedback.

Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFGYM002B CUSTOMISE GYM INSTRUCTIONAL SKILLS TO INCLUDE SPECIFIC AREAS OF EXPERTISE CURRENT IN THE FITNESS INDUSTRY

Locations: Footscray Park.
Prerequisites: SRFFIT001B - PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM
SRFFIT003B - UNDERTAKE CLIENT INDUCTION AND SCREENING
SRFFIT004B - DEVELOP BASIC FITNESS PROGRAMS
SRFFIT005B - APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION
SRFFIT006B; SRFFIT014A; SRFFIT015A; SRFGYM001B; SRFSPP002A; SXRGR0003A
Description: This unit has been developed for the Fitness Industry Training Package and covers the knowledge and skills required by a gym instructor to plan and deliver a broad range of training programs customised for clients with specific fitness requirements.

Nominal Hours: 15
Required Reading: No Required Reading.
Assessment: Assessment is based on Competent/Not Yet Competent and undertaken over a minimum of three (3) different occasions to ensure consistency of performance. Due to issues such as safety requirements and delivery of appropriate techniques, this unit of competency is assessed through the observation of processes and procedures, oral and/or written questioning on required knowledge and skills and consideration of required attitudes.
SRFOLD001B  PLAN AND DELIVER EXERCISE FOR OLDER ADULTS

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Fitness Industry Training Package and covers the knowledge, skills and attitudes necessary to plan and deliver exercise for older adults in consultation with an allied health professional or medical practitioner.

Nominal Hours: 40

Required Reading: Not Required.

Assessment: The following methods will be used in assessing this unit: class notes, practical assessments, tests and on the job learning (Simulated and real environment).

SROABN002A  SAFEGUARD AN ABSEILER USING A SINGLE ROPE BELAY SYSTEM

Locations: Footscray Park, Industry.

Description: This unit covers the knowledge and skills required to use a single rope belay system and a bottom brake system under direct supervision to safeguard an abseiler. It may be applied to abseiling on either natural or artificial surfaces.

Nominal Hours: 15

Required Reading: No required text.

Assessment: The following methods will be used in assessing this unit: Practical demonstrations, theory through workbooks and class notes.

SROKYK001A  DEMONSTRATE SIMPLE KAYAKING SKILLS

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Outdoor Recreation Industry Training Package. This unit covers the knowledge and skills required to undertake a kayaking activity under supervision and to develop the ability to control and manoeuvre a kayak in controlled conditions.

Nominal Hours: 20

Required Reading: No required text.

Assessment: The following methods will be used in assessing this unit: Practical demonstrations, theory through workbooks and class notes.

SROODR001A  APPLY BASIC OUTDOOR RECREATION LOGISTICS

Locations: Footscray Park, Industry.

Description: This unit covers the basic knowledge and skills to plan and participate in supervised outdoor activities of limited duration in a team environment in situations where extreme environmental conditions are not likely to occur. This unit addresses the basic principles, knowledge and skills to plan general (non-activity-specific) requirements for participation in outdoor activities under supervision.

Nominal Hours: 10

Assessment: As per accredited curriculum.

SROODR002A  PLAN OUTDOOR RECREATION ACTIVITIES

Locations: Footscray Park, Industry.

Description: This unit covers the knowledge and skills to independently plan and participate unsupervised in outdoor activities within a team environment in situations where extreme environmental conditions are not likely to occur. This unit addresses the basic principles, knowledge and skills to plan general (non-activity-specific) requirements for participation in outdoor recreation activities. Activity specific aspects of clothing and equipment selection are addressed in activity-specific units. This unit incorporates the unit SROODR001A Apply basic outdoor recreation logistics, and this should be taken into consideration when planning to meet pre-and co-requisite requirements.

Nominal Hours: 10

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SROOAB001A  DEMONSTRATE SIMPLE ABSEILING SKILLS ON ARTIFICIAL SURFACES

Locations: Footscray Park, Industry.

Description: This unit cover the knowledge and skills required to participate in simple abseiling activities on artificial surfaces (indoor and outdoor, walls or towers). The learner will be under supervision, using resources provided by leader/supervisor. The level of responsibility will be restricted to selection of personal equipment, from that provided, to suit personal needs and situations.

Nominal Hours: 8

Required Reading: No required text.

Assessment: The following methods will be used in assessing this unit: Practical demonstrations, theory through workbooks and class notes.

SROABN002B  PLAN OUTDOOR RECREATION ACTIVITIES

Locations: Footscray Park, Industry.

Description: This unit covers the basic knowledge and skills to plan and participate in supervised outdoor activities of limited duration in a team environment in situations where extreme environmental conditions are not likely to occur. This unit addresses the basic principles, knowledge and skills to plan general (non-activity-specific) requirements for participation in outdoor activities under supervision.

Nominal Hours: 10

Assessment: As per accredited curriculum.

SROODR004A  ASSIST IN CONDUCTING OUTDOOR RECREATION SESSIONS

Locations: Footscray Park, Industry.

Description: This unit covers the knowledge and skills required to conduct outdoor recreation sessions under direct supervision of a responsible person.

Nominal Hours: 15

Assessment: As per accredited curriculum.
SROODR005A  GUIDE OUTDOOR RECREATION SESSIONS

Locations: Footscray Park, Industry.

Description: This unit covers the knowledge and skills required to plan and conduct a non-instructional outdoor activity session for clients. The activity session would be within a context of limited supervision, within clearly defined contexts, e.g., site-specific situations, with the guide or leader conducting activities on programs and performing other associated tasks, acting according to clearly defined Standard Operating Procedures and the organization’s documented guidelines. Persons at this level may work as an assistant with a more experienced leader in potentially non-routine or more complex activities. Limited supervision includes working within clearly defined organisational procedures and policies with minimal on-site supervision, although restrictions may apply. Restrictions may be on the type of site, location or facility used, on the type of session conducted, on the number of clients, or on the conditions in which the session can be conducted, e.g., environmental conditions, type of group.

Nominal Hours: 20

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SROOPS001B  IMPLEMENT MINIMAL ENVIRONMENTAL IMPACT PRACTICES

Description: This unit covers the knowledge and skills required to ensure that practices are implemented to achieve minimal environmental impact whilst participating in outdoor activities under supervision.

Nominal Hours: 10

Assessment: As per accredited curriculum.

SROOPS002B  PLAN FOR MINIMAL ENVIRONMENTAL IMPACT

Description: This unit covers the knowledge and skills required to plan outdoor activities to ensure that minimal environmental impact occurs. The planning requires consideration of the appropriate combination of an activity with a setting. This involves the learner making informed decisions about the selection of settings and the conduct of the activity during the planning phase.

Nominal Hours: 8

Assessment: As per accredited curriculum.

SROOPS003B  APPLY WEATHER INFORMATION

Locations: Footscray Park, Industry.

Description: This unit covers the knowledge and skills required to access and interpret meteorological data in order to plan outdoor activities.

Nominal Hours: 15

Required Reading: No required text.

Assessment: Assessment method may include: observation and oral and/or written questioning on an required knowledge and skills and analysis of meteorological data for specific locations and conditions.

SROSNK001A  PARTICIPATE IN SNORKELLING ACTIVITIES

Locations: Footscray Nicholson, Industry, Other.

Other Locations: VETiS

Description: This unit has been developed for the Outdoor Recreation Industry Training Package. This unit covers the knowledge and skills to enable participation in snorkelling activities in confined and/or open water and the use and maintenance of snorkel dive equipment.

Nominal Hours: 10

Required Reading: No required text.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

SROSF002B  PERFORM BASIC SURFING MANOEUVRES IN CONTROLLED CONDITIONS

Locations: Footscray Park, Industry, Other.

Other Locations: VETiS

Description: This unit has been developed for the Outdoor Recreation Industry Training Package. This unit covers the knowledge and skills required to manoeuvre in the surf in controlled conditions using basic skills and a craft of choice.

Nominal Hours: 15

Required Reading: No required text.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

SRSAFL001A  PERFORM THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to undertake drills, activities and games to develop and perform the intermediate skills of Australian football.

Nominal Hours: 20

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSAFL002A  PERFORM THE INTERMEDIATE TACTICS OF AUSTRALIAN FOOTBALL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to undertake drills, activities and games to develop and perform the intermediate tactics of Australian football.

Nominal Hours: 20

Required Reading: No text required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSAFL003A  PARTICIPATE IN CONDITIONING FOR AUSTRALIAN FOOTBALL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to develop a basic understanding of fitness and conditioning programs to play Australian football.

Nominal Hours: 20
Required Reading: No Required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSAFL004A  INTERPRET AND APPLY THE FUNDAMENTAL RULES OF AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.
Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully interpret and apply the fundamental rules that are required to manage an Australian football match at a junior or beginner level.
Nominal Hours: 10
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSAFL005A  USE BASIC COMMUNICATION STRATEGIES TO UMPIRE AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.
Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully utilise fundamental communication strategies required to umpire an Australian football game at a junior or beginner level.
Nominal Hours: 10
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSAFL006A  PROVIDE REPORTS AND RECEIVE FEEDBACK RELEVANT TO UMPIRING AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.
Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to complete written reports and/or provide oral reports that are relevant to umpiring Australian football at a junior or beginner level and implement changes to improve the quality of umpiring based on formal and/or informal feedback provided by mentors and advisers.
Nominal Hours: 5
Required Reading: No text required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSAFL007A  DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO UMPIRING AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.
Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully demonstrate the fundamental positioning skills of the one umpire system required to manage an Australian football game at a junior or beginner level.
Nominal Hours: 5
Required Reading: No required text.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSAFL009A  INTERPRET AND APPLY THE RULES OF AUSTRALIAN FOOTBALL AT A LOCAL OR DISTRICT LEVEL

Locations: Footscray Park, Industry.
Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully interpret and apply the rules that are required to manage an Australian football game at a local or district level.
Nominal Hours: 10
Required Reading: No required text.
Assessment: Assignment, presentation, case studies, research, written/practical assignments.

SRSAFL010A  USE COMMUNICATION STRATEGIES TO UMPIRE AUSTRALIAN FOOTBALL AT A LOCAL OR DISTRICT LEVEL

Locations: Footscray Park, Industry.
Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully utilise communication strategies required to manage an Australian football game at a local or district level.
Nominal Hours: 10
Required Reading: No text required.
Assessment: To be advised.

SRSAFL011A  TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL

Locations: Footscray Park, Industry.
Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, activities and games to teach or develop intermediate skills of Australian football.
Nominal Hours: 20
Required Reading: No text required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSAFL012A  APPLY THE INTERMEDIATE TACTICS AND STRATEGIES OF AUSTRALIAN FOOTBALL IN A COMPETITIVE SITUATION

Locations: Footscray Park.
Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use activities, games, discussions and other strategies to apply the intermediate tactics and strategies of Australian football.
Nominal Hours: 20
Required Reading: No required text.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

**SRSATH001A  TEACH AND/OR DEVELOP THE FUNDAMENTAL SKILLS OF ATHLETICS**

**Locations:** Footscray Park, Industry.
**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, activities and games to teach and develop the fundamental skills of athletics.
**Nominal Hours:** 45
**Required Reading:** No text required.
**Assessment:** Assessment may include project, presentation, case studies, research, written/practical assignments.

**SRSATH002A  MANAGE AN ATHLETICS COMPETITION/EVENT AT A BEGINNER LEVEL**

**Locations:** Footscray Park, Industry.
**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to manage an athletics competition/event at a beginner level.
**Nominal Hours:** 50
**Required Reading:** No text required.
**Assessment:** Assessment may include project, presentation, case studies, research, written/practical assignments.

**SRSBSB003A  INTERPRET AND APPLY THE FUNDAMENTAL RULES OF BASKETBALL AT A JUNIOR OR BEGINNER LEVEL**

**Locations:** Footscray Park.
**Description:** This unit covers the knowledge and skills required to successfully interpret and apply the fundamental rules that are required to manage a basketball game at a junior or beginner level.
**Nominal Hours:** 10
**Required Reading:** NIL.
**Assessment:** The following methods will be used in assessing this unit: Practical demonstrations, theory through workbooks and class notes.

**SRSBSB004A  USE FUNDAMENTAL COMMUNICATION STRATEGIES TO OFFICIATE BASKETBALL AT A JUNIOR OR BEGINNER LEVEL**

**Locations:** Industry.
**Description:** This unit covers the knowledge and skills required to successfully utilise fundamental communication strategies required to referee a basketball game at a junior or beginner level.
**Nominal Hours:** 10
**Required Reading:** NA.
**Assessment:** The following methods will be used in assessing this unit: Practical demonstrations, theory through workbooks and class notes.

**SRSBSB005A  PROVIDE REPORTS AND RECEIVE FEEDBACK RELEVANT TO OFFICIATING BASKETBALL AT A JUNIOR OR BEGINNER LEVEL**

**Locations:** Footscray Park.
**Description:** This unit covers the knowledge and skills required to complete written reports and/or provide oral reports that are relevant to officiating basketball at a junior or beginner level and implement changes to improve the quality of officiating based on formal or informal feedback provided by mentors, advisers and other officials.
**Nominal Hours:** 5
**Required Reading:** NA.
**Assessment:** The following methods will be used in assessing this unit: Practical demonstrations, theory through workbooks and class notes.

**SRSBSB006A  DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO OFFICIATING BASKETBALL AT A JUNIOR OR BEGINNER LEVEL**

**Locations:** Industry.
**Description:** This unit covers the knowledge and skills required to successfully demonstrate the use of fundamental positioning skills required to referee a basketball game at a junior or beginner level.
**Nominal Hours:** 10
**Required Reading:** NA.
**Assessment:** The following methods will be used in assessing this unit: Practical demonstrations, theory through workbooks and class notes.

**SRSCGP001A  OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES**

**Locations:** Footscray Park, Industry.
**Description:** Access ongoing coach education; Operate in accord with the legal responsibilities of a coach; Operate in accord with the ethical responsibilities of a coach; Address drugs in sport issues; Work with officials and support personnel; Perform common coaching styles; Develop a philosophy of coaching.
**Nominal Hours:** 30
**Required Reading:** No required text.
**Assessment:** Assessment may include Assignment, presentation, written and practical tasks, case studies, research.

**SRSCGP002A  INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS**

**Locations:** Footscray Park, Industry.
**Description:** Use preferred teaching methods and coaching/instructional styles to include special interest groups or people with special needs; Assess athlete’s readiness to acquire and perform the activity specific skill/s; Conduct drills, activities and games to teach or develop the skills of special interest groups or people with special needs; Review and adapt the teaching of a skill in response to feedback; Demonstrate an understanding of the specific needs of each athlete.
**Nominal Hours:** 15
**Required Reading:** No required text.
**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.
SRSCGP003A  IMPLEMENT THE FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY
Locations: Footscray Park, Industry.
Description: Present the fundamental principles of sports psychology to athletes; Implement strategies for using the fundamental principles of sports psychology.
Nominal Hours: 15
Required Reading: nil.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP004A  PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE
Locations: Footscray Park, Industry.
Description: Collect information regarding the basic principles of nutrition for performance; Present the basic principles of nutrition for performance to athlete/s; Implement strategies for using principles of nutrition for performance.
Nominal Hours: 15
Required Reading: Nil.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP005A  CUSTOMISE COACHING TO INCLUDE CHILDREN
Locations: Footscray Park, Industry.
Description: This unit has been developed for the Sport Industry Training Package. This unit covers the customisation of teaching methods and coaching programs to meet the needs of children.
Nominal Hours: 35
Required Reading: No text book required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSCGP006A  CUSTOMISE COACHING TO INCLUDE MATURE AGED ATHLETES
Locations: Footscray Park, Industry.
Description: This unit has been developed for the Sport Industry Training Package. This unit covers the customisation of teaching methods and coaching programs to meet the needs of mature aged athletes.
Nominal Hours: 25
Required Reading: No Required text.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSCGP007A  CUSTOMISE COACHING TO INCLUDE ATHLETES WITH A DISABILITY
Locations: Footscray Park, Industry.
Description: This unit has been developed for the Sport Industry Training Package. This unit covers the use of drills, activities and games to teach or develop intermediate skills of athletes with a disability.
Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP008A  SELECT A TEAM OR GROUP
Locations: Footscray Park, Industry.
Prerequisites: SRSCGP001A - OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES
Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to utilise selection criteria and policies to make selection decisions on a team or group.
Nominal Hours: 15
Required Reading: This unit has no required text.
Assessment: To be advised.

SRSCGP009A  WORK WITH OFFICIALS
Locations: Footscray Park, Industry.
Description: Develop strategies to promote effective working relationships with officials; Implement strategies to develop working relationships with officials; Evaluate the strategies and relationships with officials.
Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP010A  PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES
Locations: Footscray Park, Industry.
Description: Collect information regarding relevant drugs in sport issues; Discuss relevant drugs in sport issues with athletes; Develop and implement strategies for dealing with drugs in sport issues.
Nominal Hours: 5
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP011A  SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY
Locations: Footscray Park, Industry.
Description: Inform athletes of the psychological approaches for peak sporting performance; Liaise with sports psychology support personnel to assist athletes; Assist athletes to implement psychological approaches to enhance peak performance; Evaluate the effect of psychological approaches on the performance of athletes.
Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.
SRSCGP012A SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE

Locations: Footscray Park, Industry.

Description: Inform athletes of the nutritional requirements for peak sporting performance; Liaise with nutritional support personnel to assist athletes; Assist athletes to implement nutritional practices to enhance peak performance; Evaluate the effect of nutritional practices on the performance of athletes.

Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP013A MONITOR COACH WELFARE

Locations: Footscray Park, Industry.

Description: Develop a plan to address coach welfare; Implement plan to improve coach welfare; Evaluate strategies.

Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP014A IMPLEMENT RECOVERY PROGRAMS

Locations: Footscray Park, Industry.

Description: Present the principles of recovery, and recovery methods to athlete/s; Implement a recovery program using the principles of recovery, and recovery methods; Evaluate the effect of the recovery program on the performance of the athlete/s.

Nominal Hours: 25
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP015A ESTABLISH SELECTION POLICIES FOR ACTIVITIES

Locations: Footscray Park, Industry.

Description: Develop criteria for the selection team or group selectors, team or group officials and team or group members; Determine the rights of individuals within the activity selection process; Develop policies for the appointment of team or group selectors, team or group officials and team or group members.

Nominal Hours: 15
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP016A IMPLEMENT WATER-BASED TRAINING PROGRAMS

Locations: Footscray Park, Industry.

Description: Develop water-based training programs appropriate to the athlete/s and activity; Implement water-based training programs; Evaluate the effect of water-based training programs on the performance of an athlete/s.

Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP017A IMPLEMENT A TALENT IDENTIFICATION PROGRAM

Locations: Footscray Park, Industry.

Description: Determine physical, physiological and tactical requirements; Implement testing and evaluation of athlete/s to determine suitability; Devise and implement talent development programs to introduce identified athlete/s; Counsel athlete/s regarding their inclusion or non-inclusion in talent identification programs; Evaluate the effectiveness of the talent identification and talent development programs.

Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCKT001A PERFORM THE INTERMEDIATE SKILLS OF CRICKET

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to undertake drills, activities and games to develop and perform the intermediate skills of cricket.

Nominal Hours: 20
Required Reading: No Required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCKT003A INTERPRET AND APPLY THE LAWS OF CRICKET IN A COMPETITION GAME AT A LOCAL OR DISTRICT LEVEL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully interpret and apply the laws of cricket at a local or district competition level.

Nominal Hours: 25
Required Reading: No Required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCKT004A PARTICIPATE IN CONDITIONING FOR CRICKET

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to develop a basic understanding of fitness and conditioning programs to play cricket.

Nominal Hours: 20
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCKT005A PERFORM THE ADVANCED SKILLS OF CRICKET

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to participate in drills, activities and games to develop skills to play cricket at the advanced level.

Nominal Hours: 20
Required Reading: No text required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.
SRSCKT006A  INTERPRET AND APPLY THE LAWS OF CRICKET IN A COMPETITION GAME AT THE ADVANCED LEVEL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully interpret and apply the laws of cricket in a game at the advanced competition level.

Nominal Hours: 20
Required Reading: No text required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSCKT008A  TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF CRICKET

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to use drills, activities and games to teach or develop intermediate skills of cricket.

Nominal Hours: 20
Required Reading: No text required.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCKT009A  TEACH OR DEVELOP THE INTERMEDIATE TACTICS AND STRATEGIES OF CRICKET

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, activities and games to teach or develop intermediate tactics and/or strategies of cricket.

Nominal Hours: 20
Required Reading: No text required.
Assessment: Written and practical tests, workbooks, presentations and research.

SRSCKT012A  TEACH OR DEVELOP THE ADVANCED SKILLS OF CRICKET

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to use drills, activities and games to teach or develop advanced skills of cricket.

Nominal Hours: 30
Required Reading: No text required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSCKT013A  TEACH OR DEVELOP TACTICS AND STRATEGIES OF CRICKET AT THE ADVANCED LEVEL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, activities and games to teach or develop tactics and strategies to play cricket at the advanced level.

Nominal Hours: 20
Required Reading: No text required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSCOP001B  PREPARE FOR PUBLIC SPEAKING

Locations: Footscray Park, Industry, Other.

Other Locations: VETiS

Description: Prepare for public speaking; Present a talk to a public forum.

Nominal Hours: 10
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCOP003B  DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS

Locations: Footscray Nicholson, Industry, Other.

Other Locations: VETiS

Description: Collect information on personal image and presentation techniques; Demonstrate personal image and presentation skills.

Nominal Hours: 5
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCOP010B  COLLECT INFORMATION ON STRESS MANAGEMENT


Description: Collect information on the impact stress can have on performance; Collect information on ways of effectively managing stress.

Nominal Hours: 5
Required Reading: No text required.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCOP012B  DEVELOP A TRAVEL AND ACCOMMODATION PLAN

Locations: Footscray Park, Industry.

Description: Determine appropriate travel and accommodation arrangements for a particular event; Make travel and accommodation bookings.

Nominal Hours: 5
Assessment: The following methods will be used in assessing this unit: lecture notes and presentations.

SRSCOP014B  PREPARE TO STUDY


Description: Develop study skills.
Nominal Hours: 5
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCOP017B DEVELOP SELF AWARENESS

Description: Collect information on the role self awareness plays in achieving personal goals; Collect information on the impact positive and negative self-concept have on performance.

Nominal Hours: 5
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCOP018B DEVELOP ADVANCED ASSERTIVE COMMUNICATION SKILL

Locations: Footscray Park, Industry.

Description: Identify different behavioural styles; Develop an action plan for implementing active listening skills; Demonstrate effective use of active listening skills; Demonstrate an ability to successfully communicate with all styles of behaviour.

Nominal Hours: 5
Required Reading: nil.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCOP022B COLLECT INFORMATION ON ELITE ATHLETES

Description: Collect information on the characteristics of elite athletes.

Nominal Hours: 5
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCOP023B DESIGN AN ATHLETE’S DIET

Locations: Footscray Park, Industry.

Description: Collect information on the different dietary strategies for optimising an athlete’s body composition and sporting performance; Design a balanced diet that fulfils the training needs of an athlete; Design a diet for an athlete’s competition and recovery requirements.

Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCOP024B PREPARE FOR AN OVERSEAS SPORTING EVENT

Locations: Footscray Park, Industry.

Description: Prepare a travel plan and itinerary for an overseas sporting event; Collect information necessary to obtain appropriate documentation for meeting overseas travel requirements; Collect information on the major differences between Australia and the country of destination; Develop a strategic plan to minimise the impact of overseas travel on training and performance.

Nominal Hours: 5
Required Reading: nil.
Assessment: Written and oral task and assessment.

SRSCOP025B PREPARE TO PARTICIPATE IN COMPETITION

Description: Prepare a goal setting plan; Collect information on how to mentally prepare to participate in competition.

Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSMAR001A DEVELOP KNOWLEDGE OF THE MARTIAL ARTS INDUSTRY

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to access, increase and update the knowledge of a chosen martial arts discipline and martial arts industry, including the role of different industry sectors and key legislation. This knowledge underpins effective performance in all sectors and applies to all people working in the martial arts industry.

Nominal Hours: 15
Required Reading: This unit was approved on 20 August TCAP meeting.
Assessment: To be advised.

SRSMAR002A COLLECT FUNDAMENTAL INFORMATION ON THE PHILOSOPHY AND STRUCTURE OF THE MARTIAL ARTS INDUSTRY.

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to collect fundamental information on the philosophy and structure of the martial arts industry, including martial arts and disciplines, in Australia and particularly in relation to planning a career path and the role of the coach/teacher.

Nominal Hours: 15
Required Reading: This unit has no required text.
Assessment: To be advised.

SRSMAR003A COLLECT INFORMATION ON THE PHILOSOPHY AND FOUNDATIONS OF THE MARTIAL ARTS INDUSTRY

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to collect fundamental information on the philosophy and foundations of the martial arts industry in Australia and particularly in relation to planning a career path and the role of the coach/teacher.

Nominal Hours: 15
Required Reading: This unit has no required text.
Assessment: To be advised.

SRSMAR004A TEACH OR DEVELOP THE BASIC SKILLS OF MARTIAL ARTS.

Locations: Footscray Park, Industry.

Description: This unit covers the knowledge and skills to use drills, activities and games to teach or develop basic skills in a chosen martial art or discipline.
SRSMAR005A  TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF MARTIAL ARTS.

Locations: Footscray Park, Industry.

Description: This unit covers the knowledge and skills to use drills, activities and games to teach or develop intermediate skills in a chosen martial art or discipline.

Nominal Hours: 20

Required Reading: This unit has no required text.

Assessment: To be advised.

SRSMAR008A  TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF TAEKWONDO.

Locations: Footscray Park, Industry.

Description: This unit covers the knowledge and skills to use drills, activities and games to teach or develop intermediate skills of Taekwondo.

Nominal Hours: 20

Required Reading: This unit has no required text.

Assessment: To be advised.

SRSMAR012A  TEACH OR DEVELOP THE ADVANCED SKILLS OF MARTIAL ARTS.

Locations: Footscray Park, Industry.

Description: This unit covers the knowledge and skills to use drills, activities and games to teach or develop advanced skills in a chosen martial art or discipline.

Nominal Hours: 20

Required Reading: This unit has no required text.

Assessment: To be advised.

SRSMAR013A  TEACH OR DEVELOP THE HIGH PERFORMANCE SKILLS OF MARTIAL ARTS.

Locations: Footscray Park, Industry.

Description: This unit covers the knowledge and skills to use drills, activities and games to teach or develop high performance skills in a chosen martial art or discipline.

Nominal Hours: 20

Required Reading: This unit has no required text.

Assessment: To be advised.

SRSMAR014A  PREPARE AND CUSTOMISE PLANNING FOR HIGH PERFORMANCE MARTIAL ARTS PARTICIPANT.

Locations: Footscray Park, Industry.

Description: This unit covers the application of communication skills, information and resources required to prepare and customise a training program for a high performance participant in a martial art or discipline.

Nominal Hours: 20

Required Reading: This unit has no required text.

Assessment: To be advised.

SRSMAR015A  DEMONSTRATE KNOWLEDGE OF MARTIAL ARTS WEAPONS LEGISLATION AND COMMUNITY SAFETY.

Locations: Footscray Park, Industry.

Description: This unit of competency has been developed for the Sport Industry Training Package. This unit covers the knowledge of martial arts weapons law, safety competency and community safety awareness.

Nominal Hours: 15

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSMAR016A  DEMONSTRATE USE OF PADDED MARTIAL ARTS WEAPONS SAFELY.

Locations: Footscray Park, Industry.

Description: This unit of competency has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to use and carry padded martial arts weapons safely.

Nominal Hours: 15

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSMAR017A  DEMONSTRATE USE OF WOODEN AND/OR BLUNT MARTIAL ARTS WEAPONS SAFELY.

Locations: Footscray Park, Industry.

Description: This unit of competency has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to use and carry wooden and or blunt martial arts weapons safely.

Nominal Hours: 15

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.
**SRSNTB001A  PERFORM THE INTERMEDIATE SKILLS OF NETBALL**

**Locations:** Footscray Park, Industry.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to undertake drills, activities and games to develop and perform the intermediate skills of netball.

**Nominal Hours:** 30

**Required Reading:** No required text.

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

**SRSNTB003A  PARTICIPATE IN CONDITIONING FOR NETBALL**

**Locations:** Footscray Park, Industry.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to develop a basic understanding of fitness and conditioning programs to play netball.

**Nominal Hours:** 20

**Required Reading:** No Required text.

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

**SRSNTB004A  TEACH AND DEVELOP THE FUNDAMENTAL SKILLS OF NETBALL**

**Locations:** Footscray Park, Industry.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, activities and games to teach or develop fundamental skills of netball.

**Nominal Hours:** 20

**Required Reading:** No required text.

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

**SRSNTB005A  INTERPRET AND APPLY THE FUNDAMENTAL RULES OF NETBALL AT THE BEGINNER LEVEL**

**Locations:** Footscray Park, Industry.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully interpret and apply the fundamental rules that are needed to manage a netball game at a beginner level.

**Nominal Hours:** 10

**Required Reading:** No text required.

**Assessment:** Assessment may include project, presentation, case studies, research, written/practical assignments.

**SRSNTB006A  USE BASIC COMMUNICATION STRATEGIES TO UMPIRE NETBALL AT THE BEGINNER LEVEL**

**Locations:** Footscray Park, Industry.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the skills and knowledge required to successfully utilise fundamental communication strategies needed to umpire a netball game at a beginner level.

**Nominal Hours:** 10

**Required Reading:** No text required.

**Assessment:** Assessment may include project, presentation, case studies, research, written/practical assignments.

**SRSNTB007A  DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO UMPIRING NETBALL AT THE BEGINNER LEVEL**

**Locations:** Footscray Park, Industry.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully demonstrate the fundamental positioning skills required to manage a netball game at a beginner level.

**Nominal Hours:** 10

**Required Reading:** No text required.

**Assessment:** Assessment may include project, presentation, case studies, research, written/practical assignments.

**SRSNTB010A  TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF NETBALL**

**Locations:** Footscray Park, Industry.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, activities and games to teach or develop intermediate skills of netball.

**Nominal Hours:** 30

**Required Reading:** No text required.

**Assessment:** Assessment may include project, presentation, case studies, research, written/practical assignments.

**SRSNTB011A  APPLY THE INTERMEDIATE TACTICS AND STRATEGIES OF NETBALL IN A COMPETITIVE SITUATION**

**Locations:** Footscray Park, Industry.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use activities, games, discussions and other strategies to teach or develop the intermediate tactics and strategies of netball.

**Nominal Hours:** 25

**Required Reading:** No text required.

**Assessment:** Assessment may include project, presentation, case studies, research, written/practical assignments.

**SRSNTB012A  DEVELOP CONDITIONING PROGRAMS FOR NETBALL**

**Locations:** Footscray Park, Industry.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to develop fitness and conditioning programs for netball in a periodised, safe training program.

**Nominal Hours:** 25

**Required Reading:** No text required.

**Assessment:** Assessment may include project, presentation, case studies, research, written/practical assignments.
FACULTY OF WORKFORCE DEVELOPMENT

SRSOGP001A  OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK

Locations: Footscray Park, Industry.

Description: Operate in accord with the legal responsibilities of an official; Operate in accord with the ethical responsibilities of an official; Operate in accord with the reporting procedures and tribunal processes.

Nominal Hours: 25

Required Reading: No Required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSOGP002A  APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS

Locations: Footscray Park, Industry.

Description: Assess conditions; Observe the conduct of an activity; Identify information on which to base decisions.

Nominal Hours: 15

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSOGP004A  APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE

Locations: Footscray Park, Industry.

Description: Prepare for a self reflection session; Conduct a self reflection session; Modify performance; Review performance; Review the self reflection process.

Nominal Hours: 15

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSOGP005A  RESOLVE CONFLICT RELATED TO OFFICIATING

Description: Develop conflict resolution procedures in an activity context; Implement conflict resolution procedures in an activity context.

Nominal Hours: 15

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSOGP006A  DEVELOP A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Description: Collect information to prepare a fitness program; Implement a fitness program; Liaise with other officials/advisers of officials.

Nominal Hours: 20

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSOGP007A  EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE

Description: Engage in a self reflection process; Establish and apply personal development objectives; Analyse and modify performance; Discuss outcomes of sessions with a mentor; Review the self reflection process.

Nominal Hours: 15

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSOGP008A  MANAGE CONFLICT RELATED TO OFFICIATING

Description: Develop strategies to deal with conflict in sport events; Develop and implement conflict resolution procedures; Perform common officiating styles; Implement judicial procedures for activities; Evaluate the effectiveness of conflict resolution procedures.

Nominal Hours: 15

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSOGP009A  PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Description: Prepare a fitness and recovery program; plement and manage the training and recovery program; uate a fitness and recovery program.

Nominal Hours: 20

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSOC001B  INTERPRET AND APPLY THE FUNDAMENTAL LAWS OF SOCCER AT A JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully interpret and apply the fundamental laws that are required to referee a soccer game at a junior or beginner level.

Nominal Hours: 10

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSOC002B  USE BASIC COMMUNICATION STRATEGIES TO REFEREE SOCCER AT A JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully utilise fundamental communication strategies required to referee a soccer game at a junior or beginner level.

Nominal Hours: 10

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.
SRSSOC003B  PROVIDE REPORTS AND RECEIVE FEEDBACK RELEVANT TO REFEREEING SOCCER AT JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skill required to complete written reports and/or provide oral reports that are relevant to refereeing soccer at a junior or beginner level.

Nominal Hours: 5

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSOC004B  DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO REFEREEING SOCCER AT JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skill required to successfully demonstrate the fundamental positioning skills of refereeing required to manage a soccer game at a junior or beginner level.

Nominal Hours: 10

Required Reading: No Required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSOC005B  INTERPRET AND APPLY THE FUNDAMENTAL LAWS OF SOCCER AT A LOCAL OR DISTRICT LEVEL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skill required to successfully interpret and apply the fundamental laws that are required to referee a soccer game at a local or district level.

Nominal Hours: 15

Required Reading: No text required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSOC006B  USE COMMUNICATION STRATEGIES TO REFEREE SOCCER AT A LOCAL OR DISTRICT LEVEL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully utilise communication strategies required to referee a soccer match at an local or district level.

Nominal Hours: 10

Required Reading: No text book required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSOC007B  DEMONSTRATE POSITIONING SKILLS RELEVANT TO REFEREEING SOCCER AT A LOCAL OR DISTRICT LEVEL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully demonstrate the positioning skills required to referee a soccer game at a local or district level.

Nominal Hours: 15

Required Reading: No text required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSPA001A  COORDINATE TOURING ATHLETES (REGIONAL)

Locations: Industry.

Description: This unit covers the knowledge and skills to plan, coordinate and evaluate inter and/or intra state tours for athlete/s.

Nominal Hours: 30

Required Reading: No text is required.

Assessment: To be advised.

SRSSPA008A  DEVELOP AND MAINTAIN VOLUNTEER PARTICIPATION

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to develop and maintain the participation and involvement of volunteers in sport clubs and/or organisations.

Nominal Hours: 20

Required Reading: No text book required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSPA009A  DEVELOP PRACTICES TO CONDUCT EFFECTIVE CLUB MANAGEMENT

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to develop practices to conduct effective club management.

Nominal Hours: 30

Required Reading: No text book required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSPT001A  IMPLEMENT INJURY PREVENTION AND APPLY BASIC SPORTS FIRST AID


Other Locations: Various to meet the needs of industry and sporting associations.

Description: This unit covers the application of sports first aid knowledge and skills to implement an effective injury prevention program, follow immediate injury management strategies in a sport setting in the absence of, and until the arrival of,
a health care professional or paramedic. Personnel undertaking this unit would be providing sports first aid in a sport setting.

**Nominal Hours:** 20

**Required Reading:** Nil.

**Assessment:** To be advised.

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**SRSSPT002A** OPERATE IN ACCORD WITH THE ACCEPTED ROLES AND RESPONSIBILITIES OF A SPORTS TRAINER

**Locations:** Footscray Park, Industry.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the application of sports trainer roles and responsibilities in accord with all aspects of industry accepted practices and ethics. Personnel undertaking this unit would be providing sports trainer support in a sport setting.

**Nominal Hours:** 30

**Required Reading:** No required text.

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

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**SRSSPT003A** IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID

**Locations:** Footscray Park.

**Description:** Operate as a sports first aider; Prepare and implement an injury prevention program; Assist with warm-up, stretching and cool-down; Assist with fluid replacement; Follow defined sports first aid crisis management strategies; Follow defined sports first aid immediate injury management strategies.

**Nominal Hours:** 30

**Required Reading:** No required text.

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

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**SRSSPT004A** PROVIDE INITIAL MANAGEMENT OF SPORTS INJURIES

**Locations:** Footscray Park, Industry.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers competency in implementing a systematic approach to the initial management of sports injuries in the absence of, and until the arrival of, a health care professional or paramedic. Personnel undertaking this unit would be providing sports first aid and training support in a sport setting.

**Nominal Hours:** 30

**Required Reading:** No required text.

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

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**SRSSPT005A** CONDUCT BASIC WARM-UP, STRETCHING AND COOL-DOWN PROGRAMS

**Locations:** Footscray Park, Industry.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the implementation of basic warm-up, stretching and cool-down programs to assist athletes prepare for activity and also aid in the recovery from activity. Personnel undertaking this unit would be providing sports trainer support in a sport setting.

**Nominal Hours:** 30

**Required Reading:** No required text.

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

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**SRSSPT006A** ASSIST WITH THE ONGOING MANAGEMENT OF SPORT INJURIES

**Locations:** Footscray Park, Industry.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the role and responsibility that the sports trainer should play in assisting health care professionals involved in the ongoing care of an athlete, or the sports organisation’s medical support team, with the ongoing management of injured athletes. It also covers the provision of ongoing monitoring of relatively ‘minor or short term injuries’ in relation to which an athlete chooses not to consult a health care professional. Personnel undertaking this unit would be providing sports trainer support in a sport setting.

**Nominal Hours:** 30

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

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**SRSSPT007A** TAPE ANKLE, THUMB AND FINGERS

**Locations:** Various to meet the needs of industry and sporting associations.

**Description:** Prepare for taping; Apply taping techniques; Remove tape; Implement self-care; Position for effective taping.

**Nominal Hours:** 30

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

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**SRSSPT010A** TAPE AND/OR BRACE ELBOW, ACHILLES AND AC JOINT

**Locations:** Footscray Nicholson, Footscray Park, City Flinders, Industry.

**Other Locations:** Various to meet the needs of industry and sporting associations.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the application of taping and bracing techniques to the elbow/s, Achilles and/or AC joint/s to assist athletes in relation to ongoing injury prevention and post-injury support. Personnel undertaking this unit would be providing sports trainer support in a sport setting.

**Nominal Hours:** 10

**Required Reading:** Nil.

**Assessment:** To be advised.

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**SRSSSTC001A** TEACH OR DEVELOP BASIC SKILLS OF STRENGTH AND CONDITIONING

**Locations:** Footscray Park.

**Description:** This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use skills to use drills, exercises and activities to teach or develop basic skills or strength and conditioning.

**Nominal Hours:** 30

**Required Reading:** No required text.

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.
SRSSTC002A  PLAN AND PREPARE A STRENGTH AND CONDITIONING PROGRAM FOR A COMPETITIVE ATHLETE

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to plan and prepare a strength and conditioning program for a competitive athlete.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSTC003A  OPERATE IN ACCORD WITH ACCEPTED STRENGTH AND CONDITIONING INDUSTRY HEALTH AND SAFETY PRACTICES

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to analyse the principles of strength and conditioning health and safety and their application to the strength and conditioning teaching/coaching environment.

Nominal Hours: 25

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSTC004A  OPERATE AND MAINTAIN STRENGTH AND CONDITIONING FACILITIES AND EQUIPMENT

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit provides the coach or instructor with the basic knowledge and skills to maintain a facility and equipment commonly used in strength and conditioning and operate it to manufacturer’s specifications.

Nominal Hours: 25

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSTC005A  TEACH OR DEVELOP ADVANCED SKILLS OF STRENGTH AND CONDITIONING

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, exercises and activities to teach or develop advanced skills or strength and conditioning.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSTC006A  PLAN AND PREPARE A STRENGTH AND CONDITIONING PROGRAM FOR A HIGH PERFORMANCE ATHLETE

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to plan and prepare a strength and conditioning program for a high performance athlete.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSUR001A  TEACH AND DEVELOP THE BASIC SKILLS OF SURF LIFE SAVING

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to use drills, activities and games to teach or develop basic skills of surf life saving.

Nominal Hours: 25

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSUR002A  INTERPRET AND APPLY THE FUNDAMENTAL RULES OF SURF LIFE SAVING AT A BEGINNER LEVEL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge required to successfully interpret the fundamental rules that are required to conduct a surf life saving event at an introductory level.

Nominal Hours: 20

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSUR004A  ASSIST IN THE PREVENTION OF EMERGENCIES IN SURF LIFE SAVING COMPETITIONS

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully demonstrate the introductory skills involved with the prevention of emergencies in surf life saving competition.

Nominal Hours: 20

Required Reading: No text required.

Assessment: Assignment, presentation, written and practical tasks, case studies, research, written/practical assignments.
SRSSUR006A  TEACH AND DEVELOP THE INTERMEDIATE SKILLS OF SURF LIFE SAVING

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and the skills to use drills, activities and games to teach or develop intermediate skills of surf life saving.

Nominal Hours: 20

Required Reading: No text required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSUR007A  INTERPRET AND APPLY THE RULES OF SURF LIFE SAVING AT AN INTERMEDIATE LEVEL

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully interpret and apply the rules that are required to manage a surf life saving event or carnival at an intermediate level.

Nominal Hours: 25

Required Reading: No text required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSWM001A  APPLY THE PRINCIPLES OF MOVEMENT IN WATER

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to apply the principles of movement in water to enable participants to achieve efficient swimming movements.

Nominal Hours: 25

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSWM002A  OPERATE IN ACCORD WITH ACCEPTED AQUATICS INDUSTRY HEALTH AND SAFETY PRACTICES

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to analyse the principles of aquatic health and safety and their application to the aquatic teaching/coaching environment.

Nominal Hours: 20

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSWM003A  OPERATE IN ACCORD WITH THE LEGAL RESPONSIBILITIES AND RISK MANAGEMENT PRINCIPLES OF THE AQUATICS INDUSTRY

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to describe the principles of aquatic law and risk management, and their application to the aquatic teaching/coaching environment.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSUR006A  TEACH OR DEVELOP THE INTERMEDIATE STROKES OF SWIMMING

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, activities and games to teach or develop intermediate swimming strokes, starts, turns and finishes.

Nominal Hours: 35

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSWM005A  TEACH OR DEVELOP THE ADVANCED SKILLS OF COMPETITIVE SWIMMING

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, activities and games to teach or develop advanced swimming skills with focus on competitive swimming at a national and international level.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSWM006A  PLAN AND PREPARE A PROGRAM FOR A COMPETITIVE SWIMMER

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to plan and prepare a training program for a competitive swimmer in accord with accepted practices of coaching.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSWM007A  TEACH OR DEVELOP THE COMPETITIVE STROKES OF SWIMMING

Locations: Footscray Park.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, activities and games to teach or develop competitive swimming strokes, starts, turns and finishes.

Nominal Hours: 35

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSWM008A  PREPARE AND CUSTOMISE PLANNING FOR A HIGH PERFORMANCE SWIMMER

Locations: Footscray Park.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the application of communication skills, information and resources required to prepare and customise a training program for a high performance swimmer.

Nominal Hours: 30

Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

SRSSWM009A  DESIGN A LONG-TERM TRAINING PROGRAM FOR A HIGH PERFORMANCE SWIMMER

Locations: Footscray Park, Industry.

Description: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to design a long-term training program for a high performance swimmer in accordance with accepted practices of coaching.

Nominal Hours: 35

Required Reading: No required text.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

SRSTNS001A  ASSIST IN CONDUCTING SAFE TENNIS ACTIVITIES FOR BEGINNER PLAYERS

Locations: Footscray Park, Industry.

Description: This unit provides coaches with the knowledge and skills required to assist in conducting basic, safe enjoyable tennis-specific activities for beginner players.

Nominal Hours: 10

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI002B  ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS

Locations: Footscray Park, Industry.

Description: Assist in preparing participants; Help participants gain skills, techniques and knowledge; Assist in supervising participants; Assist preparing participants to end the session; Assist in the evaluation of the session

Nominal Hours: 8

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI003B  PROVIDE EQUIPMENT FOR ACTIVITIES

Locations: Footscray Park, Industry.

Description: Issue equipment to the participant; Set up equipment; Take down equipment; Check in equipment; Store equipment

Nominal Hours: 7

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI004B  PLAN A SESSION OR PROGRAM FOR PARTICIPANTS

Locations: Footscray Park, Industry.

Description: Collect information to plan a session or program; Produce a session or program plan; Resource a session.

Nominal Hours: 20

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI005B  CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS

Locations: Footscray Park, Industry.

Description: Maintain participant’s physical welfare; Maintain a positive social environment; Establish effective communication; Ensure participant safety; Prepare clients to end the session; Evaluate the session.

Nominal Hours: 8

Required Reading: No required text.

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI006B  ORGANISE A SPORT AND RECREATION PROGRAM

Description: Collect information to plan activities; Produce a plan for a program of recreation sessions; Coordinate and allocate program resources.

Nominal Hours: 10

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI007B  CONDUCT A SPORT AND RECREATION PROGRAM

Description: Coordinate resources; Conduct a program and monitor participant’s condition and performance; Adjust the program to meet new needs and circumstances; Conclude a program; Evaluate the effectiveness of a program of activities.

Nominal Hours: 10

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI008B  PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM

Locations: Footscray Park, Industry.

Prerequisites: SRXCAI004B - PLAN A SESSION OR PROGRAM FOR PARTICIPANTS

Description: Plan a long-term program; Apply common reasons for participation and discontinuation in activity to planning the long-term program; Plan for competitive/performance situations within the long-term program; Plan rehabilitation programs; Assist participants to cope with retirement from activity; Liaise with other coaches/instructors of participants; Develop selection procedures.

Nominal Hours: 20

Assessment: Assignment, presentation, written and practical tasks, case studies, research.
SRXCAI009B  CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS

Locations: Footscray Park, Industry.

Prerequisites: SRXCAI004B - PLAN A SESSION OR PROGRAM FOR PARTICIPANTS
SRXCAI005B - CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS

Description: Prepare the participant for involvement in a long-term training program; Implement a long-term program; Monitor participant during training sessions and competitions; Manage competitive/performance situations during the long-term program; Provide feedback to participants; Implement selection procedures; Implement and monitor rehabilitation programs.

Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI010B  EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS

Locations: Footscray Park, Industry.

Prerequisites: SRXCAI004B - PLAN A SESSION OR PROGRAM FOR PARTICIPANTS
SRXCAI005B - CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS

Description: Establish benchmarks prior to or early in the program; Undertake formative/ongoing evaluation; Obtain and evaluate information from other sources regarding participant progress; Define participants' progress towards improved and/or high performance levels; Evaluate the program; Evaluate rehabilitation programs; Evaluate selection procedures; Establish personal development objectives through self-evaluation; Discuss outcomes of evaluation with participants and support personnel; Make program modifications.

Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI011B  PLAN AND PREPARE FOR PARTICIPANTS TO MEET THE DEMANDS OF HIGH LEVEL PARTICIPATION

Locations: Footscray Park, Industry.

Description: Identify and evaluate the current demands of high level participation in the activity; Directly assess participants' ability to meet the demands of high level participation; Assess participant's ability to meet the demands of high level participation using other experts; Provide reports on assessments of participants; Identify performance objectives; Prioritise performance objectives; Promote and encourage commitment to enable clients to achieve performance objectives; Plan a participation program for participants.

Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI012B  CONDUCT, MONITOR AND ADJUST HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS

Locations: Footscray Park, Industry.

Description: Prepare the participant for involvement in a long-term training program; Implement a long-term program; Monitor participant during training sessions and competitions; Management performance situations during the program; Implement selection procedures; Implement and monitor rehabilitation programs.

Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXME001A  REACT SAFELY IN AN EMERGENCY AND HELP PREVENT EMERGENCIES

Locations: Footscray Park, Industry.

Description: Prepare for emergency situations; Report emergencies; Reach safely to emergency signals and instructions; Evacuate from the endangered area; Correct or report problems that may lead to emergencies; Check, correct or report problems that may prevent emergencies from being safely handled.

Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXME002A  PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES

Locations: Footscray Park, Industry.

Description: This unit covers the knowledge and skills to deal with, or participate in the control of, emergencies which are not initially or potentially life threatening.

Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXMR001A  RESPOND TO EMERGENCY SITUATIONS

Locations: Footscray Park, Industry.

Description: This unit covers the knowledge and skills to recognise potential risks and emergency situations and to take action, within own area of responsibility and ability.

Nominal Hours: 18
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXMR002A  CO-ORDINATE EMERGENCY RESPONSE

Locations: Footscray Park, Industry.

Description: This unit covers the knowledge and skills to coordinate a response to an emergency situation, in accordance with an organisation's policies and procedures.

Nominal Hours: 20
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXVTO01B  CO-ORDINATE GUEST/DELEGATE REGISTRATIONS AT VENUE

Locations: Footscray Park, Industry, Other.

Other Locations: VETIS

Description: Plan registration process; Prepare for registration; Set-up registration area; Process registrations; Finalise registrations and produce materials.
Nominal Hours: 12
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXEV002B ORGANISE MEETING/EVENT AND PROVIDE ON-SITE MEETING/EVENT MANAGEMENT SERVICES

Locations: Footscray Park, Industry.
Description: This unit has been developed for the Community Recreation, Fitness, Outdoor Recreation and Sport Industry Training Packages. This unit deals with the skills and knowledge required to organise meetings/events and manage the actual preparation, set up and operation of a meeting or event within a sport and recreation organisation.
Nominal Hours: 12
Required Reading: No text book required.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXFAC001B MAINTAIN EQUIPMENT OF ACTIVITIES

Locations: Footscray Park, Industry, Other.
Other Locations: VLCA Harvester Technical College.
Description: This unit covers the core skills and knowledge to undertake routine maintenance and minor repairs on sport and recreation equipment.
Nominal Hours: 5
Required Reading: No Required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXFAC002B MAINTAIN SPORT AND RECREATIONAL FACILITIES

Locations: Footscray Park, Industry.
Description: Maintain sport and recreational facilities.
Nominal Hours: 7
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXFAC003B IMPLEMENT FACILITY MAINTENANCE PROGRAMS

Locations: Footscray Park, Industry, Other.
Other Locations: VETiS
Description: Implement facility maintenance programs; Respond to failed or unsafe equipment; Inspect, clean and maintain facilities; Monitor necessary supplies and records; Monitor function and value of assets.
Nominal Hours: 7
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

SRXFAC004B PLAN AND PROVIDE SPORT AND RECREATIONAL SERVICES

Locations: Footscray Park, Industry.
Description: This unit has been developed for the Community Recreation, Fitness, Outdoor Recreation and Sport Industry Training Packages. This unit covers the knowledge and skills to determine the services required by clients and to plan, implement and evaluate the services, from a facility management perspective.
Nominal Hours: 15
Required Reading: No text book required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRXFAC005B COORDINATE FACILITY AND EQUIPMENT ACQUISITION AND MAINTENANCE

Locations: Footscray Park, Industry.
Description: This unit deals with the knowledge and skills to coordinate equipment selection, use and maintenance and to produce maintenance plans for a facility. It does not include specialist skills but focuses on the need for mainstream managers to pro-actively plan for and manage the acquisition and maintenance of physical assets.
Nominal Hours: 15
Required Reading: Not required.
Assessment: The following methods will be used in assessing this unit: workbooks, class notes, presentations and structured workplace learning.

SRXFAC006B MANAGE AND CONTROL STOCK SUPPLY AND PURCHASE

Locations: Footscray Park, Industry.
Description: This unit deals with the knowledge and skill required to establish stock control and stock purchasing systems within a sport and recreation facility or context.
Nominal Hours: 20
Required Reading: Not required.
Assessment: The following methods will be used in assessing this unit: workbooks, class notes, presentations and structured workplace learning.

SRXFAD001A PROVIDE FIRST AID

Locations: Footscray Park, Industry.
Description: Assess the situation; Apply basic first aid techniques; Communicate details of the incident.
Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXFAD002A PROVIDE ADVANCED FIRST AID RESPONSE

Description: This unit deals with the provision of advanced first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers.
Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.
SRXFAD004A  COORDINATE AND IMPLEMENT FIRST AID TRAINING
Locations: Footscray Park, Industry.
Description: Coordinate and implement first aid training.
Nominal Hours: 10
Required Reading: This unit has no required text.
Assessment: To be advised.

SRXGCS004A  MEET CLIENT NEEDS AND EXPECTATIONS
Locations: Footscray Park, Industry.
Description: Meet client needs and expectations
Nominal Hours: 20
Required Reading: No required text.
Assessment: As per accredited curriculum.

SRXGCS006A  ADDRESS CLIENT NEEDS
Locations: Footscray Park, Industry.
Description: Assist client to articulate needs; Satisfy complex client needs.
Nominal Hours: 10
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXGCS008A  COORDINATE CLIENT SERVICE ACTIVITIES
Locations: Footscray Park, Industry.
Description: This unit involves the skills and knowledge of understanding, clarifying and meeting client needs and expectations in a single encounter or multiple encounters, on a one-to-one basis with a client.
Nominal Hours: 20
Required Reading: Not Required.
Assessment: The following methods will be used in assessing this unit: workbooks, class notes, presentations and structured workplace learning.

SRXGCS006A  ADDRESS CLIENT NEEDS
Locations: Footscray Park, Industry.
Description: Assist client to articulate needs; Satisfy complex client needs.
Nominal Hours: 10
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXGCS007A  DETERMINE NEEDS OF CLIENT POPULATIONS
Locations: Footscray Park, Industry.
Description: Analyse needs of client populations; Plan and develop client service; Evaluate client service relationship.
Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXGCT03A  PROCESS CLIENT COMPLAINTS
Locations: Footscray Park, Industry.
Description: This unit involves the skills and knowledge of handling negative feedback (complaints) from customers, whether formal or informal. Complaints may range from a simple customer dissatisfaction which can be resolved on the spot to scenarios where external bodies such as police are required, and vary in terms of severity, formality, source and documentation required.
Nominal Hours: 20
Required Reading: Not required.
Assessment: The following methods will be used in assessing this unit: workbooks, class notes, presentations and structured workplace learning.

SRXGR0001A  FACILITATE A GROUP
Locations: Footscray Park, Industry.
Description: Plan the establishment of a group; Monitor group formation; Develop group commitment and co-operation; Facilitate group processes; Manage and facilitate group performance.
Nominal Hours: 12
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXGRO002A DEAL WITH CONFLICT**

Locations: Footscray Park, Industry.
Description: Identify conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.
Nominal Hours: 10
Required Reading: No required reading.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXGRO003A PROVIDE LEADERSHIP TO GROUPS**

Locations: Footscray Park, Industry.
Description: Demonstrate appropriate standards of performance; Influence individuals and groups; Make decisions; Facilitate group decision-making; Demonstrate appropriate leadership styles
Nominal Hours: 18
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXHRM001B MANAGE VOLUNTEERS**

Locations: Footscray Park, Industry.
Description: Research and document needs for volunteer involvement; Undertake volunteer recruitment; Maximise volunteer retention; Ensure a positive experience for volunteers.
Nominal Hours: 20
Required Reading: No text required.
Assessment: As per accredited curriculum and may include assignment, presentations and case studies.

**SRXINU001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY**

Description: Research basic information about the sport and recreation industry in Australia; Apply industry information; Update sport and recreation industry knowledge.
Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXINU002A APPLY SPORT AND RECREATION LAW**

Locations: Footscray Park, Industry.
Description: This unit covers competencies required in identifying and applying laws which are relevant to the sport and recreation industry with application in the workplace.
Nominal Hours: 10
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXINU003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY**

Locations: Footscray Park, Industry.
Description: Review and interpret the market for current leisure and recreation service delivery; Assess the basis for existing levels of interest by participants; Report outcomes on participation patterns analysis.
Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXINU004A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES**

Locations: Footscray Park, Industry.
Description: Analyse the laws and legal principles which relate to the organisation; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements; Evaluate the effectiveness of workplace systems; Update legal knowledge.
Nominal Hours: 12
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXINU005A MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE**

Locations: Footscray Park, Industry.
Description: Determine culture and education trends of current participation in a specific leisure and recreation service; Develop and implement culture and education strategies appealing to non-participants; Monitor and manage cultural and educational trends.
Nominal Hours: 35
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXINU006A FOSTER THE VALUES AND ETHOS OF THE PHENOMENON OF PLAY**

Locations: Footscray Park, Industry.
Description: Evaluate the broader leisure and recreation market place; Seek and secure opportunities to foster the values and ethos of play; Promote the phenomenon of play in the community.
Nominal Hours: 25
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXINU007A MANAGE EVOLVING PATTERNS OF WORK TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE**

Locations: Footscray Park, Industry.
Description: Determine evolving patterns of work impacting on participation in leisure and recreation services; Develop and implement strategies addressing patterns of work limiting accessibility to a specific leisure and recreation service; Monitor and manage trends in evolving patterns of work.
Nominal Hours: 15
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXINU009A  APPLY AN UNDERSTANDING OF PSYCHOLOGY TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE**

Locations: Footscray Park, Industry.
Description: Analyse the psychology of leisure and recreation.
Nominal Hours: 15
Required Reading: This unit has no required text.
Assessment: To be advised.

**SRXINU010A  APPLY AN UNDERSTANDING OF SOCIOLOGY TO EXPAND PARTICIPATION IN LEISURE AND RECREATION SERVICE.**

Locations: Footscray Park, Industry.
Description: Apply an understanding of sociology to expand participation in a leisure and recreation service.
Nominal Hours: 15
Required Reading: This unit has no required text.
Assessment: To be advised.

**SRXINU011A  ANALYSE THE ECONOMIC CONCEPTS OF LEISURE AND RECREATION.**

Locations: Footscray Park, Industry.
Description: Analyse the economic concepts of leisure and recreation.
Nominal Hours: 15
Required Reading: This unit has no required text.
Assessment: To be advised.

**SRXOGN001A  CONDUCT PROJECTS**

Locations: Footscray Park, Industry.
Description: Plan and prepare for project; Implement and administer project; Coordinate project administration; Finalise and review project administration.
Nominal Hours: 15
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXOGN002A  MANAGE PROJECTS**

Locations: Footscray Park, Industry.
Description: Plan project; Administer and monitor project; Evaluate project.
Nominal Hours: 30
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXOHS001B  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES**

Locations: Footscray Park, Industry.
Description: Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.
Nominal Hours: 10
Required Reading: No required text.
Assessment: Assessment includes Projects, written and practical assessment.

**SRXOHS002A  IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS AND MAINTAIN OCCUPATIONAL HEALTH AND SAFETY STANDARDS**

Locations: Footscray Park, Industry.
Description: Implement and Monitor the Organisation’s Occupational Health and Safety Policies, Procedures and Programs and Maintain Occupational Health and Safety Standards
Nominal Hours: 12
Assessment: As per accredited curriculum.

**SRXOHS002B  IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS**

Locations: Footscray Park, Industry.
Description: Provide information to the work group about occupational health and safety and the organisation’s occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation’s procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement the organisation’s procedures for dealing with hazardous events; Implement and monitor the organisation’s procedures for providing occupational health and safety training; Implement and monitor the organisation’s procedures for maintaining occupational health and safety records.
Nominal Hours: 12
Assessment: As per accredited curriculum.

**SRXOHS003B  ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY SYSTEM**

Locations: Footscray Park, Industry.
Description: Establish and maintain the framework for the occupational health and safety system in the area managerial of responsibility; Establish and maintain participative arrangements for the management of occupational health and safety; Establish and maintain procedures for identifying hazards; Establish and maintain procedures for assessing risks; Establish and maintain procedures for controlling risks; Establish and maintain occupational health and safety training program; Establish and maintain a system for occupational health and safety records; Evaluate the organisation’s occupational health and safety system and related policies, procedures and programs.
Nominal Hours: 15
Assessment: Assignment, presentation, written and practical tasks, case studies, research.
SRXRES001B  EDUCATE THE PUBLIC ON THE SAFE USE OF SPORT AND RECREATIONAL RESOURCE
Description: This unit covers the knowledge and skills to identify problems in relation to safe usage of a resource and to contribute to the development and presentation of information to the public to address the problems.
Nominal Hours: 12
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXRES003B  CONTRIBUTE TO THE PLANNING, MONITORING AND CONTROL OF RESOURCES
Locations: Footscray Park, Industry.
Description: This unit has been developed for the Community Recreation, Fitness, Outdoor Recreation and Sport Industry Training Packages. This unit encompasses competencies required for the identification of resource requirements and usage trends, organisation of maintenance programs, and development of recommendations re the use and improvement of resources.
Nominal Hours: 8
Required Reading: No text book required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRXRES004B  MINIMISE WASTE AND POLLUTION AND THEIR ENVIRONMENTAL IMPACT
Locations: Footscray Park, Industry.
Description: This unit has been developed for the Community Recreation, Fitness, Outdoor Recreation and Sport Industry Training Packages. This unit covers the knowledge and skills to identify sources of waste and pollution, assess their impact and develop appropriate strategies to manage and minimise their environmental impact.
Nominal Hours: 8
Required Reading: No text book required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRXRES005B  ACHIEVE AN EFFICIENT USE OF RESOURCES
Locations: Footscray Park, Industry.
Description: Achieve an efficient use of resources
Nominal Hours: 12
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXRK001A  UNDERTAKE RISK ANALYSIS OF ACTIVITIES
Locations: Footscray Park, Industry.
Description: Establish the context of the risk analysis; Identify risks associated with an activity; Conduct risk analysis of an activity; Undertake risk assessment of an activity; Treat risks associated with an activity; Monitor and review the risk management for an activity.
Nominal Hours: 10

SRXRK002A  MANAGE AN ORGANISATION'S RISK
Locations: Footscray Park, Industry.
Description: Determine the organisation’s risk management context; Identify organisational risks; Conduct an analysis of organisational risks; Undertake assessment of organisational risk; Treat organisational risks; Implement the organisation’s risk management program; Monitor and evaluate the risk management program.
Nominal Hours: 40
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

THHGCS05B  ORGANISE IN-HOUSE FUNCTIONS
Locations: Footscray Park, Industry.
Description: This unit deals with the skills and knowledge required to organise functions from the perspective of functions co-coordinator operating within a venue. The skills required by independent event organisers are covered in other units.
Nominal Hours: 40
Required Reading: No text book required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

TLI1807B  MANAGE CUSTOMER SERVICE
Description: This unit involves the skills and knowledge required to manage customer service. It includes planning to meet internal and external customer requirements; ensuring delivery of quality products/services; and monitoring, adjusting and reporting customer service.
Nominal Hours: 60
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation. RPL: Participants will provide evidence of their knowledge, skills and experience.

VBQM542  COUNSELLING FOUNDATIONS FOR WORKING IN A HIGH PERFORMANCE ENVIRONMENT
Description: To provide the learners with the opportunity to develop an understanding of the philosophical basis of career education and its application when dealing with high performers. High performers refers to elite athletes, circus/theatrical performers, musicians, professional dancers and entertainers. Learners will develop an understanding of the counselling foundations to apply when exploring the various elements of the career and education field, as well as the necessary skills required to conduct an high performer’s assessment
Nominal Hours: 50
Assessment: As per accredited curriculum.

VBQM543  CAREER PLANNING FOR HIGH PERFORMERS
Description: To provide the learners with the knowledge and skills required to apply a range of career planning techniques and theories. High performers refers to elite athletes, circus/theatrical performers, musicians, professional dancers and entertainers.
simple organic molecules using IUPAC rules, explain the relationship between structure and properties of organic compounds, write balanced chemical equations to represent simple organic reactions. The anticipated methods of assessment will be, oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAM085 WAVES AND OPTICS
Description: To provide the learner with knowledge of wave theory and the laws of optics.
Nominal Hours: 40
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to explain the differences between transverse and longitudinal wave types, including the motion of individual particles, and how to identify when two particles in a wave are in phase, explain the applications of the major bands of the electromagnetic spectrum, determine the path of a light ray, describe the formation of images by mirrors and lenses. The anticipated methods of assessment will be, oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAM086 KINEMATICS
Description: The purpose of this module is to provide the learner with the knowledge and skills to describe the motion of an object.
Nominal Hours: 40
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to use kinematics terms to explain linear motion, explain the linear motion of an object, draw and interpret kinematics graphs, define vector and scalar quantities and calculate the displacement and velocity of an object in two dimensions. The anticipated methods of assessment will be, oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAM087 CELL BIOLOGY
Description: To provide participants with the knowledge and skills to identify cell organelles and structures, state their functions and outline various cellular life-sustaining processes.
Nominal Hours: 30
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has knowledge of Cell Theory, is able to use appropriate scientific terminology to describe and explain eukaryotic cells, cellular processes and the various stages of cellular reproduction. The anticipated methods of assessment will be, oral and written questioning, oral presentation using diagrams and other visual aids, review and analysis of written reports.

VPAM088 ANATOMY AND PHYSIOLOGY
Description: To provide students with the knowledge and skills to be able to identify and describe the physiological functions of the major anatomical features of selected body systems and to investigate diseases and treatments.
Nominal Hours: 30
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner can identify and describe the physiological functions of the major anatomical features of a minimum of three selected body systems and can investigate diseases and treatments of common diseases. The anticipated methods of assessment will be oral and written questioning, oral presentation, written report.
VPAM090  INTRODUCTORY GENETICS
Description: The purpose of this module is to provide learners with basic knowledge of genetics and related phenomena including DNA structure, function and replication; chromosomes; and genes.
Nominal Hours: 40
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has knowledge of key elements of genetically-related phenomena and is able to use appropriate scientific terminology to describe and present information on genetic processes, laws of inheritance, mutations and is able to present and discuss issues related to genetic engineering. Evidence requirements include the presentation of information in diagrammatic form as well as verbally and in writing. The anticipated methods of assessment will be oral and written questioning, direct observation and oral presentation, practical demonstration, research assignment, and written report.

VPAM091  ECOLOGY
Description: To provide students with the knowledge and skills to identify cell organelles and structures, state their function and outline various cellular life-supporting processes.
Nominal Hours: 30
Assessment: The anticipated methods of assessment will be research assignment, practical demonstration, oral presentation, and written assessment.

VPAM072  CONDUCT AND PRESENT SIMPLE SCIENTIFIC RESEARCH
Description: The purpose of this unit is to provide learners with the knowledge and skills to undertake, analyse, and report on simple scientific experiments and investigations.
Nominal Hours: 20
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to perform a simple scientific (chemistry, physics or biology) experiment, record and analyse the results of the experiment, undertake a simple investigation of the impact of a scientific issue on society or environment or an individual, record and analyse the results of the investigation and present findings using appropriate scientific terminology. The anticipated methods of assessment will be oral and written questioning, oral presentation, practical demonstration, research assignment, and written report.

VPAM073  USE A RANGE OF TECHNIQUES TO SOLVE MATHEMATICAL PROBLEMS
Description: The purpose of this unit is to provide learners with the knowledge and skills to use a range of specialist techniques and concepts to solve mathematical problems.
Nominal Hours: 110
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to apply a wide range of strategies and techniques to solve mathematical problems, demonstrate estimating skills to check calculations and reasonableness of outcomes and use mathematical symbolism, charts, diagrams and graphs as appropriate to convey mathematical thinking and processing. The anticipated methods of assessment will be diagrams and models created by the learner, practical demonstration, records of teacher observations of learner’s activities, discussions and practical tasks, self-assessment sheets and online responses, written and verbal reports of investigations and problem-solving activities.

VPAM074  CONDUCT ROUTINE ELECTRICAL TESTS
Description: To provide participants with the knowledge and skills to identify cell organelles and structures, state their functions and outline various cellular life-supporting processes.
Nominal Hours: 40
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has knowledge of Cell Theory, is able to use appropriate scientific terminology to describe and explain eukaryotic cells, cellular processes and the various stages of cellular reproduction. The anticipated methods of assessment will be oral and written questioning, oral presentation using diagrams and other visual aids, review and analysis of written reports.

VPAM075  CONDUCT SIMPLE ACTIVITIES IN A BIOLOGICAL SCIENCE LABORATORY
Description: This unit covers the skills required to conduct simple activities in a biological science laboratory. It involves performing basic microscopy tasks, including specimen preparation, staining and scientific sketching.
Nominal Hours: 10
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to consistently safely and correctly operate monocular and stereo microscopes, produce correctly labelled and accurate scientific diagrams of slide specimens, prepare and stain plant and animal tissue specimens for microscopic examination according to demonstrated techniques. The anticipated methods of assessment will be:
- Oral and written questioning
- Oral presentation
- Practical demonstration
- Research assignment
- Written report.

VPAM076  CONDUCT SIMPLE DISSECTIONS
Description: This unit covers the knowledge and skills to conduct simple dissections using material from available mammalian body systems.
Nominal Hours: 10
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to prepare for and perform a simple dissection safely, and record observations. The anticipated methods
of assessment will be oral and written questioning, practical demonstration, log book of practical work.

VPAU077 APPLY MATHEMATICAL TECHNIQUES TO SCIENTIFIC CONTEXTS

Description: The purpose of this unit is to provide learners with knowledge and skills related to basic statistics, functions and their graphs, trigonometric graphs, exponents and logarithms and introductory calculus.

Nominal Hours: 50
Assessment: To be advised.

VPAU430 WORK WITHIN A MYOTHERAPY FRAMEWORK

Locations: Footscray Park, Other.
Other Locations: Whitten Oval - Footscray

Description: This unit is designed to provide the skills and knowledge to enable the participant to work effectively within a myotherapy framework. It assumes that the participant already has the competency to work within a massage framework. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.

Nominal Hours: 80
Required Reading: No required text.
Assessment: To be advised.

VPAU431 APPLY MYOTHERAPY CLINICAL ASSESSMENT FRAMEWORK

Locations: Footscray Park, Other.
Other Locations: Whitten Oval - Footscray

Description: This unit is designed to interpret information gathered during an examination and make an accurate assessment for myotherapy treatment. It assumes that the participant already has the competency to apply a remedial massage assessment framework. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.

Nominal Hours: 50
Required Reading: No required text.
Assessment: To be advised.

VPAU432 PERFORM MYOTHERAPY CLINICAL ASSESSMENT

Locations: Footscray Park, Other.
Other Locations: Whitten Oval - Footscray

Description: This unit is designed to provide the knowledge and skills required to observe the condition of the client and gather information in order to provide myotherapy treatment. It assumes that the participant already has the competency to perform remedial massage health assessment. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.

Nominal Hours: 100
Required Reading: No required text.
Assessment: To be advised.

VPAU433 PLAN MYOTHERAPY TREATMENT STRATEGY

Locations: Footscray Park, Other.
Other Locations: Whitten Oval - Footscray

Description: This unit is designed to provide the knowledge and skills required to enable the participant to prepare for myotherapy treatment and to negotiate with client the planning of myotherapy treatment. It assumes that the participant already has the competency to plan remedial massage treatment strategies. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.

Nominal Hours: 120
Required Reading: No required text.
Assessment: To be advised.

VPAU434 PROVIDE MYOTHERAPY TREATMENT

Locations: Industry, Other.
Other Locations: Whitten Oval

Description: This unit is designed to provide the knowledge and skills required to administer myotherapy treatment according to the techniques and practices of a myotherapy framework. It assumes that the participant already has the competency to provide remedial massage treatment. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.

Nominal Hours: 150
Required Reading: nil.
Assessment: To be advised.
COURSE STRUCTURE
14 units must be achieved for this qualification including 10 compulsory units and 4 electives. A wide range of elective units may include units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Also, where appropriate, to address workplace requirements, units of competency packaged at this level or higher in electives. A wide range of elective units available may include: Relevant grouped electives

Compulsory (core) units
CHCAC317A SUPPORT OLDER PEOPLE TO MAINTAIN THEIR INDEPENDENCE 20
CHCAC318A WORK EFFECTIVELY WITH OLDER PEOPLE 30
CHCAC319A PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA 55
CHCCS411A WORK EFFECTIVELY IN THE COMMUNITY SECTOR 40
CHCCS400A PROVIDE SUPPORT TO PEOPLE WITH DISABILITIES 90
CHCINF408C COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE WORKERS 20
CHCDIS302A MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES 90
CHCMH301A WORK EFFECTIVELY IN MENTAL HEALTH 90
HLTHIR403B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE 20
CHCCOM302C COMMUNICATE APPROPRIATELY WITH CLIENTS AND CO-WORKERS 20
CHCINF408C COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS 40

Elective Units
HLTRIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
CHCAC316B PROVIDE FOOD SERVICES 20
CHCSS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
HLFA301B APPLY FIRST AID 18
CHCCS305A ASSIST CLIENTS WITH MEDICATION 40
CHCDIS302A MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES 90
CHCMH301A WORK EFFECTIVELY IN MENTAL HEALTH 90
HLTHIR403B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE 20
CHCCOM302C COMMUNICATE APPROPRIATELY WITH CLIENTS AND CO-WORKERS 20
CHCINF408C COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS 40
HLPAT301A PERFORM CPR 3

CERTIFICATE III IN Aged Care
Course Code: CHC30208
About this course: This qualification is for students wishing to work with aged people in the community. This could be in residential care or community care settings. This course will train and qualify people to carry out activities to maintain personal care and/or other activities of living for people in an aged care setting.

Course Objectives: The objectives of this qualification are to deliver quality training to students to prepare them to work in the Aged Care Sector. Students will gain sound theoretical and work based placement in an aged care service. This will enable students to be work ready and apply their training across a variety of aged care environments.

Careers: The career outcomes for people who complete this qualification are primarily in residential Aged Care Facilities. The job titles may include, accommodation support worker, personal care worker, aged care worker and support worker.

Course Duration: 0.5 years.
Admission Requirements Year 12: Direct Entry.
Admission Requirements Mature Age: Direct Entry
Selection Processes: Direct Entry, Interview, Written Application.
The selection into this course is based on the outcome of a written and oral interview.
Prerequisite Unit Requirements: There are no prerequisites for this course. The applicant must attend an information and interview session. The interview session involves a written and verbal interview before being considered for entry into the course.

COURSE STRUCTURE
14 units must be achieved for this qualification including 10 compulsory units and 4 electives. A wide range of elective units may include units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Also, where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other Training Packages.

Compulsory (core) units
CHCAC317A SUPPORT OLDER PEOPLE TO MAINTAIN THEIR INDEPENDENCE 20
CHCAC318A WORK EFFECTIVELY WITH OLDER PEOPLE 30
CHCAC319A PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA 55
CHCCS411A WORK EFFECTIVELY IN THE COMMUNITY SECTOR 40
CHCCS305A PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS 50
CHCICS302A PARTICIPATE IN THE IMPLEMENTATION OF INDIVIDUALISED PLANS 15
CHCHS303A SUPPORT INDIVIDUAL HEALTH AND EMOTIONAL WELL BEING 30
CHCGHS312A FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK 30
CHCPA301B DELIVER CARE SERVICES USING A PALLIATIVE APPROACH 55
HILTAP301A RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT 70
Community Services and/or Health Training Packages. Also where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

Core Compulsory Units

CHCAC318A WORK EFFECTIVELY WITH OLDER PEOPLE 30
CHCAC319A PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA 55
CHCCS411A WORK EFFECTIVELY IN HEALTH CARE CONTEXT 40
CHCDIS301A WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY 50
CHCHC311A WORK EFFECTIVELY IN HOME AND COMMUNITY CARE 45
CHCICS301A PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS 50
CHCICS302A PARTICIPATE IN THE IMPLEMENTATION OF INDIVIDUALISED PLANS 15
CHCICS304A WORK EFFECTIVELY WITH CARERS 35
CHCOHS312A FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK 30

And one of the following units:

HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
or
HLTHIR404B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE 20

Elective Units

CHCAC316B PROVIDE FOOD SERVICES 20
CHCCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
HLTFA301B APPLY FIRST AID 18
CHCCS305A ASSIST CLIENTS WITH MEDICATION 40
CHCDIS302A MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES 90
CHCMH301A WORK EFFECTIVELY IN MENTAL HEALTH 50
CHCPA301B DELIVER CARE SERVICES USING A PALLIATIVE APPROACH 55
CHCCOM302C COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20
HLTAP301A RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT 70

CHCNF408C COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS 40
CHCICS401A FACILITATE SUPPORT FOR PERSONAL CARE NEEDS 50
HLTSD307B CARE FOR THE HOME ENVIRONMENT OF CLIENTS 20

Industry Electives

HLTCPR201A PERFORM CPR 3

CERTIFICATE IV IN AGED CARE

Course Code: CHC40108


About this course: This course is designed for students who have completed their Certificate III in Aged Care Work and would like to expand their skills working in the Aged and Community Care Sector.

Course Objectives: The objectives of this qualification are to deliver quality training to students to enable them to work in the Aged Care sector. The qualification entitles students to work in complex care settings and in a supervisory capacity. Students will gain sound theoretical and work based placement in aged and community settings. This will prepare students to be work ready and apply their training across a variety of aged and community settings.

Careers: The career outcomes of this course are primarily within the Aged Care and Community Care sector across a range of working environments. The role includes duties associated with caring for people with complex needs and/or work in a supervisory capacity. Job titles include, care supervisor, care team leader, hostel supervisor, program coordinator.

Course Duration: 1 year.

Admission Requirements Year 12: Direct written application.

Admission Requirements International: not applicable.

Admission Requirements Mature Age: Direct written application, work experience, employer choice.

Admission Requirements VET: not applicable.

Selection Processes: Direct Entry, Employer Choice, Interview, Written Application.

The selection process for this course is based on having completed the required prerequisites, a oral and written interview and industry experience in Aged Care

Prerequisite Unit Requirements: To gain entry into CHC40108 Certificate IV in Aged Care a candidate must be recognised as competent, through a recognised training program or recognition process, against the following compulsory units from CHC30208 Certificate III in Aged Care (or equivalent). These units are:

- CHCAC318A Work effectively with older people
- CHCAC319A Provide support to people living with dementia
- CHCCS411A Work effectively in the community sector
- CHCICS303A Support individual health and emotional well being
- CHCPA301B Deliver care services using a palliative approach
- HLTAP301A Recognise healthy body systems in a health care context

COURSE STRUCTURE

15 units must be selected for this qualification including 11 compulsory units and 4 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Health.

Core compulsory units

CHC412A PROVIDE SERVICES TO OLDER PEOPLE WITH COMPLEX NEEDS 70
CHC416A FACILITATE SUPPORT RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA 55
CHC417A IMPLEMENT INTERVENTIONS WITH OLDER PEOPLE AT RISK OF FALLS 45
CHC4010D ADVOCATE FOR CLIENTS 20
CHCCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
CHCICS401A FACILITATE SUPPORT FOR PERSONAL CARE NEEDS 50
CHCICS402A FACILITATE INDIVIDUALISED PLANS 50
CHCNF403C COORDINATE INFORMATION SYSTEMS 75
CHCNET404A FACILITATE LINKS WITH OTHER SERVICES 70
CHCOR6406A SUPERVISE WORK 50

AND one only of the following units
COURSE STRUCTURE

15 units must be selected for this qualification including 6 compulsory and 9 elective units. Elective units available may include relevant electives listed in purchasing guide, units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Also where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

Core Units of Study

- CHCAC416A  FACILITATE SUPPORT RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA  55
- CHCSS411A  WORK EFFECTIVELY IN THE COMMUNITY SECTOR  40
- CHCHC401A  COORDINATE AND MONITOR HOME BASED SUPPORT  65
- CHCICS402A  FACILITATE INDIVIDUALISED PLANS  50
- CHCDIS409A  PROVIDE SERVICES TO PEOPLE WITH DISABILITIES WITH COMPLEX NEEDS  75

and one of each of the following pairs of units:

- CHCOHS312A  FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK  30
- HLTIR403B  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS  20

or

- HLTIR403B  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS  20
- HLTIR404B  WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE  20

Elective Units of Study

- CHCINF403C  COORDINATE INFORMATION SYSTEMS  75
- CHCHT404A  FACILITATE LINKS WITH OTHER SERVICES  70
- CHCORG606A  SUPERVISE WORK  50
- CHCAC412A  PROVIDE SERVICES TO OLDER PEOPLE WITH COMPLEX NEEDS  70
- HLFPA301B  APPLY FIRST AID  18
- CHCAC417A  IMPLEMENT INTERVENTIONS WITH OLDER PEOPLE AT RISK OF FALLS  45
- CHCAD401D  ADVOCATE FOR CLIENTS  20
- CHCSS400A  WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK  50
- CHCPA301B  DELIVER CARE SERVICES USING A PALLIATIVE APPROACH  55

Admission Requirements Year 12: To gain entry into the Certificate IV in Home and Community Care applicants must be competent in the following units:

- CHCAC318A  WORK EFFECTIVELY WITH OLDER PEOPLE
- CHCDIS301A  WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY
- CHCICS304A  WORK EFFECTIVELY WITH CARERS.

Admission Requirements Mature Age: To gain entry into the Certificate IV in Home and Community Care applicants must be competent in the following units:

- CHCAC318A  WORK EFFECTIVELY WITH OLDER PEOPLE
- CHCDIS301A  WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY
- CHCICS304A  WORK EFFECTIVELY WITH CARERS.

Admission Requirements International: Not applicable.

Admission Requirements Other: To gain entry into the Certificate IV in Home and Community Care applicants must be competent in the following units:

- CHCAC318A  WORK EFFECTIVELY WITH OLDER PEOPLE
- CHCDIS301A  WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY
- CHCICS304A  WORK EFFECTIVELY WITH CARERS.

Selection Processes: Direct Entry, Interview, Written Application.

The selection process for this course is by written and verbal interview.
CHCDIS302A MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES 90
CHCDIS409A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES WITH COMPLEX NEEDS 75
CHCCOM302C COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20
CHCCS305A ASSIST CLIENTS WITH MEDICATION 40
HLTAP301A RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT 70
CHCICS401A FACILITATE SUPPORT FOR PERSONAL CARE NEEDS 50
HLTCSD307B CARE FOR THE HOME ENVIRONMENT OF CLIENTS 20

Industry Electives
HLTCPR201A PERFORM CPR 3

CERTIFICATE II IN HEALTH SUPPORT SERVICES
Course Code: HLT21207
Campus: Industry, Other.
Other locations: Approved Secondary Schools
Course Objectives: This qualification covers workers who provide support for the effective functioning of health services. These workers do not provide direct care assistance functions such as assisting other staff with the care of clients. This certificate enables people to gain employment in the health care industry and provides an entry platform to those who would like to pursue further studies in these fields.
Careers: Occupations may include: Hospital assistant, Administration support, Support services worker, Clerk, Maintenance assistant in a hospital or community care industry.
Course Duration: 2 years.
Admission Requirements Year 12: NA.
Admission Requirements International: NA.
Admission Requirements Mature Age: NA.
Admission Requirements VET: Secondary School choice as assessed by the University Interview.
Selection Processes: Interview, Written Application.

COURSE STRUCTURE
To receive this qualification you are required to obtain 12 units of competency including: Four (4) Core units Eight (8) Elective Units

Core Units
HLTHIR301A COMMUNICATE AND WORK EFFECTIVELY IN HEALTH 20
HLTN301A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK 20
HLTOHS200A PARTICIPATE IN OHS PROCESSES 20
BSBMLM204A WORK EFFECTIVELY WITH OTHERS 15

Elective Units Selected from the list below or where appropriate to the workplace requirements approved by the school in accordance to the Health (HLT07) Training Package guidelines.
HLTCD201B MAINTAIN HIGH STANDARD OF CLIENT SERVICE 30
HLTCD203B PREPARE AND MAINTAIN BEDS 15

HLTCD306B RESPOND EFFECTIVELY TO A DIFFICULT OR CHALLENGING BEHAVIOUR 20
HLTCD208B TRANSPORT CLIENTS 20
HLTFA301B APPLY FIRST AID 18
BSBMED201A USE BASIC MEDICAL TERMINOLOGY 30
HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
HLTHIR404B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE 20

CERTIFICATE III IN ALLIED HEALTH ASSISTANCE
Course Code: HLT32407
Campus: Industry, Other.
Other locations: VETIS Secondary Schools
Course Objectives: This qualification covers workers who provide assistance to allied health professionals. Workers at this level operate under direct supervision and do not conduct programs or therapeutic interventions.
Careers: Occupational titles for graduates may include: Therapy assistant, allied health assistant, occupational therapy assistant, podiatry assistant, physiotherapy assistant, speech pathology assistant.
Course Duration: 2 years.
Admission Requirements Year 12: NA.
Admission Requirements International: NA.
Admission Requirements Mature Age: NA.
Admission Requirements VET: School choice Interview (some applicants only).
Selection Processes: Interview, Written Application.

COURSE STRUCTURE
To achieve this qualification participant must successfully complete 15 units including:

- 10 core units
- 5 elective units Elective units may be selected from a level Certificate III or higher in the health or Community Services Training Package. A maximum of 2 units may be selected from other relevant Training Package units Certificate III or higher. This course is currently customised for delivery to specific industry clients to address workplace and group needs. Duration of course from entry subject to competency achievement: Year 10 - 3 years duration Year 11 - 2 years duration

Core Units
HLTHIR301A COMMUNICATE AND WORK EFFECTIVELY IN HEALTH 20
HLTN301A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK 20
HLTOHS200A PARTICIPATE IN OHS PROCESSES 20
BSBMLM204A WORK EFFECTIVELY WITH OTHERS 15

Elective Units
BSBFLM303B CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 20
BSBFAM303B CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 20
HLTAH301A ASSIST WITH AN ALLIED HEALTH PROGRAM 40
HLTCD201B MAINTAIN HIGH STANDARD OF CLIENT SERVICE 30
HLTCD305B ASSIST WITH CLIENT MOVEMENT 20
HLTAP301A RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT 70
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>Admission Requirements International</th>
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<th>Admission Requirements Other</th>
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<tbody>
<tr>
<td>HLT32507</td>
<td>CERTIFICATE III IN HEALTH SERVICES ASSISTANCE</td>
<td>Footscray Nicholson, Werribee, Industry</td>
<td>This qualification covers workers in a range of work roles who provide assistance to health professional staff with the care of clients. Health Services Assistance involves the worker in direct client contact under supervision.</td>
<td>Ward work, patient services and hospital orderly work.</td>
<td>1 year</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Employer choice</td>
<td>Employer Choice, Interview, Written Application</td>
<td>The VETiS program is offered over a 2 or 3 year delivery. To qualify for the Certificate III in Health Services Assistance course, participants must successfully complete 6 compulsory units and 9 elective units.</td>
</tr>
<tr>
<td>HLT32907</td>
<td>CERTIFICATE III IN HEALTH ADMINISTRATION</td>
<td>Werribee, Melton, Industry</td>
<td>This qualification covers workers who complete a wide range of administrative tasks, under direct or indirect supervision. These functions can be carried out in a range of settings, including hospitals, community health centres, private practice, etc.</td>
<td>Occupational titles for these workers may include: Admissions Clerk Administrative Worker Clinical Coding Clerk Ward Clerk.</td>
<td>1 year</td>
<td>Year 12: Successful completion of VCE or equivalent.</td>
<td>-</td>
<td>-</td>
<td>School Choice</td>
<td>Direct Entry</td>
<td>15 competency units are required for award of this qualification, including: 5 compulsory units 10 elective units A wide range of elective units is available and may include: Relevant electives available in the HLT107 Training Package under the packaging rules are compulsory units for this qualification. Competency units available at Certificate III level or higher in the Health and/or Community Services Training Packages. A maximum of 2 competency units may be selected from other relevant Training Package units available at Certificate III.</td>
</tr>
</tbody>
</table>
FACULTY OF WORKFORCE DEVELOPMENT

Core Units of Study

- HLTHIR301A COMMUNICATE AND WORK EFFECTIVELY IN HEALTH 20
- HLTIN301A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK 20
- HLTOHS200A PARTICIPATE IN OHS PROCESSES 20
- BSBMED201A USE BASIC MEDICAL TERMINOLOGY 30
- BSBFLM303B CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40

Elective Units of Study

You will need to choose at least ten elective units with the approval of the Head of School, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate III.

- BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
- BSBCMN305A ORGANISE WORKPLACE INFORMATION 30
- HLTA3D01A ASSIST WITH PRACTICE ADMINISTRATION 20
- BSBMED300A USE ADVANCED MEDICAL TERMINOLOGY 30
- BSBMED302A PREPARE AND PROCESS MEDICAL ACCOUNTS 30
- BSBMED303A MAINTAIN PATIENT RECORDS 20
- BSBMED308A MAINTAIN FINANCIAL RECORDS 60
- BSBFLM309A SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES 40
- HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
- HLTHIR506B IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS 50
- HLTOHS300A CONTRIBUTE TO OHS PROCESSES 20
- HLTIN403B IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES 50
- HLTSUP401A SUPERVISE IN A HEALTH SETTING 60
- BSBFLM412A PROMOTE TEAM EFFECTIVENESS 50
- BSBMED201A USE BASIC MEDICAL TERMINOLOGY 30
- CHCORG28A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE 120
- HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
- HLTHIR505B PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH 30
- HLTIN500A MANAGE OHS PROCESSES 40
- HLTIR501A MANAGE IN A HEALTH CARE BUSINESS 50
- BSBMED301A USE ADVANCED MEDICAL TERMINOLOGY 30
- BSBMG609A MANAGE RISK 60
- HLTPM502A MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM 30
- BSBFLM503B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60

CERTIFICATE IV IN HEALTH SUPERVISION

Course Code: HLT40407

Campus: Werribee, Industry.

Course Objectives: This qualification covers workers in the role of a supervisor or senior workplace trainer in a functional or operational unit/service in a healthcare setting providing health support services, health technical services, health care services, health professional support services and health administration services.

Careers: GP Practice Supervision.

Admission Requirements Year 12: Not Applicable.

Admission Requirements International: Not Applicable.

Admission Requirements Mature Age: Assessed as capable of completing the course by the University.

Admission Requirements VET: Not Applicable.

Admission Requirements Other: Assessed as capable of completing the course by the University.

Selection Processes: Direct Entry.

CERTIFICATE IV IN NURSING (ENROLLED/DIVISION 2 NURSING)

Course Code: HLT43407

Campus: St Albans.

Course Objectives: The course is designed to provide a broad-based training program for students who wish to become Division 2, Registered Nurses, working in Hospital, Medical, Aged Care or Community Health Care facilities. Those who successfully complete this course may apply to NBV for registration as Div 2 RN.

Careers: There are excellent employment opportunities for Division 2 Registered Nurses, particularly in Hospitals, Nursing Homes and Community Based Centres. Those seeking careers as Division 2 Nurses should enjoy working with a diverse range of people with varied medical conditions. Division 2 Nurses work under the direct or indirect supervision of a Division 1 Registered Nurse within the hospital, residential aged care or community health settings.

Course Duration: 1 year.

Admission Requirements Year 12: Successfully completed VCE. Police Check required Students must successfully complete all the aspects of the VETASSESS testing to ensure applicants have the appropriate level of beginning knowledge.

Admission Requirements International: IELTS 6.0.

Admission Requirements Mature Age: Police Check Students must successfully complete all the aspects of the VETASSESS testing to ensure applicants have the appropriate level of beginning knowledge.
Admission Requirements VET: Not applicable.
Admission Requirements Other: Police Check. Students must successfully complete all the aspects of the VETASSES testing to ensure applicants have the appropriate level of beginning knowledge.
Selection Processes: Direct Entry, Written Test.
Admission to the courses is offered to applicants who satisfactorily pass an English literacy/numeracy, clear thinking and problem-solving test. The test is conducted by VETASSES and will cost applicants $45 which is non-refundable.

COURSE STRUCTURE

The course is 1 year full-time or 2 years part-time. Including class and nursing laboratory hours, students will also be required to satisfactorily complete 340 hours of Supervised Clinical Experience. This course is offered on a full time and part time basis.

Core Units of Study

Unit of Study Code Hours
HLTEN401A WORK IN THE NURSING PROFESSION 90
HLTIN301A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK 20
HLTOHS300A CONTRIBUTE TO OHS PROCESSES 20
HLTHIR404B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE 20
HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND WORKERS 20
HLTAP401A CONFIRM PHYSICAL HEALTH STATUS 90
HLTEN403A UNDERTAKE BASIC CLIENT ASSESSMENT 30
HLTEN405A IMPLEMENT BASIC NURSING CARE 90
HLTEN404A UNDERTAKE BASIC WOUND CARE 30
HLTEN410A DELIVER NURSING CARE TO CONSUMERS WITH MENTAL HEALTH CONDITIONS 30
HLTEN509A APPLY LEGAL AND ETHICAL PARAMETERS TO NURSING PRACTICE 30
HLTEN414A DELIVER BASIC NURSING CARE TO OLDER CLIENTS 70
HLTEN415A DELIVER NURSING CARE TO ACUTE CARE CLIENTS 50
HLFA301B APPLY FIRST AID 18

Elective Unit of Study

HLTEN507A ADMINISTER AND MONITOR MEDICATIONS IN THE WORK ENVIRONMENT 180
HLTAP501A ANALYSE HEALTH INFORMATION 30
HLTEN502A APPLY EFFECTIVE COMMUNICATION SKILLS IN NURSING PRACTICE 40
HLTEN513A IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH CHRONIC HEALTH PROBLEMS 50
HLTEN505A CONTRIBUTE TO THE COMPLEX NURSING CARE OF CLIENTS 90

DIPLOMA OF NURSING (ENROLLED/DIVISION 2 NURSING)

Course Code: HLT51607
Campus: St Albans.
About this course: Please contact the School of Health for any enquiries about commencement dates for this program 9919 2936.

Course Objectives: This course aligns with the strategic functional and operational commitments of the University and is classified as a government priority due to the national shortage of nurses and the changing skill mix of nurses in Australia. The diploma will incorporate broader knowledge and skills of the health care industry, thus preparing a more able and flexible division 2 nurse. It is designed to build on competencies within the basic qualification and allow graduates to pursue higher learning at degree level if they so desire. The health industry is experiencing a chronic shortage of nurses at all levels. As a consequence the increased use of division 2 nurses in non-traditional settings (acute, community and emergency areas) is part of the Health Services Department strategic planning. In order to meet this commitment to industry, division 2 nurses must increase their breadth of knowledge and skill.

Careers: Graduates may increase their employability in non-traditional areas such as emergency, maternal and child health and community nursing.

Course Duration: 1. 5 years.

Admission Requirements Year 12: Successful completion of VCE Also please see more “Other” information below.

Admission Requirements International: IELTS 6.5.

Admission Requirements Mature Age: Applicants will be considered with relevant industry experience. Also please see more “Other” information below.

Admission Requirements VET: Not Applicable.

Admission Requirements Other: Police Check, Interview, VETASSES test. Students must successfully complete all the aspects of the VETASSES testing to ensure applicants have the appropriate level of beginning knowledge.

Selection Processes: Interview, Written Application, Written Test.

Compulsory attendance at information session. Applicants will be invited to attend an interview.

COURSE STRUCTURE

To qualify for the Diploma of Nursing (Enrolled/Division 2 nursing) students must successfully complete a minimum of 21 core units and 5 elective units in accordance with the package rules specified in the HLT07 Training Package. The transition to Diploma course of study provides opportunity for currently registered enrolled nurses with a lower qualification to graduate with a Diploma of Nursing. Recognition of Prior Learning and experience is considered when developing an individual program for each applicant.

Core Units of Study

Unit of Study Code Hours
HLTAP401A CONFIRM PHYSICAL HEALTH STATUS 90
HLTAP501A ANALYSE HEALTH INFORMATION 30
HLTEN401A WORK IN THE NURSING PROFESSION 90
HLTEN502A APPLY EFFECTIVE COMMUNICATION SKILLS IN NURSING PRACTICE 40
HLTEN503A CONTRIBUTE TO CLIENT ASSESSMENT AND DEVELOPING NURSING CARE PLANS 50
HLTEN504A IMPLEMENT AND EVALUATE A PLAN OF NURSING CARE 100
HLTEN505A CONTRIBUTE TO THE COMPLEX NURSING CARE OF CLIENTS 90
HLTEN506A APPLY PRINCIPLES OF WOUND MANAGEMENT IN THE CLINICAL ENVIRONMENT 45
HLTEN507A ADMINISTER AND MONITOR MEDICATIONS IN THE WORK ENVIRONMENT 180
HLTEN508A APPLY REFLECTIVE PRACTICE, CRITICAL THINKING AND ANALYSIS IN HEALTH 20
HLTEN509A APPLY LEGAL AND ETHICAL PARAMETERS TO NURSING PRACTICE 30
HLTEN510A IMPLEMENT AND MONITOR NURSING CARE FOR CONSUMERS WITH MENTAL HEALTH CONDITIONS 60
FACULTY OF WORKFORCE DEVELOPMENT

HLTEN512A  IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH ACUTE HEALTH PROBLEMS  70
HLTEN513A  IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH CHRONIC HEALTH PROBLEMS  50
HLTEN515A  IMPLEMENT AND MONITOR NURSING CARE FOR OLDER CLIENTS  75
HLTEN516A  APPLY UNDERSTANDING OF THE AUSTRALIAN HEALTH CARE SYSTEM  20
HLFA301B  APPLY FIRST AID  18
HLTHIR403B  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS  20
HLTHIR404B  WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE  20
HLTIN301A  COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK  20
HLTOHS300A  CONTRIBUTE TO OHS PROCESSES  20
HLTEN519A  ADMINISTER AND MONITOR INTRAVENOUS MEDICATION IN THE NURSING ENVIRONMENT  100
HLTEN511A  PROVIDE NURSING CARE FOR CLIENTS REQUIRING PALLIATIVE CARE  50
HLTEN514A  APPLY RESEARCH SKILLS WITHIN A CONTEMPORARY HEALTH ENVIRONMENT  50
CHCORG405C  MAINTAIN AN EFFECTIVE WORK ENVIRONMENT  50
Elective units
HLTEN520A  CONTRIBUTE TO THE CARE OF MOTHERS AND BABIES  80
or
HLTEN608A  PRACTISE IN THE DOMICILIARY HEALTH CARE ENVIRONMENT  80
or
HLTEN603A  PROVIDE SEXUAL AND REPRODUCTIVE HEALTH CARE FOR CLIENTS  80
or
HLTEN611A  APPLY PRINCIPLES OF DIABETIC NURSING CARE  80
or
HLTEN612A  PRACTISE IN THE PERIOPERATIVE NURSING ENVIRONMENT  80
or
HLTEN618A  PRACTISE IN CONTEMPORARY RURAL/REMOTE HEALTH CARE  80
The above elective unit will be selected by the School based on clinical placement availability

Post Registration - Industry Electives
HLFA402B  APPLY ADVANCED FIRST AID  30
HLTOHS400A  MAINTAIN OHS PROCESSES  40
HLTIN403B  IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES  50
CHCORG405C  PROVIDE MENTORING SUPPORT TO COLLEAGUES  60
TAADEL401A  PLAN AND ORGANISE GROUP-BASED DELIVERY  20
TAADEL402A  FACILITATE GROUP-BASED LEARNING  20
CHCDIS1C  ORIENTATION TO DISABILITY WORK  50
BSBFLM412A  PROMOTE TEAM EFFECTIVENESS  50
HLTRAH302A  UNDERTAKE HOME VISITS  20
CHCDS1A  ORIENTATION TO DISABILITY WORK  50
CHCDS1A  SUPPORT OLDER PEOPLE WITH DISABILITIES  50
CHCDS2A  INTRODUCTION TO DISABILITY WORK  30
CHCSDP3C  PLAN AND CONDUCT GROUP ACTIVITIES  50
CHCMM3B  DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT  75

Additional Industry Electives
HLTEN510A  USE ADVANCED HEALTH TERMINOLOGY IN A PROFESSIONAL CONTEXT  72
HLTEN606A  ASSESS CLIENTS AND MANAGE CLIENT CARE  30
HLTCSD306C  RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR  20
HLTEN620B  PRACTISE IN FIRST LINE EMERGENCY NURSING  30

DIPLOMA OF PRACTICE MANAGEMENT
Course Code: HLT52007
Campus: Werribee, Industry.

About this course: This qualification covers workers who undertake a range of functions requiring application of knowledge and skills to achieve results in line with the organisation/business’s goals and strategic direction.

Course Objectives: This course covers workers who undertake a range of functions requiring application of knowledge and skills to achieve results in line with the organisation/business’s goals and strategic direction.

Careers: GP Practice Supervision

Admission Requirements Year 12: Not Applicable.
Admission Requirements International: Not Applicable.
Admission Requirements Mature Age: Assessed as capable of completing the course by the University.
Admission Requirements VET: Not Applicable.
Admission Requirements Other: Assessed as capable of completing the course by the University.

Selection Processes: Direct Entry.

COURSE STRUCTURE
1 day per week for 1 year.

Core Units of Study
HLTEN512A  IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH ACUTE HEALTH PROBLEMS  70
HLTEN513A  IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH CHRONIC HEALTH PROBLEMS  50
HLTEN515A  IMPLEMENT AND MONITOR NURSING CARE FOR OLDER CLIENTS  75
HLTEN516A  APPLY UNDERSTANDING OF THE AUSTRALIAN HEALTH CARE SYSTEM  20
HLFA301B  APPLY FIRST AID  18
HLTHIR403B  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS  20
HLTHIR404B  WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE  20
HLTIN301A  COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK  20
HLTOHS300A  CONTRIBUTE TO OHS PROCESSES  20
HLTEN519A  ADMINISTER AND MONITOR INTRAVENOUS MEDICATION IN THE NURSING ENVIRONMENT  100
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<tr>
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<th>Credit Hours</th>
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<tr>
<td>BSBMED301A</td>
<td>USE ADVANCED MEDICAL TERMINOLOGY</td>
<td>30</td>
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<tr>
<td>BSBMGT609A</td>
<td>MANAGE RISK</td>
<td>60</td>
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<tr>
<td><strong>Elective Units of Study</strong></td>
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<tr>
<td>BSBFLM513A</td>
<td>MANAGE BUDGETS AND FINANCIAL PLANS WITHIN THE WORK TEAM</td>
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<td>BSBMKG503A</td>
<td>DEVELOP A MARKETING COMMUNICATIONS PLAN</td>
<td>50</td>
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<td>CHCORG28A</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
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<tr>
<td>BSBRKG502A</td>
<td>MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS</td>
<td>50</td>
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<td>HLTHIR403B</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
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<td>PERFORM CPR</td>
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UNITs
Below are unit details for courses offered by the School of Health 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.

bsbcmn305A ORGANISE WORKPLACE INFORMATION
Description: Collect and assess information; Organise information; Review information
needs.
Nominal Hours: 30
Required Reading: No required reading.
Assessment: Assessment may include: Class participation and attendance, problem
solving sheets, working in small groups, class room exercises, RUV40104 Cert IV in
Animal Control and Regulation Assessment will occur via the candidate completing a
series of work based tasks in organising a range of workplace information. Because
of the generality of this unit, assessment will be incorporated into that of other units.
Acceptable recognition evidence may include a position description or resume validated
by a suitable workplace supervisor or expert which states that the learner designs
simple projects.

bsbcmn404a DEVELOP TEAMS AND INDIVIDUALS
LocationS: Footscray Park, Industry.
Description: Determine develop needs; Develop individuals and teams; Monitor and
evaluate workplace learning.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Analyse team effectiveness in relation to organisation goals; Develop
and implement a learning plan to achieve these goals; Report on the outcomes.

bsbflm309a SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS
AND PROCESSES
Description: This unit gives the student knowledge on how to implement continuous
improvement systems and processes, Monitor and evaluate performance,
Consolidate opportunities for further improvement.
Nominal Hours: 40
Assessment: To be advised.

bsbmed301A USE ADVANCED MEDICAL TERMINOLOGY
Description: Respond appropriately to instructions, which contain advanced medical
terminology; Carry out routine tasks; Use appropriate advanced medical terminology
in oral and written communication with patients; fellow workers and health
professionals.
Nominal Hours: 30
Assessment: To be advised.

bsbohs401a CONTRIBUTE TO THE IMPLEMENTATION OF A
SYSTEMATIC APPROACH TO MANAGING OHS
Description: Contribute to the implementation of information and data systems;
Contribute to the implementation of OHS strategies, systems and plans; Support
integration of OHS within the overall management approach; Identify OHS
implications of proposed changes to the workplace and provide advice to control risks;
Identify implications of all sources of change to managing OHS and provide advice
regarding those changes; Evaluate effectiveness of the approach to managing OHS.
Nominal Hours: 40
Assessment: As per accredited curriculum.

bsbohs402a CONTRIBUTE TO THE IMPLEMENTATION OF THE
OHS CONSULTATION PROCESS
Description: This unit specifies the outcomes required to effectively contribute to
the promotion of consultative arrangements in the workplace by communicating,
influencing and consulting as part of a systematic approach to managing OHS.
Nominal Hours: 40
Assessment: As per accredited curriculum.

bsbohs406a USE EQUIPMENT TO CONDUCT WORKPLACE
MONITORING
Description: This unit specifies the outcomes required to effectively contribute to
the promotion of consultative arrangements in the workplace by communicating,
influencing and consulting as part of a systematic approach to managing OHS.
Nominal Hours: 60
Assessment: As per accredited curriculum.

bsbohs504a APPLY PRINCIPLES OF OHS RISK MANAGEMENT
Description: Access external sources of information and data to identify hazards;
Analyse the work environment to identify hazards; Assess risk associated with a
hazard; Control risk associated with a hazard; Maintain hazard identification and risk
control processes; Monitor and review risk management processes.
Nominal Hours: 30
Assessment: As per accredited curriculum.

chcac316b PROVIDE FOOD SERVICES
Description: This unit describes the knowledge and skills required by the worker
to apply basic food safety practices including personal hygiene and conduct when
working in a food service environment in a residential setting.
Nominal Hours: 20
Required Reading: No Required text.
Assessment: No required text. Assignment, Food Handling workbook with questions,
Yes/No. Practical Placements Assessment. Assessed in the workplace based on food
handling.

chcac317a SUPPORT OLDER PEOPLE TO MAINTAIN THEIR
INDEPENDENCE
LocationS: Footscray Nicholson, St Albans, Werribee, Other.
Other LocationS: The other locations are also in Industry when requested.
Description: This unit describes the knowledge and skills required by the worker to
support the older person to maintain their independence with activities of living.
Nominal Hours: 20
CHCAC318A  WORK EFFECTIVELY WITH OLDER PEOPLE
Locations: Footscray Nicholson, St Albans, Werribee, Industry, Other.
Other Locations: Will be delivered onsite in Industry as needed
Description: This unit describes the skills and knowledge required by the worker to perform work that reflects understanding of the structure and profile of the residential aged care sector, the home and community sector and key issues facing older people in the community.
Nominal Hours: 30
Required Reading: Aged Care in Australia TAFE NSW 2008 LigareP/L NSW.
Assessment: Assignment, Written Assignment which includes Aged Care Standards assignment, Body Systems Workbook, Yes/No. Class Activity, Class activities which assess people’s ability. Which includes activities and video highlighting dignity and care of elderly, Yes/No. Practical Placements Assessment, Learning in the workplace. Students will be assessed in an Aged Care Facility.

CHCAC319A  PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA
Locations: Footscray Nicholson, City King Street, St Albans, Werribee, Industry, Other.
Other Locations: Unit delivered onsite in Industry as requested.
Description: This unit describes the knowledge and skills required to provide support to clients with dementia in a variety of settings including family homes, community day settings and residential care.
Nominal Hours: 55
Assessment: Assignment, Dementia Workbook with assessments tasks, Yes/No. Practical Placements Assessment, Assessed in the workplace against performance criteria, Yes/No.

CHCAC412A  PROVIDE SERVICES TO OLDER PEOPLE WITH COMPLEX NEEDS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required by workers to provide services to the older person with complex or special care needs under supervision of a relevant professional.
Nominal Hours: 70
Required Reading: No required text.
Assessment: Assignment, based on learning outcomes, Yes/No. Class Activity, from various sources e. g case studies, Yes/No.

CHCAC416A  FACILITATE SUPPORT RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required by the worker to develop and implement support plans for clients with dementia in a variety of settings including family homes, community day settings and residential care.
Nominal Hours: 55
Required Reading: No required text.
Assessment: Assignment, written assignment, Yes/No. Practical Placements Assessment, assessed in the workplace, Yes/No.

CHCAC417A  IMPLEMENT INTERVENTIONS WITH OLDER PEOPLE AT RISK OF FALLS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required by the worker to work in partnership with older people and their carers to implement interventions in the context of an individualised plan to reduce the risk of falls.
Nominal Hours: 45
Required Reading: No required text.
Assessment: Laboratory work, simulated assessment, Yes/No. Assignment, written assessment, Yes/No.

CHCAD401D  ADVOCATE FOR CLIENTS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required by the worker to support clients to voice their opinions or needs and to ensure their rights are upheld.
Nominal Hours: 20
Required Reading: No required text.
Assessment: Assignment, written, Yes/No. Practical Placements Assessment, assessed in the workplace/student placement, Yes/No.

CHCDC7B  SUPPORT COMMUNITY RESOURCES
Description: Develop an information base; Establish relationship with key people; Apply strategies for linking people; Maintain community facilities and resources.
Nominal Hours: 30
Assessment: As per accredited curriculum.

CHCCS305A  ASSIST CLIENTS WITH MEDICATION
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: Care or support workers to assist clients with medication. The unit addresses the provision of physical assistance with medication or supporting clients with self medication in response to an assessed need identified by the client or their substitute decision-maker for assistance with medication, in accordance with the health/support/care plan and in line with jurisdictional requirements. It may involve distribution and administration of prescribed and over the counter medications within a residential care facility, or in a home or community setting.
Nominal Hours: 40
Required Reading: Aged Care in Australia A guide for Aged Care Workers TAFE NSW (2008) 3rd Community Services Health, Tourism Curriculum Centre.
Assessment: Assignment, Workbook questions relating to assisting clients with medication, Yes/No. Practical Placements Assessment, Assessed in workplace observing assisting clients with medication, Yes/No. Class Activity, Assessment based on identifying Webster Packs, Yes/No.
FACULTY OF WORKFORCE DEVELOPMENT

CHCCS411A      WORK EFFECTIVELY IN THE COMMUNITY SECTOR
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit of competency describes the skills and knowledge required to work effectively in a community work or service delivery setting with communities, clients, carers, staff, visitors, suppliers and others to meet established work requirements.
Nominal Hours: 40
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCDIS13A      SUPPORT OLDER PEOPLE WITH DISABILITIES
Locations: St Albans, Industry.
Description: This unit addresses the competencies required to support a person with a disability who is ageing. The unit covers identifying current and future needs, supporting the rights and interests of the person, independent thinking and action and understanding and supporting the person with a disability who has dementia.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Written and practical test, assignment and observation.

CHCDIS301A      WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the knowledge and skills required as an introduction to working and communicating with people with a disability.
Nominal Hours: 50
Assessment: This unit is assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities. Assignment, Written assignment, Yes/No. Class Activity, Mobility Activity, Yes/No.

CHCDIS302A      MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required by the worker to facilitate the empowerment of a person with disability by fostering self determination, independence and strengths.
Nominal Hours: 90
Required Reading: No required text.
Assessment: No text
Assignment, Written assignments, Yes/No.
Practical Placements Assessment learning in the workplace

CHCDIS409A      PROVIDE SERVICES TO PEOPLE WITH DISABILITIES WITH COMPLEX NEEDS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required by workers to provide services to people with disabilities with complex or special care needs under supervision of a relevant professional.
Nominal Hours: 75
Required Reading: No required text.
Assessment: Assignment, written assessment, Yes/No. Presentation, Oral presentation, Yes/No. Practical Placements Assessment, Workplace observation, Yes/No.

CHCICS301A      PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required by workers within their designated role and responsibilities to support or assist a client with their personal care needs within the framework of an individualised care support plan.
Nominal Hours: 50
Assessment: Demonstration, Simulated lab setting, Yes/No. Laboratory work, Simulated assessment in Lab with equipment, Yes/No. Practical Placements Assessment, In workplace setting under supervision, Yes/No. Assignment, Written questions and answers, Yes/No.

CHCICS302A      PARTICIPATE IN THE IMPLEMENTATION OF INDIVIDUALISED PLANS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required to provide support for people to sustain quality of life according to individualised plans.
Nominal Hours: 15
Assessment: Written assessments class discussion and learning in the workplace.

CHCICS303A      SUPPORT INDIVIDUAL HEALTH AND EMOTIONAL WELL BEING
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required by the worker to support a client’s health and emotional well being.
Nominal Hours: 30
Assessment: Assignment, Based on case studies and questions in workbooks., Yes/ No. Practical Placements Assessment, Assessed in the workplace against criteria, Yes/ No.

CHCICS305A      PROVIDE BEHAVIOUR SUPPORT IN THE CONTEXT OF INDIVIDUALISED PLANS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required to support and engage people to use positive and adaptive responses in their daily routines.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Students are required to do assignments, tests, projects, case studies.
CHCICS401A FACILITATE SUPPORT FOR PERSONAL CARE NEEDS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required by workers to develop, implement and monitor support of client personal care needs through the framework of a personal care support plan.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Laboratory work, Simulated assessment, Yes/No.

CHCICS402A FACILITATE INDIVIDUALISED PLANS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required to develop, implement and monitor support requirements for people to sustain quality of life according to individualised plans
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assignment, written, Yes/No. Practical Placements Assessment, assessed in the workplace, Yes/No.

CHCINF403C COORDINATE INFORMATION SYSTEMS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required to coordinate all aspects of information management including collection, collation, storage and preparation of information in different formats depending on client needs.
Nominal Hours: 75
Required Reading: No required text.
Assessment: Assignment, written, Yes/No. Practical Placements Assessment, assessed in the workplace, Yes/No.

CHCINF408C COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required by the worker to undertake administrative duties, including documenting in client records and contributing to the development and monitoring of service delivery plans in accordance with organisation and duty of care.
Nominal Hours: 40
Required Reading: TAFE NSW (2008) Aged Care in Australia A guide for Aged Care Workers 3rd Community Services Health, Tourism Curriculum Centre.
Assessment: Assignment, Written assessment, Yes/No. Class Activity, Observation, Yes/No. Practical Placements Assessment
In workplace setting under supervision

CHCMH301A WORK EFFECTIVELY IN MENTAL HEALTH
Locations: St Albans, Industry.
Description: This unit describes the knowledge and skills required in the context within which mental health work occurs.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assignment, written assessment, Yes/No. Practical Placements Assessment, assessed in the workplace, Yes/No.

CHCMH402A APPLY UNDERSTANDING OF MENTAL HEALTH ISSUES AND RECOVERY PROCESSES
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the knowledge and skills required to contribute to the recovery of people affected by a mental illness in the context of the impact of mental illness on clients, their carer/s and families.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assignment, written assessments, Yes/No. Practical Placements Assessment, learning in the work place, Yes/No. Presentation, oral assessment, Yes/No.

CHCOHS312A FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit is specifically designed to cater for safety aspects of work involving delivery of services in aged care, home and community care and disability services.
Nominal Hours: 30
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Aged Care/ Home and Community Care Competency Based Assessment Certificate II in Community Services Competency Based Assessment. Where delivery is by VCE/VCAL assessment is undertaken by the school.

CHCORG405C MAINTAIN AN EFFECTIVE WORK ENVIRONMENT
Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.
Description: This unit describes the knowledge and skills required to meet individual responsibilities within a work group.
Nominal Hours: 50
Required Reading: No required texts.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Plus workplace assessing or projects. CHC40708: Competency Based.

CHCORG406A SUPERVISE WORK
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit describes the skills and knowledge required of a worker with responsibility for supervising the work of workers who are part of a team/workgroup or working alone It includes induction of new staff, planning work, monitoring performance and supporting workers to manage their workload.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assignment, written assessment, Yes/No. Practical Placements Assessment, assessed in the workplace, Yes/No.
CHCPA301B  DELIVER CARE SERVICES USING A PALLIATIVE APPROACH


Description: This unit describes the awareness, knowledge, skills and values required of a worker in contributing to the care of clients with life-limiting illness and/or normal ageing process within a palliative approach.

Nominal Hours: 55
Required Reading: No text required.
Assessment: Assignment, Participant resource guide with assessment questions, Yes/No.

HLTAD301A  ASSIST WITH PRACTICE ADMINISTRATION

Description: This unit of competency describes the skills and knowledge required to input client information into a medical practice information system.

Nominal Hours: 20
Assessment: To be advised.

HLTAIN301A  ASSIST NURSING TEAM IN AN ACUTE CARE ENVIRONMENT


Description: This unit of competency describes the skills and knowledge required to provide nursing care assistance in an acute care environment. Nursing care assistance involves the provision of direct care activities to clients according to the nursing care plan and under the direction and supervision of a registered nurse.

Nominal Hours: 80
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

HLTAIN302A  PROVIDE SUPPORT IN AN ACUTE CARE ENVIRONMENT


Description: This unit of competency describes the skills and knowledge required to provide a range of non-client contact support to a nursing team delivering nursing care in an acute care environment.

Nominal Hours: 30
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

HLTAIN510A  USE ADVANCED HEALTH TERMINOLOGY IN A PROFESSIONAL CONTEXT

Locations: St Albans, Industry.

Description: This unit of competency describes the skills and knowledge required to use appropriate health terminology when reading or writing reports and communicating with clients, their families and other health professionals.

Nominal Hours: 72
Required Reading: No required text.
Assessment: Written test, assignment, project and presentations.

HLTAP301A  RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT

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

Description: This unit of competency describes the basic knowledge of anatomy and physiology required to recognise body systems and their components and to identify and refer alterations associated with the functioning of the human body in the context of health care work.

Nominal Hours: 70
Required Reading: No required text.
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test.

HLTCPR201A  PERFORM CPR

Locations: Footscray Nicholson, St Albans, Werribee, Footscray Park, City Flinders, Industry, Other.

Other Locations: Various to meet the needs of industry and sporting associations.

Description: This unit of competency describes the skills and knowledge required to perform Cardiopulmonary Resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines.

Nominal Hours: 3
Required Reading: Nil.
Assessment: Written tasks; practical observation and demonstration.

HLTCSD201B  MAINTAIN HIGH STANDARD OF CLIENT SERVICE

Locations: Industry.

Description: This unit describes skills and knowledge for care assistance workers and other workers who have contact with clients required to deliver and maintain a high standard of service.

Nominal Hours: 30
Required Reading: nil.
Assessment: Assessment may include: observation, written and practical tasks.

HLTCSD203B  PREPARE AND MAINTAIN BEDS

Locations: Industry.

Description: This unit of competency describes the skills and knowledge required to apply bed making and cleaning practices to a range of beds to ensure that clients can safely occupy a clean bed.

Nominal Hours: 15
Required Reading: nil.
Assessment: Assessment will include: observation; oral and written and practical tasks; role play.

HLTCSD208B  TRANSPORT CLIENTS

Locations: Industry.

Description: This unit of competency describes the skills and knowledge required for the safe, timely and efficient transport of clients from one location to another at a particular site, or to other sites.

Nominal Hours: 20
**Required Reading:** nil.

**Assessment:** Assessment may include: observation; practical and written tasks; assignment.

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**HLTCSD304B  SUPPORT THE CARE OF CLIENTS**

**Locations:** St Albans, Industry, Other.

**Other Locations:** VETiS

**Description:** This unit of competency describes the skills and knowledge to care support clients in a range of health care and community settings.

**Nominal Hours:** 20

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

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**HLTCSD305B  ASSIST WITH CLIENT MOVEMENT**

**Locations:** Industry.

**Description:** This unit of competency describes the skills and knowledge required to support clients who require assistance with basic physical movement which may be due to incapacity.

**Nominal Hours:** 20

**Required Reading:** nil.

**Assessment:** Assessment may include; written and practical tasks, observation, case studies and role play.

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**HLTCSD306B  RESPOND EFFECTIVELY TO A DIFFICULT OR CHALLENGING BEHAVIOUR**

**Locations:** Industry.

**Description:** This unit of competency describes the skills and knowledge required to respond effectively to difficult or challenging behaviour of clients and others. These skills are associated with handling difficult incidents rather than managing ongoing behaviour difficulties.

**Nominal Hours:** 20

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Traineeship/Industry/RPL: The participants would be employed in the workplace, which allows the Learning in the Workplace to be integrated into the delivery and assessment. School of Health Assessment may include; observation, written and practical tasks, assignments.

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**HLTCSD306C  RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR**

**Locations:** St Albans, Industry.

**Description:** This unit of competency describes the skills and knowledge required to undertake the efficient and effective maintenance of a client’s domestic living environment.

**Nominal Hours:** 20

**Required Reading:** Class notes, Student Handbook, Learner Guide.

**Assessment:** To be advised.
FACULTY OF WORKFORCE DEVELOPMENT

**HLTEN414A DELIVER BASIC NURSING CARE TO OLDER CLIENTS**

Description: This competency unit describes the skills and knowledge required for the Enrolled Nurse to perform basic nursing interventions to support the health care needs of the older person in any environment.

Nominal Hours: 70

Assessment: This is assessed as follows: An Assignment.

**HLTEN415A DELIVER NURSING CARE TO ACUTE CARE CLIENTS**

Description: This unit of competency describes the skills and knowledge required of Enrolled nurses in contributing to the care of a person with an acute health problem.

Nominal Hours: 50

Assessment: This is assessed as follows: Laboratory Assessment and Major Test.

**HLTEN502A APPLY EFFECTIVE COMMUNICATION SKILLS IN NURSING PRACTICE**

Description: This competency unit describes the skills and knowledge required for effective communication in complex communication situations and its application to nursing practice: the function and purpose of small groups; meeting procedures: and the dynamics of group work and evaluation as a tool for continuous improvement.

Nominal Hours: 40

Assessment: This is assessed as follows: An Assignment.

**HLTEN503A CONTRIBUTE TO CLIENT ASSESSMENT AND DEVELOPING NURSING CARE PLANS**

Locations: St Albans, Sunbury.

Description: This unit of competency describes the skills and knowledge required of an Enrolled Nurse in contributing to the development of individualised health care plans by collection of data captured during a client’s preliminary and ongoing health assessments. Assessment is based on a lifespan approach.

Nominal Hours: 50


Assessment: An examination will assess all elements of competence. Workplace assessment will contribute to the assessment process.

**HLTEN504A IMPLEMENT AND EVALUATE A PLAN OF NURSING CARE**

Locations: St Albans, Sunbury.

Prerequisites: N/A

Description: This competency unit describes the knowledge and skills required to implement nursing care plans for individual clients and evaluate the care provided in a range of health environments.

Nominal Hours: 100


Assessment: Development of a professional portfolio will assess all elements of competence.

**HLTEN505A CONTRIBUTE TO THE COMPLEX NURSING CARE OF CLIENTS**

Description: This competency unit describes the knowledge, skills and attitudes required to provide nursing care for clients with complex needs.

Nominal Hours: 90

Assessment: This is assessed as follows: Laboratory Assessment and Major Test.

**HLTEN506A APPLY PRINCIPLES OF WOUND MANAGEMENT IN THE CLINICAL ENVIRONMENT**

Locations: St Albans, Sunbury.

Description: Enrolled nurses apply contemporary wound management principles to the care of clients with varying types of wounds.

Nominal Hours: 45


Assessment: A case study will assess all elements of competence. Workplace assessment will contribute to the assessment process.

**HLTEN507A ADMINISTER AND MONITOR MEDICATIONS IN THE WORK ENVIRONMENT**

Description: This unit of competency describes the skills and knowledge required of enrolled nurses to administer and monitor medications and evaluate their effectiveness for clients within a health environment.

Nominal Hours: 180

Assessment: This is assessed as follows: Assignment, Calculations Test, Theory Test and Laboratory Assessment.

**HLTEN508A APPLY REFLECTIVE PRACTICE, CRITICAL THINKING AND ANALYSIS IN HEALTH**

Locations: St Albans, Sunbury.

Description: This unit of competency describes the skills and knowledge required of the Enrolled Nurse to demonstrate nursing practice in a contemporary health environment using critical thinking and analysis and reflective practice.

Nominal Hours: 20


Assessment: Development of a professional portfolio will assess all elements of competence.
Assessment: This is assessed as follows: An Assignment.


**Nominal hours:** 60

**Description:** This competency unit describes the skills and knowledge required to contribute to the nursing care and management of consumers with mental illness.

**Locations:** St Albans, Sunbury.

**Assessment:** An exam will assess all elements of competence. Workplace assessment will contribute to the assessment process.

**HLTEN511A  PROVIDE NURSING CARE FOR CLIENTS REQUIRING PALLIATIVE CARE**

**Locations:** St Albans, Sunbury.

**Description:** This unit deals with the delivery of effective nursing within end of life care. It incorporates strategies to promote the quality of life and assist a peaceful death.

**Nominal Hours:** 50


**Assessment:** An assignment will assess all elements of competence. Workplace assessment will contribute to the assessment process.

**HLTEN512A  IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH ACUTE HEALTH PROBLEMS**

**Locations:** St Albans, Sunbury.

**Description:** This unit of competency describes the skills and knowledge required of enrolled nurses to contribute to the care of the person with an acute health problem by performing nursing interventions that support their health care needs and assist them to regain optimal function and lifestyle.

**Nominal Hours:** 70


**Assessment:** An exam will assess all elements of competence. Workplace assessment will contribute to the assessment process.

**HLTEN513A  IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH CHRONIC HEALTH PROBLEMS**

**Description:** This unit of competency describes the skills and knowledge required in contributing to the care of the client with a chronic illness by performing nursing interventions that support the client’s needs and assist in maintaining an optimal lifestyle.

**Nominal Hours:** 50

**Assessment:** This is assessed as follows: Laboratory Assessment and Test.


**Nominal Hours:** 75

**Description:** This competency unit describes the skills and knowledge required for the Enrolled Nurse to perform nursing interventions to support the health care needs of the older person in both acute care settings and residential aged care environments.

**Locations:** St Albans, Sunbury.

**Assessment:** A case study will assess all elements of competence. Workplace assessment will contribute to the assessment process.

**HLTEN514A  APPLY RESEARCH SKILLS WITHIN A CONTEMPORARY HEALTH ENVIRONMENT**

**Locations:** St Albans, Sunbury.

**Description:** This unit develops an understanding of the research process and its application to the division 2 nurse.

**Nominal Hours:** 20


**Assessment:** Development of a research proposal will assess all elements of competence. Workplace assessment will contribute to the assessment process.

**HLTEN515A  IMPLEMENT AND MONITOR NURSING CARE FOR OLDER CLIENTS**

**Locations:** St Albans, Sunbury.

**Description:** This unit of competency describes skills and knowledge required for application to the division 2 nurse.

**Nominal Hours:** 20


**Assessment:** An exam will assess all elements of competence. Workplace assessment will contribute to the assessment process.
HLTEN519A  ADMINISTER AND MONITOR INTRAVENOUS MEDICATION IN THE NURSING ENVIRONMENT

Locations: St Albans, Sunbury.

Description: This unit of competency describes the skills and knowledge required of enrolled nurses to administer and monitor intravenous medications and evaluate their effectiveness for clients within a health environment.

Nominal Hours: 100


Assessment: A varied strategy of assessment will include: examination, calculations tests and laboratory assessment.

HLTEN520A  CONTRIBUTE TO THE CARE OF MOTHERS AND BABIES

Locations: St Albans, Sunbury.

Description: This unit describes the knowledge and skills required in the provision of care to mothers and babies in a range of settings: postnatal, low risk nursery, child and family health and paediatric settings.

Nominal Hours: 80


Assessment: An exam will assess all elements of competence. Workplace assessment will contribute to the assessment process.

HLTEN519A  ADMINISTER AND MONITOR INTRAVENOUS MEDICATION IN THE NURSING ENVIRONMENT

Locations: St Albans, Sunbury.

Description: This unit of competency describes the skills and knowledge required of enrolled nurses to administer and monitor intravenous medications and evaluate their effectiveness for clients within a health environment.

Nominal Hours: 100


Assessment: A varied strategy of assessment will include: examination, calculations tests and laboratory assessment.

HLTEN520A  CONTRIBUTE TO THE CARE OF MOTHERS AND BABIES

Locations: St Albans, Sunbury.

Description: This unit describes the knowledge and skills required in the provision of care to mothers and babies in a range of settings: postnatal, low risk nursery, child and family health and paediatric settings.

Nominal Hours: 80


Assessment: An exam will assess all elements of competence. Workplace assessment will contribute to the assessment process.

HLTEN603A  PROVIDE SEXUAL AND REPRODUCTIVE HEALTH CARE FOR CLIENTS

Locations: St Albans, Industry.

Description: This competency unit describes the skills and knowledge required by Enrolled Nurses, in consultation/collaboration with other members of the health care team, to provide nursing interventions for clients with sexual and reproductive health care needs.

Nominal Hours: 80

Required Reading: No required text.

Assessment: Written test, assignment, project and presentations.

HLTEN606A  ASSESS CLIENTS AND MANAGE CLIENT CARE

Locations: St Albans, Industry.

Description: This competency unit describes the skills and knowledge required for the Enrolled Nurse to address the principles of best practice in nursing care delivery, client service and health care teamwork in order to provide holistic nursing care to clients at an advanced level in a variety of health care settings.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Written test, assignment, project and presentations.

HLTEN608A  PRACTISE IN THE DOMICILIARY HEALTH CARE ENVIRONMENT

Locations: St Albans, Industry.

Description: This competency unit describes the skills and knowledge required by enrolled nurses to perform nursing interventions to assist clients in a domiciliary environment.

Nominal Hours: 80

Required Reading: No required text.

Assessment: Written test, assignment, project and presentations.

HLTEN611A  APPLY PRINCIPLES OF DIABETIC NURSING CARE

Locations: St Albans, Industry.

Description: This competency unit describes the skills and knowledge required to apply the principles of diabetic nursing care, building upon existing skills to enable the enrolled nurse to provide holistic nursing care and maintain optimal health.

Nominal Hours: 80

Required Reading: No required text.

Assessment: Written test, assignment, project and presentations.

HLTEN612A  PRACTICE IN THE PERIOPERATIVE NURSING ENVIRONMENT

Locations: St Albans, Industry.

Description: This competency unit describes the skills and knowledge required to apply the principles of perioperative nursing care, building upon existing skills to enable the enrolled nurse to provide holistic nursing care.

Nominal Hours: 80

Required Reading: No required text.

Assessment: Written test, assignment, project and presentations.

HLTEN618A  PRACTISE IN CONTEMPORARY RURAL/REMOTE HEALTH CARE

Locations: St Albans, Industry.

Description: This competency unit describes the skills and knowledge required by enrolled nurses to perform nursing interventions to assist clients of rural health care services to maintain or regain optimal function and lifestyle.

Nominal Hours: 80

Required Reading: No required text.

Assessment: Written test, assignment, project and presentations.

HLTEN620B  PRACTICE IN FIRST LINE EMERGENCY NURSING

Locations: St Albans, Industry.

Description: This competency unit describes the skills and knowledge required by the Enrolled/Division 2 nurse to perform nursing interventions to assist clients requiring emergency health care.

Nominal Hours: 30

Required Reading: Class notes, Student Handbook, Learner Guide.

Assessment: To be advised.
**HLFA301B  APPLY FIRST AID**

**Locations:** Footscray Nicholson, City King Street, St Albans, Werribee, City Flinders, Sunbury, Industry, Other.

**Other Locations:** Certificate I in Mumgu-dhal tyama-tiyt - St Albans only Certificate II in Community Services Work - Off campus at Secondary Schools auspiced by Victoria University. Cert IV in Massage Therapy - (Orientation camp (Beaufort). Other location subject to change by school if required. Certificate III in Allied Health Services- VETiS

**Description:** This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

**Nominal Hours:** 18

**Required Reading:** Certificate I in Mumgu-dhal tyama-tiyt The teacher will provide teaching and learning material as required. Diploma of Youth Work - CHCS0502 Learner’s Guide Applying First Aid School of Health/Sport and Science First Aid emergency handbook by Liz Hopwood. Australian marketing and Distribution. And the VU Learners guide. Certificate II in Community Services Work School of Health supplies the required text which usually encompasses a practical guide to first aid procedures. Hospitality Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** This unit may be assessed by Scenarios, Workbook, Oral/Written test, Demonstration and Observation. Certificate I in Mumgu-dhal tyama-tiyt Students will develop a portfolio of evidence for assessment. This will include direct observation, questioning, completion of a variety of injury forms, workplace documents, project work and third-party reports. Practical demonstrations of First Aid processes through CPR procedures, bandaging safety assessments etc. Theoretical Multiple Choice Test. Diploma of Youth Work & Children’s Services; Graded Assessment School of Health The Unit has two modes of assessment. The first is via simulation in classroom settings with observation from First Aid teacher. The next mode is through either written or oral response to a set of questions which assess further knowledge of First Aid procedures. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

**HLTHIR403B  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS**

**Locations:** Footscray Nicholson, St Albans, Footscray Park, Industry.

**Description:** This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures.

**Nominal Hours:** 20

**Required Reading:** No required texts.

**Assessment:** This will be assessed as follows: Assignment and classroom presentation. CSW: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

**HLTHIR500A  MANAGE OHS PROCESSES**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit specifies the workplace performance required by an individual responsible for ongoing management of OHS within an area of management responsibility, where the OHS management processes have been set up by other persons, either internal or external to the organisation.

**Nominal Hours:** 40

**Required Reading:** No text required.

**Assessment:** To be advised.

**HLTPM501A  MANAGE IN A HEALTH CARE BUSINESS**

**Description:** This unit of competency describes the skills and knowledge required to manage a business requirements of a practice within the health care environment.

**Nominal Hours:** 50

**Assessment:** To be advised.

**HLTPM502A  MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM**

**Description:** This unit of competency describes the skills and knowledge required to manage a billing and accounting system in a health practice, with consideration of client accessibility, practice viability and regulatory and legislative requirements.

**Nominal Hours:** 30

**Assessment:** To be advised.

**HLTSUP401A  SUPERVISE IN A HEALTH SETTING**

**Description:** This unit of competency describes the skills and knowledge required to supervise workers in a health setting. It involves working with a work group to optimise client safety and comfort whilst completing job expectations and outputs.

**Nominal Hours:** 60

**Assessment:** To be advised.

**LGACORE101B  ACCESS LEARNING AND CAREER DEVELOPMENT OPPORTUNITIES**

**Description:** This unit covers taking responsibility for own workplace learning and skills development in order to influence career or job progression. The unit requires recognition that career progression is the shared responsibility of both the individual and the organisation. This unit is appropriate for entry-level staff, trainees and those who have returned to the workplace after some time. Individuals needing to clarify their career goals at any stage in their career may also benefit from this unit.

**Nominal Hours:** 40

**Assessment:** As per accredited curriculum.

**LGACORE102B  FOLLOW DEFINED OHS POLICIES AND PROCEDURE**

**Description:** This unit covers general occupational health and safety (OHS) requirements in all local government functional areas. It covers the basic OHS responsibilities all staff members are expected to be able to uphold and maintain and is therefore appropriate for all council staff.

**Nominal Hours:** 30

**Assessment:** As per accredited curriculum.

**LGACORE103B  PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS**

**Description:** This unit outlines the competencies required when providing customer service in a local government environment, including identification of customer needs and the use of effective communication skills. It requires an ability to understand and work with a diverse range of customer groups and is appropriate for all areas of council.

**Nominal Hours:** 20

**Assessment:** As per accredited curriculum.
FACULTY OF WORKFORCE DEVELOPMENT

LGAGOVA202B  PROCESS INFRINGEMENT NOTICES
Locations: Footscray Nicholson, City King Street, Newport, Industry.
Description: Maintain records of infringement notices; Locate and retrieve information on infringement notices; Action infringement notices; Produce correspondence related to infringement notices.
Nominal Hours: 40
Required Reading: No required text.
Assessment: As per accredited curriculum RPL: Participants will provide evidence of their skills, knowledge and experience.

PMLDATA300A  PROCESS AND RECORD DATA
Description: Record and store data; Perform laboratory computations; Present data in tables, charts and graphs; Interpret data in tables, charts and graphs; Keep accurate records and maintain their confidentiality.
Nominal Hours: 70
Assessment: As per accredited curriculum.

PMLTEST301B  PERFORM BIOLOGICAL LABORATORY PROCEDURES
Description: This unit of competency covers the ability to perform a range of biological laboratory procedures that are part of diagnostic testing, scientific research, product development and quality assurance. The performance of some procedures in the field may be applicable and can be accommodated within this unit.
Nominal Hours: 80
Assessment: Practical, Written Assignment, Test.

RTC2801A  PARTICIPATE IN WORKPLACE COMMUNICATIONS
Description: Follow routine spoken messages; Perform workplace duties following routine written notices; Obtain and provide information in response to workplace requirements; Complete relevant work related documents; Participate in workplace meeting and discussions.
Nominal Hours: 30
Required Reading: The teacher will provide teaching and learning material as required. ¬
Assessment: Students develop a portfolio of evidence used for assessment. This will include, role plays, teacher observation, student written tasks and oral presentations.

RUV2603A  ASSIST WITH SURGERY PREPARATIONS
Description: Prepare animal for surgery under direction; Prepare theatre or surgical operating area for use; Provide pre- and postoperative patient care; Clean theatre equipment.
Nominal Hours: 40
Assessment: As per accredited curriculum.

RUV3301A  CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES
Description: Prepare to carry out containment and/or exclusion procedures; Carry out site containment and exclusion procedures; Carry out animal care in a containment and/or exclusion area; Respond to site containment and/or exclusion breach or

RUV3304A  PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS
Description: Identify, provide and maintain accommodation of research animals; Identify and provide appropriate physical, social and food-related enrichment.
Nominal Hours: 40
Assessment: As per accredited curriculum.

RUV4603A  PERFORM CLINIC PATHOLOGY PROCEDURES
Description: Implement pathology procedures; Perform and record appropriate haematology, blood chemistry tests and other tests; Assist with post-mortem examination.
Nominal Hours: 70
Assessment: As per accredited curriculum.

RUV4609A  PROVIDE SPECIFIC ANIMAL CARE ADVICE
Description: Provide specific animal health advice; Offer animal care product advice; Advise on animal nutritional requirements; Provide animal behaviour advice.
Nominal Hours: 120
Assessment: As per accredited curriculum.

RUV4610A  CARRY OUT VETERINARY DENTAL NURSING PROCEDURES
Description: Perform oral examination; Complete dental chart; Perform dental prophylaxis under veterinary supervision; Assist in the performance of a simple extraction under veterinary supervision.
Nominal Hours: 40
Assessment: As per accredited curriculum.

RUV5304A  MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY
Description: Manage animals in accordance with relevant codes of practice and legislative and institutional requirements; Manage the euthanasia of research animals; Manage the operation of and compliance with containment and exclusion procedures; Maintain records.
Nominal Hours: 20
Assessment: As per accredited curriculum.
Below are details of courses offered by the School of Enterprise 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.

**GRADUATE CERTIFICATE IN MANAGEMENT**

Course Code: 21867VIC

Campus: Footscray Nicholson, City King Street, Industry.

Course Objectives: This course is ideal for people with significant experience in their chosen industry wishing to gain further advancement into higher levels of management. On completion of this qualification, graduates may work in cross-industry roles, undertaking management duties as part of their job. This may also include people in management positions or people operating their own business who require a focused understanding of management. Graduates may also work as a generalist manager.

Careers: Upper level management in all industries.

Course Duration: 1 year.

Selection Processes: Direct Entry, Employer Choice, Interview.

**COURSE STRUCTURE**

To obtain a 21867VIC Graduate Certificate in Management participants are required to successfully complete 5 units of competency. Participants should choose 4 units from Group A as stated in the curriculum documentation, and the additional units from either group A or group B to bring the total nominal hours to between 280–320.

**Core Units**

- VPAU082  MANAGE MULTIPLE PROJECTS  80
- VPAU083  MANAGE THE DEVELOPMENT, IMPLEMENTATION AND REVIEW OF THE STRATEGIC BUSINESS PLAN  60
- VPAU084  MANAGE COMPLIANCE WITH LEGAL, REGULATORY AND ETHICAL REQUIREMENTS IN AN ORGANISATIONAL ENVIRONMENT  50
- VPAU085  DEVELOP AND MANAGE RISK MANAGEMENT STRATEGY  60

**Elective Units**

- VPAU086  LEAD INNOVATIVE THINKING AND PRACTICE IN AN ORGANISATIONAL ENVIRONMENT  60
- VPAU087  MANAGE PEOPLE IN AN ORGANISATIONAL ENVIRONMENT  60
- VPAU088  MANAGE HUMAN RESOURCE PRACTICES  60
- VPAU089  MANAGE FINANCIAL RESOURCES IN AN ORGANISATIONAL ENVIRONMENT  60
- VBQM313  MARKETING CONCEPTS AND STRATEGIES  54
- VPAU090  MANAGE BUSINESS IN A GLOBAL ENVIRONMENT  60
- VPAU091  MANAGE ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  50

**GRADUATE CERTIFICATE IN LEADERSHIP IN EDUCATION AND TRAINING**

Course Code: 21948VIC


Course Objectives: The Graduate Certificate in Leadership in Education and Training is a skills-based leadership training and professional development program for both academic and non-academic leaders working in organisations focusing on education and training.

Careers: Supervisory /Management role within an organisation which focuses on education and training.

Course Duration: 1 year.

Admission Requirements Other: Applicants need to have obtained an Advanced Diploma, Bachelor or higher education qualification

Selection Processes: Direct Entry, Employer Choice, Interview.

Prerequisite Unit Requirements: None

**COURSE STRUCTURE**

To be eligible to receive the Graduate Certificate in Leadership in Education and Training qualification, participants must successfully complete six (6) units comprising four (4) core and two (2) elective units, equivalent to a minimum of 370 - 430 nominal hours.

**Core Units (All units must be completed)**

- VPAU457  UNDERTAKE EDUCATION AND TRAINING LEADERSHIP PROJECTS  80
- BSBLED701A  LEAD PERSONAL AND STRATEGIC TRANSFORMATION  80
- VPAU458  LEAD IN EDUCATION AND TRAINING ENVIRONMENTS  50
- PSPMNGT615A  INFLUENCE WORKFORCE EFFECTIVENESS  60

**Elective Units**

(Minimum of 2 elective units must be completed)

- VPAU461  DEVELOP BUSINESS STRATEGIES IN AN EDUCATION AND TRAINING ENVIRONMENT  50
- VPAU460  LEAD INNOVATION AND CHANGE IN AN EDUCATION AND TRAINING ENVIRONMENT  50
- BSBLED702A  LEAD LEARNING STRATEGY IMPLEMENTATION  80
- BSBLED703A  IMPLEMENT IMPROVED LEARNING PRACTICE  60
- BSBMGT502B  MANAGE PEOPLE PERFORMANCE  70

**CERTIFICATE II IN SMALL BUSINESS (OPERATIONS / INNOVATION)**

Course Code: 21956VIC

Campus: Other.

**Other locations:** Secondary Schools in the VETiS program.

**About this course:** This course aims to introduce secondary school learners to innovative small business operations and entrepreneurial aspects of a small business.

**Course Objectives:** This qualification will provide graduates with the key foundation skills, knowledge and attributes required for employment in the small business workplace

**Careers:** This qualification will provide graduates with the key foundation skills, knowledge and attributes required for employment in the small business workplace.

**Course Duration:** 1 year.

**Admission Requirements Other:** This is offered to Secondary Schools as a VET in Schools program.

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

**COURSE STRUCTURE**

Participants are required to successfully complete all 12 units of competency. Participants who have successfully completed individual competency units of the course will receive a Statement of Attainment for the unit(s) of competency completed.
Complete all 12 units:

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<td>VPAU600</td>
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**ADVANCED DIPLOMA OF LEGAL PRACTICE**

**Course Code:** 22053VIC

**Campus:** Footscray Nicholson, Other.

**Other locations:** City King Campus (Part Time - Flexible Mode of Delivery only)

**Course Objectives:**
The Advanced Diploma of Legal Practice is developed to cater for the training needs of para professionals in the legal practice industry, currently not covered by any Training Package at this qualification level. It aims to provide graduates with the knowledge and skills required to provide advice on legal services to potential clients, practise in an area of legal interest, manage legal practice operation resources, and interpret legislation.

**Careers:** Career paths include Law clerk, Litigation Officer, Conveyance Clerk, Mortgage Clerk, Family Law Executive, Probate Law Clerk, Legal Assistant, Trainee Court Registrar, Compliance Officer, Assistant to Parliamentary Counsel, Victoria Legal Aide, Victoria Police and Land Title Officer.

**Course Duration:** 2 years.

**Admission Requirements Year 12:** Successful completion of VCE or equivalent.

**Admission Requirements International:** IELTS 5.5.

**Admission Requirements Mature Age:** Relevant industry experience, Direct or VTAC application.

**Admission Requirements VET:** Not Applicable.

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

**COURSE STRUCTURE**

To attain the Advanced Diploma of Legal Practice, participants are required to successfully complete:

- 12 core modules
- 4 modules from Elective A
- units from Elective B OR modules from Elective A not already completed.

A maximum of 2 other endorsed units of competency at Certificate IV, Diploma or Advanced Diploma level may be substituted for Elective B units. One OHS unit must be included. This unit must be completed prior to work placement.

**Core Units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>VU20107</td>
<td>LAW OF TORTS</td>
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<tr>
<td>VU20108</td>
<td>LAW OF CONTRACT</td>
<td>51</td>
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<tr>
<td>VU20109</td>
<td>PROPERTY LAW</td>
<td>51</td>
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<tr>
<td>VU20110</td>
<td>LAW OF EVIDENCE</td>
<td>51</td>
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<tr>
<td>VU20111</td>
<td>LEGAL PROCESS</td>
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<tr>
<td>VU20112</td>
<td>COMMERCIAL LAW</td>
<td>51</td>
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<tr>
<td>VU20113</td>
<td>PRACTISE IN A LEGAL ENVIRONMENT</td>
<td>68</td>
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<tr>
<td>VU20114</td>
<td>THE CONVEYANCING PROCESS</td>
<td>51</td>
</tr>
<tr>
<td>VU20115</td>
<td>FAMILY LAW</td>
<td>51</td>
</tr>
<tr>
<td>VU20116</td>
<td>WILLS, PROBATE AND ADMINISTRATION</td>
<td>51</td>
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<tr>
<td>VU20117</td>
<td>CIVIL PROCEDURE</td>
<td>51</td>
</tr>
<tr>
<td>VU20118</td>
<td>CRIMINAL LAW</td>
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**Elective A Units**

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>VU20119</td>
<td>LAND CONTRACTS</td>
<td>51</td>
</tr>
<tr>
<td>VU20120</td>
<td>MORTGAGES, LEASES AND BUILDING CONTRACTS</td>
<td>51</td>
</tr>
<tr>
<td>VU20121</td>
<td>CONSUMER PROTECTION LAW</td>
<td>51</td>
</tr>
<tr>
<td>VU20122</td>
<td>ADMINISTRATIVE LAW</td>
<td>51</td>
</tr>
<tr>
<td>VU20123</td>
<td>INTELLECTUAL PROPERTY AND BUSINESS LAW</td>
<td>51</td>
</tr>
<tr>
<td>VU20124</td>
<td>LEGAL RESEARCH METHOD</td>
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<tr>
<td>VU20125</td>
<td>CORPORATIONS</td>
<td>51</td>
</tr>
<tr>
<td>VU20126</td>
<td>EMPLOYMENT LAW</td>
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**Elective B Units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>BSBINM301A</td>
<td>ORGANISE WORKPLACE INFORMATION</td>
<td>30</td>
</tr>
<tr>
<td>BSBCUS301A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
<td>35</td>
</tr>
<tr>
<td>BSBRES401A</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
<td>40</td>
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<tr>
<td>FNSICCUS501B</td>
<td>DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERREES</td>
<td>50</td>
</tr>
<tr>
<td>BSCCMM401A</td>
<td>MAKE A PRESENTATION</td>
<td>30</td>
</tr>
<tr>
<td>BSBWRT401A</td>
<td>WRITE COMPLEX DOCUMENTS</td>
<td>50</td>
</tr>
<tr>
<td>BSBEMS401B</td>
<td>DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE</td>
<td>50</td>
</tr>
<tr>
<td>BSBMGT502B</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
<td>70</td>
</tr>
<tr>
<td>BSBWORS502A</td>
<td>ENSURE TEAM EFFECTIVENESS</td>
<td>60</td>
</tr>
<tr>
<td>BSBWVD601A</td>
<td>DEVELOP AND IMPLEMENT DIVERSITY POLICY</td>
<td>70</td>
</tr>
<tr>
<td>BSBMGT616A</td>
<td>DEVELOP AND IMPLEMENT STRATEGIC PLANS</td>
<td>80</td>
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<tr>
<td>BSBITU307A</td>
<td>DEVELOP KEYBOARDING SPEED AND ACCURACY</td>
<td>50</td>
</tr>
<tr>
<td>BSBWOR204A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>BSBITU304A</td>
<td>PRODUCE SPREADSHEETS</td>
<td>35</td>
</tr>
<tr>
<td>BSBITU306A</td>
<td>DESIGN AND PRODUCE BUSINESS DOCUMENTS</td>
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<tr>
<td>BSBADM0503B</td>
<td>PRODUCE TEXTS FROM AUDIO TRANSCRIPTION</td>
<td>30</td>
</tr>
<tr>
<td>BSBITU303A</td>
<td>DESIGN AND PRODUCE TEXT DOCUMENTS</td>
<td>90</td>
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<tr>
<td>BSBITU301A</td>
<td>CREATE AND USE DATABASES</td>
<td>30</td>
</tr>
<tr>
<td>BSBITU404A</td>
<td>PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS</td>
<td>50</td>
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</tbody>
</table>
**CERTIFICATE I IN BUSINESS**

Course Code: BSB10107

Campus: Footscray Nicholson, St Albans.

Course Objectives: This qualification allows individuals to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.

Careers: This is an entry level qualification which allows individuals to develop basic skills and knowledge to prepare for further study/work.

Course Duration: 0.5 years.

Admission Requirements Year 12: Successful completion of VCE or equivalent.

Admission Requirements International: Not Applicable.

Admission Requirements Mature Age: Direct application.

Admission Requirements VET: School Choice.

Selection Processes: Direct Entry, Interview, Written Application, Written Test.

**COURSE STRUCTURE**

Students must successfully complete a minimum of 6 units (1 core unit + 5 electives). The 5 elective units must be selected from the elective units listed in the qualification of the BSB07 Business Services Training Package.

Core Unit:
- BSB0HS201A PARTICIPATE IN OHS PROCESSES

Elective Units:
- FNSICGEN305A MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS
- BSBADM101A USE BUSINESS EQUIPMENT AND RESOURCES
- BSBLED101A PLAN SKILLS DEVELOPMENT
- BSBITU101A OPERATE A PERSONAL COMPUTER
- BSBITU102A DEVELOP KEYBOARD SKILLS
- BSBIND201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT
- BSBWOR202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES

**CERTIFICATE II IN BUSINESS**

Course Code: BSB20107

Campus: Footscray Nicholson, St Albans, Industry, Other.

Other locations: VETiS: Secondary Schools

Course Objectives: The course provides students with the knowledge and skills required to perform mainly routine tasks as an administrative officer in a variety of settings working under direct supervision. This unit also prepares the student for entry into the Diploma.

Careers: When you graduate, you will be qualified to be an Administration Assistant, Clerical Worker, Data Entry Operator, Information Desk Clerk, Office Junior, Receptionist.

Course Duration: 0.5 years.

Admission Requirements Year 12: Direct entry, written application.

Admission Requirements International: IELTS level 5.5.

Admission Requirements Mature Age: Direct application, Written application.

Admission Requirements VET: School choice.

Selection Processes: Direct Entry, Employer Choice.

**COURSE STRUCTURE**

You must complete a minimum of 12 units of study: 1 Core and 11 Electives. All units listed below can be delivered to either campus, VETiS or industry mode depending on demand.

Core Unit:
- BSB0HS201A PARTICIPATE IN OHS PROCESSES

Elective Units:
- FNSICGEN305A MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS
- BSBADM201A COMMUNICATE IN THE WORKPLACE
- BSBITU102A DEVELOP KEYBOARD SKILLS
- BSBITU101A OPERATE A PERSONAL COMPUTER
- BSBITU201A PRODUCE SIMPLE WORD PROCESSED DOCUMENTS
- BSBITU203A COMMUNICATE ELECTRONICALLY
- BSBIND201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT
- BSBWOR204A USE BUSINESS TECHNOLOGY
- BSBINM201A PROCESS AND MAINTAIN WORKPLACE INFORMATION
- BSBINM202A HANDLE MAIL
- BSBWOR203A WORK EFFECTIVELY WITH OTHERS
- BSBITU309A PRODUCE DESKTOP PUBLISHED DOCUMENTS
- BSBINM301A ORGANISE WORKPLACE INFORMATION
- BSBINN201A CONTRIBUTE TO WORKPLACE INNOVATION
- BSBINN301A PROMOTE INNOVATION IN A TEAM ENVIRONMENT
- BSBITU202A CREATE AND USE SPREADSHEETS
- BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS
- BSBINB201A IDENTIFY SUITABILITY FOR MICRO BUSINESS
- BSBIND201A ORGANISE WORKPLACE INFORMATION
- BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT
- BSBWOR202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES
- BSBLE101A PLAN SKILLS DEVELOPMENT
### CERTIFICATE III IN BUSINESS

**Course Code:** BSB30107  
**Campus:** Footscray Nicholson, St Albans, Industry.

**Course Objectives:** This qualification provides individuals with a broad range of competencies in the field of administration using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

**Careers:** When you graduate, you will be qualified to be a Customer Service Advisor, Data Entry Operator, General Clerk, Payroll Officer, Typist, Word Processing Operator.

**Course Duration:** 0.5 years.

**Admission Requirements Year 12:** Not Applicable.

**Admission Requirements International:** IELTS level 5.5.

**Admission Requirements Mature Age:** Direct Entry Also, see below for additional information.

**Admission Requirements VET:** Not Applicable.

**Admission Requirements Other:** Successful completion of Certificate II in Business or you must be assessed by the Head of School as being capable of successfully completing the course. 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, Employer Choice.

### COURSE STRUCTURE

Campus based: Full-time over 6 months or part-time equivalent. Industry/Traineeship: Course duration is 1 year.

Students must successfully complete a minimum of 12 units - 1 core unit Plus 11 electives.

**Core Unit of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSBHO5201A</td>
<td>PARTICIPATE IN OHS PROCESSES</td>
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**Elective Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BSBFIA301A</td>
<td>MAINTAIN FINANCIAL RECORDS</td>
<td>60</td>
</tr>
<tr>
<td>BSBFIA302A</td>
<td>PROCESS PAYROLL</td>
<td>30</td>
</tr>
<tr>
<td>BSBITU309A</td>
<td>PRODUCE DESKTOP PUBLISHED DOCUMENTS</td>
<td>50</td>
</tr>
<tr>
<td>BSBITU306A</td>
<td>DESIGN AND PRODUCE BUSINESS DOCUMENTS</td>
<td>80</td>
</tr>
<tr>
<td>BSBITU303A</td>
<td>DESIGN AND PRODUCE TEXT DOCUMENTS</td>
<td>90</td>
</tr>
<tr>
<td>BSBADM307B</td>
<td>ORGANISE SCHEDULES</td>
<td>15</td>
</tr>
<tr>
<td>BSBWOR301A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>30</td>
</tr>
<tr>
<td>BSBWRT301A</td>
<td>WRITE SIMPLE DOCUMENTS</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM301A</td>
<td>PROCESS CUSTOMER COMPLAINTS</td>
<td>30</td>
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<tr>
<td>BSBPR301A</td>
<td>RECOMMEND PRODUCTS AND SERVICES</td>
<td>20</td>
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<tr>
<td>BSBPR401A</td>
<td>MAKE A PRESENTATION</td>
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<tr>
<td>BSBUS301A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES</td>
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<tr>
<td>BSBCC301A</td>
<td>USE MULTIPLE INFORMATION SYSTEMS</td>
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<tr>
<td>BSBIM301A</td>
<td>ORGANISE WORKPLACE INFORMATION</td>
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<tr>
<td>BSBPR301A</td>
<td>RECOMMEND PRODUCTS AND SERVICES</td>
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<tr>
<td>CUSAD003A</td>
<td>MANAGE A PROJECT</td>
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<tr>
<td>BSBSCUS01A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
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<tr>
<td>BSBIN301A</td>
<td>WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT</td>
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<tr>
<td>BSBFAM035C</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
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<tr>
<td>BSBFAM312B</td>
<td>CONTRIBUTE TO TEAM EFFECTIVENESS</td>
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<tr>
<td>BSBWOR201A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
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<tr>
<td>BSBSCUS01A</td>
<td>COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES</td>
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<tr>
<td>BSBINM202A</td>
<td>HANDLE MAIL</td>
<td>15</td>
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<tr>
<td>BSBLEG306A</td>
<td>MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE</td>
<td>40</td>
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<tr>
<td>FNSICGEN305A</td>
<td>MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS</td>
<td>20</td>
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<tr>
<td>BSBMED303B</td>
<td>MAINTAIN PATIENT RECORDS</td>
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<td>BSBMED305B</td>
<td>APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT</td>
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<tr>
<td>BSBWRT401A</td>
<td>WRITE COMPLEX DOCUMENTS</td>
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<tr>
<td>BSBREL401A</td>
<td>ESTABLISH NETWORKS</td>
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<tr>
<td>BSBINM303A</td>
<td>HANDLE RECEIPT AND DESPATCH OF INFORMATION</td>
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<tr>
<td>BSBLEG406A</td>
<td>PROVIDE SUPPORT IN CRIMINAL LAW MATTERS</td>
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**These units are offered for RPL and traineeships:**

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<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>BSBWOR404A</td>
<td>DEVELOP WORK PRIORITIES</td>
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### CERTIFICATE III IN MICRO BUSINESS OPERATIONS

**Course Code:** BSB30307  
**Campus:** Footscray Nicholson, St Albans, Werribee, Sunshine, Industry.

**Course Objectives:** This qualification reflects the role of skilled operators who apply a broad range of competencies in varied micro business contexts, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a small team.

**Careers:** Independent Contractor, Micro Business Operator.

**Course Duration:** 3 months.

**Admission Requirements Year 12:** NA.

**Admission Requirements International:** NA.

**Admission Requirements Mature Age:** Direct Application.

**Admission Requirements VET:** NA.

**Selection Processes:** Interview, Written Application.
COURSE STRUCTURE
To obtain this qualification, students must complete a total number of 10 units: 5 core units plus 5 elective units. The 5 elective units may be selected from the elective units listed below or a Certificate III qualification from any endorsed Training Package, of which 1 unit may be selected from a Certificate II or Certificate IV qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

Core Units.
- BSBMB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30
- BSBMB302A DEVELOP A MICRO BUSINESS PROPOSAL 30
- BSBMB303A ORGANISE FINANCES FOR THE MICRO BUSINESS 50
- BSBMB304A DETERMINE RESOURCE REQUIREMENTS FOR THE MICRO BUSINESS 30
- BSBMB305A COMPLY WITH REGULATORY, TAXATION AND INSURANCE REQUIREMENTS FOR THE MICRO BUSINESS 45

Elective Units.
- BSBUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
- BSBFIA301A MAINTAIN FINANCIAL RECORDS 60
- BSBFIA303A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE 30
- BSBMB306A PLAN A HOMEBASED BUSINESS 25
- BSBMB307A SET UP INFORMATION AND COMMUNICATIONS TECHNOLOGY FOR THE MICRO BUSINESS 20
- BSBREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS 50
- BSBWOR302A WORK EFFECTIVELY AS AN OFFSITE WORKER 25
- BSBITU305A CONDUCT ONLINE TRANSACTIONS 40
- BSBEMS401A DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE 50
- BSBG0V403A ANALYSE FINANCIAL REPORTS AND BUDGETS 50
- PSPG0V407B PROVIDE A QUOTATION 20
- BSBMB403A MARKET THE SMALL BUSINESS 50
- BSBFIA402A REPORT ON FINANCIAL ACTIVITY 30
- BSBMKG402B ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60
- BSBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
- BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30

CERTIFICATE III IN BUSINESS ADMINISTRATION
Course Code: BSB30407

Campus: Industry.

About this course: This course is offered to industry and as traineeship only. This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team.

Course Objectives: This course is offered to industry and as traineeship only. This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team.

Careers: Accounts Receivable Clerk, Accounts Payable Clerk, Clerk, Data Entry Operator, Junior Personal Assistant, Receptionist, Office Administration Assistant, Office Administrator, Word Processing Operator.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE or equivalent.

Admission Requirements International: Not Applicable.

Admission Requirements Mature Age: Direct Application, Written Application.

Admission Requirements VET: Not Applicable.

Selection Processes: Direct Entry, Employer Choice, Interview.

COURSE STRUCTURE
Students must successfully complete a minimum of 13 units, 2 core units and 11 electives of which 7 must be selected from administration units in the qualification and 4 other electives selected from an equivalent AQF qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package.

Core units
- BSHOHS201A PARTICIPATE IN OHS PROCESSES 20
- BSBITU307A DEVELOP KEYBOARDING SPEED AND ACCURACY 50

Administration units:
- BSBFIA302A PROCESS PAYROLL 30
- BSBITU302A CREATE ELECTRONIC PRESENTATIONS 20
- BSBITU303A DESIGN AND PRODUCE TEXT DOCUMENTS 90
- BSBITU304A PRODUCE SPREADSHEETS 35
- BSBUIT309A PRODUCE DESKTOP PUBLISHED DOCUMENTS 50
- BSBWRT301A WRITE SIMPLE DOCUMENTS 30
- BSBADM307B ORGANISE SCHEDULES 15

Elective units:
- BSBADM303B PRODUCE TEXTS FROM AUDIO TRANSCRIPTION 30
- BSBITU301A CREATE AND USE DATABASES 30
- BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30
- BSBSUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
- BSBFIA303A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE 30
- BSBFIA304A MAINTAIN A GENERAL LEDGER 60
- BSBADM311A MAINTAIN BUSINESS RESOURCES 15
- BSBIND201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT 30
- BSBITU402A DEVELOP AND USE COMPLEX SPREADSHEETS 50
- BSBADM405B ORGANISE MEETINGS 20
- BSBIND201A HANDLE MAIL 15
- BSBWOR204A USE BUSINESS TECHNOLOGY 20
- BSBITU203A COMMUNICATE ELECTRONICALLY 20
FACULTY OF WORKFORCE DEVELOPMENT

BSBITU305A  CONDUCT ONLINE TRANSACTIONS  40
RPL Units
FNS/GEN/305B  MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS  20

CERTIFICATE III IN RECORDKEEPING
Course Code: BSB30807
Campus: City King Street, Industry.
Course Objectives: This course will provide an understanding of relevant theoretical knowledge relating to recordkeeping functions in the workplace. While it may apply to individuals whose sole workplace function is recordkeeping, it will also apply to administrative, human resources or other staff within an organisation for whom recordkeeping is one of many duties for which they hold responsibility.
Careers: After successful completion of the course, possible jobs relevant to this qualification are an Administration Officer, Assistant Records Clerk or Assistant Registry Officer.
Course Duration: 1 year.
Selection Processes: Direct Entry, Employer Choice, Interview, Written Application.

COURSE STRUCTURE
Successful completion of 12 units: 5 core units and 7 elective units. The 7 elective units may be selected from the elective units listed in the qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package.

Complete 5 core units:
BSBRKG301B  CONTROL RECORDS  40
BSBRKG302B  UNDERTAKE DISPOSAL  30
BSBRKG303B  RETRIEVE INFORMATION FROM RECORDS  25
BSBRKG304B  MAINTAIN BUSINESS RECORDS  30
BSBRKG305A  REVIEW RECORDKEEPING FUNCTIONS  20

Complete 7 elective units:
BSBCUS301A  DELIVER AND MONITOR A SERVICE TO CUSTOMERS  35
BSBDIV301A  WORK EFFECTIVELY WITH DIVERSITY  30
BSBADM311A  MAINTAIN BUSINESS RESOURCES  15
BSBINM301A  ORGANISE WORKPLACE INFORMATION  30
BSBCMM301A  PROCESS CUSTOMER COMPLAINTS  30
BSBITU307A  DEVELOP KEYBOARDING SPEED AND ACCURACY  50
BSBOHS201A  PARTICIPATE IN OHS PROCESSES  20

The course requires the completion of the following units:

Core Units of Study
BSBITU307A  DEVELOP KEYBOARDING SPEED AND ACCURACY  50
BSBOHS201A  PARTICIPATE IN OHS PROCESSES  20

Elective Units of Study
BSBLEG301A  APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS  80
BSBLEG305A  USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS  40
BSBLEG302A  CARRY OUT SEARCH OF THE PUBLIC RECORD  25
BSBLEG303A  DELIVER COURT DOCUMENTATION  10
BSBLEG304A  APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT  20
BSBLEG306A  MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE  40
BSBITU304A  PRODUCE SPREADSHEETS  35
BSBADM307B  ORGANISE SCHEDULES  15
BSBITU306A  DESIGN AND PRODUCE BUSINESS DOCUMENTS  80
BSBADM307B  ORGANISE SCHEDULES  15
BSBITU305A  CONDUCT ONLINE TRANSACTIONS  40
BSBITU304A  PRODUCE SPREADSHEETS  35
BSBITU306A  DESIGN AND PRODUCE BUSINESS DOCUMENTS  80
BSBITU301A  PARTICIPATE IN OHS PROCESSES  20
BSBITU307A  DEVELOP KEYBOARDING SPEED AND ACCURACY  50
BSBITU304A  PRODUCE SPREADSHEETS  35
BSBITU306A  DESIGN AND PRODUCE BUSINESS DOCUMENTS  80
BSBITU301A  PARTICIPATE IN OHS PROCESSES  20
BSBITU307A  DEVELOP KEYBOARDING SPEED AND ACCURACY  50
BSBITU304A  PRODUCE SPREADSHEETS  35

CERTIFICATE III IN BUSINESS ADMINISTRATION (LEGAL)
Course Code: BSB31007
Campus: Footscray Nicholson, St Albans, Industry.
Course Objectives: This qualification provides students with the skills and knowledge required to work in administrative work, including the legal industry, using some discretion and judgement. They may provide technical advice and support to a team.
Careers: Legal administrative support role such as Legal Receptionist.
Course Duration: 0.5 years.
Admission Requirements Year 12: Direct Entry.
Admission Requirements International: Not applicable.
Admission Requirements Mature Age: Direct Entry.
Admission Requirements VET: School Choice.
Selection Processes: Direct Entry, Employer Choice, Interview, Written Application.
Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students.

COURSE STRUCTURE
Students must successfully complete a minimum of 13 units, 2 core plus 5 legal administration units from the legal administration units listed and 4 administration units from the administration units listed for this qualification in BSB07 Business Services Training Package. Plus 2 other elective units selected from the remaining administration units, the remaining legal administration units or the generic business elective units listed or from an equivalent AQF qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package.

Complete 2 core units:
BSBITU307A  DEVELOP KEYBOARDING SPEED AND ACCURACY  50
BSBOHS201A  PARTICIPATE IN OHS PROCESSES  20

The course requires the completion of the following units:

Core Units of Study
BSBLEG301A  APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS  80
BSBLEG305A  USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS  40
BSBLEG302A  CARRY OUT SEARCH OF THE PUBLIC RECORD  25
BSBLEG303A  DELIVER COURT DOCUMENTATION  10
BSBLEG304A  APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT  20
BSBLEG306A  MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE  40
BSBITU304A  PRODUCE SPREADSHEETS  35
BSBADM307B  ORGANISE SCHEDULES  15
BSBITU306A  DESIGN AND PRODUCE BUSINESS DOCUMENTS  80
BSBITU301A  PARTICIPATE IN OHS PROCESSES  20
BSBITU307A  DEVELOP KEYBOARDING SPEED AND ACCURACY  50
BSBITU304A  PRODUCE SPREADSHEETS  35
BSBITU306A  DESIGN AND PRODUCE BUSINESS DOCUMENTS  80
BSBITU301A  PARTICIPATE IN OHS PROCESSES  20
BSBITU307A  DEVELOP KEYBOARDING SPEED AND ACCURACY  50
BSBITU304A  PRODUCE SPREADSHEETS  35
BSBITU306A  DESIGN AND PRODUCE BUSINESS DOCUMENTS  80
BSBITU301A  PARTICIPATE IN OHS PROCESSES  20
BSBITU307A  DEVELOP KEYBOARDING SPEED AND ACCURACY  50
BSBITU304A  PRODUCE SPREADSHEETS  35
BSBITU306A  DESIGN AND PRODUCE BUSINESS DOCUMENTS  80
BSBITU301A  PARTICIPATE IN OHS PROCESSES  20
BSBITU307A  DEVELOP KEYBOARDING SPEED AND ACCURACY  50
BSBITU304A  PRODUCE SPREADSHEETS  35
BSBITU306A  DESIGN AND PRODUCE BUSINESS DOCUMENTS  80
BSBITU301A  PARTICIPATE IN OHS PROCESSES  20
### CERTIFICATE III IN FRONTLINE MANAGEMENT
#### Course Code: BSB31207

**Campus:** Industry.

**Course Objectives:** This qualification reflects the role of individuals who provide supervision in a wide range of organisational and industry contexts. They are likely to have existing technical skills in a broad range of vocations or professions, but require some training in the basics of supervision. Typically they would report to a supervisor or team leader.

**Careers:** Unit Leader, Leading Hand.

**Course Duration:** 1 year.

**Admission Requirements Year 12:** Not Applicable.

**Admission Requirements International:** Not Applicable.

**Admission Requirements Mature Age:** Not Applicable.

**Admission Requirements VET:** Not Applicable.

**Selection Processes:** Employer Choice, Interview, Written Application.

**Prerequisite Unit Requirements:** There are no entry requirements.

#### COURSE STRUCTURE
Students must successfully complete 4 core units and 2 elective units. At least 2 of the core units must be selected from the Management Units in the range of Core Units listed and BSBCMN311B Maintain workplace safety. At least 1 of the elective units must be selected from the management units listed in the qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

**Core Units**
- BSBCM311B MAINTAIN WORKPLACE SAFETY 40
- BSBFLM303C CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
- BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30
- the following unit pre 1 June 2011
- BSBFLM312B CONTRIBUTE TO TEAM EFFECTIVENESS 40
- the following unit after 1 June 2011
- BSBFLM312C CONTRIBUTE TO TEAM EFFECTIVENESS 40

**Elective Units**
- BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30
- BSBFLM309C SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES 40
- SRXGRO002A DEAL WITH CONFLICT 10
- BSBADM303B PRODUCE TEXTS FROM AUDIO TRANSCRIPTION 30
- BSBADM311A MAINTAIN BUSINESS RESOURCES 15
- BSBINM302A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM 50

### CERTIFICATE IV IN LEGAL SERVICES
#### Course Code: BSB40110

**Campus:** Footscray Nicholson, City Queen, Industry.

**Course Objectives:** This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base to provide support in a range of legal service settings. They apply solutions to a range of unpredictable problems, and analyse and evaluate information from a variety of sources.

**Careers:** Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: legal assistant, legal secretary, legal support officer, assistant paralegal.

**Course Duration:** 0.5 years.

**Admission Requirements Year 12:** Successful completion of VCE or equivalent.

**Admission Requirements Mature Age:** Relevant industry experience, direct or VTAC application.

**Admission Requirements VET:** Not applicable.

**Selection Processes:** Direct Entry, Interview, VTAC, Written Application.

#### COURSE STRUCTURE
Total number of units = 12. 8 core units plus 4 elective units. The four elective units may be selected from the remaining elective units listed below, or from other qualifications, at the same qualification level or one level higher, in BSB07 Business Services Training Package or any other currently endorsed Training Package or accredited course. One elective unit may be selected from either a Certificate III or Diploma qualification in BSB07 or any other currently endorsed Training Package or accredited course. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

**Core Units**
- BSBCMM402A IMPLEMENT EFFECTIVE COMMUNICATION STRATEGIES 40
- BSBCM406A CONDUCT WORK WITHIN A COMPLIANCE FRAMEWORK 30
- BSBLEG413A IDENTIFY AND APPLY THE LEGAL FRAMEWORK 60
- BSBLEG414A ESTABLISH AND MAINTAIN A FILE IN LEGAL SERVICES 50
- BSBLEG418A PRODUCE COMPLEX LEGAL DOCUMENTS 80
- BSBLEG415A APPLY THE PRINCIPLES OF CONTRACT LAW 60
- BSBLEG416A APPLY THE PRINCIPLES OF THE LAW OF TORTS 60
- BSBRES404A RESEARCH LEGAL INFORMATION USING PRIMARY SOURCES 40

**Elective Units**
- BSBINN501A ESTABLISH SYSTEMS THAT SUPPORT INNOVATION 50
- BSBINN502A BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT 50
- BSBLEG417A APPLY THE PRINCIPLES OF EVIDENCE LAW 60
- BSBLEG403B MAINTAIN TRUST ACCOUNTS 50
FACULTY OF WORKFORCE DEVELOPMENT

BSB5US201A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
BSB5US301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40

CERTIFICATE IV IN BUSINESS
Course Code: BSB40207

Course Objectives: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Careers: Administration, Project Officer.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE or equivalent.
Admission Requirements International: Not Applicable.
Admission Requirements Mature Age: Direct Entry.
Admission Requirements VET: Not Applicable.
Admission Requirements Other: Employer Choice
Selection Processes: Interview, Portfolio, Written Application.

COURSE STRUCTURE
Students must successfully complete a minimum of 10 units - 1 core unit Plus 9 electives. At least 5 electives must be selected from the elective list provided in training package (aligned at AQF4). The other 4 elective units may be selected from the remaining units listed from the BSB07 Training package or any other endorsed national training package. If not listed, 1 unit may be selected from Certificate III or Diploma qualification. 5 Units selected from another training package must not duplicate units selected from or available within the BSB07 Business service training package. Where the packaging of this qualification meets the rules of a specialist qualification at this level, then the specialist qualification and not the general qualification is awarded.

Core Unit
BSB0HS407A MONITOR A SAFE WORKPLACE 50

Elective Units
BSB1IN301A PROMOTE INNOVATION IN A TEAM ENVIRONMENT 40
BSB1RK401A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES 50
BSB1MG402A IMPLEMENT OPERATIONAL PLAN 40
BSBHRM402A RECRUIT, SELECT AND INDUCT STAFF 50
BSBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBFAA402A REPORT ON FINANCIAL ACTIVITY 30
BSBLED401A DEVELOP TEAMS AND INDIVIDUALS 40
BSBWORK401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
BSBREL401A ESTABLISH NETWORKS 35
BSBINM301A ORGANISE WORKPLACE INFORMATION 30
BSBWORK402A PROMOTE TEAM EFFECTIVENESS 50
BSBMGT502B MANAGE PEOPLE PERFORMANCE 70

BSBFIA301A MAINTAIN FINANCIAL RECORDS 60
BSBPR0301A RECOMMEND PRODUCTS AND SERVICES 20
BSBMGT405A PROVIDE PERSONAL LEADERSHIP 50
BSBWORS050A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
BSBCMM301A PROCESS CUSTOMER COMPLAINTS 30
BSBITU304A PRODUCE SPREADSHEETS 35
BSBITU303A DESIGN AND PRODUCE TEXT DOCUMENTS 90
BSBITU302A CREATE ELECTRONIC PRESENTATIONS 20
BSBCUS403A IMPLEMENT CUSTOMER SERVICE STANDARDS 30
BSBEAMS401B DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE 50
BSBHRM406A MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES 60
BSBMGTS01A SHOW LEADERSHIP IN THE WORKPLACE 50
BSBSMB407A MANAGE A SMALL TEAM 40
BSBWORK404A DEVELOP WORK PRIORITIES 40
BSBLED401A DEVELOP TEAMS AND INDIVIDUALS 40
BSBHRRM402A RECRUIT, SELECT AND INDUCT STAFF 50
BSBMGT402A IMPLEMENT OPERATIONAL PLAN 40
BSBADM504B PLAN OR REVIEW ADMINISTRATION SYSTEMS 30
BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBADM511A MAINTAIN BUSINESS RESOURCES 15
BSBPRU301B PURCHASE GOODS AND SERVICES 60
BSBFIA303A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE 30
BSBLEG305A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS 40
BSBLEG306A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE 10
BSBSMB407A MANAGE A SMALL TEAM 40
BSBMGT516A FACILITATE CONTINUOUS IMPROVEMENT 60
BSBITU307A DEVELOP KEYBOARDING SPEED AND ACCURACY 50
BSBMKG412A CONDUCT ELECTRONIC MARKETING COMMUNICATIONS 30
FSICIND301B WORK IN THE FINANCIAL SERVICES INDUSTRY 30
BSBITA401A DESIGN DATABASES 60
BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS 80
FSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30
BSBADM503B PLAN AND MANAGE CONFERENCES 30

RPL Units.

CERTIFICATE IV IN SMALL BUSINESS MANAGEMENT
Course Code: BSB40407
Campus: Footscray Nicholson, St Albans, Werribee, Melton, Sunshine, Industry.

Course Objectives: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of small business
contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others, and have responsibility for the output of others.

**Careers:** Small Business Manager.

**Course Duration:** 1 year.

**Selection Processes:** Interview, Written Application.

### COURSE STRUCTURE

Students must successfully complete 4 core units and 6 elective units. The 6 elective units may be selected from the elective units listed in the training package and/or an equivalent level qualification from any endorsed training package. If not listed in the electives list, 1 elective unit may be selected from a Certificate III or Diploma qualification. Electives must be relevant to work outcomes, local industry requirements and the qualification levels. Units selected from other training packages, must not duplicate units selected from or available within the BSB07 Business Services Training Package.

**Core:**
- BSBMB401A  ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS 60
- BSBMB402A  PLAN SMALL BUSINESS FINANCES 50
- BSBMB403A  MARKET THE SMALL BUSINESS 50
- BSBMB404A  UNDERTAKE SMALL BUSINESS PLANNING 50

**Electives:**
- BSBHIS407A  MONITOR A SAFE WORKPLACE 50
- BSBREL402A  BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS 50
- BSBMB405A  MONITOR AND MANAGE SMALL BUSINESS OPERATIONS 45
- BSBMB406A  MANAGE SMALL BUSINESS FINANCES 60
- BSBMB407A  MANAGE A SMALL TEAM 40
- BSBFA402A  REPORT ON FINANCIAL ACTIVITY 30
- BSBMK401B  PROFILE THE MARKET 50
- BSBMK402B  ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60
- BSBADM409A  COORDINATE BUSINESS RESOURCES 30
- BSBRES401A  ANALYSE AND PRESENT RESEARCH INFORMATION 40
- BSBFA401B  MANAGE COMPLIANCE WITH FRANCHISEE OBLIGATIONS AND LEGISLATIVE REQUIREMENTS 60

### CERTIFICATE IV IN BUSINESS ADMINISTRATION

**Course Code:** BSB40507

**Campus:** Footscray Nicholson, St Albans, City King Street.

**Course Objectives:** This qualification provides well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

**Careers:** Accounts Supervisor, Executive Personal Assistant, Office Administrator, Project Assistant.

**Course Duration:** 0.5 years.

**Admission Requirements Year 12:** Successful completion of VCE or equivalent.

**Admission Requirements International:** IELTS level 5.5.

**Admission Requirements Mature Age:** VTAC or Direct Entry Written Application.

**Admission Requirements VET:** Not Applicable.

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

If you are applying to study full-time in first semester, you must apply through VTAC. For mid-semester enrolments and part time studies, apply direct to the School by completing a TAFE Direct Application Form available from the School or VU website www.vu.edu.au/Admissions.

### COURSE STRUCTURE

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

All units listed below can be delivered in either campus or industry mode depending on demand.

The course requires the completion of 10 units: 5 Administration units plus 5 electives.

**Administration Units of Study**
- BSBADM405B  ORGANISE MEETINGS 20
- BSBADM406B  ORGANISE BUSINESS TRAVEL 20
- BSBITU401A  DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS 100
- BSBINM401A  IMPLEMENT WORKPLACE INFORMATION SYSTEM 40
- BSBITU404A  PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS 50

**Elective Units of Study**
- BSBADM407B  ADMINISTER PROJECTS 40
- BSBMK401A  UNDERTAKE MARKETING ACTIVITIES 50
- BSBRES401A  ANALYSE AND PRESENT RESEARCH INFORMATION 40
- BSBWOR402A  PROMOTE TEAM EFFECTIVENESS 50
- BSBMK413A  PROMOTE PRODUCTS AND SERVICES 40
- BSBADM401A  MAKE A PRESENTATION 30
- BSBRES305A  MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS 20
- BSBPUR403A  DEVELOP PUBLIC RELATIONS DOCUMENTS 80
- BSBADM307B  ORGANISE SCHEDULES 15
- BSBWOR404A  DEVELOP WORK PRIORITIES 40
- BSBADM409A  ORGANISE DESKTOP PUBLISHED DOCUMENTS 50
- BSBWOR401A  ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
- BSBWOR502A  ENSURE TEAM EFFECTIVENESS 60

**Additional Elective Units**
- BSBFA301A  MAINTAIN FINANCIAL RECORDS 60
- BSBFA302A  PROCESS PAYROLL 30
- BSBFA303A  PROCESS ACCOUNTS PAYABLE AND RECEIVABLE 30
FACULTY OF WORKFORCE DEVELOPMENT

FNSICGEN305B MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS 20
BSBITU301A CREATE AND USE DATABASES 30
BSBITU302A CREATE ELECTRONIC PRESENTATIONS 20
BSBITU303A DESIGN AND PRODUCE TEXT DOCUMENTS 90
BSBITU304A PRODUCE SPREADSHEETS 35
BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS 80
BSBITU307A DEVELOP KEYBOARDING SPEED AND ACCURACY 50
BSBSUS301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
BSBOHS201A PARTICIPATE IN OHS PROCESSES 20
BSBWRT301A WRITE SIMPLE DOCUMENTS 30
Possible elective units for RPL/Industry:

CERTIFICATE IV IN FRONTLINE MANAGEMENT
Course Code: BSB40807
Campus: Industry.

Course Objectives: This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualification and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions.

Careers: Coordinator, Leading Hand, Supervisor, Team Leader.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE or equivalent.

Admission Requirements International: Not Applicable.

Admission Requirements Mature Age: Employer Choice.

Admission Requirements VET: Not Applicable.

Selection Processes: Employer Choice, Interview, Written Application.

COURSE STRUCTURE
Successful completion of 4 core units and 6 elective units. At least 3 of the elective units must be selected from the elective units listed in the qualification. The other 3 elective units may be selected from the remaining elective units listed for the qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. 1 unit may be selected from either a Certificate III or Diploma qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

Core:
- BSBMGT401A SHOW LEADERSHIP IN THE WORKPLACE 50
- BSBMGT402A IMPLEMENT OPERATIONAL PLAN 40
- BSBADM507A MONITOR A SAFE WORKPLACE 50
- BSBWOR402A PROMOTE TEAM EFFECTIVENESS 50

Elective:
- BSBADM409A COORDINATE BUSINESS RESOURCES 30
- BSBADM507B MANAGE PEOPLE PERFORMANCE 70

the following unit pre 1 June 2011
- BSBWOR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
- BSBADM507A MANAGE PROJECTS 60
- the following unit after 1 June 2011
- BSBWOR404A DEVELOP WORK PRIORITIES 40
- BSBWOR404B DEVELOP WORK PRIORITIES 40

CERTIFICATE IV IN RECORDKEEPING
Course Code: BSB41707
Campus: Industry.

Course Objectives: This qualification would provide participants with well-developed recordkeeping skills operating in a wide range of records management across the different industry sectors.

Careers: After successful completion of the course, possible jobs relevant to this qualification are Medical Records Officer, Records and Information Officer, Records and Information Clerk.

Course Duration: 1 year.

Selection Processes: Direct Entry, Employer Choice, Written Application.

Prerequisite Unit Requirements: Preferred pathways for candidates considering this qualification include: after achieving the BSB30807 Certificate III in Recordkeeping or other relevant qualifications, providing evidence of competency in the majority of units required for the BSB30807 Certificate III in Recordkeeping or other relevant qualification/s; OR with some vocational experience in recordkeeping but without a formal qualification.

COURSE STRUCTURE
Successful completion of 10 units: 4 core units Plus 6 elective units.

Complete 4 core units:
- BSRKG401B REVIEW THE STATUS OF A RECORD 20
- BSRKG402B PROVIDE INFORMATION FROM AND ABOUT RECORDS 20
- BSRKG403B SET UP A BUSINESS OR RECORDS SYSTEM FOR A SMALL OFFICE 40
- BSRKG404A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT 50

Complete 6 elective units:
- BSBADM507A COORDINATE BUSINESS RESOURCES 30
- BSBADM507A ADDRESS CUSTOMER NEEDS 50
DIPLOMA OF LEGAL SERVICES

Course Code: BSB50110

Campus: Footscray Nicholson, City Queen, Industry.

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 and carry out work in a legal context in accordance with legislation, regulations and codes of practice relevant to the different jurisdictions.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: executive assistant legal services support officer, paralegal, senior legal secretary.

Course Duration: 0.5 years.

Admission Requirements Year 12: Successful completion of VCE or equivalent.

Admission Requirements International: IELTS 5.5.

Admission Requirements Mature Age: Relevant industry experience, direct or VTAC application.

Admission Requirements VET: Not applicable.

Selection Processes: Direct Entry, Interview, Written Application, Written Test.

COURSE STRUCTURE

To be awarded the Diploma of Legal Services competency students must achieve a total number of 10 units. Four core units and six elective units.

Core Units
- BSBCOM501B IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS 20
- BSBCM501A DEVELOP AND NURTURE RELATIONSHIPS 40
- BSBLEG503A MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE 30
- BSBRSS502A RESEARCH LEGAL INFORMATION USING SECONDARY SOURCES 40

Elective Units
- BSBLEG510A APPLY LEGAL PRINCIPLES IN FAMILY LAW MATTERS 60
- BSBLEG511A APPLY LEGAL PRINCIPLES IN CRIMINAL LAW MATTERS 60
- BSBLEG512A APPLY LEGAL PRINCIPLES IN PROPERTY LAW MATTERS 60
- BSBLEG513A APPLY LEGAL PRINCIPLES IN CORPORATION LAW MATTERS 60
- BSBLEG514A ASSIST WITH CIVIL PROCEDURE 60
- BSBLEG515A APPLY LEGAL PRINCIPLES IN WILLS AND PROBATE MATTERS 60
- BSBSUS301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
- BSBSUS501A DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY 50

DIPLOMA OF BUSINESS

Course Code: BSB50207


Course Objectives: This qualification reflects the role of individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.

Careers: Executive Officer, Program Consultant, Program Coordinator.

Course Duration: 9 months.

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent.

Admission Requirements International: Not Applicable.

Admission Requirements Mature Age: Direct entry.

Admission Requirements VET: Not Applicable.

Selection Processes: Direct Entry, Employer Choice, Interview, Portfolio.

COURSE STRUCTURE

Choose 8 units of study:
- BSBRSK501A MANAGE RISK 60
- BSBWOR501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
- BSBFIM501A MANAGE BUDGETS & FINANCIAL PLANS 70
- BSBMGT502A MANAGE PEOPLE PERFORMANCE 70
- BSBMGT605B PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
- BSBOHS509A ENSURE A SAFE WORKPLACE 60
- BSBPMS510A MANAGE PROJECTS 60
- BSBRM604A MANAGE EMPLOYEE RELATIONS 60
- BSBLDS501A DEVELOP A WORKPLACE LEARNING ENVIRONMENT 60
- BSBPMG501A MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES 60
- BSBRW502A ENSURE TEAM EFFECTIVENESS 60
- BSBRMR506A MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES 60
- BSBCM504A MAKE A PRESENTATION 30
- BSBITU402A DEVELOP AND USE COMPLEX SPREADSHEETS 50
- BSBMGT403A IMPLEMENT CONTINUOUS IMPROVEMENT 40
- BSBCUS401A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
- BSBADM405B ORGANISE MEETINGS 20
- TAADEL402B FACILITATE GROUP BASED LEARNING 20
- TAADEL403B FACILITATE INDIVIDUAL LEARNING 15
- BSBADM502B MANAGE MEETINGS 30
- BSBADM503B PLAN AND MANAGE CONFERENCES 30
- BSBADM504B PLAN OR REVIEW ADMINISTRATION SYSTEMS 50

BSBADM506B  MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT  80
BSBINM501A  MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM  50
BSBCUS5001A  MANAGE QUALITY CUSTOMER SERVICE  40
BSBHRM502A  MANAGE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEMS  60
BSBFIM502A  MANAGE PAYROLL  30
BSBMGT401A  SHOW LEADERSHIP IN THE WORKPLACE  50
FNSACCT407B  SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM  80
BSBHRM501A  MANAGE HUMAN RESOURCES SERVICES  60
BSBITB501A  ESTABLISH AND MAINTAIN A WORKGROUP COMPUTER NETWORK  50
BSBSU501A  DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY  50
SITXEVT003A  PROCESS AND MONITOR EVENT REGISTRATIONS  60
SITXEVT004A  COORDINATE ON SITE EVENT REGISTRATIONS  40
SITXEVT005A  ORGANISE IN-HOUSE EVENTS OR FUNCTIONS  40
SITXEVT007A  PROVIDE ON SITE EVENT MANAGEMENT SERVICES  60
BSBRKG502B  MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS  40
BSBADM506B  MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT  80
BSBADM504B  PLAN OR REVIEW ADMINISTRATION SYSTEMS  50
BSBADM503B  PLAN AND MANAGE CONFERENCES  30
BSBADM504B  PLAN OR REVIEW ADMINISTRATION SYSTEMS  50
BSBADM506B  MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT  80
BSBPMG510A  MANAGE PROJECTS  60
(T) And 3 elective units of study:
BSBWOR502A  ENSURE TEAM EFFECTIVENESS  60
BSBCUS5001A  MANAGE QUALITY CUSTOMER SERVICE  40
BSBBU502A  IMPLEMENT EBUSINESS SOLUTIONS  50
BSBHRM506A  MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES  60
BSBMGT502B  MANAGE PEOPLE PERFORMANCE  70
BSBPPB503A  MANAGE FUNDRAISING AND SPONSORSHIP ACTIVITIES  50
BSBRR502B  MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS  40
BSBSU501A  DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY  50
BSBWOR501A  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT  60
BSBEBU401A  REVIEW AND MAINTAIN A WEBSITE  50
BSBRR402B  PROVIDE INFORMATION FROM AND ABOUT RECORDS  20
BSBINN301A  PROMOTE INNOVATION IN A TEAM ENVIRONMENT  40
BSBADM505B  ORGANISE MEETINGS  20
BSBADM506B  ORGANISE BUSINESS TRAVEL  20
BSBITU401A  DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS  100
BSBCUS402A  ADDRESS CUSTOMER NEEDS  50
TAADEL403A  FACILITATE INDIVIDUAL LEARNING  15
BSBINM501A  MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM  50

All units listed below can be delivered to either campus or industry mode depending on demand.

The Stage 4 Diploma course requires the completion of 8 units as follows:

Core Units of Study: (a) A minimum of 5 Administration units:

BSBITB501A  ESTABLISH AND MAINTAIN A WORKGROUP COMPUTER NETWORK  50
BSBFIM502A  MANAGE PAYROLL  30
BSBADM502B  MANAGE MEETINGS  30
BSBADM503B  PLAN AND MANAGE CONFERENCES  30
BSBADM504B  PLAN OR REVIEW ADMINISTRATION SYSTEMS  50
BSBADM506B  MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT  80
BSBPMG510A  MANAGE PROJECTS  60

(b) And 3 elective units of study:

BSBWOR502A  ENSURE TEAM EFFECTIVENESS  60
BSBCUS5001A  MANAGE QUALITY CUSTOMER SERVICE  40
BSBBU502A  IMPLEMENT EBUSINESS SOLUTIONS  50
BSBHRM506A  MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES  60
BSBMGT502B  MANAGE PEOPLE PERFORMANCE  70
BSBPPB503A  MANAGE FUNDRAISING AND SPONSORSHIP ACTIVITIES  50
BSBRR502B  MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS  40
BSBSU501A  DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY  50
BSBWOR501A  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT  60
BSBEBU401A  REVIEW AND MAINTAIN A WEBSITE  50
BSBRR402B  PROVIDE INFORMATION FROM AND ABOUT RECORDS  20
BSBINN301A  PROMOTE INNOVATION IN A TEAM ENVIRONMENT  40

All units listed below can be delivered to either campus or industry/RPL mode depending on demand.

BSBADM505B  ORGANISE MEETINGS  20
BSBADM506B  ORGANISE BUSINESS TRAVEL  20
BSBITU401A  DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS  100
BSBCUS402A  ADDRESS CUSTOMER NEEDS  50
TAADEL403A  FACILITATE INDIVIDUAL LEARNING  15
BSBINM501A  MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM  50

Please note that the above units are indicative and may vary depending on the specific program requirements and delivery mode.
DIPLOMA OF LEGAL SERVICES
Course Code: BSB51007
Campus: Footscray Nicholson.

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 their own work in the provision of legal services.

Admission Requirements Year 12: Successful completion of VCE or equivalent.
Admission Requirements International: Not applicable.
Admission Requirements Mature Age: Relevant industry experience, direct or VTAC application.
Admission Requirements VET: Not applicable.
Selection Processes: Direct Entry, Interview, Written Application, Written Test.

COURSE STRUCTURE
6 months full-time for VCE students, 2 years customised for the African Community (incorporating Cert III and Cert IV units).

Students must successfully complete a minimum of 8 units - 5 core plus 3 electives.

Core Units

BSBLEG412A | INTERPRET AND APPLY LEGISLATION | 120
BSBLEG501A | RUN A FILE | 80
BSBLEG503A | OBTAIN INFORMATION FROM A CLIENT | 60
BSBLEG504A | DRAFT LEGALLY BINDING DOCUMENTS | 80
BSBRES501A | PERFORM LEGAL RESEARCH AND PREPARE REPORTS TO MEET IDENTIFIED NEEDS | 80

Elective Units

African Community

BSBLEG505A | ASSIST WITH THE DISCOVERY PROCESS | 50
BSBLEG507A | ATTEND PRE-TRIAL NEGOTIATIONS | 90
BSBLEG301A | APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS | 80
BSBLEG308A | ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE | 10
BSBLEG410A | INTERACT WITH OTHER PARTIES | 30
BSBITU307A | DEVELOP KEYBOARDING SPEED AND ACCURACY | 50

RPL Only Units.

BSBITU305A | CONDUCT ONLINE TRANSACTIONS | 40
BSBITU402A | DEVELOP AND USE COMPLEX SPREADSHEETS | 50
BSBITU404A | PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS | 50
BSADM507B | ADMINISTER PROJECTS | 40
BSBINM401A | IMPLEMENT WORKPLACE INFORMATION SYSTEM | 40
BSBITU404A | PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS | 50
BSBMKG413A | PROMOTE PRODUCTS AND SERVICES | 40
BSBMKG414A | UNDERTAKE MARKETING ACTIVITIES | 40
BSBWORK402A | PROMOTE TEAM EFFECTIVENESS | 50
BSBWORK404A | DEVELOP WORK PRIORITIES | 40

DIPLOMA OF MANAGEMENT
Course Code: BSB51107

Course Objectives: This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and coupled an informed perspective of the specific work requirements with their managerial approaches.

Careers: Manager.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent.
Admission Requirements International: Not Applicable.
Admission Requirements Mature Age: Direct Application.
Admission Requirements VET: Not Applicable.
Admission Requirements Other: It is recommended that all Frontline Management industry students currently be in a supervisory role.
Selection Processes: Employer Choice, Interview, Portfolio, Written Application.

COURSE STRUCTURE
Students must successfully complete a minimum of 8 units - 5 core unit plus 3 electives. The 3 electives may be selected from the core or elective list provided for the qualification in the Business Services training package or from any other endorsed national training package. If not listed, 1 unit may be selected from Certificate IV or Advanced Diploma qualification. Units selected from another training package must not replicate units selected from or available within the BSB07 Business Services training package.

All units listed below can be delivered to industry depending on demand. All units below can be delivered in either stream.

Management Stream: Choose 5 core units:

BSBPMG510A | MANAGE PROJECTS | 60
BSBRSK501A | MANAGE RISK | 60
BSBMGT502B | MANAGE PEOPLE PERFORMANCE | 70

This course is middle to higher level management focused and is delivered part time only. It can also be customised for industry.

This course is delivered to industry depending on demand. All units can be delivered in either stream.

All units listed below can be delivered to industry depending on demand. All units below can be delivered in either stream.

Management Stream: Choose 5 core units:
Choose 3 elective units

**BSBMGT605B** PROVIDE LEADERSHIP ACROSS THE ORGANISATION  60
**BSHRM604A** MANAGE EMPLOYEE RELATIONS  60
**BSHRM402A** RECRUIT, SELECT AND INDUCT STAFF  50
**BSGUS501A** MANAGE QUALITY CUSTOMER SERVICE  40
**BSGUS503B** DEVELOP PROCESSES FOR THE MANAGEMENT OF BREACHES IN COMPLIANCE REQUIREMENTS  30
**CHCORG529B** PROVIDE COACHING AND MOTIVATION  70
**BSGAT503B** MANAGE CONFLICT  60

the following unit pre 1 June 2011

**BSBWOR502A** ENSURE TEAM EFFECTIVENESS  60

the following unit after 1 June 2011

**BSBWOR501B** ENSURE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT  60

For further information contact the School of Business and Finance on 9919 8686.

This course is Frontline Management focused and is customised for industry delivery.

Frontline Management: Choose 5 core units

**BSBCUS501A** MANAGE QUALITY CUSTOMER SERVICE  40
**BSBGST516A** FACILITATE CONTINUOUS IMPROVEMENT  60
**BSBHSS509A** ENSURE A SAFE WORKPLACE  60

the following two (2) units pre 1 June 2011

**BSBWOR501A** MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT  60
**BSBWOR502A** ENSURE TEAM EFFECTIVENESS  60

the following two (2) unit after 1 June 2001

**BSBWOR502B** ENSURE TEAM EFFECTIVENESS  60

DIPLOMA OF RECORDKEEPING

Course Code: BSB51707

Campus: Industry.

**About this course:** This qualification will provide you with the practical skills and knowledge to undertake a range of tasks related to the management of business or records systems. You will be able to evaluate and select records management systems from a variety of technological solutions and make sound and reliable management decisions.

**Course Objectives:** This qualification will provide skills and knowledge in information and records management and use a range of specialised, technical or managerial competencies to ensure that business or records systems function effectively within an organisation. Typically they will work closely with other members of an organisation and have a high degree of autonomy with regards to business or records systems.

**Careers:** After successful completion of the course, possible jobs relevant to this qualification are Records and Information Coordinator, Records and Information Supervisor, Records and Information Team Leader.

**Course Duration:** 0.5 years.

**Selection Processes:** Direct Entry, Employer Choice, Interview, Written Application.

**Prerequisite Unit Requirements:** Preferred pathways for candidates considering this qualification include: after achieving the BSB41707 Certificate IV in Recordkeeping or other relevant qualification/s; OR providing evidence of competency in the majority of units required for the BSB41707 Certificate IV in Recordkeeping or other relevant qualification/s; OR with vocational recordkeeping experience, but without a formal qualification.

**COURSE STRUCTURE**

The Diploma of Recordkeeping requires the completion of 8 units of competency made up of: 3 core unit Plus 5 elective units. At least 2 of the elective units must be selected from the elective units listed in the Training Package for this qualification or from an equivalent level qualification within the BSB07 Business Services Training Package. The remaining 3 elective units may be selected from either the elective units listed for this qualification or from the Business Services Training Package or any other currently endorsed national Training Package.

Complete 3 core units:

**BSBRKG502B** MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS  60
**BSBRKG5058** DOCUMENT OR RECONSTRUCT A BUSINESS OR RECORDS SYSTEM  30
**BSBRKG506A** DEVELOP AND MAINTAIN TERMINOLOGY AND CLASSIFICATION SCHEMES  30

Complete 5 elective units:

**BSBCUS501A** MANAGE QUALITY CUSTOMER SERVICE  40
**BSBINM501A** MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM  50
**BSPMGS510A** MANAGE PROJECTS  60
## ADVANCED DIPLOMA OF MANAGEMENT

**Course Code:** BSB60407  
**Campus:** Footscray Nicholson, Industry.

**Course Objectives:** This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership.

**Careers:** When you graduate you will be qualified to work in management roles such as area manager, department manager or regional manager.

**Course Duration:** 1 year.

**Admission Requirements Year 12:** Direct Entry.

**Admission Requirements International:** Not applicable.

**Admission Requirements Mature Age:** Direct Entry.

**Admission Requirements VET:** Not applicable.

**Selection Processes:** Direct Entry, Employer Choice

### COURSE STRUCTURE

Students must successfully complete a minimum of 8 units: 3 core and 5 elective units as specified in the BSB07 Business Services Training Package.

**Core Units:**
- BSBINN601A  MANAGE ORGANISATIONAL CHANGE  60
- BSBMGT6035B  PROVIDE LEADERSHIP ACROSS THE ORGANISATION  60
- BSBMGT616A  DEVELOP AND IMPLEMENT STRATEGIC PLANS  80

**Elective units:**
- BSBFIM601A  MANAGE FINANCES 80
- BSBOH5601B  DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS 50
- PSPGOV602B  ESTABLISH AND MAINTAIN STRATEGIC NETWORKS 40
- BSBMGT502B  MANAGE PEOPLE PERFORMANCE  70
- BSBMGT606B  MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT 70
- BSBPAMG501A  MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES 60
- BSRK5S01A  MANAGE RISK 60
- FNSICORG6515A  PROVIDE MENTORING AND COACHING WITHIN THE WORKPLACE 60
- BSBINM601A  MANAGE KNOWLEDGE AND INFORMATION 80
- BSBPAMG510A  MANAGE PROJECTS 60
- BSBCOMM603B  PLAN AND ESTABLISH A COMPLIANCE MANAGEMENT SYSTEM 50
- BSBDIV601A  DEVELOP AND IMPLEMENT DIVERSITY POLICY 70
- BSBMGT617A  DEVELOP AND IMPLEMENT A BUSINESS PLAN 60

**Elective Units:**
- BSBMKG609A  DEVELOP A MARKETING PLAN 50
- BSBUS5S01A  DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY 50

## CERTIFICATE IV IN PROPERTY SERVICES (REAL ESTATE)

**Course Code:** CPP40307  
**Campus:** Footscray Nicholson, Werribee, Industry.

**Course Objectives:** The qualification provides participants with the knowledge and skills required to operate as a licensed Estate Agent. The course provides participants with training in areas related to the legal liability and responsibility of estate agents, real estate accounting requirements, the management of client and agency relationships, the listing and sale of properties, property leasing, the conduct of auctions, property management, property appraisals and risk management.

**Careers:** Agents’ representative and/or licensed estate agent.

**Course Duration:** 2 years.

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

### COURSE STRUCTURE

At the completion of CPPDSM4007A, CPPDSM4008A and CPPDSM4080A, students will need to be employed as an agents’ representative for a period of 1 year prior to completing the full qualification. All units must be completed to obtain this qualification and meet the licencing requirements.

**Complete all units:**
- CPPDSM4007A  IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK  30
- CPPDSM4008A  IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK 30
- CPPDSM4080A  WORK IN THE REAL ESTATE INDUSTRY 20
- CPPDSM4001A  ACT AS A BUYER’S AGENT 20
- CPPDSM4003A  APPRAISE PROPERTY  40
- CPPDSM4004A  CONDUCT AUCTION  10
- CPPDSM4005A  ESTABLISH AND BUILD CLIENT AGENCY RELATIONSHIPS 20
- CPPDSM4006A  ESTABLISH AND MANAGE AGENCY TRUST ACCOUNTS 60
- CPPDSM4009A  INTERPRET LEGISLATION TO COMPLETE AGENCY WORK 30
- CPPDSM4010A  LEASE PROPERTY  50
- CPPDSM4011A  LIST PROPERTY FOR LEASE  25
- CPPDSM4012A  LIST PROPERTY FOR SALE  30
- CPPDSM4013A  MARKET PROPERTY FOR LEASE  25
- CPPDSM4014A  MARKET PROPERTY FOR SALE  30
- CPPDSM4015A  MINIMISE AGENCY AND CONSUMER RISK  30
- CPPDSM4016A  MONITOR AND MANAGE LEASE OR TENANCY AGREEMENT 50
- CPPDSM4018A  PREPARE AND PRESENT PROPERTY REPORTS 30
- CPPDSM4019A  PREPARE FOR AUCTION AND COMPLETE SALE 20
- CPPDSM4020A  PRESENT AT TRIBUNALS 20
- CPPDSM4022A  SELL AND FINALISE THE SALE OF PROPERTY BY PRIVATE TREATY 50
- CPPDSM4049A  IMPLEMENT MAINTENANCE PLAN FOR MANAGED PROPERTIES 25
- CPPDSM4056A  MANAGE CONFLICT AND DISPUTES IN THE PROPERTY INDUSTRY 20
FACULTY OF WORKFORCE DEVELOPMENT

BSBM10406A MANAGE SMALL BUSINESS FINANCES
BSBRK304B MAINTAIN BUSINESS RECORDS

DIPLOMA OF FINANCIAL SERVICES (CONVEYANCING)
Course Code: FNS50604
Campus: Footscray Nicholson.

Course Objectives: The course provides the knowledge and skills required of those employed as conveyancers at the managerial level.

Careers: Conveyancers.

Course Duration: 3 years.

Selection Processes: Direct Entry, Interview.

Entry Requirements. Applicants must be able to demonstrate to the satisfaction of the School that they are capable of successfully completing the course having regard to previous industry and educational experience. A direct entry application form must be completed and forwarded to the School. Applicants may be required to attend an interview.

COURSE STRUCTURE
The course is delivered part-time over three years.

Core Units of Study
FNSICGEN301B COMMUNICATE IN THE WORKPLACE 30
FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE 50
FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30

Sectoral Core Units of Study
FNSCONV501B TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION 120
FNSCONV502B PREPARE AND/OR ANALYSE AND EXECUTE DOCUMENTS 100
FNSCONV503B ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS 50
FNSCONV504B FINALISE CONVEYANCING TRANSACTIONS 30
FNSICORG651B MANAGE OWN PROFESSIONAL DEVELOPMENT 40
FNSICCUS501B DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERRERS 50

Elective Units of Study
FNSICORG605B MANAGE STAFF PERFORMANCE TO ACHIEVE STRATEGIC TARGETS 50
FNSICORG511B MANAGE THE STAFF TRAINING FUNCTION 50
FNSICORG601B RECRUIT, SELECT AND INDUCT STAFF 40
FNSICORG604B PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM 30
FNSICORG606B MANAGE FLOW OF INFORMATION 60

BSALPP301A APPLY KNOWLEDGE TO THE LEGAL SYSTEM TO COMPLETE TASKS 80
FNSICORG603B NEGOTIATE TO ACHIEVE GOALS AND MANAGE DISPUTES 50
FNSCONV601B OBTAIN AND ANALYSE ALL INFORMATION FOR THE TRANSACTION 60

CERTIFICATE III IN LOCAL GOVERNMENT
Course Code: LGA30104
Campus: Industry, Other.

Other locations: Offered to industry only.

Course Objectives: The Certificate III in Local Government reflects the role of employees in Local Government who perform tasks involving a broad range of skilled applications applied in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services or contingency measures as well as working within known time constraints.

Careers: Participants who complete this qualification would attain the necessary skills to undertake work requiring the core competencies needed to work in Local Government.

Selection Processes: Direct Entry.

COURSE STRUCTURE
1 year part time. Part time.

Core Units
LGACORE101B ACCESS LEARNING AND CAREER DEVELOPMENT OPPORTUNITIES 40
LGACORE102B FOLLOW DEFINED OHS POLICIES AND PROCEDURE 30
LGACORE103B PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS 20
LGACORE104B WORK EFFECTIVELY IN LOCAL GOVERNMENT 60
LGACORE105B WORK WITH OTHERS IN LOCAL GOVERNMENT 40
LGACORE106B PARTICIPATE IN POLICY DEVELOPMENT 30
LGACOMPO08A APPLY CONFLICT RESOLUTION STRATEGIES 40
Subject LGACOMPO09A not found

Elective Units
Seven units from any section of the Local Government Training Package or from any other endorsed Training Package, while ensuring the integrity of the AQF level. No more than four of the elective units may be imported. No more than one elective unit may be drawn from an AQF level below or above the AQF level of this qualification.

CERTIFICATE IV IN LOCAL GOVERNMENT
Course Code: LGA40104

About this course: The Certificate IV in Local Government reflects the role of employees in Local Government who perform a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provide some leadership and guidance to others in the application and planning of the skills.

Course Objectives: The Certificate IV in Local Government reflects the role of
employees in Local Government who perform a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provide some leadership and guidance to others in the application and planning of the skills.

**Careers:** Participants who complete this qualification would attain the necessary skills to undertake work requiring the core competencies needed to work in Local Government at a level that includes evaluation and analysis, establishing criteria for improvement and the provision of leadership and guidance to others.

**Course Duration:** 2 years.

**Admission Requirements Year 12:** Not Applicable.

**Admission Requirements International:** Not Applicable.

**Admission Requirements Mature Age:** Not Applicable.

**Admission Requirements VET:** Not Applicable.

**Admission Requirements Other:** Employer Choice

**Selection Processes:** Direct Entry, Employer Choice.

### COURSE STRUCTURE

**Complete 12 units:** 4 or more Common Pool Units and 8 elective units may be from any section of the Local Government Training Package and/or any other endorsed Training Package at Certificate IV level.

**Note:** No more than four elective units may be imported. **Note:** No more than one elective unit may be drawn from an AQF level below or above the AQF level of this qualification.

**Common Units:** Select a minimum of 4 units:

- **LGACORE102B** FOLLOW DEFINED OHS POLICIES AND PROCEDURE 30
- **LGACORE104B** WORK EFFECTIVELY IN LOCAL GOVERNMENT 60
- **LGACORE105B** WORK WITH OTHERS IN LOCAL GOVERNMENT 40
- **LGACORE501B** PROVIDE QUALITY AND TIMELY ADVICE TO COUNCIL 40
- **LGACORE601B** DEVELOP, IMPLEMENT AND REVIEW OPERATIONAL PLANS 40
- **LGACORE602B** PROMOTE AND FACILITATE ORGANISATIONAL PERFORMANCE 40
- **LGACOM403B** CONDUCT PUBLIC EDUCATIONAL PRESENTATIONS 40
- **LGACOM404B** ESTABLISH COOPERATIVE ARRANGEMENTS WITH OTHER ORGANISATIONS 15
- **LGACOM405B** IMPLEMENT AND MONITOR THE ORGANISATION’S OHS POLICIES, PROCEDURES AND PROGRAMS WITHIN THE WORK GROUP OR SECTION 20
- **LGACOM407B** MANAGE FINANCES WITHIN A BUDGET 40
- **LGACOM501B** DEVELOP AND ORGANISE PUBLIC EDUCATION PROGRAMS 50
- **LGACOM502B** DEVIDE AND CONDUCT COMMUNITY CONSULTATIONS 40
- **LGACOM503B** PREPARE A BUDGET 40
- **LGACOM602B** COORDINATE AND FACILITATE A CHANGE PROCESS 40
- **LGACOM603B** DEVELOP, IMPLEMENT AND REVIEW POLICIES AND PROCEDURES 60
- **LGAGOV410B** MONITOR COUNCIL PROCEDURES TO ENSURE COMPLIANCE WITH RELEVANT LEGISLATION 50
- **LGACOMPO24A** DEVELOP COMMUNITY RELATIONS 40
- **LGACOMPO25A** MANAGE A LOCAL GOVERNMENT PROJECT 60
- **LGACOMPO26A** PROVIDE TEAM LEADERSHIP 40
- **LGACORE603B** REPRESENT COUNCIL’S ROLE AND VALUE IN THE COMMUNITY 40

**Elective Units:**

- **BSBITU302A** CREATE ELECTRONIC PRESENTATIONS 20
- **BSBITU401A** DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS 100
- **BSBITU402A** DEVELOP AND USE COMPLEX SPREADSHEETS 50
- **BSBADM405B** ORGANISE MEETINGS 20
- **BSWOR404A** DEVELOP WORK PRIORITIES 40
- **BSBUCS402A** ADDRESS CUSTOMER NEEDS 50
- **BSBLED401A** DEVELOP TEAMS AND INDIVIDUALS 40
- **BSBMMG413A** PROMOTE PRODUCTS AND SERVICES 40
- **LGACOMP007A** PARTICIPATE IN POLICY DEVELOPMENT 30
- **BSBAUD402B** PARTICIPATE IN A QUALITY AUDIT 40
- **BSBUCS301A** DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
- **BSBHRM401A** REVIEW HUMAN RESOURCES FUNCTIONS 40
- **BSBHRM403A** SUPPORT PERFORMANCE MANAGEMENT PROCESS 40
- **BSBLEG301A** APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS 80
- **LGACOM406A** INVESTIGATE ALLEGED BREACHES OF LEGISLATION AND PREPARE DOCUMENTATION 40
- **LGAPLEM408A** PROCESS BUILDING PERMITS 30

Units for RPL and traineeships. These units may also be electives for the on campus program.

- **BSBSU5301A** IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40

### CERTIFICATE III IN GOVERNMENT

**Course Code:** PSP30104

**Campus:** Industry, Other.

**Other locations:** Delivered to industry only.

**Course Objectives:** This generalist qualification covers entry level competencies for a career in the public sector, with a particular focus on meeting the ethical and legislative requirements of public service while undertaking a diverse range of work activities which are generalist in nature.

### COURSE STRUCTURE

**Part Time 2 Years. Part Time.**

**Core Units**

- **PSPETHC301B** UPHOLD THE VALUES AND PRINCIPLES OF PUBLIC SERVICE 30
- **PSPGOV301B** WORK EFFECTIVELY IN THE ORGANISATION 20
- **PSPGOV302B** CONTRIBUTE TO WORKGROUP ACTIVITIES 30
- **PSPGOV308B** WORK EFFECTIVELY WITH DIVERSITY 30
- **PSPGOV312A** USE WORKPLACE COMMUNICATION STRATEGIES 30
- **PSPLEGN301B** COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR 25
- **PSPOHS301A** CONTRIBUTE TO WORKPLACE SAFETY 30

**Elective Units**

Select a minimum of four electives from the following list and/or from anywhere in this training package, packaged at the same or a higher level, and/or from any other set of endorsed standards packaged at the same or a higher level in accordance with...
the requirements of those standards, provides that the units selected do no duplicate content covered in any PSP units.

PSPGOV303B  BUILD AND MAINTAIN INTERNAL NETWORKS 20
PSPGOV305B  ACCESS AND USE RESOURCES AND FINANCIAL SYSTEMS 30
PSPGOV306B  IMPLEMENT CHANGE 20
PSPGOV307B  ORGANISE WORKPLACE INFORMATION 30
PSPGOV309A  ADDRESS CLIENT NEEDS 30
PSPGOV310A  WORK IN AND WITH SMALL, REGIONAL AND REMOTE ORGANISATIONS 30
PSPGOV311A  WORK WITH A COACH OR MENTOR 20
PSPGOV313A  COMPOSE WORKPLACE DOCUMENTS 30
PSPGOV314A  CONTRIBUTE TO CONFLICT MANAGEMENT 30
PSPGOV315A  GIVE AND RECEIVE WORKPLACE FEEDBACK 40
PSPCRT301A  AUDIO RECORD COURT PROCEEDINGS 30
PSPSCI301A  ASSIST WITH SCIENTIFIC TECHNICAL SUPPORT 30
PSPSCI302A  SUPPORT INNOVATION AND CHANGE THROUGH EXTENSION 35
PSPSCI303A  UNDERTAKE SCIENTIFIC /TECHNOLOGICAL RESEARCH 40
BSBADM301A  PRODUCE TEXTS FROM SHORTHAND NOTES 100
BSBADM303A  PRODUCE TEXTS FROM AUDIO TRANSCRIPTION 30
BSBADM306A  CREATE ELECTRONIC PRESENTATIONS 20
BSBEBUS309A  CONTRIBUTE TO WORKPLACE SAFETY 30
BSNKG303A  RESEARCH THE MARKET 60
BSNKG302A  IDENTIFY MARKETING OPPORTUNITIES 60
BSNKG303A  DRAFT AN ELEMENTARY MARKETING AUDIT REPORT 40
BSBRKG302A  UNDERTAKE DISPOSAL 25
BSBRKG303A  RETRIEVE INFORMATION FROM RECORDS 30
BSBRKG304A  MAINTAIN BUSINESS RECORDS 30
CHCCD7B  SUPPORT COMMUNITY RESOURCES 2
Puaer001A  IDENTIFY, PREVENT AND REPORT POTENTIAL WORKPLACE EMERGENCY SITUATIONS 2
Puaer004A  RESPOND TO WORKPLACE EMERGENCIES 2
Puaer008A  CONFINE SMALL WORKPLACE EMERGENCIES 7

CERTIFICATE IV IN GOVERNMENT
Course Code: PSP40104
Campus: Industry, Other.
Other locations: Delivered to industry only.

Course Objectives: This generalist qualification covers the competencies required for working without supervision in the public sector and is particularly suited to those working in an environment requiring multi skilled personnel and/or in small or regionally based organisations.

Selection Processes: Direct Entry.

COURSE STRUCTURE
2 Years Part time. Full-time and Part Time.
**SCHOOL OF ENTERPRISE**

**CERTIFICATE IV IN GOVERNMENT (COURT SERVICES)**

**Course Code:** PSP40404  
**Campus:** Industry.

**Course Objectives:** This specialist qualification covers the competencies required by those providing services to the court.

**Careers:** This course will provide skills to work in the Local/Magistrate’s Court, duties including bench clerking and working in the registry.

**Course Duration:** 2 years.

**Admission Requirements Other:** Entrants to this qualification have been selected by the Joint Board of Studies set up by VU and the Department of Justice and are offered to new or existing employees.

**Selection Processes:** Employer Choice, Written Application.

**COURSE STRUCTURE**

To obtain this qualification, learners must successfully complete 15 units: 7 core and 8 electives.

**Core Units**

- PSPETHC401A  **Uphold and support the values and principles of public service**  40
- PSPGOV402B  **Deliver and monitor service to clients**  30
- PSPGOV408A  **Value diversity**  30
- PSPGOV412A  **Use advanced workplace communication strategies**  50
- PSPGOV422A  **Apply government processes**  30
- PSPLEGN401A  **Encourage compliance with legislation in the public sector**  30
- PSPPOL404A  **Support policy implementation**  30

**Elective Units**

One unit from the following:

- PSPPOHS301A  **Contribute to workplace safety**  30
- PSPPOHS401B  **Implement workplace safety procedures and programs**  35

**DIPLOMA OF GOVERNMENT**

**Course Code:** PSP50104  
**Campus:** Industry.

**About this course:** This course is offered to industry only. This qualification completes the suite of Certificate III and Certificate IV in Government series. It provides training opportunities to middle and senior management staff in State and Federal government departments.

**Course Objectives:** This qualification covers the competencies required for independent and self-directed work in the public sector. There may be supervisory responsibilities rather than specialist management competencies, which are catered for in the Diploma of Government (Management). The qualification is particularly suited to those working in an environment where there is a range of responsibilities which are diverse in nature rather than within a narrow specialisation and/or they work in small or regionally based organisations.

**Careers:** Customer Service Manager, Government Administration.

**Course Duration:** 2 years.

**Admission Requirements Other:** The program is intended for existing employees working in the Public Sector who can demonstrate to their employer and to the Head of School that they are capable of successfully completing the qualification.

**Selection Processes:** Direct Entry, Employer Choice, Written Application.

**COURSE STRUCTURE**

Learners are required to complete 11 units: 6 core units and 5 electives.
FACULTY OF WORKFORCE DEVELOPMENT

Core Units:
- PSPHO501A MONITOR AND MAINTAIN WORKPLACE SAFETY 40
- PSPETHC501B PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES 30
- PSPGOV504B UNDERTAKE RESEARCH AND ANALYSIS 60
- PSPGOV505A PROMOTE DIVERSITY 50
- PSPGOV512A USE COMPLEX WORKPLACE COMMUNICATION STRATEGIES 50
- PSPLEGN501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR 25

Elective Units:
- PSPGOV503B COORDINATE RESOURCE ALLOCATION AND USAGE 40
- PSPGOV506A SUPPORT WORKPLACE COACHING AND MENTORING 50
- PSPGOV507A UNDERTAKE NEGOTIATIONS 50
- PSPGOV508A MANAGE CONFLICT 50
- PSPGOV510A UNDERTAKE AND PROMOTE CAREER MANAGEMENT 50
- PSPGOV511A PROVIDE LEADERSHIP 50
- PSPGOV513A REFINE COMPLEX WORKPLACE DOCUMENTS 40
- PSPGOV514A FACILITATE CHANGE 50
- PSPGOV517A COORDINATE RISK MANAGEMENT 50
- PSPGOV518A MANAGE PERFORMANCE 50
- PSPLEGN501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR 25
- PSPCOM503A BUILD AND MAINTAIN COMMUNITY RELATIONSHIPS 50
- CHCMED409B FACILITATE ALTERNATIVE DISPUTE RESOLUTION PROCESSES 50
- PSPCRT506A PERFORM QUASI-JUDICIAL FUNCTIONS 50
- PSPCRT505A UNDERTAKE SENIOR COURT LISTING ACTIVITIES 30
- PSPGOV519A MANAGE PERFORMANCE 50

DIPLOMA OF GOVERNMENT (COURT SERVICES)

Course Code: PSP50304

Campus: Industry, Off-shore, Other.

About this course: This course is offered to industry only. This specialist qualification covers the competencies required by Court Officers, Sheriff’s Officers, Bailiffs or Marshals. There are 2 discrete streams catered for within the qualification: ‘A’ Stream – the management of court services stream and the court compliance stream for those who have supervisory responsibilities for a small team, carry out the directions of the court and ensure a secure and efficient environment in which the court can function.

Course Objectives: The course aims to provide competencies required for independent and self-directed work in the public sector, in particular, the Court Administration and Services area.

Careers: Court Officers, Sheriff’s Officers, Bailiffs or Marshals.

Course Duration: 2 years.

Admission Requirements Other: Students must demonstrate that they have reasonable prospect of successfully completing the course.

Selection Processes: Interview, Written Application, Written Test.

COURSE STRUCTURE

Complete 11 units: 6 core units and 5 electives.

Complete 6 Core Units of Study
- PSPETHC501B PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES 30
- PSPCRT501A MANAGE COURT PRACTICE AND PROCESS 50
- PSPGOV505A PROMOTE DIVERSITY 50
- PSPGOV502B DEVELOP CLIENT SERVICES 40
- PSPLEGN501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR 25
- PSPHO501A MONITOR AND MAINTAIN WORKPLACE SAFETY 40

Complete 5 elective units:
- PSPCOM503A BUILD AND MAINTAIN COMMUNITY RELATIONSHIPS 50
- CHCMED409B FACILITATE ALTERNATIVE DISPUTE RESOLUTION PROCESSES 50
- PSPCRT506A PERFORM QUASI-JUDICIAL FUNCTIONS 50
- PSPCRT505A UNDERTAKE SENIOR COURT LISTING ACTIVITIES 30
- PSPGOV519A MANAGE PERFORMANCE 50

DIPLOMA OF GOVERNMENT (PROJECT MANAGEMENT)

Course Code: PSP51304

Campus: Industry, Off-shore, Other.

Other locations: Samoa

About this course: This specialist qualification covers the competencies required of persons responsible for the coordination of personnel responsible for the management of projects. This course is currently offered off shore and to industry only.

Course Objectives: This specialist qualification covers the competencies required of persons responsible for the coordination of personnel responsible for the management of projects. Electives will reflect the responsibilities of the individual and the job skills required for effective performance. Where a free choice of electives is possible in the qualification packaging rules. Electives will be drawn from other Training Packages to reflect the work context and career plans of the individual.

Careers: Project managers and project coordinators.

Course Duration: 0.5 years.

Selection Processes: Direct Entry, Employer Choice.

COURSE STRUCTURE

To qualify for the PSP51304 Diploma of Government (Project Management) participants must successfully complete a total of 11 units of study, comprising of 10 core units and 1 elective in accordance with the packaging rules specified in PSP04 Public Sector Training Package.

Core Units
- PSPETHC501B PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES 30
- PSPGOV504B UNDERTAKE RESEARCH AND ANALYSIS 60
- PSPGOV505A PROMOTE DIVERSITY 50
- PSPGOV512A USE COMPLEX WORKPLACE COMMUNICATION STRATEGIES 50
- PSPGOV517A COORDINATE RISK MANAGEMENT 50
- PSPLEGN501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR 25
PSPOHS501A  MONITOR AND MAINTAIN WORKPLACE SAFETY
PSPPMS501B  DESIGN COMPLEX PROJECTS
PSPPMS502B  MANAGE COMPLEX PROJECTS
PSPPMS503B  CLOSE COMPLEX PROJECTS

Elective Units:
TAADLE402B  FACILITATE GROUP BASED LEARNING

CERTIFICATE II IN RETAIL
Course Code: SIR20207

Campus: Footscray Nicholson, City King Street, Industry.

About this course: This course provides students with standard entry-level qualification for the retail industry. It is suitable for those wishing to develop the skills and knowledge to begin a career in the retail industry.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic retail operational knowledge and limited practical skills in a defined context.

Careers: Sales Assistant, Customer Service Representative, Crew Member, Checkout Operator.

Course Duration: 3 months.

Admission Requirements Year 12: Direct Application.
Admission Requirements International: Not applicable.
Admission Requirements Mature Age: Direct.
Admission Requirements VET: Not applicable.
Admission Requirements Other: Employer Choice

Selection Processes: Direct Entry, Employer Choice.

COURSE STRUCTURE
Students must successfully complete 9 core units Plus 3 units from the Retail Training Package in either Elective Units Groups
- General Selling or Elective Units Group B
- General Food Selling, Plus an additional 2 electives.

Core Units
SIRXCCS001A  APPLY POINT-OF-SALE HANDLING PROCEDURES 20
SIRXCCS002A  INTERACT WITH CUSTOMERS 30
SIRXCLM001A  ORGANISE AND MAINTAIN WORK AREAS 20
SIRXCOM001A  COMMUNICATE IN THE WORKPLACE 40
SIRXCT001A  OPERATE RETAIL TECHNOLOGY 20
SIRXIND001A  WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 45
SIRXINV001A  PERFORM STOCK CONTROL PROCEDURES 35
SIRXOS001A  APPLY SAFE WORKING PRACTICES 20
SIRXRSK001A  MINIMISE THEFT 20

Elective Units
SIRXSLS001A  SELL PRODUCTS AND SERVICES 20
SIRXSLS002A  ADVISE ON PRODUCTS AND SERVICES 30
SIRXMER001A  MERCHANDISE PRODUCTS 30

CERTIFICATE III IN RETAIL
Course Code: SIR30207

Campus: Footscray Nicholson, City King Street, Industry.

About this course: This course is offered as a traineeship where work would be undertaken in various retail store settings, such as specialty stores, supermarkets, department stores and retail fast food outlets.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in retail operations and/or supervision with the need to apply discretion and judgement.

Careers: Sales Assistant, Customer Service Representative, Crew Leader, Shift Manager, Team Leader, Department Manager, Assistant Store Manager, Checkout Supervisor, Merchandise Coordinator.

Course Duration: 1 year.

Admission Requirements Year 12: Not Applicable.
Admission Requirements International: Not applicable.
Admission Requirements Mature Age: Not applicable.
Admission Requirements VET: Not applicable.
Admission Requirements Other: Direct Application.

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

Prerequisite Unit Requirements: Core units in SIR20207 Certificate II in Retail or sufficient relevant retail employment experience.

COURSE STRUCTURE
Students must successfully complete 3 core units and 7 elective units. A minimum of 5 elective units must be selected from the Elective Units. A maximum of 2 of these electives may be selected from the Product Knowledge functional category. A maximum of 2 electives may be selected from another endorsed Training Package. These must be units which are packaged within a Certificate III or IV qualification in the parent Training Package. Elective units must be additional to those already counted towards a lower level qualification within this Training Package. Elective units must be guided by the job outcome, local industry requirements and the characteristics of this qualification (as per the AQF descriptors)

Core units:
SIRDWS001A  MAINTAIN STORE SAFETY 35
SIRRXSK002A  MAINTAIN STORE SECURITY 20
SIRXCCS003A  COORDINATE INTERACTION WITH CUSTOMERS 35

Elective units:
SIRXMGTO01A  COORDINATE WORK TEAMS 35
SIRXMGTO02A  MAINTAIN EMPLOYEE RELATIONS 35
FACULTY OF WORKFORCE DEVELOPMENT

SIRXMER005A  CREATE A DISPLAY 35
SIRXNPR001A  PROFILE A RETAIL MARKET 35
SIRXSLS003A  COORDINATE SALES PERFORMANCE 35
SIRXSLS004A  BUILD RELATIONSHIPS WITH CUSTOMERS 35
SIRRRPK014A  RECOMMEND SPECIALISED PRODUCTS AND SERVICES 35
SIRRFSA002A  MONITOR FOOD SAFETY PROGRAM 35
SIRXINV002A  MAINTAIN AND ORDER STOCK 35
SIRXQUA001A  DEVELOP INNOVATIVE IDEAS AT WORK 35
SIRXFIN003A  PRODUCE FINANCIAL REPORTS 35
SITHFAB010A  PREPARE AND SERVE NON ALCOHOLIC BEVERAGES 15
SITXFSA001A  IMPLEMENT FOOD SAFETY PROCEDURES 40
SIRXSLS001A  SELL PRODUCTS AND SERVICES 20
SITHCCC001A  ORGANISE AND PREPARE FOOD 20
SITHCCC003A  RECEIVE AND STORE KITCHEN SUPPLIES 10
SITXCOM004A  COMMUNICATION ON THE TELEPHONE 5
SITHCCC004A  CLEAN AND MAINTAIN KITCHEN PREMISES 10
SIRXICT001A  OPERATE RETAIL TECHNOLOGY 20
SIRXCLM001A  ORGANISE AND MAINTAIN WORK AREAS 20
SIRXMER002A  COORDINATE MERCHANDISE PRESENTATION 35
SIRRRPK003A  PREPARE AND DISPLAY FAST FOOD ITEMS 25

CERTIFICATE IV IN RETAIL MANAGEMENT
Course Code: SIR40207

Campus: Industry.

About this course: This course is offered as a traineeship in first line management level where work would be undertaken in various retail and wholesale settings.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in the first line management skills of those working in the retail and/or wholesale industries.

Careers: Store Manager, Department Manager, Merchandise Manager, Sales Manager, Customer Service Manager, Shift Manager.

Course Duration: 1 year.

Admission Requirements Year 12: Not applicable.
Admission Requirements International: Not applicable.
Admission Requirements Mature Age: Not applicable.
Admission Requirements VET: Not applicable.
Admission Requirements Other: Direct Application Employer Choice
Selection Processes: Interview, User Choice (Apprenticeships), Written Application.

Prerequisite Unit Requirements: SIRXIND001A SIRXCOM001A AND SIRXCCS003A
SIRXHS003A SIRXRK002A SIRXSLS003A OR SIRXWSLS003A SIRXCCS006A
SIRXSLS004A Work effectively in a retail environment Communicate in the workplace
Coordinate interaction with customers Maintain store safety Maintain store security
Build relationships with customers Optimise customer and territory coverage Maintain
business to business relationships Build relationships with customers

CORE STRUCTURE
Students must successfully complete 3 core units and 7 elective units. A minimum of
4 elective units must be selected from the Elective Units. A maximum of 3 electives
may be selected from another endorsed Training Package. These must be units which
are packaged within a Certificate IV or Diploma qualification in the parent Training
Package. Elective units must be additional to those already counted towards a lower
level qualification within this Training Package. Elective units must be guided by the
job outcome, local industry requirements and the characteristics of this qualification
(as per the AQF descriptors)

Core units
SIRXMER004A  MANAGE MERCHANDISE AND STORE PRESENTATION 35
SIRXGTO003A  LEAD AND MANAGE PEOPLE 35
SIRXOHS003A  PROVIDE A SAFE WORKING ENVIRONMENT 35

Elective units
SIRXLCM002A  MANAGE STORE FACILITIES 25
SIRXHRM002A  RECRUIT AND SELECT PERSONNEL 35
SIRXMER003A  MONITOR IN STORE VISUAL MERCHANDISING DISPLAY 35
SIRXQUA004A  SET UP SYSTEMS THAT SUPPORT INNOVATION 35
SIRXRK004A  CONTROL STORE SECURITY 35
SIRXSLS005A  MANAGE SALES AND SERVICE DELIVERY 35
SIRXHRM002A  RECRUIT AND SELECT PERSONNEL 35
SIRXINV005A  CONTROL INVENTORY 40
SITXHRM003A  ROSTER STAFF 30
BSBWOR404A  DEVELOP WORK PRIORITIES 40
BSBSMB401A  ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF
SMALL BUSINESS 60
BSBCUS401A  COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES
40
TAADEL404A  FACILITATE WORK-BASED LEARNING 15
BSBADAM308A  PROCESS PAYROLL 30
SIRXHRM001A  ADMINISTER HUMAN RESOURCES POLICY 35
BSBRES401A  ANALYSE AND PRESENT RESEARCH INFORMATION 40

Industry only electives
SIRXSLS007A  TRAIN SALES TEAM MEMBERS 35
SIRXSLS006A  LEAD A SALES TEAM 30
RPL only.
DIPLOMA OF RETAIL MANAGEMENT  

Course Code: SIR50107  
Campus: Melton, Industry.

Course Objectives: This qualification provides skills and knowledge required by those who hold or wish to hold higher management positions. It applies to those who are providing support to senior management in a larger retail or wholesale organisation outlet or being responsible for the management of a retail store or wholesale outlet.

Careers: Store Manager, Merchandise Manager, Buyer, Sales Manager.

Course Duration: 1 year.

Admission Requirements Year 12: Not Applicable.

Admission Requirements International: Not Applicable.

Admission Requirements Mature Age: Employer choice and assessed as capable of completing the course by the University.

Admission Requirements VET: Not Applicable.

Admission Requirements Other: Employer choice and assessed as capable of completing the course by the University.

Selection Processes: Employer Choice, Interview, Written Application.

COURSE STRUCTURE

Students must successfully complete 2 core units and 7 elective units. A minimum of 4 elective units must be selected from the Elective Units list. A maximum of 3 electives may be selected from another endorsed Training Package. These must be units which first appear within a Diploma qualification in the parent Training Package. Elective units must be additional to those already counted towards a lower level qualification within this Training Package. Elective units must be guided by the job outcome, local industry requirements and the characteristics of this qualification (as per the AQF descriptors)

Prerequisite Units of Study

SIRXIND001A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 45
SIRXC0M001A COMMUNICATE IN THE WORKPLACE 40

Plus one of the following

SIRXCS003A COORDINATE INTERACTION WITH CUSTOMERS 35
SIRXSLS004A BUILD RELATIONSHIPS WITH CUSTOMERS 35

Core Units of Study

SIRXF005A MANAGE OPERATIONS TO BUDGET 60
SIRXMGT005A SET STRATEGIC PLANS 80

Elective Units of Study

SIRXCLM002A MANAGE STORE FACILITIES 25
SIRXF004A MANAGE FINANCIAL RESOURCES 35
SIRXRHM001A ADMINISTER HUMAN RESOURCES POLICY 35
SIRXMGT004A ANALYSE AND COMMUNICATE INFORMATION 80
SIRXMGT006A INITIATE AND IMPLEMENT CHANGE 150
SIRXMER004A MANAGE MERCHANDISE AND STORE PRESENTATION 35
SIRXSLS005A MANAGE SALES AND SERVICE DELIVERY 35
BSBADM502B MANAGE MEETINGS 30
BSBFIM501A MANAGE BUDGETS & FINANCIAL PLANS 70
BSBMGT502B MANAGE PEOPLE PERFORMANCE 70
BSBMGT515A MANAGE OPERATIONAL PLAN 60
BSBW0R501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60

Industry only electives

BSBF0M503B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
FACULTY OF WORKFORCE DEVELOPMENT

UNITS

Below are unit details for courses offered by the School of Enterprise 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.

BSLPP301A APPLY KNOWLEDGE TO THE LEGAL SYSTEM TO COMPLETE TASKS


Description: Identify the main roles and responsibilities of key bodies in the legal system; Identify key personnel/sections within a legal firm and their functions, to complete routine administrative tasks; Produce and despatch legal documentation; Organise self or other to apply for certificates; Use court etiquette appropriate to the various courts.

Nominal Hours: 80

Required Reading: No required reading.

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBADM101A USE BUSINESS EQUIPMENT AND RESOURCES

Locations: Footscray Nicholson, St Albans.

Description: This unit describes the performance outcomes, skills and knowledge required to choose equipment and resources to complete a variety of tasks under direct supervision and includes operating equipment, undertaking routine maintenance and reporting faults to the appropriate person.

Nominal Hours: 15

Required Reading: No required reading.

Assessment: Oral and written questioning, practical demonstration, test.

BSBADM301A PRODUCE TEXTS FROM SHORTHAND NOTES

Description: Take dictation using shorthand; Transcribe shorthand notes; Edit and revise text.

Nominal Hours: 100

Assessment: This unit may be assessed by tests, assignments, classwork.

BSBADM303A PRODUCE TEXTS FROM AUDIO TRANSCRIPTION

Description: Prepare for audio transcription; Transcribe audiotape; Edit and revise text.

Nominal Hours: 30

Assessment: This unit may be assessed by tests, assignments, classwork.

BSBADM303B PRODUCE TEXTS FROM AUDIO TRANSCRIPTION

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to transcribe from an audio source using keyboarding techniques and to produce accurate texts.

Nominal Hours: 30

Required Reading: No required reading.

Assessment: Tests, assignments, classwork. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS


Description: Use safe work practices; Establish parameters for text document design and structure; Design text documents; Produce text documents.

Nominal Hours: 120

Required Reading: No required reading.

Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBADM307A ORGANISE SCHEDULES

Description: This unit covers managing appointments and diaries for personnel within the organisation, using both manual and electronic diary/appointment systems.

Nominal Hours: 15

Assessment: Assignments, classwork.

BSBADM307B ORGANISE SCHEDULES

Locations: Footscray Nicholson, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to manage appointments and diaries for personnel within an organisation, using manual and electronic diaries, schedules and other appointment systems.

Nominal Hours: 15


Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. RPL - Participants would provide evidence of their skills, knowledge and experience required.

BSBADM308A PROCESS PAYROLL


Description: This unit covers processing of payroll from provided data in manual or computerised payroll systems.

Nominal Hours: 30

Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.


BSBADM309A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE

Description: This unit covers maintenance of accounts payable and accounts receivable records, processing of payments to creditors, and handling overdue accounts receivable.

Nominal Hours: 30

Assessment: Tests, assignments, classwork.

BSBADM310A MAINTAIN A GENERAL LEDGER

Description: This unit covers preparing a general journal, posting journal entries to the general ledger and preparing a trial balance.

Nominal Hours: 60

Assessment: Tests, assignments, classwork.
BSBADM311A MAINTAIN BUSINESS RESOURCES
Description: This unit describes the performance outcomes, skills and knowledge required to determine, administer and maintain resources and equipment to complete a variety of tasks. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 15
Required Reading: No required text.
Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBADM401A PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES
Locations: Footscray Nicholson, St Albans, Industry.
Description: Take dictation using shorthand; Produce complex texts; Edit and revise texts.
Nominal Hours: 50
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBADM401B PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES
Description: This unit describes the performance outcomes, skills and knowledge required to take accurate shorthand notes at 80 words per minute from a variety of sources, including dictation and multiple speakers, and to produce complex texts from shorthand notes.
Nominal Hours: 100
Required Reading: No required text.
Assessment: To be advised.

BSBADM405B ORGANISE MEETINGS
Description: This unit describes the performance outcomes, skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.
Nominal Hours: 20
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. RPL: Participants would provide evidence of their skills, knowledge and experience.

BSBADM406B ORGANISE BUSINESS TRAVEL
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.
Nominal Hours: 20
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration.

BSBADM407B ADMINISTER PROJECTS
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to perform the activities associated with the administrative aspects of a project, such as measurement, monitoring, reporting, and winding up the project on completion.
Nominal Hours: 40
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Traineeship: participants would be employed in the workplace. They will be assessed through a variety of workplace activities and work-based projects. All activities will be customised to their industry requirements.

BSBADM409A COORDINATE BUSINESS RESOURCES
Description: This unit describes the performance outcomes, skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBADM411A PRODUCE COMPLEX TEXTS FROM AUDIO TRANSCRIPTION
Description: This unit describes the performance outcomes, skills and knowledge required to transcribe court, parliamentary, police telephone scripts, or medical proceedings and to produce complex and accurate transcriptions within specified time frames. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 60
FACULTY OF WORKFORCE DEVELOPMENT

Required Reading: No required text.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBADM502B  MANAGE MEETINGS
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to plan or review the requirements of effective administration systems and procedures for implementing, monitoring and reviewing the system.
Nominal Hours: 30
Required Reading: There are no required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBADM503B  PLAN AND MANAGE CONFERENCES
Locations: Footscray Nicholson, City King Street, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to plan, promote and coordinate conferences, ensuring follow up procedures are incorporated.
Nominal Hours: 30
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBADM504B  PLAN OR REVIEW ADMINISTRATION SYSTEMS
Locations: Footscray Nicholson, City King Street, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to plan or review the requirements of effective administration systems and procedures for implementing, monitoring and reviewing the system.
Nominal Hours: 50
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBADM506B  MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT
Locations: Footscray Nicholson, City King Street, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to establish standards for the design and production of organisational documents and to manage document design and production processes to ensure agreed standards are met.
Nominal Hours: 80
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBATSL503B  MANAGE CONFLICT
Locations: Industry.
Description: This unit covers managing conflict within the Board, the organisation and between the organisation and the community and wider community.
Nominal Hours: 60
Required Reading: No text required.
Assessment: Assessment methods may include observation, demonstration and case studies. RPL - Participants would provide evidence of their skills, knowledge and experience required.

BSBATSL508B  BE A COMMUNITY LEADER
Description: This unit covers the leadership role by members of the Board
Nominal Hours: 60
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBATSIL513B  OVERSEE RECRUITMENT AND INDUCTION OF STAFF
Description: This unit covers overseeing the recruitment and induction of new staff and the ongoing supervision, assessment and support of staff, including voluntary staff. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Nominal Hours: 30
Required Reading: No required text.
Assessment: To be advised.

BSBAUD402B  PARTICIPATE IN A QUALITY AUDIT
Locations: City King Street, Newport, Industry.
Description: This unit specifies the outcomes required to participate in a quality audit as part of an audit team. It covers participating in entry meetings, identifying and gathering information during an audit, analysing and evaluating information and data gathered, reporting findings to the lead auditor, and participating in exit meetings.
Nominal Hours: 40
Required Reading: No required reading.
Assessment: Assignments, oral presentations, assessment of class and group work, post course assessments including short assignments.

BSBCO202A  CONDUCT DATA COLLECTION
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to collect primary data for market research and opinion poll research activities by telephone or similar means.
Nominal Hours: 40
BSBCOM302A  DEPLOY CUSTOMER SERVICE FIELD STAFF
Locations: Footscray Nicholson, City King Street, St Albans, City Flinders, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to deploy field staff to fulfil service commitments to customers. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 25
Required Reading: Not required.
Assessment: Assessment may include: assignments; classwork; tests; projects; case studies; presentations; demonstration and observation.

BSBCMM101A  APPLY BASIC COMMUNICATION SKILLS
Locations: Footscray Nicholson, St Albans.
Description: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.
Nominal Hours: 40
Assessment: Oral and written questioning, practical demonstration, test. RPL: Participants will provide evidence of skill, knowledge and experience.

BSBCMM301A  PROCESS CUSTOMER COMPLAINTS
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to handle formal and informal negative feedback and complaints from customers.
Nominal Hours: 30
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBCMM401A  MAKE A PRESENTATION
Locations: Footscray Nicholson, City King Street, Newport, Industry, Off-shore.
Description: This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.
Nominal Hours: 30
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written test. Traineeship: Training record book, observation, demonstration, written/oral test/worksheet. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. CUI50407 Diploma of Specialist Make-up Services: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency with preparation, delivery and evaluation of at least 2 presentations related to the candidates occupation combined with a review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBCMM402A  IMPLEMENT EFFECTIVE COMMUNICATION STRATEGIES
Locations: Footscray Nicholson, City Queen, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to select and use communication strategies appropriate to a defined job role. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBCMM501A  DEVELOP AND NURTURE RELATIONSHIPS
Description: This unit describes the performance outcomes, skills and knowledge required to develop, nurture and maintain professional relationships with clients, customers and colleagues in order to complete work tasks and further the reputation of the organisation, and the profession or occupation. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBCMN205A  USE BUSINESS TECHNOLOGY
Description: Select and use technology; Process and organise data; Maintain technology.
Nominal Hours: 30
Assessment: Tests, assignments, presentations.

BSBCMN212A  HANDLE MAIL
Description: The unit covers receiving and distributing incoming mail, collecting and despatching outgoing mail, and organising and sending electronic mail.
Nominal Hours: 15
Assessment: This unit may be assessed by assignments, classwork.
BSBCMN215A  PARTICIPATE IN ENVIRONMENTAL WORK PRACTICES

Locations: Footscray Park, Industry, Other.

Other Locations: VETiS

Description: Follow workplace procedures for environmental work practices; Participate in the improvement of environmental work practices; Maintain environmental records. Nominal Hours 20 Hours

Nominal Hours: 20

Assessment: As per accredited curriculum.

BSBCMN306A  PRODUCE BUSINESS DOCUMENTS


Description: Select and prepare resources; Design document; Produce document.

Nominal Hours: 80


Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBCMN307A  MAINTAIN BUSINESS RESOURCES

Description: Advise on resource requirements; Monitor equipment/resource usage and maintenance; acquire resources.

Nominal Hours: 20

Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBCMN308A  MAINTAIN FINANCIAL RECORDS

Locations: Footscray Nicholson, St Albans, Werribee, Footscray Park, Melton, City Queen, Industry.

Description: Maintain daily financial records; Maintain the general ledger; Process cash.

Nominal Hours: 60

Required Reading: No required text.

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBCMN310A  DELIVER AND MONITOR A SERVICE TO CUSTOMERS

Description: Identify customers’ needs; Deliver a service to customers; Monitor and report on service delivery.

Nominal Hours: 35

Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBCMN311A  MAINTAIN WORKPLACE SAFETY

Description: Assist incorporation of Occupational Health and Safety policy and procedures into the work team; Support participative arrangements for the management of occupational health and safety; Support the organisation’s procedures for providing Occupational Health and Safety training; Participate in identifying hazards and assessing and controlling risks for the work area.

Nominal Hours: 40

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBCMN311B  MAINTAIN WORKPLACE SAFETY

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit is concerned with OHS responsibilities of employees with supervisory responsibilities to implement and monitor the organisation’s Occupational Health and Safety policies, procedures and programs in a small team to meet legislative requirements. This unit has been adapted from Generic Competency B in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC: 7025 (1998) 2nd edition].

Nominal Hours: 40

Required Reading: No required reading.

Assessment: Students are required to complete a SafetyMAP risk audit and write a report on non-compliance issues that were raised through the completion of this audit. Students are also required to consider OHS when working on their work-based projects. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBCMN319A  APPLY ADVANCED FIRST AID

Description: Assess the situation; Manage the casualty(s); Coordinate first aid activities until arrival of medical assistance; Communicate essential incident details; Manage casualty in a remote and/or isolated area; Evaluate the incident.

Nominal Hours: 30

Required Reading: No required reading.

Assessment: Students are required to complete a SafetyMAP risk audit and write a report on non-compliance issues that were raised through the completion of this audit. Students are also required to consider OHS when working on their work-based projects. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBCMN407A  COORDINATE BUSINESS RESOURCES

Description: Determine resource requirements; Acquire and allocate resources; Monitor and report on resource usage.

Nominal Hours: 30

Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBCMN408A  REPORT ON FINANCIAL ACTIVITY

Description: Compile financial information and data; Prepare statutory requirement reports; Provide financial business recommendations.

Nominal Hours: 30

Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBCMN409A  PROMOTE PRODUCTS AND SERVICES

Description: Plan promotional activities; Coordinate promotional activities; Review and report on promotional activities.

Nominal Hours: 20

Assessment: Plan, coordinate, cost and review an organisations promotional activities for a training program.

BSBCMN410A  COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES

Description: Advise on customer service needs; Support implementation of customer service strategies; Evaluate and report on customer service.
Nominal Hours: 40
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBCMN411A  MONITOR A SAFE WORKPLACE

Description: Provide information to the work group about the Occupational Health and Safety policies and procedures; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation’s procedures for providing Occupational Health and Safety training; Implement and monitor procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement and monitor the organisation’s procedures for maintaining Occupational Health and Safety records for the team.

Nominal Hours: 50
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BS8COM406A  CONDUCT WORK WITHIN A COMPLIANCE FRAMEWORK

Locations: Footscray Nicholson, City Queen, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to carry out work in accordance with the compliance framework applying to a particular job role, occupation or profession. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Nominal Hours: 30
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBCUS201A  DELIVER A SERVICE TO CUSTOMERS

Locations: Footscray Nicholson, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to deliver all aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products and processing customer feedback.

Nominal Hours: 40
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBCUS401A  COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES


Description: This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback.

Nominal Hours: 40
Assessment: BSB40307 and BSB30107 Oral and written questioning, oral presentation, practical demonstration, review of reports & documentation. BSB40807: Students are required to identify, analyse and recommend changes to internal team customer service processes. Students will also be required to write a report on how their team meets and maintains organisational /departmental and team customer service strategies. Students will also need to participate in role plays in class. Students will also need to consider customer service when completing their work based project. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBCUS402A  ADDRESS CUSTOMER NEEDS


Description: This unit describes the performance outcomes, skills and knowledge required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Workbooks will be provided to trainees as part of their training. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBCUS501A  MANAGE QUALITY CUSTOMER SERVICE

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.

Nominal Hours: 40
Assessment: Students are required to do assignments, tests, projects, case studies, classwork. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Traineeship: Training record book, observation, demonstration, written/oral test/ worksheets.

BSBDIV301A  WORK EFFECTIVELY WITH DIVERSITY


Description: This unit describes the performance outcomes, skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 30
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBDIV601A  DEVELOP AND IMPLEMENT DIVERSITY POLICY

Locations: Footscray Nicholson, City King Street.

Description: This unit describes the performance outcomes, skills and knowledge
required to research diversity, draft policy, plan for implementation, and implement diversity policy. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

BSBEU401A REVIEW AND MAINTAIN A WEBSITE
Locations: Footscray Nicholson, City King Street, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake data analysis, review website content and update and maintain a website.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations. BSBS0407 Dip of Bus Admin: Campus Based: Graded. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBEUS050A INVESTIGATE AND DESIGN EBUSINESS SOLUTIONS
Locations: Footscray Nicholson, City King Street, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to evaluate e business models and strategies, and to incorporate the results of these evaluations into the design of an e business solution. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BSBFIA301A MAINTAIN FINANCIAL RECORDS
Locations: Footscray Nicholson, City King Street, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain financial records for a business. It includes maintaining daily financial records such as reconciling debtors’ and creditors’ systems, preparing and maintaining a general ledger, and preparing a trial balance. It also includes activities associated with monitoring cash control for accounting purposes.
Nominal Hours: 60
Assessment: Students may be required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. Certificate III in Micro Business Operations Competency based assessments. All Traineeships Competency based assessments.
### BSBFIA302A  PROCESS PAYROLL

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to process payroll from provided data using manual and computerised payroll systems.

**Nominal Hours:** 30


**Assessment:** Students are required to do assignments, classwork, tests and demonstration. RPL: Participants will provide evidence of their skills, knowledge and experience.

### BSBFIA303A  PROCESS ACCOUNTS PAYABLE AND RECEIVABLE

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

**Description:** This unit describes the performance outcomes, skills and knowledge required to maintain accounts payable and accounts receivable records, including processing payments to creditors and handling overdue accounts receivable. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 30

**Required Reading:** There are no required texts for this unit.

**Assessment:** Students are required to do assignments, tests, projects, case studies.

### BSBFIA304A  MAINTAIN A GENERAL LEDGER

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to maintain a general ledger within an organisation including processing journal entries and preparing a trial balance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 60

**Required Reading:** No required reading.

**Assessment:** Students are required to do assignments, tests, projects, case studies.

### BSBFIA401A  PREPARE FINANCIAL REPORTS

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 50

**Required Reading:** No required reading.

**Assessment:** Diploma of Accounting: Graded assessment. RPL - Competency Based Participants would provide evidence of their skills, knowledge and experience required.

### BSBFIA402A  REPORT ON FINANCIAL ACTIVITY

**Locations:** Footscray Nicholson, St Albans, Werribee, Melton, Sunshine, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of statutory requirement reports.

**Nominal Hours:** 30

**Required Reading:** There are no required texts for this unit.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

### BSBFM501A  MANAGE BUDGETS & FINANCIAL PLANS

**Locations:** Footscray Nicholson, City King Street, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to undertake financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.

**Nominal Hours:** 70

**Required Reading:** Class notes -.

**Assessment:** Management stream Oral and written questioning, Oral presentation, assignment, Written report, Practical demonstration. Industry (FLM stream) Students may be required to complete assignments, case studies, class work and a work based industry project. 22038VIC Advanced Diploma of Business (PR) Assessment methods will include assignments, projects and case studies.

### BSBFM502A  MANAGE PAYROLL

**Locations:** Footscray Nicholson, City King Street, St Albans, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to establish and monitor security procedures for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments.

**Nominal Hours:** 30

**Required Reading:** No required text.

**Assessment:** Oral and written questioning, Oral presentation, Interpretation of AAAS, ATO Laws, Industrial Laws, Written report, Practical demonstration. BSB50407 Dip of Bus Admin: Campus Based. Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

### BSBFLM303B  CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS

**Locations:** St Albans, Industry.

**Description:** Seek, receive and communicate information and ideas; Encourage trust and confidence; Identify and use networks and relationships; Contribute to positive outcomes.

**Nominal Hours:** 40

**Assessment:** This unit may be assessed by presentations, tests, assignments, projects, workbook, scenarios, poster, classwork.

### BSBFLM305C  SUPPORT OPERATIONAL PLAN

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to provide support for operational practices and procedures within the organisation's productivity and profitability plans. This includes contributing to the operational plan, assisting in recruiting employees and acquiring resources, and monitoring and adjusting operational performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
BSBFLM309C  SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Locations: Industry.

Description: This unit specifies the outcomes required to support the organisation’s continuous improvement systems and processes. Particular emphasis is on actively encouraging the team to participate in the process, on monitoring and reporting on specified outcomes and on supporting opportunities for further improvements.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation. RPL - Participants would provide evidence of their skills, knowledge and experience required.

BSBFLM310C  SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Locations: Industry.

Description: This unit specifies the outcomes required to support the organisation’s continuous improvement systems and processes. Particular emphasis is on actively encouraging the team to participate in the process, on monitoring and reporting on specified outcomes and on supporting opportunities for further improvements.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation. RPL - Participants would provide evidence of their skills, knowledge and experience required.

BSBFLM311C  SUPPORT A WORKPLACE LEARNING ENVIRONMENT


Description: This unit describes the performance outcomes, skills and knowledge required to effectively encourage and support a learning environment. Particular emphasis is on participation in processes to facilitate and promote learning and to monitor and improve learning performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFLM312B  CONTRIBUTE TO TEAM EFFECTIVENESS

Locations: Industry.

Description: This specifies the outcomes required to by frontline managers to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.

Nominal Hours: 40
Required Reading: No required reading.
Assessment: Students will be required to participate in class discussion and roleplays. Students will also be required to complete a leadership skills perception survey and submit an action plan to improve two areas identified as needing improvement.

BSBFLM312C  CONTRIBUTE TO TEAM EFFECTIVENESS

Locations: Industry.

Description: This specifies the outcomes required to by frontline managers to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.

Nominal Hours: 40
Required Reading: No required reading.
Assessment: Students will be required to participate in class discussion and roleplays. Students will also be required to complete a leadership skills perception survey and submit an action plan to improve two areas identified as needing improvement.

BSBFLM408B  IMPLEMENT OPERATIONAL PLAN

Locations: Footscray Park, Industry.

Description: This unit specifies the outcomes required to implement the operational plan by monitoring and adjusting operational performance, producing short-term plans for the department/section, planning and acquiring resources and providing reports on performance as required.

Nominal Hours: 50
Assessment: As per accredited curriculum.

BSBFLM409B  IMPLEMENT CONTINUOUS IMPROVEMENT


Description: Implement continuous improvement systems and processes; Monitor and review performance; Implement opportunities for further improvement.

Nominal Hours: 50
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFLM410B  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT


Description: Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.

Nominal Hours: 50
Assessment: The following methods will be used in assessing this unit: workbooks, class notes, presentations and structured workplace learning.

BSBFLM411B  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Locations: Footscray Park, Industry.

Description: Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.

Nominal Hours: 60
Assessment: The following methods will be used in assessing this unit: workbooks, class notes, presentations and structured workplace learning.

BSBFLM412A  PROMOTE TEAM EFFECTIVENESS


Description: Plan to achieve team outcomes; Develop team cohesion; Participate in and facilitate work team; Liaise with management.

Nominal Hours: 50
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFLM501B  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT


Description: Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.

Nominal Hours: 60
Assessment: The following methods will be used in assessing this unit: workbooks, class notes, presentations and structured workplace learning.

BSBFLM502A  PROVIDE LEADERSHIP IN THE WORKPLACE


Description: Provide leadership in the workplace.

Nominal Hours: 60
Assessment: To be advised.
BSBFLM503B  MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS


Description: This unit specifies the outcomes required to manage effective workplace relationships with particular regard to communication and representation. This involves analysing and communicating information, establishing systems to develop and maintain effective working relationships and networks, and implementing strategies to overcome difficulties.

Nominal Hours: 60

Required Reading: No required text.

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork. Library Studies: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

BSBFLM504A  FACILITATE WORK TEAMS


Description: Facilitate work teams.

Nominal Hours: 60

Assessment: To be advised.

BSBFLM505B  MANAGE OPERATIONAL PLAN

Description: This unit specifies the outcomes required to develop and monitor the implementation of the operational plan to provide efficient and effective workplace practices within the organisation’s productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation’s operational plan.

Nominal Hours: 60

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFLM506B  MANAGE WORKPLACE INFORMATION SYSTEMS

Description: This unit specifies the outcomes required to manage the identification, acquisition, analysis and use of appropriate information which plays a significant part in the organisation’s effectiveness. Particular emphasis is on the development of systems and the analysis of information.

Nominal Hours: 60

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFLM507A  MANAGE QUALITY CUSTOMER SERVICE

Description: Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.

Nominal Hours: 60

Assessment: Assessment is a combination of practical and theory assessments and case studies.

BSBFLM509A  PROMOTE CONTINUOUS IMPROVEMENT

Description: Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.

Nominal Hours: 60

BSBFLM509B  FACILITATE CONTINUOUS IMPROVEMENT

Description: This unit specifies the outcomes required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies and to manage opportunities for further improvements.

Nominal Hours: 60

Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBFLM510B  FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION

Description: This unit specifies the outcomes required to plan and manage the introduction and facilitation of change. Particular emphasis is on the development of creative and flexible approaches, and on managing emerging opportunities and challenges.

Nominal Hours: 60

Assessment: This unit may be assessed by presentations, tests, projects, classwork.

BSBFLM512A  ENSURE TEAM EFFECTIVENESS

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit specifies the outcomes required for financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.

Nominal Hours: 60

Required Reading: No required text.

Assessment: This unit may be assessed by presentations, tests, projects, classwork, presentation. TAA50105 Diploma of Training and Assessment Assignments, workshop, workbased related projects and integrated assessment and or presentations.

BSBFLM513A  MANAGE BUDGETS AND FINANCIAL PLANS WITHIN THE WORK TEAM

Description: This unit specifies the outcomes required for financial management within a work team in an organisation. This includes determining work allocations; implementing performance management processes; addressing issues related to own personal leadership style and performance within the work team; demonstrating leadership; building commitment within the team; and analysing, reviewing and evaluating the effectiveness of human resource management processes in line with the objectives of the work team and the organisation.

Nominal Hours: 70

Assessment: This unit may be assessed by assignments, tests, projects, classwork, presentation.

BSBFLM514A  MANAGE PEOPLE

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit specifies the outcomes required to manage and lead team members within an organisation. This includes determining work allocations; implementing performance management processes; addressing issues related to own personal leadership style and performance within the work team; demonstrating leadership; building commitment within the team; and analysing, reviewing and evaluating the effectiveness of human resource management processes in line with the objectives of the work team and the organisation.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 60
Required Reading: No required text.

Assessment: This unit may be assessed by presentations, assignments, tests, projects, coursework. TAA5010S Diploma of Training and Assessment Assignments, workshop, work-based related projects and integrated assessment and/or presentations.

BSBFRA301B  WORK WITHIN A FRANCHISE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit describes the performance outcomes, skills and knowledge required to work within a franchise to contribute to the successful operation of the business within a framework of compliance requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

BSBFRA401B  MANAGE COMPLIANCE WITH FRANCHISEE OBLIGATIONS AND LEGISLATIVE REQUIREMENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: This unit describes the performance outcomes, skills and knowledge required to comply with obligations set out in the franchising agreement and with relevant legislative requirements specific to the type of franchise. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 60
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

BSBGOV403A  ANALYSE FINANCIAL REPORTS AND BUDGETS
Description: This unit describes the performance outcomes, skills and knowledge required to analyse financial reports and budgets as a member of a Board of governance of an organisation. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Nominal Hours: 50
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

BSBHRM502A  MANAGE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEMS
Description: This unit describes the performance outcomes, skills and knowledge required to manage human resources information systems from the research and planning stages, through selection of appropriate systems, to implementation, ongoing review and system upgrades.
Nominal Hours: 60
Assessment: The unit is assessed via a project in the workplace, research assignment, open-book tests, classroom presentations. Traineeship: The participants would be employed in the workplace, which allows the Learning in the Workplace to be integrated into the delivery and assessment.

BSBHRM504A  MANAGE WORKFORCE PLANNING
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to plan workforce strategies to achieve organisational goals and objectives. It includes aligning workforce objectives with business plans, analysing labour market trends and predictions, and designing strategies and succession plans to ensure a competent and appropriately diverse workforce is available to meet anticipated changes.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Portfolio of evidence, Written report, Feedback. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBIND201A  WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT
Description: This unit describes the performance outcomes, skills and knowledge required to work effectively within a commercial or business environment. It includes identifying the rights and responsibilities of employees and employers and conducting business in accordance with the organisational goals, values and standards.
Nominal Hours: 30
Required Reading: No required text. Stillwater: Prentice Hall.
Assessment: Students are required to do assignments, classwork, tests, projects, demonstration and observation.

BSBINM201A  PROCESS AND MAINTAIN WORKPLACE INFORMATION
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to collect, process, store and maintain workplace information and systems. It also includes the maintenance of filing and records systems.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Students are required to do assignments, coursework, tests, demonstration and observation. RPL: Participants will provide evidence of skills, knowledge and experience.

BSBINM202A  HANDLE MAIL
Description: This unit describes the performance outcomes, skills and knowledge required to receive and distribute incoming mail, and to collect and despatch outgoing mail.

BSBINN301A  PROMOTE INNOVATION IN A TEAM ENVIRONMENT

Locations: Footscray Nicholson, City King Street, Industry, Other.

Other Locations: VETiS

Description: This unit describes the performance outcomes, skills and knowledge required to be an effective and proactive member of an innovative team.

Nominal Hours: 40


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report. VETiS: Graded - tests and assignments. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. For FNS30107 Certificate III in Financial Services assessments will include: Work based Case studies, Projects, Group work, Research, RPL.

BSBINM501A  MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to maintain the effectiveness of business technology in the workplace. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

Required Reading: No required reading.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBITB501A  ESTABLISH AND MAINTAIN A WORKGROUP COMPUTER NETWORK

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to establish a workgroup computer network with an information technology consultant and to manage the network by keeping records, responding to problems, assisting users and providing training. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

Required Reading: No required text.

Assessment: RPL: Competency Based. Assessment may be assignments, tests and projects.

BSBITS401A  MAINTAIN BUSINESS TECHNOLOGY


Description: This unit describes the performance outcomes, skills and knowledge required to maintain the effectiveness of business technology in the workplace. It includes maintaining existing technology and planning for future technology requirements.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assessment may be observation, demonstration, assignments, questioning and discussion.
BSBITU202A  CREATE AND USE SPREADSHEETS

Locations: Footscray Nicholson, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to correctly create and use spreadsheets and charts through the use of spreadsheet software.

Nominal Hours: 20


Assessment: Students are required to do assignments, classwork, tests, demonstration, observation.

BSBITU203A  COMMUNICATE ELECTRONICALLY

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

Description: This unit describes the performance outcomes, skills and knowledge required to send, receive and manage electronic mail (email), as well as to collaborate online using chat rooms, intranets and instant messaging.

Nominal Hours: 20

Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.

Assessment: Students are required to do assignments, classwork, demonstration and observation. 21935VIC Certificate III in ESL (Employment) Assessment may include: records of teacher’s observations of students’ activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

BSBITU202A  CREATE ELECTRONIC PRESENTATIONS

Locations: Footscray Nicholson, St Albans, Werribee, Industry, Other.

Other Locations: 21937VIC Certificate IV in ESL (Employment/Professional), Footscray Nicholson, On-line, St Albans and Werribee only. BSB20107 Certificate II inBusiness: Secondary schools for VETiS program.

Description: This unit describes the performance outcomes, skills and knowledge required to design and produce electronic presentations for speakers, for self access and for online access.

Nominal Hours: 20

Required Reading: Create electronic presentations. Aspire Training (2007). Australia: Aspire Training 21937VIC Certificate IV in ESL (Employment/Professional) There is no required reading for this unit. The teacher will provide teaching and learning material as required.

Assessment: Oral and written questioning, Oral presentation, Research assignment, Practical demonstration, Test. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 21937VIC Certificate IV in ESL (Employment/Professional) Assessment may include: records of teacher’s observations of students’ activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

BSBITU302A  CREATE ELECTRONIC PRESENTATIONS

Locations: Footscray Nicholson, St Albans, Werribee, Industry, Other.

Other Locations: 21937VIC Certificate IV in ESL (Employment/Professional), Footscray Nicholson, On-line, St Albans and Werribee only. BSB20107 Certificate II inBusiness: Secondary schools for VETiS program.

Description: This unit describes the performance outcomes, skills and knowledge required to design and produce electronic presentations for speakers, for self access and for online access.

Nominal Hours: 20

Required Reading: Create electronic presentations. Aspire Training (2007). Australia: Aspire Training 21937VIC Certificate IV in ESL (Employment/Professional) There is no required reading for this unit. The teacher will provide teaching and learning material as required.

Assessment: Oral and written questioning, Oral presentation, Research assignment, Practical demonstration, Test. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 21937VIC Certificate IV in ESL (Employment/Professional) Assessment may include: records of teacher’s observations of students’ activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

BSBITU202A  DESIGN AND PRODUCE TEXT DOCUMENTS

Locations: Footscray Nicholson, City King Street, St Albans, Werribee, City Flinders, Industry, Other.

Other Locations: 21933VIC Certificate III in ESL (Access)</no> - Footscray Nicholson. St Albans and Werribee only

Description: This unit describes the performance outcomes, skills and knowledge required to design and develop predominantly text based documents using advanced features of word processing software.

Nominal Hours: 90

Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.

Assessment: Students are required to do assignments, classwork, tests, demonstration and observation. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 21933VIC Certificate III in ESL (Access) Assessment may include: records of teacher’s observations of students’ activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBITU302A  PRODUCE SPREADSHEETS

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to develop spreadsheets through the use of spreadsheet software.

Nominal Hours: 35


Assessment: Students are required to do assignments, written tests, demonstration and activities. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBITU305A  CONDUCT ONLINE TRANSACTIONS

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to undertake a range of online transactions, including banking, buying and selling products and services.

Nominal Hours: 40

Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.

Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 21939VIC Certificate III in ESL (Further Study) Assessment may include: records of teacher’s observations of students’ activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.
BSBITU306A  DESIGN AND PRODUCE BUSINESS DOCUMENTS
Locations: Footscray Nicholson, City King Street, Industry, Other.
Other Locations: Secondary Schools
Description: This unit describes the performance outcomes, skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.
Nominal Hours: 80
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. VETiS: Graded tests and assignments. RPL: Participants will provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBITU307A  DEVELOP KEYBOARDING SPEED AND ACCURACY
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to develop keyboard skills with speed and accuracy using touch typing techniques
Nominal Hours: 50
Assessment: Students are required to do assignments, written test, demonstration and classroom activities. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBITU309A  PRODUCE DESKTOP PUBLISHED DOCUMENTS
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to design and produce desktop published documents.
Nominal Hours: 50
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBITU401A  DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to design and develop business documents using complex technical features of word processing software.
Nominal Hours: 100
Required Reading: Produce Complex Business Documents Price, C 2003 Software Publications.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBITU402A  DEVELOP AND USE COMPLEX SPREADSHEETS
Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to use spreadsheet software to complete business tasks and to produce complex documents. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 50

BSBITU404A  PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS
Locations: Footscray Nicholson, City King Street, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to design and produce complex desktop published documents.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBLED101A  PLAN SKILLS DEVELOPMENT
Locations: Footscray Nicholson, St Albans, Sunbury, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and document current skills and to plan future skills development under the guidance of an appropriate adviser.
Nominal Hours: 20
Required Reading: No required text.
Assessment: Hospitality course: students are required to do assignments, role plays, classroom activities, case studies and/or presentations. Certificate I in Business: oral and written questioning, practical demonstration, research assignment, test.

BSBLED502A  MANAGE PROGRAMS THAT PROMOTE PERSONAL EFFECTIVENESS
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to manage programs within a health and wellbeing focus. The unit addresses the management of the range of programs that would typically be associated with health and wellbeing such as stress management, smoking cessation, exercise, Employee Assistance Programs (EAPs). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 60
Required Reading: No required text for BSB50207 Diploma of Business.
Assessment: RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBLED503A  MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE
Description: This unit describes the performance outcomes, skills and knowledge required by individuals to manage their own professional development and ongoing...
performance. This unit addresses the process required to maintain a high level of professional performance in a particular field. It includes modelling high standards of performance according to professional standards and procedures, and the processes and outcomes involved in determining professional development needs and participating in associated activities. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Nominal Hours: 30
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLED701A LEAD PERSONAL AND STRATEGIC TRANSFORMATION

Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse and improve personal leadership style and professional competence, and to lead organisational transformation and learning for strategic outcomes. The unit also covers leading transformational practices, cultivating collaborative practices, completing ongoing professional development, and providing strategic leadership in a dynamic context. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 80
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: -direct questioning combined with review of portfolios of evidence and third party workplace reports of on the job performance by the candidate review of applied projects and learning activities such as reports and case studies direct observation of contextual application and presentations to a range of stakeholders oral or written questioning to assess knowledge of leadership styles analysis of personal reflection and self awareness of leadership styles and impact of this approach on task completion and others review of personal development plan.

BSBLED702A LEAD LEARNING STRATEGY IMPLEMENTATION

Description: This unit describes the performance outcomes, skills and knowledge required to provide professional leadership in improving organisational learning, and the quality of training and assessment products and services. The unit also covers leading strategy formation; designing, developing and implementing an organisational learning strategy; and reviewing and improving overall organisational learning and development.

Nominal Hours: 80
Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.
Assessment: Reflective Journal, Participants will be required to keep a journal and use this to write their two reflective reports on the progress of their IPDP’s, Yes/No. Class Activity, Participants will be required to participate in all class activities, Yes/No. Participation, Participants will be required to participate in all class activities, Yes/No.

BSBLEG301A APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS

Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to complete a range of common legal administrative duties and the legal system that is required to carry them out.

Nominal Hours: 80
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG302A CARRY OUT SEARCH OF THE PUBLIC RECORD

Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to complete a search of the public record. This involves planning and conducting the search, and obtaining and delivering the information according to instructions.

Nominal Hours: 25
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG303A DELIVER COURT DOCUMENTATION

Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to organise court documents for delivery, planning a schedule of delivery, delivering documents to the appropriate courts and returning proof of document lodgement.

Nominal Hours: 10
Required Reading: No required reading.
Assessment: Students are required to do assignments, written test, classroom activities and/or presentations.

BSBLEG304A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT

Description: This unit describes the performance outcomes, skills and knowledge required to use ethical behaviour when dealing with sensitive and confidential information in a legal environment.

Nominal Hours: 20
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.
BSBLEG305A  USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS
Locations: Footscray Nicholson, Industry, Other.
Other Locations: Workplace.
Description: This unit describes the performance outcomes, skills and knowledge required to understand and use legal terminology in order to undertake tasks.
Nominal Hours: 40
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG306A  MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE
Description: This unit describes the performance outcomes, skills and knowledge required to maintain time records and enter disbursements incurred.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG308A  ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE
Locations: Industry, Other.
Other Locations: Workplace
Description: This unit describes the performance outcomes, skills and knowledge required to assist others (for example, Partner, Solicitor, Fee Earner, Human Resources Manager, External Client) to organise a legal schedule. This involves arranging appointments and other activities based upon court dates and required legislative timelines.
Nominal Hours: 10
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG401A  PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS
Locations: Footscray Nicholson, City King Street.
Description: This unit describes the performance outcomes, skills and knowledge required to use either a range of advanced functions within at least one software package or to integrate functions from at least two software packages, to produce complex legal documents. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Nominal Hours: 80
Required Reading: No required text.
Assessment: Students are required to do assignments, written test, demonstration, classroom activities. 22053WIC Advanced Diploma of Legal Practice - Graded.

BSBLEG403A  MAINTAIN TRUST ACCOUNTS
Locations: Footscray Nicholson, City King Street, St Albans.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain trust monies related to specific files, under the instruction of a legal practitioner. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Nominal Hours: 50
Assessment: Students are required to do assignments, written test, classroom activities.

BSBLEG403B  MAINTAIN TRUST ACCOUNTS
Locations: Footscray Nicholson, City Queen, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain trust monies related to specific files, under instruction of a legal practitioner. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG406A  PROVIDE SUPPORT IN CRIMINAL LAW MATTERS
Description: This unit describes the performance outcomes, skills and knowledge required to prepare documents in a criminal law matter. It involves researching case history and assisting the instructing legal practitioner to prepare for the trial.
Nominal Hours: 60
Required Reading: No required reading. BSB41207 Cert IV in Legal Services: All reading materials are supplied by the School as part of the Fee for Service structure.
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG407A  PROVIDE SUPPORT IN COMMERCIAL LAW MATTERS
Description: This unit describes the performance outcomes, skills and knowledge required to prepare documentation and to assist with commercial law matters such as incorporation, charges and the sale of shelf companies.
Nominal Hours: 60
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG410A  INTERACT WITH OTHER PARTIES
Description: This unit describes the performance outcomes, skills and knowledge required to organise information to facilitate action, to contact relevant parties on behalf of the instructing legal practitioner and to coordinate information exchange between parties. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Nominal Hours: 30
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG412A  INTERPRET AND APPLY LEGISLATION
Description: This unit describes the performance outcomes, skills and knowledge required to research the various legal systems and jurisdictions in Australia, and to apply appropriate legislation to the workplace. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

Nominal Hours: 120
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG413A IDENTIFY AND APPLY THE LEGAL FRAMEWORK

Locations: Footscray Nicholson, City Queen, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to research legal systems and jurisdictions within Australia. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG414A ESTABLISH AND MAINTAIN A FILE IN LEGAL SERVICES

Locations: Footscray Nicholson, City Queen, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to manage the conduct of a file under the instruction of a designated individual. This includes establishing files, developing and obtaining appropriate documents, liaising with clients, and carrying out file closure procedures. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG415A APPLY THE PRINCIPLES OF CONTRACT LAW

Locations: Footscray Nicholson, City Queen, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to enable a person to assess contractual issues in a legal environment. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG416A APPLY THE PRINCIPLES OF THE LAW OF TORTS

Locations: Footscray Nicholson, City Queen, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to enable a person to apply the principles of the law of torts in a legal environment. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG417A APPLY THE PRINCIPLES OF EVIDENCE LAW

Locations: Footscray Nicholson, City Queen, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to assess issues associated with evidence law in a legal environment. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG418A PRODUCE COMPLEX LEGAL DOCUMENTS

Locations: Footscray Nicholson, City Queen, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to produce complex legal documents using a range of advanced functions within at least one software package and integrating functions from at least two software packages. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Nominal Hours: 80
Required Reading: No required text.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG501A RUN A FILE

Description: This unit describes the performance outcomes, skills and knowledge required to manage the conduct of a file under the instruction of a qualified legal practitioner. This includes establishing a file for the legal matter at hand, developing and obtaining appropriate documents, negotiating with clients, costing the file and file closure procedures.

Nominal Hours: 80
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG502A OBTAIN INFORMATION FROM A CLIENT

Description: This unit describes the performance outcomes, skills and knowledge required to collect and record information from a client under the instruction of a qualified legal practitioner.

Nominal Hours: 60
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG503A DRAFT LEGALLY BINDING DOCUMENTS

Description: This unit describes the performance outcomes, skills and knowledge required to draft a variety of legally binding documents to meet particular legal matter requirements, under the instruction of a qualified legal practitioner.
BSBLEG505A  APPLY LEGAL PRINCIPLES IN CRIMINAL LAW MATTERS

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply legal principles and carry out administrative tasks associated with criminal law matters. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

**Nominal Hours:** 60

**Required Reading:** No required text.

**Assessment:** Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG511A  APPLY LEGAL PRINCIPLES IN PROPERTY LAW MATTERS

**Description:** This unit describes the performance outcomes, skills and knowledge required in the conduct and administration of straightforward property law matters. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

**Nominal Hours:** 60

**Required Reading:** No required text.

**Assessment:** Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG512A  APPLY LEGAL PRINCIPLES IN CORPORATION LAW MATTERS

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply legal principles in corporation law matters, including establishing business structures and preparing associated documentation. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

**Nominal Hours:** 60

**Required Reading:** No required text.

**Assessment:** Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG513A  APPLY LEGAL PRINCIPLES IN FAMILY LAW MATTERS

**Description:** This unit describes the performance outcomes, skills and knowledge required to apply legal principles in family law matters. It is relevant to marriage dissolution; property settlement; maintenance, contact and residence; counselling and mediation; and the appeals process. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

**Nominal Hours:** 60

**Required Reading:** No required text.

**Assessment:** Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.
BSMED515A  APPLY LEGAL PRINCIPLES IN WILLS AND PROBATE MATTERS

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to apply legal principles in wills and probate matters, including preparing wills, powers of attorney and deceased estate documentation. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Assessment may include: direct questioning, review of new records created, analysis of responses to case studies and scenarios, observation of presentations and oral or written questioning.

BSMED305B  APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to apply principles and requirements relating to confidentiality, privacy and security to own work within the medical environment.

Nominal Hours: 20

Required Reading: No required text.

Assessment: Assessment methods may include: direct questioning, review of record keeping, analysis of responses to case studies and scenarios, observation, roleplays and assessment of labelling and storage of patient records.


BSB50407 Dip of Bus Admin: Graded Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Participants would provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded.
BSBMTG503A  PREPARE BUDGETS AND FINANCIAL PLANS

Locations: Footscray Nicholson, City King Street, St Albans, Footscray Park, Industry.

Description: Analyse strategic and operational plans; Develop revenue, expenditure and capital investment proposals; Build agreement for budgets and financial plans.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations. TAA50105 Diploma of Training and Assessment Competency based. Assignments, workshop, workplace related projects and integrated assessment and or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMGT506A  RECRUIT, SELECT AND INDUCT STAFF

Locations: Footscray Nicholson, City King Street, Industry.

Description: Determine future people needs; Select appropriate people; Confirm employment arrangements.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations. TAA50105 Diploma of Training and Assessment Competency based. Assignments, workshop, workplace related projects and integrated assessment and or presentations.

BSBMGT515A  MANAGE OPERATIONAL PLAN

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation’s productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation’s operational plan.

Nominal Hours: 60

Required Reading: No required reading.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. 22039VIC Advanced Diploma of International Business Assessment methods may include: Class test, projects, assignments and/or case studies.

BSBMGT516A  FACILITATE CONTINUOUS IMPROVEMENT

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

Nominal Hours: 60

Required Reading: No required reading.

Assessment: Students will be required to do assignments, case studies, class work and to complete their work based industry project. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMGT605B  PROVIDE LEADERSHIP ACROSS THE ORGANISATION

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to demonstrate senior leadership behaviour, and personal and professional competence.

Nominal Hours: 60


Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report. Industry (FLM stream): Students will need to demonstrate to the assessor through class participation, oral questioning and a written assignment that they can communicate organisational goals, influence groups and individuals, build and support teams and demonstrate personal and professional competence. Students will also be required to participate in class discussion and role plays. Students will also be required to undertake a work-based project through negotiation with their mentor /organisational manager /facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participant’s workplace at the completion of the course.

BSBMKG401B  PROFILE THE MARKET


Description: This unit describes the performance outcomes, skills and knowledge required to profile a target market or market segments in accordance with a marketing plan and to develop market positioning strategies.

Nominal Hours: 50

Required Reading: No required reading.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG402B  ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS

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

Description: This unit describes the performance outcomes, skills and knowledge required to analyse consumer behaviour to target marketing to specific markets and specific needs.

Nominal Hours: 60


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMKG406A  BUILD CLIENT RELATIONSHIPS

Description: Initiate interpersonal communication with clients; Establish client relationship management strategies; Maintain and improve ongoing relationships with clients.

Nominal Hours: 50

Assessment: This unit may be assessed by tests, assignments, classwork, projects.
BSBMKG408B CONDUCT MARKET RESEARCH

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to conduct market research using interview and survey methodologies (not specialist statistical design and analysis) and to report on findings.

Nominal Hours: 60


Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSMK413A PROMOTE PRODUCTS AND SERVICES


Description: This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisation's products and services.

Nominal Hours: 40

Required Reading: No required reading.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG509A IMPLEMENT AND MONITOR DIRECT MARKETING ACTIVITIES

Locations: Industry, Other.

Other Locations: RPL

Description: This unit describes the performance outcomes, skills and knowledge required to implement, monitor and evaluate the effectiveness of direct marketing activities in accordance with an organisation's marketing plan.

Nominal Hours: 40

Required Reading: No required text.

Assessment: RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBOHS509A ENSURE A SAFE WORKPLACE


Description: This unit describes the performance outcomes, skills and knowledge required to establish, maintain and evaluate the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area in accordance with OHS legal requirements.

Nominal Hours: 60


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Advanced Diploma of Disability Graded Assessment.

BSBPMS507A MANAGE PROJECT QUALITY


Description: This unit specifies the outcomes required to link people, ideas and information at all stages in the project life cycle. Project communications management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes. It aids in decision making and the control of informal communication networks to facilitate the achievement of project objectives.

Nominal Hours: 60

Assessment: To be advised.

BSBPMS505A MANAGE PROJECT COMMUNICATIONS


Description: This unit describes the performance outcomes, skills and knowledge required to integrate and balance the overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement; and to align and track the project objectives to comply with organisational goals, strategies and objectives.

Nominal Hours: 60

Assessment: This unit may be assessed by tests, assignments, classwork, presentations, projects.

BSBPMS501A MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES


Description: This unit describes the performance outcomes, skills and knowledge 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

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.

BSBPMG510A MANAGE PROJECTS

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge
required to manage a straightforward project or a section of a larger project. This unit addresses the management of projects including the development of a project plan, 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: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report. Industry (FLA stream): Students will be required to complete class work, assignments as well as written and oral reports. Students will also be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participant’s workplace at the completion of the course. Community Services: Assessment: Graded.

BSBPRO301A RECOMMEND PRODUCTS AND SERVICES

Locations: Footscray Nicholson, St Albans, Industry, Other.

Other Locations: Secondary Schools on VETiS program

Description: This unit describes the performance outcomes, skills and knowledge required to provide advice and information within an organisation about the development and distribution of its products and services.

Nominal Hours: 20


Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. VETiS: 21956VIC Cert II in Small Bus (Ops/Innovation): Graded Assessments required include assignments, classwork, presentation.

BSBPUB403A DEVELOP PUBLIC RELATIONS DOCUMENTS

Locations: Footscray Nicholson, St Albans, Industry.

Other Locations: Footscray Nicholson, City King Street, City Flinders, Newport, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to design, produce and edit public relations documents for various target audiences, and to evaluate their effectiveness in the marketplace.

Nominal Hours: 80


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets 22091VIC Diploma of Professional Writing and Editing Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBPUB503A MANAGE FUNDRAISING AND SPONSORSHIP ACTIVITIES

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to conduct and manage fundraising and sponsorship activities for a not-for-profit organisation, and to align fundraising and sponsorship activities with organisational requirements.

Nominal Hours: 40

Required Reading: There are no required texts for this unit.

BSBREL401A ESTABLISH NETWORKS

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.

Nominal Hours: 35


Assessment: Assignments, Case studies, Projects, Research, Portfolio of evidence. CUF50407 Diploma of Specialist Make-up Services: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency in establishing contacts and participating in networks whilst identifying opportunities for networking. Maintaining records of relevant contacts of related organisations, agencies and networks.

BSBREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS

Locations: Footscray Nicholson, City King Street, City Flinders, Newport, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.

Nominal Hours: 50

Required Reading: No required reading.

Assessment: This unit will/can be assessed via a workplace project, interviews, research assignments, group-work & roleplays. Industry (FLA stream): Students are required to present a report and a presentation of findings from attending functions and/or meetings. Students will also be required to participate in class discussion and role plays. Students will also be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course.

BSBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION

Locations: Footscray Nicholson, City King Street, St Albans, Werribee, Melton, Newport, Sunshine, Industry, Other.

Other Locations: Workplace

Description: This workplace unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems.

Nominal Hours: 50
**BSBRES3040A RESEARCH LEGAL INFORMATION USING PRIMARY SOURCES**

**Locations:** Footscray Nicholson, City Queen, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to work under supervision researching primary sources of legal information, locating relevant information and writing up a basic summary. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

**Nominal Hours:** 40

**Required Reading:** No required text.

**Assessment:** Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

**BSBRES501A PERFORM LEGAL RESEARCH AND PREPARE REPORTS TO MEET IDENTIFIED NEEDS**

**Locations:** Footscray Nicholson.

**Description:** This unit describes the performance outcomes, skills and knowledge required to undertake legal research in support of legal practitioners. This includes identifying research requirements and sources of information, evaluating the quality of the information, and preparing and producing reports.

**Nominal Hours:** 80

**Assessment:** Students are required to do assignments, written test, research, classroom activities and/or presentations.

**BSBRES502A RESEARCH LEGAL INFORMATION USING SECONDARY SOURCES**

**Locations:** Footscray Nicholson.

**Description:** This unit describes the performance outcomes, skills and knowledge required to undertake legal research using secondary sources and under supervision. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports.

**Nominal Hours:** 40

**Required Reading:** No required text.

**Assessment:** Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

**BSBKG301B CONTROL RECORDS**

**Locations:** Footscray Nicholson, St Albans, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to classify, register, and track records and information about records within a business or records system.

**Nominal Hours:** 40

**Required Reading:** No required reading.

**Assessment:** Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

**BSBKG302A UNDERTAKE DISPOSAL**

**Nominal Hours:** 25

**Assessment:** To be advised.

**BSBKG302B UNDERTAKE DISPOSAL**

**Locations:** Footscray Nicholson, St Albans, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to identify which records are subject to a disposal program, and to safely and securely transfer or dispose of the records.

**Nominal Hours:** 30

**Required Reading:** No required reading.

**Assessment:** Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

**BSBKG303A RETRIEVE INFORMATION FROM RECORDS**

**Nominal Hours:** 30

**Assessment:** To be advised.

**BSBKG303B RETRIEVE INFORMATION FROM RECORDS**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to receive a request and to deliver the record or information about the record.

**Nominal Hours:** 25

**Required Reading:** No required reading.

**Assessment:** Students are required to do assignments, tests, projects, case studies.

**BSBKG304B MAINTAIN BUSINESS RECORDS**

**Locations:** Footscray Nicholson, Werribee, Industry.

**Prerequisites:** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

The above are Prerequisites for Real Estate course only. No pre-requisite for traineeship program.

**Description:** This unit describes the performance outcomes, skills and knowledge required to maintain the records of a business or records system in good order on a day to day basis. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 30


**Assessment:** Assignment and test. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.
BSBRKG305A REVIEW RECORDKEEPING FUNCTIONS

Locations: Footscray Nicholson, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to undertake research that supports work across a wide range of recordkeeping functions. This is a foundation unit for any person wishing to pursue competency in recordkeeping and provides a sound basis for working across various recordkeeping functional areas. This unit is based on the Joint Australian Society of Archivists (ASA) and Records Management Association of Australasia’s (RMAA) Statement of Knowledge for Recordkeeping Professionals.

Nominal Hours: 20
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG403B SET UP A BUSINESS OR RECORDS SYSTEM FOR A SMALL OFFICE

Locations: Footscray Nicholson, St Albans, Industry.

Description: Set up a business or records system for a small office.

Nominal Hours: 40
Required Reading: No required text.
Assessment: RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG404A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT


Description: This unit covers the identification and assessment of records for storage and the maintenance and monitoring of electronic business records.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

BSBRKG502A MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS

Description: Develop key performance indicators for recordkeeping activities including compliance with system rules, standards and procedures; Designate records use and maintenance responsibilities; Develop monitoring methodology; Monitor a business or records system; Identify and respond to problems and changes; Designate records creation and capture responsibilities

Nominal Hours: 50
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSBRKG502B MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to respond as effectively as possible to enquiries from potential users of records, including using appropriate processes to access and provide information about records.

Nominal Hours: 40
Required Reading: No required text.
Assessment: TAA50105 Diploma of Training and Assessment Assignments, workshop,

BSBRKG401A REVIEW THE STATUS OF A RECORD

Locations: Footscray Nicholson, St Albans, Industry.

Description: This unit describes the work involved in reviewing and documenting the changing context and status of records which have previously been appraised as having temporary or ongoing value, and identified as requiring conditions imposed on granting access to them.

Nominal Hours: 20
Assessment: To be advised.

BSBRKG401B REVIEW THE STATUS OF A RECORD

Locations: Footscray Nicholson, St Albans, Industry.

Description: This unit describes the work required to respond as effectively as possible to enquiries from potential users of records, for information about the records, or for information that might be obtained from them. This includes processes for giving enquirers access to records.

Nominal Hours: 20
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG502B MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to set the operational frameworks for the creation, capture and use of records and to monitor and review these frameworks and activities within a business or records system of a specific business domain.

Nominal Hours: 40
Required Reading: No required text.
Assessment: TAA50105 Diploma of Training and Assessment Assignments, workshop,

BSBRKG402A PROVIDE INFORMATION FROM AND ABOUT RECORDS

Locations: Industry.

Description: This unit describes the work required to respond as effectively as possible to enquiries from potential users of records, for information about the records, or for information that might be obtained from them. This includes processes for giving enquirers access to records.

Nominal Hours: 20
Required Reading: No required reading.
Assessment: RPL: Participants will provide evidence of their skills, knowledge and experience.

BSBRKG402B PROVIDE INFORMATION FROM AND ABOUT RECORDS

Locations: Footscray Nicholson, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge
work-based related projects and integrated assessment and/or presentations. BSB50407 Dip of Bus Admin Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG505B DOCUMENT OR RECONSTRUCT A BUSINESS OR RECORDS SYSTEM

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to document or reconstruct a business or records system and its context over time.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG506A DEVELOP AND MAINTAIN TERMINOLOGY AND CLASSIFICATION SCHEMES

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to develop new or modified vocabulary controls and classification schemes for business or records systems based on an organisation's functions and activities.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRSK401A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to identify risks and to apply established risk management processes to a subset of an organisation or project's operations that are within the person's own work responsibilities and area of operation.

Nominal Hours: 50

Required Reading: This unit has no required text.

Assessment: Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report.

BSBRSK501A MANAGE RISK


Description: This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area. The unit has been designed to be consistent with AS/NZS 4360: 2004 Risk management.

Nominal Hours: 60


BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES

Description: Identify business opportunities; Identify personal business skills.

Nominal Hours: 30

Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS

Description: Identify and implement business legal requirements; Comply with legislation, codes and regulatory requirements; Negotiate and arrange contracts.

Nominal Hours: 50

Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM403A PROMOTE THE BUSINESS

Locations: Footscray Park, Industry.

Description: This unit covers the development and implementation of marketing strategies and the monitoring and improvement of market performance. It is suitable for setting up or existing micro and small businesses or a department in a larger organisation.

Nominal Hours: 50

Required Reading: No required text.

Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM404A UNDERTAKE BUSINESS PLANNING

Description: Identify elements of a business plan; Develop a business plan; Develop strategies for minimising risks.

Nominal Hours: 60

Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM406A MANAGE FINANCES

Description: Maintain financial records; Implement financial plan; Monitor financial performance.

Nominal Hours: 50

Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM407A MANAGE A SMALL TEAM

Description: Develop staffing plan; Recruit, induct and train the team; Address industrial relations issues; Maintain staff records; Manage staffing issues; Review team performance.

Nominal Hours: 40

Assessment: This unit may be assessed by presentations, assignments, tests, projects, classwork.
BSBSMB201A  IDENTIFY SUITABILITY FOR MICRO BUSINESS
Locations: Footscray Nicholson, City King Street, St Albans, Other.

Other Locations: VETiS

Description: This unit describes the performance outcomes, skills and knowledge required to set up a micro business. Specific legal requirements apply to the management of a micro business.

Nominal Hours: 20

Required Reading: There are no required texts for this unit.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB301A  INVESTIGATE MICRO BUSINESS OPPORTUNITIES

Description: This unit describes the performance outcomes, skills and knowledge required to determine the resource requirements of the micro business and to source advice and specialist services to assist the management of a micro business.

Nominal Hours: 20


Assessment: Tests, assignments.

BSBSMB302A  DEVELOP A MICRO BUSINESS PROPOSAL

Description: This unit describes the performance outcomes, skills and knowledge required to develop an identified business idea, to research the feasibility of the business opportunity and to present a business idea in formats that suit a range of stakeholders. Specific legal requirements apply to the management of a micro business.

Nominal Hours: 30

Required Reading: This unit has no required text.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBSMB303A  ORGANISE FINANCES FOR THE MICRO BUSINESS

Description: This unit describes the performance outcomes, skills and knowledge required to outline the regulatory, taxation and insurance compliance requirements for a micro business; and to source advice and specialist services to assist business owners/managers in satisfying these requirements and needs. Specific legal requirements apply to the management of a micro business.

Nominal Hours: 25

Required Reading: There are no required texts for this unit.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB304A  DETERMINE RESOURCE REQUIREMENTS FOR THE MICRO BUSINESS

Description: This unit describes the performance outcomes, skills and knowledge required to determine the resource requirements of the micro business and to source these resources. Specific legal requirements apply to the management of a micro business.

Nominal Hours: 30

Required Reading: There are no required texts for this unit.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB305A  COMPLY WITH REGULATORY, TAXATION AND INSURANCE REQUIREMENTS FOR THE MICRO BUSINESS

Description: This unit describes the performance outcomes, skills and knowledge required to investigate the financial capacity to enter into a micro business, to set up a micro business. Specific legal requirements apply to the management of a micro business.

Nominal Hours: 45

Required Reading: There are no required texts for this unit.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB306A  PLAN A HOMEBASED BUSINESS

Description: This unit describes the performance outcomes, skills and knowledge required to examine the issues around establishing a business in a home and to plan the workplace within a home environment. Specific legal requirements apply to the management of a small or micro business.

Nominal Hours: 25

Required Reading: There are no required texts for this unit.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB307A  SET UP INFORMATION AND COMMUNICATIONS TECHNOLOGY FOR THE MICRO BUSINESS

Description: This unit describes the performance outcomes, skills and knowledge required to establish information and communications technology needs relevant to a home based business. It focuses on dealing with routine installation, operation and malfunctions of commonly used technology only; it is not a specialist information technology unit. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 20

Required Reading: There are no required texts for this unit.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB401A  ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS

Description: This unit describes the performance outcomes, skills and knowledge required to identify and comply with the regulatory, legal, taxation and insurance requirements, and risk management needs of small business. Specific legal requirements apply to the management of a small business.
BSBSMB404A  PLAN SMALL BUSINESS FINANCES


Description: This unit describes the performance outcomes, skills and knowledge required to develop a financial plan to support business viability. Specific legal requirements apply to the management of a small business.

Nominal Hours: 50

Required Reading: This unit has no required text.

Assessment: Students are required to develop a Financial Plan incorporating set up costs, a sales /income mix, cash flow and budgeted profit and loss statement.

BSBSMB402A  PLAN SMALL BUSINESS FINANCES


Description: This unit describes the performance outcomes, skills and knowledge required to implement, monitor and review strategies for the ongoing management of a small business’s finances. It also includes day to day financial management of the small business. Specific legal requirements apply to the management of a small business.

Nominal Hours: 60


Assessment: Assignment and test.

BSBSUS201A  PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Footscray Nicholson, St Albans, City Flinders, City Queen, Industry, Other.

Other Locations: VETIS

Description: This unit describes the performance outcomes, skills and knowledge required to effectively measure current resource use and to carry out improvements including reducing the negative environmental impact of work practices. This unit requires the ability to access industry information, and applicable legislative and occupational health and safety (OHS) guidelines. While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit.

Nominal Hours: 20


Assessment: VETIS: Graded tests, assignments. BSBS40110 Certificate IV in Legal Services Assessment may include: assignments; classroom; projects; case studies; presentations; demonstration and observation.

BSBSUS301A  IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Footscray Nicholson, City King Street, Werribee, City Queen, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.

Nominal Hours: 40

Required Reading: No required reading.

Assessment: 22053VIC Advanced Diploma of Legal Practice - Graded Assessment methods may include: Review of portfolios and work plans, response to case studies, written questioning and through observation. BSBS40110 Certificate IV in Legal Services Assessment may include: assignments; classroom; projects; case studies; presentations; demonstration and observation.
BSBSUS501A DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY

Locations: Footscray Nicholson, City King Street, St Albans, City Queen, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances. This unit requires the ability to access industry information, applicable legislative and occupational health and safety (OHS) guidelines. While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit.

Nominal Hours: 50

Required Reading: No required text.

Assessment: BSBS50407 Dip of Bus Admin RPL: Competency based. Assessments may be assignments, tests and projects. BSBS50110 Diploma of Legal Services - Competency based Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBWOR203A WORK EFFECTIVELY WITH OTHERS

Locations: Footscray Nicholson, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to work in a group environment promoting team commitment and cooperation, supporting team members and dealing effectively with issues, problems and conflict.

Nominal Hours: 15

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBWOR204A USE BUSINESS TECHNOLOGY

Locations: Footscray Nicholson, City King Street, Industry, Other.

Other Locations: VETiS

Description: This unit describes the performance outcomes, skills and knowledge required to select, use and maintain a range of business technology. This technology includes the effective use of computer software to organise information and data.

Nominal Hours: 20

Required Reading: No required reading.

Assessment: Students are required to do assignments, classwork, tests, projects, demonstration and observation. Traineeship Program On the job assessment through demonstration and observation in the workplace. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT

Locations: Footscray Nicholson, Industry, Other.

Other Locations: Secondary Schools

Description: This unit describes the performance outcomes, skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. VETiS: graded tests and assignments. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBWOR302A WORK EFFECTIVELY AS AN OFFSITE WORKER


Description: This unit describes the performance outcomes, skills and knowledge required to negotiate and perform self managed, self directed work as an off site worker performing agreed duties at an alternative site during some or all of scheduled work hours. It is a flexible employment option that meets all legal and regulatory employment requirements.

Nominal Hours: 25

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBWOR404A DEVELOP WORK PRIORITIES

Locations: Footscray Nicholson, City King Street, St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to plan one’s own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one’s own career planning and professional development.

Nominal Hours: 40

Required Reading: This unit has no required reading. BSB41207 Cert IV in Legal Services: All reading materials are supplied by the School as part of the Fee for Service structure.

Assessment: Students are required to write a report and participate in class activities and discussion. Students should consider work priorities when completing their work based project. BSB41207 Cert IV in Legal Services Assignments, workshop, workbased related projects and integrated assessment and or presentations. RPL Applicants will provide evidence of their skills, knowledge and experience.

BSBWOR404B DEVELOP WORK PRIORITIES

Locations: Footscray Nicholson, City King Street, St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to plan one’s own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one’s own career planning and professional development.

Nominal Hours: 40

Required Reading: This unit has no required reading. BSB41207 Cert IV in Legal Services: All reading materials are supplied by the School as part of the Fee for Service structure.

Assessment: Students are required to write a report and participate in class activities and discussion. Students should consider work priorities when completing their work based project. BSB41207 Cert IV in Legal Services Assignments, workshop, workbased related projects and integrated assessment and or presentations. RPL Applicants will provide evidence of their skills, knowledge and experience.
BSBWRS050A  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to manage personal work priorities and professional development. Participants would provide evidence of their skills, knowledge and experience. TAA50105 Diploma of Training and Assessment Assignments, workshop, work-based related projects and integrated assessment and/or presentations.

Nominal Hours: 60

Required Reading: BSB50407 Dip of Bus Admin: No required text. Traineeship: Workbooks will be provided to trainees as part of their training. Management - Theory & Practice Cole, 2005 Prentice Hall, Australia Managing Effectively Saville, Reid, 2002 Prentice Hall, Australia.


BSBWRS050B  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to manage personal work priorities and professional development. Participants would provide evidence of their skills, knowledge and experience. TAA50105 Diploma of Training and Assessment Assignments, workshop, work-based related projects and integrated assessment and/or presentations.

Nominal Hours: 60

Required Reading: BSB50407 Dip of Bus Admin: No required text. Traineeship: Workbooks will be provided to trainees as part of their training. Management - Theory & Practice Cole, 2005 Prentice Hall, Australia Managing Effectively Saville, Reid, 2002 Prentice Hall, Australia.


BSBWRS050C  ENSURE TEAM EFFECTIVENESS

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to facilitate all aspects of teamwork within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating teamwork actively engaging with the management of the organisation.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Students may be required to do assignments, class work, tests, projects, case studies, presentations and/or observations and demonstration. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. TAA50105 Diploma of Training and Assessment Assignments, workshop, work-based related projects and integrated assessment and/or presentations.

BSBWRS050D  ENSURE TEAM EFFECTIVENESS

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to facilitate all aspects of teamwork within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating teamwork actively engaging with the management of the organisation.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Students may be required to do assignments, class work, tests, projects, case studies, presentations and/or observations and demonstration. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. TAA50105 Diploma of Training and Assessment Assignments, workshop, work-based related projects and integrated assessment and/or presentations.

BSBWRT301A  WRITE SIMPLE DOCUMENTS

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to plan, draft and review a basic document before writing the final version.

Nominal Hours: 30


Assessment: Students are required to do assignments, coursework. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBWRT401A  WRITE COMPLEX DOCUMENTS

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

Other Locations: 21937VIC Certificate IV in ESL (Employment/Professional)</u> - on-line only

Description: This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.

Nominal Hours: 50

Required Reading: Business Communications Handbook Dwyer J. Pearson 21937VIC Certificate IV in ESL (Employment/Professional), 21774VIC Certificate III in General Education for Adults: There is no required reading for this unit. The teacher will provide teaching and learning material as required.

Assessment: Assignments, Case studies, Projects and Research. Traineeship: Training
record book, observation, demonstration, written/oral test/workheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 21937VIC Certificate IV in ESL (Employment/Professional) Student assessment is based on teacher evaluation of the following: verbal and/or written questioning and teacher observation used with checklists of learner performance; verbal presentations; multi-media presentations; student self assessment; ongoing teacher assessment; audio/video recordings to assess performance; observed role plays; other simulated workplace/community based tasks. Plus the completion of locally developed assessment tasks, completed in class, with teacher support and supervision. 22038VIC Advanced Diploma of Business (PR) Assessment methods may include oral or written questioning, review of draft and final documents and demonstration of techniques.

22053VIC Advanced Diploma of Legal Practice - Graded?

BSWRT501A WRITE PERSUASIVE COPY

Locations: Footscray Nicholson, St Albans, City Flinders, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to interpret a creative brief and evaluate a range of creative options to write persuasive copy.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Screen and Media /Interactive Media Courses: Graded Assessment RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. CUF50207 Diploma of Interactive Digital Media Graded - Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

BSZ401A PLAN ASSESSMENT

Description: Requirements for planning an Assessment in a specific context; requirements for determining evidence; selecting appropriate Assessment methods and developing an Assessment plan.

Nominal Hours: 15

Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ402A CONDUCT ASSESSMENT

Description: Identify and cover the requirements for conducting an assessment in accordance with an assessment procedure in a specific context.

Nominal Hours: 15

Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ403A REVIEW ASSESSMENT

Description: Requirements to review assessment procedures in a specific context.

Nominal Hours: 5

Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ404A TRAIN SMALL GROUPS

Description: Prepare for planning, delivering and reviewing training provided for the purpose of developing competency on a one-to-one or small group basis.

Nominal Hours: 30

Assessment: Assignments and presentation.

BSZ405A PLAN AND PROMOTE A TRAINING PROGRAM

Description: Prepare for persons to plan a training program. This involves the identification of competencies to meet the needs of a target group and the planning and promotion of appropriate training strategies.

Nominal Hours: 30

Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSZ406A PLAN A SERIES OF TRAINING SESSIONS

Description: Identify a training program for a target group. This involves planning a series of training sessions to meet the identified competency requirements of the target group.

Nominal Hours: 30

Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSZ407A DELIVER TRAINING SESSIONS

Description: Prepare for a person to deliver training sessions as part of a training program.

Nominal Hours: 50

Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSZ408A REVIEW TRAINING

Description: Record training data and review training.

Nominal Hours: 15

Assessment: This unit may be assessed by tests, assignments, classwork.

CHCCAR501A PROVIDE CAREERS GUIDANCE

Locations: Footscray Nicholson, City King Street, Industry.

Description: Initiate exploratory activities with the client; Facilitate client identification of careers interests and needs; Assist client to develop a strategy to address their needs and interests.

Nominal Hours: 90

Required Reading: No required text.

Assessment: This unit may be assessed by tests, assignments, classwork, projects.

CHCCD13C WORK WITHIN SPECIFIC COMMUNITIES

Nominal Hours: 70

Assessment: To be advised.

CHCMED404A FACILITATE THE MEDIATION PROCESS

Description: This unit identifies the skills and knowledge required by mediators to maintain the flow of the mediation process to achieve the optimum outcome for all parties.

Nominal Hours: 70

Assessment: To be advised.
CHCMED405A  FACILITATE INTERACTION BETWEEN CLIENTS
Description: This unit identifies the skills and knowledge required for mediators to facilitate the agreed process of mediation.
Nominal Hours: 50
Assessment: To be advised.

CHCMED406A  CONSOLIDATE AND CONCLUDE THE MEDIATION PROCESS
Description: This unit identifies the skills and knowledge required for the mediator to conclude the session and support the implementation of any agreement.
Nominal Hours: 50
Assessment: To be advised.

CHCMED409B  FACILITATE ALTERNATIVE DISPUTE RESOLUTION PROCESSES
Description: This unit identifies the skills and knowledge required for mediators to facilitate the agreed alternative dispute resolution process.
Nominal Hours: 50
Assessment: To be advised.

CPPDSM4001A  ACT AS A BUYER’S AGENT
Prerequisites:
CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to act as a buyer’s agent and represent buyers in the purchase of properties. It includes establishing buyer requirements, confirming buyer engagement of the agency, sourcing properties that meet buyer requirements, negotiating the purchase of property on behalf of the buyer, monitoring settlement of the sale and maintaining communication with sellers and buyers. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
Nominal Hours: 20
Assessment: Assignment and test.

CPPDSM4003A  APPRAISE PROPERTY
Prerequisites:
CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: Appraise property.
Nominal Hours: 40
Assessment: Assignment and test.

CPPDSM4004A  CONDUCT AUCTION
Prerequisites:
CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to conduct an auction. It includes conducting the auction in line with agency practice, ethical standards and legislative requirements. The outcomes required to prepare for the auction and complete follow-up procedures after the auction sale are addressed in CPPDSM4019A Prepare for auction and complete sale. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
Nominal Hours: 10
Assessment: Assignment and test.

CPPDSM4005A  ESTABLISH AND BUILD CLIENT AGENCY RELATIONSHIPS
Prerequisites:
CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to establish, maintain and expand client agency relationships to support the attainment of key agency business goals. It includes communicating effectively with clients, implementing the agency’s approach to client service and client agency relationship management strategies, implementing personal marketing strategies and building ongoing relationships with clients. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
Nominal Hours: 20
Assessment: Assignment and test.

CPPDSM4006A  ESTABLISH AND MANAGE AGENCY TRUST ACCOUNTS
Prerequisites:
CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to source and interpret legislation affecting real estate operations. It includes identifying and applying statutory interpretation techniques, identifying and tracking changes to relevant real estate legislation and industry codes of conduct and maintaining appropriate records. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Nominal Hours: 30


Assessment: Assignment and test.

CPPDSM4010A - LEASE PROPERTY


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

Description: This unit of competency specifies the outcomes required to source and interpret legislation affecting real estate operations. It includes identifying and applying statutory interpretation techniques, identifying and tracking changes to relevant real estate legislation and industry codes of conduct and maintaining appropriate records. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Nominal Hours: 30


Assessment: Assignments and test.

CPPDSM4011A - LIST PROPERTY FOR LEASE


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

Description: This unit of competency specifies the outcomes required to list all types of property and businesses for lease. It includes implementing procedures for promoting agency’s property management services, establishing client requirements, planning and delivering property listing presentations, finalising listings for the lease of property, and recording and acting on client instructions. This unit does not address listings for property sales or the actual marketing or lease of the property under an agency contract. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Nominal Hours: 25


Assessment: Assignment and Test.
CPPDSM4012A  LIST PROPERTY FOR SALE
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: List property for sale.
Nominal Hours: 30
Assessment: Assignment and test.

CPPDSM4013A  MARKET PROPERTY FOR LEASE
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to market all types of property and businesses for lease. It includes planning, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
Nominal Hours: 25
Assessment: Assignment and test.

CPPDSM4014A  MARKET PROPERTY FOR SALE
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to market all types of property and businesses for sale. It includes planning, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
Nominal Hours: 30
Assessment: Assignment and test.

CPPDSM4015A  MINIMISE AGENCY AND CONSUMER RISK
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to minimise risk to all aspects of agency business and to consumers. It includes identifying potential risks to the agency and its clients, analysing the causes and potential impact of risks, and implementing agency policies and procedures to minimise risks to the agency and consumers. The unit may form part of the licensing requirements for persons engaged in property development and management activities, including those working 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: 30
Assessment: Assignment and test.

CPPDSM4016A  MONITOR AND MANAGE LEASE OR TENANCY AGREEMENT
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to manage properties during the term of leases or tenancy agreements. It includes implementing the conditions of leases and tenancy agreements, responding to requests from tenants and landlords and managing the renewal and termination of leases and tenancy agreements. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
Nominal Hours: 50
Assessment: Assignment and test.

CPPDSM4018A  PREPARE AND PRESENT PROPERTY REPORTS
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to recognise and analyse property styles and faults in order to assist clients to understand the condition of property prior to listing, leasing or refurbishment. This includes identifying different architectural and construction styles and their impact on the market value of property, using common building construction terms to describe key features of properties, explaining the impact of common building defects on marketing properties for sale or rent, conducting property inspections, presenting reports on the physical condition of properties, identifying costs and potential benefits of property improvements, and acting on subsequent client instructions. This is not expected to replace technical and expert advice nor represent financial advice. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
TO COMPLETE AGENCY WORK

CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

Prerequisites:
CPPDSM4022A - SELL AND FINALISE THE SALE OF PROPERTY BY PRIVATE TRETY

Assessment:
Assignment and test.

CSSHOL OF ENTERPRISE

Assessment: Assignment and test.

CPPDSM4080A WORK IN THE REAL ESTATE INDUSTRY
Description: This unit specifies the outcomes required to enable a new entrant to the industry to gain a basic understanding of the industry and work ethically and effectively in a real estate agency. This includes awareness of ethical and conduct standards, core functions of real estate agency operations, legislative and regulatory framework within which the industry operates and industry employment requirements. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
Nominal Hours: 20
Assessment: Assignment and test.

CUFCAM01A SET UP AND OPERATE A BASIC VIDEO CAMERA
Description: Select and prepare camera equipment and materials; Charge and maintain batteries throughout shoot; Install or check camera support equipment; Install camera, lenses and other accessories; Test all operational aspects of the camera; Prepare and load videotapes; Operate the camera; Disassemble camera, accessories and support equipment.
Nominal Hours: 50
Assessment: This unit may be assessed by observations, classwork.

CUFMEM13A INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO
Description: Identify and describe formats of digital video; Design digital video; Edit digital video; Present a digital video sequence.
Nominal Hours: 25
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS
Description: This unit describes the interpersonal, communication and customer service skills required to create a positive impression and to establish rapport with the customer. It involves the skills and knowledge of understanding, clarifying and meeting customer needs and expectations.
Nominal Hours: 20
Assessment: Assignment, Workbook, Yes/No. Assignment, Case study with scenarios and problem solving, Yes/No. Report, Customer service and standards for a given type of service, Yes/No.

CUEFIN02B MANAGE A BUDGET
Description: This unit describes the skills and knowledge required to take responsibility for the management of a budget where others may have developed the budget.
Nominal Hours: 40
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

CUEH051B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES
Locations: Footscray Nicholson, City Flinders.
Description: Provide information on health and safety; co-ordinate participation in health and safety issues; implement and monitor procedures for controlling hazards and risks; implement and monitor health and safety training; maintain OH&S records.
Nominal Hours: 60
Assessment: Library Studies: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLB002B OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS
Description: Establish and confirm customer’s information request/need, determine details of required information resources; search external and networked sources; obtain and return information.
Nominal Hours: 20
Required Reading: Lending Services
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.
CULLB003B  RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS
Description: Analyse information needs; determine and implement assistance strategies; ensure quality of customer service.
Nominal Hours: 80
Required Reading: No required text.
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB004B  PROCESS INFORMATION RESOURCE ORDERS
Description: Determine ordering requirements, order and receive information resources.
Nominal Hours: 40
Required Reading: Acquisitions
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLB005B  SEARCH DATABASES
Description: This unit describes the performance outcomes, skills and knowledge required to search and retrieve information from a range of databases.
Nominal Hours: 30
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB203C  DEVELOP AND USE INFORMATION LITERACY SKILLS
Description: This unit describes the performance outcomes, skills and knowledge required to conduct basic research and present information in response to an identified need. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 40
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLB205C  PROCESS AND MAINTAIN INFORMATION RESOURCES
Description: This unit describes the performance outcomes, skills and knowledge required to ensure consistent organisation and maintenance of information, materials and equipment (both printbased and electronic). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLB206C  ASSIST WITH CIRCULATION SERVICES
Description: This unit describes the performance outcomes, skills and knowledge required to process loan transactions and assist customers with circulation/lending enquiries.
Nominal Hours: 15
Required Reading: Lending Services
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLB302C  USE CATALOGUING TOOLS
Description: This unit describes the performance outcomes, skills and knowledge required to use established cataloguing tools and rules at an introductory level. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 40
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLB401C  ASSIST CUSTOMERS TO ACCESS INFORMATION
Description: This unit describes the performance outcomes, skills and knowledge required to assist customers in obtaining information relevant to their needs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 40
Required Reading: Reference
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLB412C  UNDERTAKE CATALOGUING ACTIVITIES
Prerequisites: CULLB302C - USE CATALOGUING TOOLS
Cataloguing 1 is the beginning cataloguing unit which provides a foundation of study in cataloguing for this more advanced module.
CULB505C  ANALYSE AND DESCRIBE INFORMATION MATERIALS


Description: This unit describes the performance outcomes, skills and knowledge required to analyse and describe material by indexing and abstracting the content and format of materials to ensure the efficient retrieval of information by customers.

Nominal Hours: 30


Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULB506C  CATALOGUE AND CLASSIFY MATERIAL


Description: This unit describes the performance outcomes, skills and knowledge required to analyse, catalogue and classify material to facilitate customer access.

Nominal Hours: 100


Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULB508C  MONITOR AND ENHANCE INFORMATION ACCESS


Description: This unit describes the performance outcomes, skills and knowledge required to monitor and enhance the service provider’s information systems and services. It focuses on the monitoring and evaluation of new technological developments and the development of strategies to enhance existing services or introduce new services.

Nominal Hours: 50


Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULB509C  SELECT AND ACQUIRE INFORMATION MATERIALS


Description: This unit describes the performance outcomes, skills and knowledge required to coordinate information selection and acquisition for an information services provider.

Nominal Hours: 50


Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULB510B  DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS


Description: This unit describes the skills and knowledge required to develop and maintain community/stakeholder relationships. As such, the unit focuses on the need for regular and ongoing consultation to maintain the quality of service provision.

Nominal Hours: 50


Assessment: Assignments.

CULB510C  DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS


Description: This unit describes the skills and knowledge required to develop and maintain community/stakeholder relationships. As such, the unit focuses on the need for regular and ongoing consultation to maintain the quality of service provision.

Nominal Hours: 50


Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULB602C  USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS


Description: Research and analyse information, ideas and concepts; communicate information, ideas and concepts; evaluate own work and skills; extend own information literacy skills.

Nominal Hours: 50


Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULB701C  ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL


Description: This unit describes the performance outcomes, skills and knowledge required to apply creative, whole systems thinking to cataloguing, classification, indexing, abstracting or otherwise describing specialist and complex material.

Nominal Hours: 60


Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.
CULLB708C MANAGE INFORMATION ACCESS


Description: This unit describes the performance outcomes, skills and knowledge required to monitor and evaluate customer information needs, and to develop and implement appropriate access policies within the organisation.

Nominal Hours: 40


Assessment: This unit may be assessed by assignments, tests, classwork and presentations.

CULMS009B IMPLEMENT PREVENTIVE CONSERVATION ACTIVITIES


Description: This unit describes the performance outcomes, skills and knowledge required to provide general preventive care for cultural material. The unit focuses only on environmental monitoring, condition assessment and the overall implementation of disaster preparedness measures.

Nominal Hours: 60


Assessment: This unit may be assessed by assignments, tests, classwork and presentations.

CULMS205B OBSERVE AND REPORT BASIC CONDITION OF COLLECTION

Description: This unit describes the performance outcomes, skills and knowledge required to observe and monitor the condition of the collection, and to identify possible threats to objects in the collection.

Nominal Hours: 30


Assessment: This unit may be assessed by assignments, tests, classwork and presentations.

CULMS412B RECORD AND MAINTAIN COLLECTION INFORMATION

Description: This unit describes the performance outcomes, skills and knowledge required to maintain current and accurate collection records.

Nominal Hours: 40


Assessment: Assignment, Catalogue 4 different kinds of items according to the Museums standards, Yes/No. Project, Workflow diagram for cataloguing in a Museum which incorporates, tools, procedures, personnel and item types using flow diagram. Yes/No.

CULMS506B PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS

Description: Establish need and scope of activities, events and programs; develop concepts for activities, events and programs; plan resource requirements; develop support materials; evaluate activity, event or program.

Nominal Hours: 60

Assessment: Assignments and presentation.

CULMS506C PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS


Description: Establish need and scope of activities, events and programs; develop concepts for activities, events and programs; plan resource requirements; develop support materials; evaluate activity, event or program.

Nominal Hours: 60

Required Reading: No required text. -.

Assessment: To be advised.

CUSRAD01A COLLECT AND ORGANISE INFORMATION


Description: Collect relevant information; Assess the information; Organise the information; Communicate the information.

Nominal Hours: 15

Required Reading: No required text.

Assessment: This unit may be assessed by assignments, tests, classwork and observations.

CUVADM05A PLAN AND DEVELOP INFORMATION MANAGEMENT SYSTEMS

Description: Determine information management requirements; develop an information management plan; implement information management systems; review and update information management plan.

Nominal Hours: 60

Assessment: This unit may be assessed by assignments, tests, classwork and presentations.
CUVCOR03A DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK

Description: This unit describes the skills and knowledge required to develop, refine and communicate the concept for own work. The concept encompasses ideas, form and context for the work.

Nominal Hours: 50
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

CUVCOR04A ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE


Description: The purpose of this unit is to provide the participants with the skills, knowledge required to originate the concept and conduct critical discourse about the concept for work.

Nominal Hours: 60
Required Reading: No required text.
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSACCT401B PROCESS BUSINESS TAX REQUIREMENTS

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit covers the competency to maintain the taxation accounting records and process lodgements and returns in accordance with Australian Taxation Office (ATO) requirements, excluding income tax.

Nominal Hours: 50
Required Reading: Office Tax Procedures Bowers, Helen; Vinton, Robert; Vidler, Robyn 8th Edition Pearson Education.
Assessment: Students may be required to do assignments, classwork, tests, projects and/or presentations.

FNSACCT402B MAKE DECISIONS WITHIN A LEGAL CONTEXT

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit covers the competency to work and make appropriate decisions within a legal context.

Nominal Hours: 60
Assessment: Quiz, test, assignment.

FNSACCT405B PREPARE FINANCIAL STATEMENTS


Description: This unit covers the competency to identify skills and outcomes associated with the development of financial reports.

Nominal Hours: 60
Assessment: Students may be required to do assignments, classwork, tests, projects and/or presentations.

FNSACCT406B MAINTAIN ASSET AND INVENTORY RECORDS


Description: This unit describes those functions associated with the maintenance of records for fixed assets and inventory.

Nominal Hours: 30
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects and/or presentations.

FNSACCT407B SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit covers the competency to establish and operate under supervision, a computerised accounting system.

Nominal Hours: 80
Assessment: Students may be required to do assignments, classwork, tests, projects and/or presentations.

FNSACCT501B PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION

Description: The unit covers the competency to analysis and report a broad range of financial and business performance information.

Nominal Hours: 60
Assessment: Case study, test.

FNSACCT502B PREPARE INCOME TAX RETURNS

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit covers the preparation of income tax returns for individuals in accordance with statutory requirements.

Nominal Hours: 60
Assessment: Tests, case study.

FNSACCT504B PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY

Locations: Footscray Nicholson, St Albans, Werribee.

Description: This unit covers the development and preparation of financial reports for a reporting entity.

Nominal Hours: 60
Required Reading: Company Accounting & Financial Statements DeLange, Paul; Rodgers, Robert; Clarke, Edward 4th Edition Thompson Publishing.
Assessment: Tests and practical assignment.
FNSACCT505B  ESTABLISH & MAINTAIN ACCOUNTING INFORMATION SYSTEMS
Description: This unit covers the competency to establish and maintain accounting information systems.
Nominal Hours: 60
Required Reading: Accounting Systems Design Trennery, Alan Pearson Education.
Assessment: Assignment, test and research report.

FNSACCT506B  IMPLEMENT AND maintain INTERNAL CONTROL PROCEDURES
Description: This unit covers the implementation and maintenance of internal control procedures for corporate governance.
Nominal Hours: 40
Assessment: Case study, test, assignment, portfolio.

FNSACCT507B  PROVIDE MANAGEMENT ACCOUNTING INFORMATION
Description: This unit covers the competency to calculate and record the costs of products and services.
Nominal Hours: 60
Assessment: Case study, test.

FNSACCT601B  PREPARE complex TAX RETURNS and LODGEMENTS
Locations: Footscray Nicholson, St Albans.
Description: This unit covers the competency to analyse taxation related data and prepare complex taxation returns and lodgements.
Nominal Hours: 60
Assessment: Test and practical demonstration.

FNSACCT602B  AUDIT and REPORT on FINANCIAL SYSTEMS and RECORDS
Locations: Footscray Nicholson, St Albans.
Description: This unit covers the competency to supervise an audit of financial systems and prepare the appropriate reports.
Nominal Hours: 40
Assessment: Case study and test.

FNSACCT603B  IMPLEMENT TAX PLANS and EVALUATE TAX COMPLIANCE
Locations: Footscray Nicholson, St Albans.
Description: This unit covers the competency to implement tax plans and evaluate tax compliance.
Nominal Hours: 60
Assessment: Test and practical demonstration.

FNSACCT604B  MONITOR CORPORATE GOVERNANCE ACTIVITIES
Locations: Footscray Nicholson, St Albans.
Description: This unit covers the competency to develop and implement processes and procedures for meeting corporate governance obligations.
Nominal Hours: 60
Required Reading: No text required.
Assessment: Article analysis, presentations and test.

FNSACCT605B  EVALUATE BUSINESS PERFORMANCE
Description: This unit covers the competency to determine the performance of an organisation’s business operations.
Nominal Hours: 60
Assessment: Tests and assignments.

FNSACCT606B  EVALUATE ORGANISATION'S FINANCIAL PERFORMANCE
Locations: Footscray Nicholson, St Albans.
Description: This unit covers the analysis and estimation process required to determine an organisation's financial position and performance. This unit replaces FNBACC15B.
Nominal Hours: 60
Assessment: Assignment and Test.

FNSACCT607B  EVALUATE FINANCIAL RISK
Locations: Footscray Nicholson, St Albans.
Description: This unit covers the competency to identify, assess and manage the risks associated with an organisation’s cash flow or assets and securities.
Nominal Hours: 40
Required Reading: No text required.
Assessment: Project work and test.

FNSACCT608B  DEVELOP & IMPLEMENT FINANCIAL STRATEGIES
Locations: Footscray Nicholson, St Albans.
Description: This unit covers the competency to develop and implement long term plans for the optimisation of financial outcomes for an organisation.
Nominal Hours: 60
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Required Reading: Economics for Business Fraser, Gionea, Fraser 3rd Edition McGraw-Hill.
Assessment: Portfolio, article analysis and test.

FNSACCT613B PREPARE AND ANALYSE MANAGEMENT ACCOUNTING INFORMATION

Locations: Footscray Nicholson, St Albans.
Description: This unit covers the competency to calculate, record and analyse the costs of products, services and other organisational activities.
Nominal Hours: 60
Assessment: Tests or assignment and presentation.

FNSACCT614B PREPARE COMPLEX CORPORATE FINANCIAL REPORTS

Locations: Footscray Nicholson, St Albans.
Description: This unit covers the competency to develop and prepare financial reports for complex reporting entities.
Nominal Hours: 60
Required Reading: Company Accounting & Financial Statements De Lange, Paul; Rodgers, Robert; Clarke, Edward 4th Edition Thomson Publishing.
Assessment: This unit may be assessed by tests and assignments.

FNSASIC301B ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS

Description: This unit has been specifically designed to, when combined with FNSASIC302B, satisfy the skills requirements of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level. The unit will be changed in accordance with relevant changes to the legislation. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.
Nominal Hours: 50
Required Reading: No text required. No Text Required.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSASIC302B DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS

Description: This unit has been designed to, when combined with FNSASIC301B, satisfy the skills requirements of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level. The unit will be changed in accordance with relevant changes to the legislation. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSBANKS03B PROVIDE BUSINESS ADVISORY SERVICES WITHIN A FINANCIAL SERVICES CONTEXT

Description: This unit covers the skills and knowledge to provide advisory services to small businesses with the intent of stimulating community and business development. The provision of business advice includes the business planning, marketing and opportunity seeking processes required to identify and capitalise on business opportunities and develop financing proposals.
Nominal Hours: 50
Required Reading: Writing your Plan for Small Business Success Birt, Ian 3rd Edition Pearson Education.
Assessment: Case study, assignment and test.

FNSBKPG401A DEVELOP AND IMPLEMENT POLICIES AND PRACTICES RELEVANT TO BOOKKEEPING ACTIVITIES

Description: This unit describes the performance outcomes, skills and knowledge required to develop, implement and maintain policies and practices to ensure that a quality service is provided in relation to bookkeeping activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSBKPG402A ESTABLISH AND MAINTAIN A CASH ACCOUNTING SYSTEM

Description: This unit describes the performance outcomes, skills and knowledge required to establish and maintain a bookkeeping system on a cash basis. This unit is a prerequisite unit to FNSBKPG403A Establish and maintain an accrual accounting system. Various aspects of the Tax Act, Goods and Services Tax (GST) Rulings and other legislative requirements apply to this unit at the time of endorsement.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSBKPG403A ESTABLISH AND MAINTAIN AN ACCRUAL ACCOUNTING SYSTEM

Prerequisites: FNSBKPG402A - ESTABLISH AND MAINTAIN A CASH ACCOUNTING SYSTEM
Description: This unit describes the performance outcomes, skills and knowledge required to establish and maintain a bookkeeping system on an accrual basis. Various aspects of the Tax Act, Goods and Services Tax (GST) Rulings and other legislative requirements apply to this unit at the time of endorsement.
Nominal Hours: 40

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Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

**FNSBKPG404A CARRY OUT BUSINESS ACTIVITY AND INSTALMENT ACTIVITY STATEMENT TASKS**


Description: This unit describes the performance outcomes, skills and knowledge required to carry out tasks related to Business Activity Statements (BAS) and Instalment Activity Statements (IAS), including the completion of Activity Statements. Various aspects of the Tax Act, Goods and Services Tax (GST) Rulings and other legislation apply to this unit at the time of endorsement.

Nominal Hours: 40
Required Reading: No required reading.
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

**FNSBKPG405A ESTABLISH AND MAINTAIN A PAYROLL SYSTEM**


Description: This unit describes the performance outcomes, skills and knowledge required to process payroll from provided data in manual or computerised payroll systems.

Nominal Hours: 35
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

**FNSCOMP401B CONDUCT INDIVIDUAL WORK IN A COMPLIANCE FRAMEWORK**


Description: This unit examines the issues involved in assisting in maintaining organisational and individual compliance while carrying out occupational duties.

Nominal Hours: 40
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

**FNSCOMP402B FACILITATE COMPLIANCE WITH STATUTORY, LEGISLATIVE AND REGULATORY REQUIREMENTS VIA STAFF EDUCATION**


Description: This unit examines meeting appropriate educational needs of staff and providing support systems required to facilitate compliance within the financial services industry.

Nominal Hours: 25
Assessment: Assessment will include Work base Case studies, Projects, Group work, Research, RPL.

**FNSCONV501B TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION**

Description: This unit describes the function associated with taking instructions from clients in regard to dealings with real or personal property.

Nominal Hours: 120
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

**FNSCONV502B PREPARE AND/OR ANALYSE AND EXECUTE DOCUMENTS**

Description: This unit describes the function associated with the analysis and/or preparation and execution of conveyancing documentation.

Nominal Hours: 100
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

**FNSCONV503B ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS**

Locations: Footscray Nicholson, City King Street.

Description: This unit describes the function of establishing, managing and administering trust and/or controlled money accounts.

Nominal Hours: 50
Required Reading: No required text.
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations. 22053VIC Advanced Diploma of Legal Practice - Graded.

**FNSCONV504B FINALISE CONVEYANCING TRANSACTIONS**

Description: This unit describes the function associated with completing transactions and ensuring that all matters relating to the transaction are completed.

Nominal Hours: 30
Assessment: This unit may be assessed by assignments, tests, classwork, projects.

**FNSCONV601B OBTAIN AND ANALYSE ALL INFORMATION FOR THE TRANSACTION**


Description: This unit describes the function associated with gathering, analysing and evaluating all relevant data for the transaction following confirmation of initial instructions from the client.

Nominal Hours: 60
Required Reading: No required reading.
Assessment: Workplace based assessment including assignments, case studies and simulations (industry documentation and files).

**FNSCRDT401B EVALUATE CREDIT APPLICATIONS**


Description: This unit deals with the verification and communication of information collected and the resultant establishing of credit terms and limits.

Nominal Hours: 20
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Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSCRDT402B  SETTLE APPLICATION AND ARRANGEMENTS FOR DEBT FINANCE

Description: This unit covers the steps involved in settling applications for debt finance and undertaking the final arrangements to secure and complete the lending transaction.
Nominal Hours: 20
Required Reading: Banking and Lending Practice Weaver, PM & Kingsley, CD 4th Edition Law Book Company.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSFLIT503B  PROMOTE BASIC FINANCIAL LITERACY SKILLS

Description: This unit covers the skills and knowledge to promote customer awareness of basic financial literacy skills necessary for beginning to make informed financial decisions. It covers the need and purpose of bank accounts, basic savings and investment principles, risk and return, and the role of insurance and superannuation.
Nominal Hours: 30
Required Reading: No text required.
Assessment: Case study, assignment and test.

FNSFMKT501B  ANALYSE FINANCIAL MARKETS AND INFORMATION

Description: This competency standard covers the skills and knowledge required to access, interpret and report on financial markets.
Nominal Hours: 60
Required Reading: No text required.
Assessment: Case study, assignment and test.

FNSICACC304B  PREPARE AND BANK RECEIPTS

Locations: Footscray Nicholson, St Albans, Werribee.
Description: This unit describes the functions involved in preparing and banking financial receipts.
Nominal Hours: 10
Assessment: Tests and practical demonstration.

FNSICACC306B  PROCESS JOURNAL ENTRIES

Locations: Footscray Nicholson, St Albans, Werribee.
Description: This unit describes the functions involved in processing financial journal entries.
Nominal Hours: 75
Assessment: Students may be required to do assignments, classwork, tests, case studies and/or presentations.

FNSICGEN301B  COMMUNICATE IN THE WORKPLACE

Description: This unit covers the fundamental communication skills needed to work in any sector of the finance industry. It includes the skills needed for interacting with customers, internal and external, and for giving, receiving and recording information.
Nominal Hours: 30
Required Reading: No required reading.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN302B  USE TECHNOLOGY IN THE WORKPLACE

Description: This unit covers using computers and associated devices and office technology to achieve outcomes required in the workplace.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assessment will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN304B  APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE

Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit covers the competency to work safely in the financial services industry and follow sound occupational health practices at work.
FNSICGEN305A  MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit covers the preparation and processing of routine financial documents.
Nominal Hours: 20
Required Reading: No text required.
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation.

FNSICGEN305B  MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS
Locations: Footscray Nicholson, St Albans, Industry, Other.
Other Locations: Secondary Schools on VETiS program
Description: This unit covers the preparation and processing of routine financial documents.
Nominal Hours: 20
Required Reading: No text required.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. VETiS: Graded Assessments required include assignments, classwork, presentation.

FNSICGEN502B  SOLVE WORKPLACE PROBLEMS
Description: This unit covers the skills and knowledge needed to solve workplace problems using a structured approach.
Nominal Hours: 30
Assessment: This unit may be assessed by assignments, classwork, projects.

FNSICIND401B  APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Description: This unit covers the fundamental skills needed for employment and the application of industry and company procedures, guidelines, policies and standards in a daily work context within the financial services industry.
Nominal Hours: 30
Required Reading: No Text Required.
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations. For FNS40309 Certificate IV in Financial Services (Superannuation) assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICORG510B  MANAGE OWN PROFESSIONAL DEVELOPMENT
Description: This competency standard covers the skills and knowledge required for financial market participants to effectively manage their own performance and take responsibility for their professional development.
Nominal Hours: 40
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICORG511B  MANAGE THE STAFF TRAINING FUNCTION
Description: This unit describes the function associated with identifying training needs for employees, planning and implementing training that develops individuals and improves business performance.
Nominal Hours: 50
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.
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FNSICORG519B  ANALYSE AND COMMENT ON MANAGEMENT REPORTS
Description: This unit describes the functions involved in analysing and commenting on management reports, including recommendations for action.
Nominal Hours: 40
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICORG602B  RECRUIT, SELECT AND INDUCT STAFF
Description: This unit describes the function associated with recruiting, selecting and inducting suitable staff into an organisation.
Nominal Hours: 40
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICORG603B  NEGOTIATE TO ACHIEVE GOALS AND MANAGE DISPUTES
Description: This unit describes the functions associated with negotiating and communicating with a range of stakeholders to perform required tasks, manage disputes and achieve the best outcome.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Workplace based assessment including assignments, case studies and simulations (industry documentation and files).

FNSICORG604B  PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM
Description: This unit describes the function associated with leading a staff team to achieve work tasks and goals.
Nominal Hours: 30
Required Reading: No text required.
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICORG606B  MANAGE FLOW OF INFORMATION
Description: This unit describes the functions involved in establishing and managing systems for the flow of information within an organisation and between the organisation and clients.
Nominal Hours: 60
Assessment: This unit may be assessed by assignments, tests, classwork, projects.

FNSICORG609B  DEVELOP & MANAGE FINANCIAL SYSTEMS
Description: This unit covers strategic management of finances in a small organisation or part of a large organisation. It includes systems design to accommodate accounting, budgeting, cash flow analysis and financial planning. It is not concerned with day-to-day bookkeeping or clerical administration of financial records. Performance outcomes in this area are directly linked to organisation performance as defined in the strategic plan.
Nominal Hours: 60
Required Reading: Manage Finances and Develop Financial Plans in your Business Birt, Ian 3rd Edition Pearson Education.
Assessment: Assignment, test and research report.

FNSICPRO603B  DEVELOP A BUSINESS PLAN FOR A FINANCIAL PRODUCT
Description: This unit covers the development of a plan for a financial product from the initial concept to the presentation of the plan for approval.
Nominal Hours: 25
Assessment: Case study, assignment and test.

FNSICSAM401B  SELL FINANCIAL PRODUCTS AND SERVICES
Description: This unit covers the skills and knowledge required to present a sales solution and close a sale in response to a customer enquiry.
Nominal Hours: 30
Required Reading: Study Guide - Selling Financial Products & Services.
Assessment: Presentation, assignment, test.

FNSRISK501B  UNDERTAKE RISK IDENTIFICATION
Description: This unit covers identifying the risks faced by an organisation, or a subsection of it, and assessing the adequacy of existing controls which mitigate the impact of those risks. It is applicable to managers, specialists, identified risk owners and personnel with risk management responsibilities.
Nominal Hours: 40
Required Reading: Identifying and Managing Risk Baker, W & Reid, H Pearson Education.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSRISK601B  DEVELOP & IMPLEMENT RISK MITIGATION PLAN
Description: This unit covers the development and implementation of a plan/strategy for the treatment of the organisation’s risks. It is applicable to managers, specialists, identified risk owners and personnel with risk management responsibilities.
Nominal Hours: 50
Required Reading: No text required.
Assessment: Tests and assignment.

ICAU2006B  OPERATE COMPUTING PACKAGES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Other Locations: 21934VIC Certificate IV in ESL (Access) - Footscray Nicholson, St
School of Enterprise

Description: Use appropriate software; Access, retrieve and manipulate data; Access and use help functions within each application; Use keyboard and equipment.

Nominal Hours: 60

Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.

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

21934VIC Certificate IV in ESL (Access) Assessment may include: records of teacher’s observations of students’ activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

LGACOM401A ADMINISTER CONTRACTS

Locations: Industry.

Description: This unit covers the administration, monitoring and transition of contracts.

Nominal Hours: 60

Required Reading: No required text.

Assessment: RPL: Participants would provide evidence of their skills, knowledge and experience.

LGACOM402A ARRANGE CONTRACTS

Locations: Industry.

Description: This unit covers receiving and evaluating tenders, preparing recommendations and notifying tenderers of the outcome.

Nominal Hours: 20

Required Reading: No required text.

Assessment: RPL: Participants would provide evidence of their skills, knowledge and experience.

LGACOM403B CONDUCT PUBLIC EDUCATIONAL PRESENTATIONS

Locations: Industry.

Description: This unit covers contribution to the development, presentation and evaluation of educational and information sessions for the public. The unit is appropriate for staff members who conduct presentations to the public as part of their council duties. It is particularly suitable for those who do not hold formal training or educational qualifications.

Nominal Hours: 40

Assessment: As per accredited curriculum.

LGACOM404B ESTABLISH COOPERATIVE ARRANGEMENTS WITH OTHER ORGANISATIONS

Locations: Industry.

Description: The unit covers identifying, developing, implementing and monitoring cooperative arrangements with other organisations in an effort to improve services provided to the community. The unit is appropriate for staff working in areas of council where community and business development are a major focus.

Nominal Hours: 15

Assessment: To be advised.

LGACOM405B IMPLEMENT AND MONITOR THE ORGANISATION’S OHS POLICIES, PROCEDURES AND PROGRAMS WITHIN THE WORK GROUP OR SECTION

Locations: Industry.

Description: This unit covers implementing and monitoring general occupational health and safety (OHS) policies, procedures and programs in all functional areas of local government. It is appropriate for staff members at the supervisory or team leader level for whom implementation of OHS is a large requirement of their role.

Nominal Hours: 20

Assessment: To be advised.

LGACOM406A INVESTIGATE ALLEGED BREACHES OF LEGISLATION AND PREPARE DOCUMENTATION

Locations: Industry.

Description: This unit covers the administration of relevant legislation to ensure compliance.

Nominal Hours: 40

Required Reading: No required text.

Assessment: To be advised.

LGACOM407B MANAGE FINANCES WITHIN A BUDGET

Locations: Industry.

Description: This unit covers allocating funds, managing cash flows and preparing financial reports. It is appropriate for council staff with authority and responsibility for the management of budgeted funds.

Nominal Hours: 40

Assessment: To be advised.

LGACOM409A PREPARE TENDER DOCUMENTATION

Locations: Industry.

Description: This unit covers the scoping of contract services, the preparation of tender documentation and the calling for tenders.

Nominal Hours: 0

Required Reading: No required text.

Assessment: RPL: Participants would provide evidence of knowledge, skills and experience.

LGACOM410A PREPARE RESPONSE TO TENDERS

Locations: Industry.

Description: This unit covers responding to tenders by preparing a tender bid or submission.

Nominal Hours: 20

Required Reading: No required text.

Assessment: To be advised.
LGACOM501B  DEVELOP AND ORGANISE PUBLIC EDUCATION PROGRAMS

Locations: Industry.

Description: This unit covers providing education and information to the public on issues of public importance. The high public profile of council and the unique role councils can play in educating the public on matters of interest and concern are recognised. The unit is appropriate for those responsible for developing public education programs.

Nominal Hours: 50
Assessment: To be advised.

LGACOM502B  DEVISE AND CONDUCT COMMUNITY CONSULTATIONS

Locations: Industry.

Description: This unit covers devising and conducting community consultations and reporting on results. The vital and unique responsibility councils have to engage and consult with communities in order to respond to the needs of the community in a timely and effective manner is recognised.

Nominal Hours: 40
Assessment: To be advised.

LGACOM503B  PREPARE A BUDGET

Locations: Industry.

Description: This unit covers the development and finalisation of a budget. The unit is appropriate for council staff responsible for the preparation of budgets in their capacity as supervisors, departmental managers or project managers.

Nominal Hours: 40
Assessment: To be advised.

LGACOM602B  COORDINATE AND FACILITATE A CHANGE PROCESS

Locations: Industry.

Description: This unit covers planning for and initiating organisational change in conjunction with all operational units. It incorporates the need for the thorough planning of the change process including fully scoping the need for change, consultation with stakeholders and the evaluation of actual outcomes against those that had been planned.

Nominal Hours: 40
Assessment: To be advised.

LGACOM603B  DEVELOP, IMPLEMENT AND REVIEW POLICIES AND PROCEDURES

Locations: Industry.

Description: This unit covers establishing the need for, consulting on, developing, implementing and reviewing policies and procedures for council.

Nominal Hours: 60
Assessment: To be advised.

LGACOMP008A  APPLY CONFLICT RESOLUTION STRATEGIES

Nominal Hours: 40
Assessment: To be advised.

LGACOMP024A  DEVELOP COMMUNITY RELATIONS

Locations: Industry.

Description: This unit covers developing relationships with the community and liaising effectively with individuals and the community. The unit covers areas such as community networking, developing strategies, promoting the council and organization to the community and developing ongoing relationships. The unit is appropriate to employees in all areas of the organisation who need to develop and maintain community relationships.

Nominal Hours: 0
Assessment: To be advised.

LGACOMP025A  MANAGE A LOCAL GOVERNMENT PROJECT

Locations: Industry.

Description: This unit covers managing a project and includes project planning, resourcing, implementation and evaluation. The unit is suitable for those working in local government who undertake projects and other local government initiatives within the community and the wider business context.

Nominal Hours: 60
Assessment: To be advised.

LGACOMP026A  PROVIDE TEAM LEADERSHIP

Locations: Industry.

Description: This unit covers providing leadership to a team within the organisation. The unit includes planning work for the team, monitoring team performance, facilitating change and providing reports. The unit is suitable for team leaders across the organisation.

Nominal Hours: 40
Assessment: To be advised.

LGACORE104B  WORK EFFECTIVELY IN LOCAL GOVERNMENT

Locations: Industry.

Description: This unit covers working effectively in a local government context, including accepting responsibility for own work. It requires an understanding of and support for local government priorities. The unit is appropriate for all council staff particularly those entering local government for the first time.

Nominal Hours: 60
Assessment: As per accredited curriculum.

LGACORE105B  WORK WITH OTHERS IN LOCAL GOVERNMENT

Description: This unit addresses the promotion of effective work relationships within local government. The importance of building relationships, fulfilling own tasks and responding to constructive feedback when working within a team setting is recognised.

Nominal Hours: 40
Assessment: As per accredited curriculum.
This unit covers participating in negotiations either as an individual or as a member of a team. It includes effective negotiation techniques, planning and preparing for negotiation and finalising the agreement. The unit is suitable for those working as team leaders or managers or those dealing extensively with the community or other external stakeholders.

Nominal Hours: 40
Assessment: To be advised.

LGADMIN421A PARTICIPATE IN NEGOTIATIONS

Locations: Industry.

Description: This unit covers participating in negotiations either as an individual or as a member of a team. It includes effective negotiation techniques, planning and preparing for negotiation and finalising the agreement. The unit is suitable for those working as team leaders or managers or those dealing extensively with the community or other external stakeholders.

Nominal Hours: To be advised.
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGAHRWS507A PLAN AND COORDINATE A WASTE COLLECTION OR RECYCLING SERVICE

Locations: Industry.

Description: This unit covers the identification of needs, markets and service options and the implementation, evaluation and review of waste collection or recycling services.

Nominal Hours: 60
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

LGAGENE302A CONTRIBUTE TO EFFECTIVE DECISION MAKING

Locations: Industry.

Description: This unit examines the decision-making processes and capabilities required by those in positions of authority within council. It recognises the impact of personal and community influences upon councillors when making clear and strong decisions

Nominal Hours: 40
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

LGAGOVA303B CO-ORDINATE PRODUCTION OF COMMUNICATION MATERIALS

Locations: Industry.

Nominal Hours: 60
Assessment: To be advised.

LGAGOVA410B MONITOR COUNCIL PROCEDURES TO ENSURE COMPLIANCE WITH RELEVANT LEGISLATION

Locations: Industry.

Description: This unit covers the monitoring of council compliance procedures to ensure that they are in line with legislative requirements and based on up-to-date information. The need for staff to be informed of council procedures and be kept up to date at all times with changes to legislation that impact on their roles is recognised. This unit is appropriate for staff at the supervisor or team leader level.

Nominal Hours: 50
Assessment: To be advised.

LGALAND405A IMPLEMENT STRATEGIES TO MINIMISE ENVIRONMENTAL POLLUTION

Locations: Industry.

Description: This unit covers implementing strategies aimed at reducing environmental pollution or harm. The unit looks at the development, implementation and evaluation of a program that reduces pollution.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 40
Required Reading: No required text.
Assessment: To be advised.

LGAPLEM404A PREPARE AND PRESENT GEOGRAPHIC INFORMATION SYSTEMS DATA

Locations: Industry.
Description: This unit covers designing, generating and producing information to meet user requirements.
Nominal Hours: 30
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

LGAPLEM408A PROCESS BUILDING PERMITS

Locations: Industry.
Description: This unit specifies the skills and knowledge required to register building applications, check for sufficiency and accuracy of information, and issue building permits as appropriate under the auspices of relevant authorities within council. Licensing, legislative, regulatory or certification requirements may apply to this unit. Requirements vary in different States and Territories.
Nominal Hours: 30
Required Reading: No required text.
Assessment: To be advised.

MNQGEN351A CONDUCT WEIGHBRIDGE OPERATIONS

Locations: Industry.
Description: This unit covers the planning and preparation for operations and the performance of operations of weighbridges in work site operations. Units Replaced: This unit replaces the unit MNQOP18A Carry out weighbridge operations.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Assessment may include: assignments, written test, demonstrations, workbook.

PSPCOM503A BUILD AND MAINTAIN COMMUNITY RELATIONSHIPS

Locations: Industry.
Description: This unit covers building, rebuilding and maintaining trusting relationships with individuals and communities by public sector officers. It includes setting the parameters for relationships or partnerships, providing information relating to community engagement, and building community engagement and community problem solving capacity. In practice, building and maintaining community relationships overlaps with other generalist or specialist work activities such as acting ethically, providing leadership, developing client services, developing policy, undertaking research, facilitating change, etc.
Nominal Hours: 50
Required Reading: No required reading.
Assessment: To be advised.

PSPCRT301A AUDIO RECORD COURT PROCEEDINGS
Nominal Hours: 30
Assessment: To be advised.

PSPCRT401B CARRY OUT COURT ORDERLY FUNCTIONS
Nominal Hours: 50
Assessment: To be advised.

PSPCRT402B MANAGE WITNESSES
Nominal Hours: 20
Assessment: To be advised.

PSPCRT403B HANDLE EXHIBITS AND DOCUMENTS TENDERED
Nominal Hours: 20
Assessment: To be advised.

PSPCRT407A UNDERTAKE COURT LISTINGS
Nominal Hours: 30
Assessment: To be advised.

PSPCRT408A PROVIDE COURT REGISTRY AND INFORMATION SERVICES
Nominal Hours: 30
Assessment: To be advised.

PSPCRT409A ADMINISTER COURT FINES AND DEBT MANAGEMENT
Nominal Hours: 25
Assessment: To be advised.

PSPCRT410A PROVIDE COURT SUPPORT TO INDIGENOUS CLIENTS
Nominal Hours: 30
Assessment: To be advised.

PSPCRT411A AUDIO RECORD COMPLEX COURT PROCEEDINGS
Nominal Hours: 40
Assessment: To be advised.

PSPCRT412A RECORD COURT PROCEEDINGS
Nominal Hours: 40
Assessment: To be advised.
PSPCRT501B  PERFORM COURT DUTIES
Nominal Hours: 30
Assessment: To be advised.

PSPCRT502B  MANAGE JURORS
Nominal Hours: 30
Assessment: To be advised.

PSPCRT505A  UNDERTAKE SENIOR COURT LISTING ACTIVITIES
Locations: Industry.
Description: This unit covers undertaking senior listing activities in a range of criminal, trial, civil and duty matters for courts that may be federal, family, supreme, district, magistrates, etc. It includes overseeing listing functions and diary system. In practice, undertaking senior court listing activities may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, using resources, providing client services, undertaking research and analysis, etc.
Nominal Hours: 30
Required Reading: No reading required.
Assessment: To be advised.

PSPCRT506A  PERFORM QUASI-JUDICIAL FUNCTIONS
Locations: Industry.
Description: This unit covers performance of quasi-judicial functions as prescribed by legislation and Rules of Court. It includes advising on rules and legislation, settling court orders and presiding in prescribed matters. In practice, performance of quasi-judicial functions may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working with diversity, advising on policy, etc.
Nominal Hours: 50
Required Reading: No required reading.
Assessment: To be advised.

PSPCRT601A  MANAGE COURT PRACTICE AND PROCESS
Locations: Industry.
Description: This unit covers the implementation of legislative change as it applies to courts, in conjunction with judicial officers. It includes providing advice, modifying systems and procedures, fostering commitment to changed systems and procedures, and implementing and monitoring new/improved systems and procedures. In practice, managing court practice and process may overlap with other generalist or specialist public sector work activities such as managing client service delivery, managing policy implementation, applying government systems, networking, managing change etc.
Nominal Hours: 50
Required Reading: No required reading.
Assessment: To be advised.

PSPETHC301B  UPHOLD THE VALUES AND PRINCIPLES OF PUBLIC SERVICE
Nominal Hours: 30
Assessment: To be advised.

PSPETHC401A  UPHOLD AND SUPPORT THE VALUES AND PRINCIPLES OF PUBLIC SERVICE
Nominal Hours: 40
Assessment: To be advised.

PSPETHC501B  PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES
Other Locations: Samoa
Description: Promote ethical standards; Assist staff to avoid conflicts of interest; Model and foster integrity of conduct.
Nominal Hours: 30
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPGOV301B  WORK EFFECTIVELY IN THE ORGANISATION
Nominal Hours: 20
Assessment: To be advised.

PSPGOV302B  CONTRIBUTE TO WORKGROUP ACTIVITIES
Nominal Hours: 30
Assessment: To be advised.

PSPGOV303B  BUILD AND MAINTAIN INTERNAL NETWORKS
Nominal Hours: 20
Assessment: To be advised.

PSPGOV305B  ACCESS AND USE RESOURCES AND FINANCIAL SYSTEMS
Nominal Hours: 30
Assessment: To be advised.

PSPGOV306B  IMPLEMENT CHANGE
Nominal Hours: 30
Assessment: To be advised.

PSPGOV307B  ORGANISE WORKPLACE INFORMATION
Nominal Hours: 20
Assessment: To be advised.

PSPGOV308B  WORK EFFECTIVELY WITH DIVERSITY
Nominal Hours: 30
Assessment: To be advised.
FACULTY OF WORKFORCE DEVELOPMENT

PSPGOV309A ADDRESS CLIENT NEEDS
Nominal Hours: 30
Assessment: To be advised.

PSPGOV310A WORK IN AND WITH SMALL, REGIONAL AND REMOTE ORGANISATIONS
Nominal Hours: 30
Assessment: To be advised.

PSPGOV311A WORK WITH A COACH OR MENTOR
Nominal Hours: 20
Assessment: To be advised.

PSPGOV314A CONTRIBUTE TO CONFLICT MANAGEMENT
Nominal Hours: 30
Assessment: To be advised.

PSPGOV315A GIVE AND RECEIVE WORKPLACE FEEDBACK
Nominal Hours: 40
Assessment: To be advised.

PSPGOV402B DELIVER AND MONITOR SERVICE TO CLIENTS
Nominal Hours: 30
Assessment: To be advised.

PSPGOV403B USE RESOURCES TO ACHIEVE WORK UNIT GOALS
Description: This unit covers organisation of available resources at a senior operative rather than managerial level to facilitate achievement of work unit objectives. It includes acquiring and applying available resources, monitoring and reporting on resource usage and maintaining resources.
Nominal Hours: 30
Assessment: To be advised.

PSPGOV404B DEVELOP AND IMPLEMENT WORK UNIT PLANS
Nominal Hours: 30
Assessment: To be advised.

PSPGOV405B PROVIDE INPUT TO CHANGE PROCESSES
Description: This unit covers understanding the reasons for change and initiating specific changes related to the work unit. It includes suggesting options and opportunities for change, encouraging commitment to workplace change, monitoring and evaluating change and dealing with ambiguity in the change process.
Nominal Hours: 40
Assessment: To be advised.

PSPGOV406B GATHER AND ANALYSE INFORMATION
Nominal Hours: 30
Assessment: To be advised.

PSPGOV407B PROVIDE A QUOTATION
Description: This unit covers the conduct of a cost-benefit analysis and the preparation of written or oral quotations to provide goods or services to others. It includes clarifying requirements, establishing costs and availability of resources, preparing estimates, preparing and submitting quotations and taking follow-up action.
Nominal Hours: 40
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

PSPGOV408A VALUE DIVERSITY
Nominal Hours: 30
Assessment: To be advised.

PSPGOV409A PROVIDE SUPPORT TO PARLIAMENT
Description: This unit covers the provision of procedural and administrative support and advice to the Parliament, its committees and services. It includes exercising Parliamentary protocols, providing secretariat services, researching and presenting information and advice, assisting in the preparation of proposed legislation, providing community liaison and Parliamentary relations services, and presenting seminars.
Nominal Hours: 60
Assessment: To be advised.

PSPGOV410A UNDERTAKE CAREER PLANNING
Description: This unit covers planning related to one’s own career. It includes self-assessment of skills and abilities, investigation of 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 etc.
Nominal Hours: 30
Assessment: To be advised.

PSPGOV411A DEAL WITH CONFLICT
Nominal Hours: 30
Assessment: To be advised.

PSPGOV412A USE ADVANCED WORKPLACE COMMUNICATION STRATEGIES
Nominal Hours: 50
Assessment: To be advised.
**PSPGOV413A  COMPOSE COMPLEX WORKPLACE DOCUMENTS**

Description: This unit covers written communication involving the evaluation and composition of complex workplace documents. It includes interpreting and evaluating workplace information, composing complex written materials and editing. In practice, composing complex workplace documents may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

Nominal Hours: 40
Assessment: To be advised.

**PSPGOV414A  PROVIDE WORKPLACE MENTORING**

Description: This unit covers the establishment and development of a professional mentoring relationship. It includes establishing the need for mentoring, developing a mentoring plan/framework, facilitating the mentoring relationship, monitoring the mentoring relationship, terminating the mentoring arrangement, and evaluating the effectiveness of mentoring.

Nominal Hours: 40
Assessment: To be advised.

**PSPGOV415A  PROVIDE WORKPLACE COACHING**

Description: This unit covers the provision of on-the-job coaching to colleagues. This unit has no parity with National Workplace Trainer standards, but reflects the situation in many workplaces where formal and informal on-the-job coaching is extremely common. It includes preparation for coaching, and provision of and follow-up of coaching.

Nominal Hours: 40
Assessment: To be advised.

**PSPGOV416A  MONITOR PERFORMANCE AND PROVIDE FEEDBACK**

Locations: Industry.

Description: This unit covers the skills required for an individual to monitor the work performance of another person and provide feedback. It includes planning for performance monitoring and feedback, monitoring performance, providing and documenting feedback, determining action, and reviewing performance monitoring and feedback.

Nominal Hours: 40
Required Reading: No required reading.
Assessment: To be advised.

**PSPGOV417A  IDENTIFY AND TREAT RISKS**

Description: This unit covers the identification and treatment of risk using the organisation’s risk management procedures and treatments. It applies to the risks inherent in all aspects of everyday work in the public sector as well as to specific functional activities and projects related to the particular mandate of the organisation. The unit covers establishment of the risk context, identification, analysis and evaluation of risks, risks treatment, and monitoring and review of risk treatment plan.

Nominal Hours: 60
Assessment: To be advised.

**PSPGOV418A  DEVELOP INTERNAL AND EXTERNAL NETWORKS**

Description: This unit covers the development and maintenance of effective workplace relationships and networks. It includes developing and maintaining networks, establishing and maintaining working relationships, and representing and promoting the organisation.

Nominal Hours: 30
Assessment: To be advised.

**PSPGOV419A  WORK WITH INTERPRETORS**

Description: This unit covers the requirements for working with interpreters in an official capacity. It includes identifying interpreting needs, making preparations for using interpreting services, conducting a meeting/interview using interpreting services and monitoring the safety and well-being of interpreters.

Nominal Hours: 40
Assessment: To be advised.

**PSPGOV420A  USE TRANSLATION SERVICES**

Description: This unit covers the use of translation services for routine correspondence, reports, standard text material and other non-specialised materials. It includes preparing information for translation, engaging a translation service and completing translation arrangements.

Nominal Hours: 30
Assessment: To be advised.

**PSPGOV421A  EXERCISE DELEGATIONS**

Description: This unit covers the exercise of delegations in the public sector. It includes confirming the delegation, applying other interacting legislation, policy and guidelines, and exercising delegations.

Nominal Hours: 30
Assessment: To be advised.

**PSPGOV422A  APPLY GOVERNMENT PROCESSES**

Nominal Hours: 30
Assessment: To be advised.

**PSPGOV502B  DEVELOP CLIENT SERVICES**

Locations: Industry.

Description: This unit covers identification of service requirements to meet client needs. It includes analysis of client needs, review of client service, and promotion, development and enhancement of client service. In practice, developing client services may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working with diversity, building community relationships, providing interpreting services.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Students are required to do assignments, tests, projects and/or presentations.
PSPGOV503B  COORDINATE RESOURCE ALLOCATION AND USAGE

Locations: Industry.

Description: This unit covers coordination and monitoring of available resources to achieve work unit outcomes. It includes allocating available resources, monitoring and evaluation of resource usage and reporting on resource usage. In practice, coordination of resource allocation and usage may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a workgroup, working with diversity, research and analysis.

Nominal Hours: 40

Required Reading: No required reading.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV504B  UNDERTAKE RESEARCH AND ANALYSIS

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit covers research and analysis to develop advice and recommendations. It includes identifying and undertaking research, analysing information and applying the results of analysis, maintaining information systems, and compiling reports from information.

Nominal Hours: 60

Required Reading: No required reading.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV505A  PROMOTE DIVERSITY


Other Locations: Samoa

Description: This unit covers the implementation of workplace diversity strategies to promote diversity through the development of effective and inclusive work practices, the generation of new ideas, and to improve the organisation’s responsiveness to the community. It includes providing diversity input to strategies, policies and plans, attracting and developing a diverse workforce and monitoring diversity outcomes. In practice, diversity is promoted in the context of other generalist or specialist work activities such as promoting the values and ethos of public service, promoting compliance with legislation, providing leadership, developing client services, developing policy, coordinating career development.

Nominal Hours: 50


Assessment: Assignments, presentations, observation, demonstration and group work.

PSPGOV506A  SUPPORT WORKPLACE COACHING AND MENTORING

Locations: Industry.

Description: This unit covers promotion and support for coaching and mentoring in the organisation. It includes developing a coaching/mentoring strategy, establishing a coaching/mentoring framework, implementing and supporting coaching/mentoring, monitoring coaching and mentoring arrangements and consolidating opportunities for further coaching/mentoring. In practice, supporting workplace coaching and mentoring in the organisation may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV507A  UNDERTAKE NEGOTIATIONS

Locations: Industry.

Description: This unit covers negotiations as an individual or as a member of a negotiating team. It includes planning for the negotiation, conducting the negotiation and finalising the outcome. In practice, negotiations may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing leadership, undertaking research and analysis, initiating projects, performing quasi-judicial functions, etc.

Nominal Hours: 50

Required Reading: No required reading.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV508A  MANAGE CONFLICT

Locations: Industry.

Description: This unit covers the requirements for managing conflict in the workplace. It includes identifying and assessing conflict situations, implementing strategies to resolve conflict and monitoring the situation. It does not include formal negotiation, counselling or conducting mediation.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV509A  CONDUCT EVALUATIONS

Locations: Industry.

Description: This unit covers evaluation relevant to the full range of processes and outcomes in the public sector such as policy, procedures, processes, structures, service delivery, projects etc. It includes identifying the purpose of the evaluation, identifying the evaluation process and tools, carrying out the evaluation, analysing results, reporting outcomes and recommending action. In practice, conducting evaluations may overlap with other generalist or specialist public sector workplace activities such as acting ethically, complying with legislation, providing client service, developing policy.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV510A  UNDERTAKE AND PROMOTE CAREER MANAGEMENT

Locations: Industry.

Description: This unit covers active management of one’s own career to meet goals and achieve life plans, as well as contributing to the career management of others. It includes identifying current career strengths, identifying and mapping career opportunities, developing and implementing career plans, monitoring progress and contributing to others’ career management. In practice, career management may overlap with a range of other generalist or specialist work activities, such as acting ethically, complying with legislation, providing client service, leading a group, using emotional intelligence.
PSPGOV511A PROVIDE LEADERSHIP

Locations: Industry.

Description: This unit covers achievement of operational results and effective working relationships through leadership, feedback and support of individuals in a workgroup that may exist in the workplace, be formed for a specific purpose or project, or consist of community members, volunteers, interagency members, etc. It includes facilitating commitment to objectives and required standards; contributing to the development of a cooperative, high performance workgroup; giving and receiving feedback on performance; supporting and participating in development activities; and providing leadership, direction and guidance in the workgroup. In practice, leading a workgroup may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, developing policy, building community relationships, improving workplace legislative performance, providing technical expertise.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV512A USE COMPLEX WORKPLACE COMMUNICATION STRATEGIES

Locations: Industry, Off-shore, Other.

Other Locations: Samoa

Description: This unit covers complex workplace communication for working at middle management level with internal and external clients, colleagues and other staff. It includes preparing for complex communication, analysing and responding to opinions, presenting a convincing argument, and developing a range of communication strategies. In practice, using complex workplace communication strategies may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing change, managing diversity.

Nominal Hours: 50


Assessment: Assignments, presentations, observation, demonstration and group work.

PSPGOV513A REFINE COMPLEX WORKPLACE DOCUMENTS

Locations: Industry.

Description: This unit covers written workplace communication at a level where preliminary research or documents may have been prepared by others as input, and final documents are being prepared. It includes critical analysis of workplace information, composition, revision and refinement to meet workplace requirements.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV514A FACILITATE CHANGE

Locations: Industry.

Description: This unit covers facilitation of workplace change in public sector environments where role ambiguity and uncertainty often accompany the change process. It includes planning for the introduction of change, dealing with emerging challenges and opportunities and handling ambiguity in the change process. In practice, facilitating change may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a workgroup, coordinating resources, undertaking research and analysis.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV517A COORDINATE RISK MANAGEMENT

Locations: Industry, Off-shore, Other.

Other Locations: Samoa

Description: This unit covers coordination of risk management in the business unit/organisation. It includes maintaining infrastructure and processes, supporting staff to manage risk, facilitating risk recovery, and monitoring and reviewing risk management. In practice, coordinating risk management may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy.

Nominal Hours: 50


Assessment: Assignments, presentations, observation, demonstration and group work.

PSPGOV518A BENCHMARK PERFORMANCE

Locations: Industry.

Description: This unit covers benchmarking performance of a functional area or business unit of an organisation. It includes designing a benchmarking approach, establishing benchmarks, establishing and managing a benchmarking exercise, gathering and analysing information and reporting on/acting on benchmarking outcomes.

Nominal Hours: 70

Required Reading: No required reading.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV519A MANAGE PERFORMANCE

Locations: Industry.

Description: This unit covers supervision and performance management in accordance with the organisation's performance management system. It includes linking individual/workgroup activities to organisational goals, setting performance expectations, measuring performance achievements, and renegotiate performance and development plans.

Nominal Hours: 50

Required Reading: No required reading.

Assessment: Students may be required to do assignments, tests and projects.
FACULTY OF WORKFORCE DEVELOPMENT

PSPGOV521A  COLLECT STATISTICAL DATA
Locations: Industry.
Description: This unit covers the process of developing a data collection plan and then collecting new data. It includes preparing for data collection, defining data requirements, preparing data collection tools for direct collection, conducting data collection using direct collection, conducting data collection from existing source/s and collating and organising information/data.
Nominal Hours: 40
Required Reading: No required reading.
Assessment: To be advised.

PSPGOV522A  PROCESS STATISTICAL DATA
Locations: Industry.
Description: This unit covers the process of recording, storing and managing data prior to analysis. It includes preparing raw data for electronic storage, using software tools to collect and/or store data, processing raw data and maintaining records.
Nominal Hours: 40
Required Reading: No required reading.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV524A  INTERPRET DATA AND RELATED STATISTICS
Description: This unit covers the interpretation of data and related statistics. It includes interpreting graphs or tables, interpreting data and its summarised highlights, interpreting a range of official statistics in a policy environment, presenting statistical results and guiding others in the interpretation of data.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Students are required to do assignments and projects.

PSPLEGN301B  COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR
Nominal Hours: 25
Assessment: To be advised.

PSPLEGN401A  ENCOURAGE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR
Nominal Hours: 30
Assessment: To be advised.

PSPLEGN501B  PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR
Other Locations: Samoa
Description: Model and encourage compliance with legislative requirements; Monitor compliance with legislative requirements.
Nominal Hours: 40
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPMNGT615A  INFLUENCE WORKFORCE EFFECTIVENESS
Description: This unit covers the competency to ensure the effectiveness of the workforce, whether staff or contractors, in promoting the attainment of strategic objectives. It includes providing leadership to individuals and work teams, creating a cooperative work environment, capitalising on workplace emotions, motivating the workforce to achieve quality results, and delegating work to achieve strategic objectives, and managing up. In practice influencing workforce effectiveness occurs in the context of other generalist or specialist work functions such as managing performance, managing diversity, managing change, managing client service etc.
Nominal Hours: 60
Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.
Assessment: Reflective Journal, Participants will be required to keep a journal and use this to write their two reflective reports on the progress of their IPDP's, Yes/No. Class Activity, Participants will be required to participate in all class activities, Yes/No. Participation, Participants will be required to participate in all class activities, Yes/No.

PSPOHS301A  CONTRIBUTE TO WORKPLACE SAFETY
Nominal Hours: 30
Assessment: To be advised.

PSPOHS401B  IMPLEMENT WORKPLACE SAFETY PROCEDURES AND PROGRAMS
Nominal Hours: 35
Assessment: To be advised.

PSPOHS501A  MONITOR AND MAINTAIN WORKPLACE SAFETY
Other Locations: Samoa
Description: This unit covers the monitoring and improvement of the organisation's occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards. The unit is based on Generic Competency B in the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards (NOHSC: 7025, 1998, 2nd edition). In practice, monitoring and maintaining workplace safety may be demonstrated in the context of generalist and specialist work activities such as coordinating a workgroup, developing client services, coordinating and allocating resources, initiating and managing projects, etc. This is a new unit of competency, added to the Occupational Health & Safety Key Area of the Training Package in 2004.
Nominal Hours: 40
Assessment: Assignments, presentations, observation, demonstration and group work.
PSPPA501A  PROVIDE PUBLIC AFFAIRS WRITING AND EDITORIAL SERVICES

Locations: St Albans, Industry.

Description: This unit covers the provision of writing and editorial services by public affairs personnel. It includes researching and writing publications, preparing speeches, reporting on complex/controversial issues, and providing editorial services.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests, projects and/or presentations.

PSPPA502A  COORDINATE PUBLIC AFFAIRS EVENTS AND ACTIVITIES

Locations: Industry.

Description: This unit covers coordination of public affairs events and activities. It includes planning and implementing events and activities, and evaluating implementation and outcomes. In practice, coordinating public affairs events and activities may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, developing client service, providing leadership, coordinating resources, using complex communication, undertaking negotiations, etc.

Nominal Hours: 50

Required Reading: No required reading.

Assessment: To be advised.

PSPPM501B  DESIGN COMPLEX PROJECTS


Other Locations: Samoa

Description: This unit covers planning and development of projects which may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the projects. It includes identifying project opportunities, undertaking scoping, analysing the feasibility of projects, developing project plans and managing the establishment of projects. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. In practice, designing complex projects overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc. When this unit is completed in conjunction with PSPPM502B Manage complex projects, and PSPPM503B Close complex projects, the three units together are equivalent to the nine private sector Business Services project management competencies: BSBPM501A - BSBPM509A inclusive.

Nominal Hours: 80


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

PSPPM502B  MANAGE COMPLEX PROJECTS

Description: This unit covers management of projects that may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the projects. It includes managing startup, project implementation, project integration and followup activities. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. In practice, managing complex projects overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc. When this unit is completed in conjunction with PSPPM501B Design complex projects, and PSPPM503B Close complex projects, the three units together are equivalent to the nine private sector Business Services project management competencies: BSBPM501A - BSBPM509A inclusive.

Nominal Hours: 80


Assessment: Assignments, presentations, observation, demonstration and group work.

PSPPM503B  CLOSE COMPLEX PROJECTS


Other Locations: Samoa

Description: This unit covers closure of projects that may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the projects. It includes reviewing project activity and managing project closure. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. In practice, closing complex projects overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc. When this unit is completed in conjunction with PSPPM501B Design complex projects and PSPPM502B Manage complex projects, the three units together are equivalent to the nine private sector Business Services project management competencies: BSBPM501A - BSBPM509A inclusive. This unit replaces and is equivalent to PSPPM503A Finalise projects.

Nominal Hours: 80


Assessment: Assignments, presentations, observation, demonstration and group work.

PSPPM504A  CARRY OUT COMPLEX PROJECT ACTIVITIES

Locations: Industry.

Description: This unit covers the work activities required to carry out complex project activities or multiple projects simultaneously. Typically this work is undertaken by project officers who are required to work on projects for multiple clients, or all aspects of larger projects. They are sometimes responsible for all the project deliverables, and at other times they work in teams on aspects of a number of projects. Contract management requirements are not included, as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. The unit includes reviewing and confirming requirements of each project/activity, organising and undertaking project activities, managing the progress of multiple projects/activities and finalising projects/activities. In practice, conducting complex project activities overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal hours: 50
Required Reading: No required reading.
Assessment: To be advised.

PSPPOL401A CONTRIBUTE TO POLICY DEVELOPMENT
Nominal hours: 40
Assessment: To be advised.

PSPPOL402A ASSIST WITH SPECIALIST POLICY DEVELOPMENT
Description: This unit covers assistance in the planning, research and writing of policy, typically provided by a policy research officer. It includes assisting with policy development planning, researching, contributing to the developments of policy options, and assisting with drafting and dissemination of policy.
Nominal hours: 50
Assessment: To be advised.

PSPPOL403A GIVE AND RECEIVE POLICY INFORMATION
Description: This unit covers the provision of routine information on operational policy in an organisation. It includes assisting with the development of policy guidelines, responding to routine policy enquiries, receiving policy feedback and contributing suggestions based on that feedback. In practice, giving and receiving organisation policy may overlap with other generalist and specialist work activities such as applying government processes, providing client services, gathering and analysing information, providing input to change etc.
Nominal hours: 0
Assessment: To be advised.

PSPPOL404A SUPPORT POLICY IMPLEMENTATION
Nominal hours: 30
Assessment: To be advised.

PSPSCI301A PROVIDE SCIENTIFIC TECHNICAL SUPPORT
Description: This unit covers the provision of technical support in a scientific/research environment under general direction and within a generally defined area, with responsibility for technical duties such as experimental, survey, sampling and/or analytical functions. It includes planning and organising technical duties, collecting and recording information, and compiling and reporting data.
Nominal hours: 30
Assessment: To be advised.

PSPSCI302A PROMOTE INNOVATION AND CHANGE THROUGH EXTENSION
Description: This unit covers extension activities at an experienced level where independent judgment is used to determine the means of achieving specified objectives within generally directed programs. It includes identifying extension objectives and methodologies, preparing for extension work, promoting change through information and advice, and monitoring and evaluating the adoption of change.
Nominal hours: 40
Assessment: To be advised.

PSPSCI303A ORGANISE AND UNDERTAKE SCIENTIFIC/TECHNOLOGICAL RESEARCH
Description: This unit covers the conduct of scientific or technological research at an experienced level where independent judgment is used to determine the means of achieving objectives within generally directed programs. It includes identifying the research issue and research methodology, organising and carrying out the research and communicating the results.
Nominal hours: 40
Assessment: To be advised.

PUAWER001A IDENTIFY, PREVENT AND REPORT POTENTIAL WORKPLACE EMERGENCY SITUATIONS
Description: This unit covers the competency required to identify and prevent the development of workplace emergency situations, or to minimise their consequences, and to report if emergency protection systems, emergency control equipment and evacuation systems are compromised.
Nominal hours: 2
Assessment: This unit may be assessed by assignments, and classwork.
PUAwer008A  CONFINE SMALL WORKPLACE EMERGENCIES
Description: This unit covers the competency required to confine small workplace emergencies. Small workplace emergencies may include such incidents as a small fire that can be controlled using a nearby fire extinguisher; or a chemical spill that can be controlled using workplace personal protective clothing and equipment, and a small spill kit; or a workplace vehicle accident where there is no significant injury or damage.
Nominal Hours: 7
Assessment: This unit may be assessed by assignments, and classwork.

SIRRFSA002A  MONITOR FOOD SAFETY PROGRAM
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to monitor the implementation of a food safety program across an entire process within a retail food store or department and providing support and guidance to frontline team members.
Nominal Hours: 35
Assessment: Demonstration, Students will need to demonstrate to the facilitator that they meet all requirements for the unit through observation and oral questioning. Yes/No.

SIRRMR001A  MERCHANDISE FOOD PRODUCTS
Locations: Industry.
Prerequisites: SIRRFSA001A - APPLY RETAIL FOOD SAFETY PRACTICES
Description: This unit describes the performance outcomes, skills and knowledge required to prepare, arrange and present food products, including convenience foods within the store. It includes the setting up and maintenance of displays and labelling or pricing of stock. It also includes the handling, protection and storage of fast food products for display or sale.
Nominal Hours: 25
Required Reading: No required text.
Assessment: Written and practical test and assignment.

SIRRMER003A  PREPARE AND DISPLAY FAST FOOD ITEMS
Description: This unit describes the performance outcomes, skills and knowledge required to prepare, cook, arrange and present fast food items in a retail environment. It includes the setting up and maintenance of displays and labelling or pricing stock. It also includes the handling, protection and storage of fast food products for display or sale.
Nominal Hours: 25
Required Reading: No required text.
Assessment: Observation, demonstration, questioning, written assignment.

SIRRPR001A  ADVISE ON FOOD PRODUCTS AND SERVICES
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to develop product knowledge and provide advice to customers with regard to fresh food and food products, including convenience foods.
Nominal Hours: 24
Required Reading: No required text.
Assessment: Written and practical test, assignment.

SIRRPR0014A  RECOMMEND SPECIALISED PRODUCTS AND SERVICES
Locations: Footscray Nicholson, City King Street.
Description: This unit describes the performance outcomes, skills and knowledge required to recommend and provide advice on specialised products and services to customers.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Student will need to demonstrate to the assessor via oral presentation and written task they can research a product range, recommend specialised products and services, advise on products and services, quote on price and payment options and advise on and arrange product service repairs.

SIRXCCS002A  INTERACT WITH CUSTOMERS
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to deliver service to customers. It entails being able to communicate effectively with customers, respond to their complaints, receive and process sales orders and identify special customer requirements.
Nominal Hours: 30
Required Reading: No required reading.
Assessment: Students will be asked to demonstrate competence in a written assessment to meet the following learning outcomes: Deliver service to customers, respond to customer complaints, receive and process sales orders, identify special requirements. They will also participate in role playing where each person has to practice selling an item to other students; they will process the sale via the class room cash registers, respond to a complaint and process sale orders.
SIRXCCS003A  COORDINATE INTERACTION WITH CUSTOMERS

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to coordinate interaction with customers. It involves implementing customer service standards, implementing store policy regarding customer complaints, communicating with management, and leading a customer service team.

**Nominal Hours:** 35

**Required Reading:** First steps in retail management Wrice. (2002) Macmillan, Australia.

**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can implement customer service standards, implement store policy regarding customer complaints, communicate with management and lead customer service teams.

SIRXCLM001A  ORGANISE AND MAINTAIN WORK AREAS

**Locations:** Footscray Nicholson, City King Street, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to maintain and organise work areas in a retail environment. It involves applying personal hygiene practices and the organised use of equipment and chemicals to keep the workplace tidy, clean and safe.

**Nominal Hours:** 20

**Required Reading:** No required reading.

**Assessment:** Students will be asked to complete a written assessment task on how they would be expected to organise and clean a work area. In teams, they will also come up with guidelines and a housekeeping checklist that could be implemented in a retail workplace. Students will also be assessed in the workplace during their work experience. They will be asked a series of questions that relate to organising and maintaining your work area.

SIRXCLM002A  MANAGE STORE FACILITIES

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage store facilities in a retail environment. It involves the management of the store maintenance and housekeeping program, negotiating and monitoring maintenance contracts and identifying and locating facilities requirements.

**Nominal Hours:** 25

**Required Reading:** No required reading.

**Assessment:** To be advised.

SIRXCOM001A  COMMUNICATE IN THE WORKPLACE

**Locations:** Footscray Nicholson, City King Street, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required for effective communication with customers and other staff in the workplace. It involves establishing contact with customers, processing information, working in a team, maintaining personal presentation, following routine instructions, and reading and interpreting retail documents.

**Nominal Hours:** 40

**Required Reading:** No required reading.

**Assessment:** Students will be asked to give a presentation and work on team poster on methods retailers use to establish contact with customers. Role playing activities for using the telephone and processing information. A group task /memo on how to communicate with customers and colleagues from diverse backgrounds. A group activity on working in teams where students will be asked to produce an item. A written task on reading and interpreting a range of retail documents. Students will also need to complete a written assessment task on the various learning outcomes.

SIRXF001A  BALANCE POINT-OF-SALE TERMINAL

**Locations:** Footscray Nicholson, City King Street, Werribee, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to balance a register or terminal in a retail environment. It involves clearing the register, counting money, calculating non-cash transactions and reconciling takings.

**Nominal Hours:** 20

**Required Reading:** No required reading.

**Assessment:** Using the classroom register and point of sale system students will be assessed on how they apply store policy and procedure to accurately and efficiently balance a register or terminal, maintain cash float, reconcile cash and non-cash transactions and record takings.

SIRXF003A  PRODUCE FINANCIAL REPORTS

**Locations:** Footscray Nicholson, City King Street, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to produce financial reports in a retail environment. It involves entering payment summaries into journals, reconciling accounts to balance, preparing bank reconciliations, and receiving and documenting payments and takings. It also involves dispatching statements to debtors, dispatching payments to creditors and preparing financial reports.

**Nominal Hours:** 35

**Required Reading:** First steps in retail management. Wrice/2002. Australia/Macmillan.

**Assessment:** Demonstration. Students are required to demonstrate they they meet all unit requirements through observation and oral questioning. , Yes/No.

SIRXF004A  MANAGE FINANCIAL RESOURCES

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to develop and implement financial control systems. It involves controlling cost and budget, maintaining store accounting systems and developing and negotiating budget allocations.

**Nominal Hours:** 35

**Required Reading:** No Required Reading.

**Assessment:** Students will also need to demonstrate to assessor via a written task /projects/oral presentations they can control costs, control budgets, propose expenditure, maintain store security systems, prepare store sales budgets, negotiate budgets.

SIRXF005A  MANAGE OPERATIONS TO BUDGET

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to control cost expenditure while managing the overall activities of a wholesale or retail operational area to budget.

**Nominal Hours:** 60

**Required Reading:** No required reading.
SIRXHRM001A  ADMINISTER HUMAN RESOURCES POLICY
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and manage human resources.
Nominal Hours: 35
Required Reading: No required reading.
Assessment: Students will also need to demonstrate to assessor via a written task /projects/oral presentations they can, with managerial responsibility to estimate expenditure, prepare budgets and monitor performance against those budgets within an appropriate business accounting system. This unit requires some supervision of other staff.

SIRXHRM002A  RECRUIT AND SELECT PERSONNEL
Description: This unit describes the performance outcomes, skills and knowledge required to recruit and select personnel.
Nominal Hours: 35
Required Reading: This unit has no required reading.
Assessment: Students will need to demonstrate to assessor via a written task /projects/oral presentations they can implement staffing levels, monitor staff performance, identify and minimise potential industrial relations problems, develop and implement training plans.

SIRXICT001A  OPERATE RETAIL TECHNOLOGY
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to operate a variety of retail equipment. It involves identifying the correct equipment required for a given task, maintaining retail equipment, applying keyboard skills and operating data entry equipment.
Nominal Hours: 20
Required Reading: No required reading.
Assessment: Using the classroom/workplace retail equipment students will role play and demonstrate how they maintain and operate retail equipment, apply keyboard skills and operate data entry equipment. They will be assessed on how they identify the purpose of equipment, how they operate equipment according to safety requirements and identify a faults and report to relevant personnel. Students will be assessed on how they apply keyboard skills ensuring to enter and edit information accurately. Students will need to complete both practical activities as well as a written task.

SIRXIND001A  WORK EFFECTIVELY IN A RETAIL ENVIRONMENT
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to work effectively in a retail environment. It involves acting responsibly and in a nondiscriminatory manner, developing retail industry knowledge, including industrial award or agreement relevant to the job role, maintaining personal hygiene and presentation, and prioritising tasks.
Nominal Hours: 35
Required Reading: No required reading.
Assessment: Students will be asked to complete a written assessment on how they act responsibly, act in a non discriminatory manner. They will have a group assessment where they are to present information on their retail industry knowledge. An observational checklist and written assessment task on how they maintain personal presentation, this checklist will be conducted in the workplace. They will be given a series of routine task and asked to follow routine instructions.

SIRXINV001A  PERFORM STOCK CONTROL PROCEDURES
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to handle stock in a retail environment. It involves receiving and processing incoming goods, rotating stock and dispatching goods.
Nominal Hours: 35
Required Reading: No required reading.
Assessment: Students will participate in written assessments as well as a practical assessment that relate to receive and processing goods and stock rotation. In teams they will plan a stock take and participate in a stock take count.

SIRXINV005A  CONTROL INVENTORY
Description: This unit describes the performance outcomes, skills and knowledge required to control inventory in a retail environment. It involves managing receipt, dispatch and storage of merchandise, and managing stock control.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Students may be required to do assignments, demonstration, oral questioning.

SIRXMER001A  MERCHANDISE PRODUCTS
Locations: Footscray Nicholson, City King Street.
Description: This unit describes the performance outcomes, skills and knowledge required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling and pricing stock.
Nominal Hours: 30
Required Reading: No required reading.
Assessment: Students will be asked to demonstrate their understanding through a team assessment and a written assessment. They will need to show their competence of how they place and arrange merchandise, prepare display labels and tickets, place and arrange display price labels and tickets, maintain a display and protect merchandise.

SIRXMER002A  COORDINATE MERCHANDISE PRESENTATION
Description: This unit describes the performance outcomes, skills and knowledge required to supervise sales and other staff implementing and maintaining displays according to store merchandising standards.
Nominal Hours: 35
Required Reading: Workbooks provided.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student may also need to demonstrate to the traineeship assessor via oral questions, written tasks and practical assessment.

**SIRXMER003A  MONITOR IN STORE VISUAL MERCHANDISING DISPLAY**

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to interpret a visual merchandising plan and the monitor the display to ensure it meets the requirements of the plan and the organisation’s visual merchandising standards.

Nominal Hours: 35

Required Reading: This unit has no required text.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can interpret a visual merchandising plan, identify design requirements of visual merchandising plan or manual. Monitor display requirements, regularly monitor displays to ensure it meets requirements of the visual merchandising plan, and maintain displays to organisation requirements and plan. Make additions or changes to displays to ensure display is consistently adheres to visual merchandising plan. Contribute to the visual merchandising standards of the organisation. Identify opportunities for improving visual merchandising standards.

**SIRXMER004A  MANAGE MERCHANDISE AND STORE PRESENTATION**

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to manage merchandise and store presentation.

Nominal Hours: 35

Required Reading: No required reading.

Assessment: Students are required to do assignments, class work, tests, projects, case studies, presentations and class observation. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can manage store merchandising, plan and manage store advertising and promotions, manage store pricing policies, mange housekeeping.

**SIRXMER005A  CREATE A DISPLAY**

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and implement a display for a retail business.

Nominal Hours: 35


Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can create a display, plan and build displays and maintain displays.

**SIRXMGT002A  MAINTAIN EMPLOYEE RELATIONS**

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to maintain employee relations. It involves identifying awards and agreements, minimising potential industrial problems, and implementing dispute and grievance procedures.

Nominal Hours: 35

Required Reading: This unit has no required reading.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can identify awards and agreements, identify and minimise potential industrial problems and implement dispute settlement procedures.

**SIRXMGT003A  LEAD AND MANAGE PEOPLE**

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to lead and manage teams.

Nominal Hours: 35

Required Reading: This unit has no required reading.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can lead the team, lead by example, develop and communicate team objectives, establish, develop and improve teams, develop self, delegate responsibly and with authority, consult with team members and support the team.

**SIRXMGT004A  ANALYSE AND COMMUNICATE INFORMATION**

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to analyse and communicate information in a retail environment.

Nominal Hours: 80

Required Reading: No Required Reading.

Assessment: Students will also need to demonstrate to assessor via a written task /projects/oral presentations they can review external operating environment, identifying and evaluate competitors. Assess internal strengths, forecast trends and developments, recommend and implement improvements, respond to change and communicate internally and externally.
SIRXMGTO05A  SET STRATEGIC PLANS
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to develop strategic plans.
Nominal Hours: 80
Required Reading: No required reading.
Assessment: Students will also need to demonstrate to assessor via a written task /projects /oral presentations they can communicate and implement mission statements, set objectives and targets, develop action plans.

SIRXMGTO06A  INITIATE AND IMPLEMENT CHANGE
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to initiate and implement change in a retail environment.
Nominal Hours: 150
Required Reading: No required reading.
Assessment: Students will also need to demonstrate to assessor via a written task / projects /oral presentations they can identify opportunities for increased sales and service, evaluate change, negotiate change, implement and evaluate change.

SIRXMMPRO01A  PROFILE A RETAIL MARKET
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to profile a retail market.
Nominal Hours: 35
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can for example clearly and accurately explain store policy and procedure in regard to OHS and emergency procedures to team members, provide opportunities and processes for team members to consult and contribute on OHS issues according to store policy. Monitor and maintain a safe work environment, implement emergency procedures, identify need for OHS training and maintain OHS records.

SIRXOHS001A  APPLY SAFE WORKING PRACTICES
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit encompasses the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety. It describes the performance outcomes, skills and knowledge required to maintain a safe work environment for staff, customers and others. It involves observing basic safety and emergency procedures.
Nominal Hours: 20
Required Reading: No required reading.
Assessment: Students will be assessed on how they would apply safe working practices, including identifying and reporting faults and problems according to OHS legislation and store policies. Knowledge of store policies and procedures with regard to emergency situations, evacuations or accident and illness should also be demonstrated. They will be asked to complete a written assessment as well as observational checklist in their work experience.

SIRXOHS002A  MAINTAIN STORE SAFETY
Locations: Industry.
Description: This unit is based on the National Occupational Health and Safety Commission (NOHSC) guidelines and describes the performance outcomes, skills and knowledge required to maintain store safety in a retail environment.
Nominal Hours: 35
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can for example clearly and accurately explain store policy and procedure in regard to OHS and emergency procedures to team members, provide opportunities and processes for team members to consult and contribute on OHS issues according to store policy. Monitor and maintain a safe work environment, implement emergency procedures, identify need for OHS training and maintain OHS records.

SIRXOHS003A  PROVIDE A SAFE WORKING ENVIRONMENT
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement policies and procedures relating to OHS issues. It is based on the National Occupational Health and Safety Commission (NOHSC) guidelines.
Nominal Hours: 35
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can develop policies to establish and maintain a safe working environment, consult with staff, establish and maintain a safe working environment, assess risk, control risks, establish and maintain policies for hazardous events, train staff, establish and maintain policy systems, evaluate policies and procedures.

SIRXQUA001A  DEVELOP INNOVATIVE IDEAS AT WORK
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to systematically generate and develop innovative ideas in the workplace.
Nominal Hours: 35
Assessment: Demonstration, Students are required to demonstrate that they meet the requirements for this unit through observation and oral questioning. , Yes/No.

SIRXQUA002A  LEAD A TEAM TO FOSTER INNOVATION
Locations: City King Street.
Description: This unit describes the performance outcomes, skills and knowledge required to lead a workplace team in ways that foster innovative work practices.
Nominal Hours: 35
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
SIRXQUA003A  CREATE AN INNOVATIVE WORK ENVIRONMENT

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to create a work environment that enables and supports the application of innovative practices in the workplace.

Nominal Hours: 35

Required Reading: This unit has no required text.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor the application of the innovative practice to a real workplace. This will be achieved through an observational checklist, written assessment and oral questions and written task. This unit requires the team member to interpret, apply and monitor security procedures, and to provide evidence of adherence to security procedures in the workplace.

SIRXRSK003A  APPLY STORE SECURITY SYSTEMS AND PROCEDURES


Description: This unit builds on unit SIRXRSK001A Minimise theft. It involves the maintenance and use of store security equipment, ensuring the safety and well being of staff and customers, the detection and apprehension of thieves and the application of post-apprehension procedures according to State and Territory laws.

Nominal Hours: 35

Required Reading: No required text.

Assessment: Observation, demonstration, questioning, written assignment.

SIRXQUA004A  SET UP SYSTEMS THAT SUPPORT INNOVATION

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to conceptualise and design new systems that develop and foster innovation in the workplace.

Nominal Hours: 35

Required Reading: This unit has no required text.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task that they can implement work practices and procedures to support innovation, implement management practices to support innovation, promote innovation in the workplace, create physical environment that supports innovation, provide information and learning opportunities to foster innovation.

SIRXRSK001A  MINIMISE THEFT

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to minimise theft in a retail environment. It involves applying routine store security, taking appropriate action to minimise theft and maintaining security of cash, registers or terminals and keys.

Nominal Hours: 20

Required Reading: No required reading.

Assessment: Students will be assessed on their understanding of how they apply store policy and procedures and industry codes of practice in regard to store security and theft prevention, reporting theft or suspicious behaviour to relevant personnel and monitoring stock, work areas, customers and staff to minimise opportunities for theft. This will be achieved through an observational checklist, written assessment and workplace industry visit.

SIRXRSK002A  MAINTAIN STORE SECURITY

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to maintain store security in a retail environment. It involves implementing store policy and procedures to ensure store security, informing team members and providing ongoing supervision and training to facilitate awareness and detection of theft.

Nominal Hours: 20


Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task. This unit requires the team member to interpret, apply and monitor security procedures according to store policy, industry codes of practice, relevant legislation and statutory requirements. It includes maintaining frontline security as well as reporting security concerns and providing ongoing supervision and training for staff on security procedures.

SIRXRSK004A  CONTROL STORE SECURITY

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to control store security. It involves developing and implementing security procedures for the prevention of theft, ensuring safety of all personnel in the event of a robbery, and monitoring all security procedures.

Nominal Hours: 35

Required Reading: This unit has no required text.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can control store security and minimise stock and loss dissipation.

SIRXSLS002A  ADVISE ON PRODUCTS AND SERVICES

Locations: Footscray Nicholson, City King Street.

Description: This unit describes the performance outcomes, skills and knowledge required to apply a depth of specialist or general product knowledge and a need for experience and skill in offering advice to customers.

Nominal Hours: 30

Required Reading: No required reading.

Assessment: Students will be assessed on how they develop, maintain and convey detailed and specialised product knowledge. This will be achieved through a verbal assessment task/presentation as well as a written assessment.

SIRXSLS003A  COORDINATE SALES PERFORMANCE

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to implement and monitor adherence to sales policies and procedures, and monitor the achievement of sales targets.

Nominal Hours: 35

**SIRXSLS004A  BUILD RELATIONSHIPS WITH CUSTOMERS**

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to establish rapport with customers, apply expert knowledge, provide post sales support, plan sales presentations, implement sales presentations, maintain and utilise a customer database and deal with difficult customers.

**Nominal Hours:** 35


**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can establish rapport with customers, apply expert product knowledge as it relates to customers, dealing with difficult customers, establishing and maintaining a customer database, and conducting sales presentations.

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**SIRXSLS005A  MANAGE SALES AND SERVICE DELIVERY**

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to monitor, maintain and improve sales and service delivery. It involves market research, developing new markets and marketing products and services within the culture of the overall store policy.

**Nominal Hours:** 35

**Required Reading:** No Required Reading.

**Assessment:** Students are required to do assignments, class work, tests, projects, case studies, presentations and class observation. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can monitor, maintain and improve sales and service delivery, negotiate supply of goods, establish customer requirements, provide productive work environment.

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**SIRXSLS006A  LEAD A SALES TEAM**

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to lead a sales team to achieve the business objectives governing sales and service for a defined customer group or territory.

**Nominal Hours:** 30

**Required Reading:** No required text.

**Assessment:** Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

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**SIRXSLS007A  TRAIN SALES TEAM MEMBERS**

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to train sales team members in a wholesale sales environment.

**Nominal Hours:** 35

**Required Reading:** No required text.

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**SITXCCC006A  PREPARE APPETISERS AND SALADS**

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Prerequisites:** SITHCCC002A - PREPARE AND SERVE NON ALCOHOLIC BEVERAGES

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare and present appetisers and salads in a commercial kitchen or catering operation. Appetisers are foods that normally precede a meal, or may be served as an accompaniment to drinks. They include a range of hot and cold dishes which can be either classical or modern, and vary in ethnic and cultural origins. Salads may be vegetable or fruit-based, and may also include classical or modern and varying ethnic and cultural types.

**Nominal Hours:** 25


**Assessment:** Observation, sampling of dishes, written/oral test, portfolio of evidence.

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**SITXFOH002A  FOLLOW WORKPLACE HYGIENE PROCEDURES**

**Prerequisites:** SITHCCC002A - PREPARE AND SERVE NON ALCOHOLIC BEVERAGES

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare and serve a range of teas, coffees and other nonalcoholic beverages in a range of industry contexts. The unit does not deal with the skills required to extract and serve espresso coffee, including storage of coffee and care of machinery, which are covered in SITHFAB012A. Prepare and serve espresso coffee.

**Nominal Hours:** 15

**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.

**Assessment:** Direct observation and sampling of non alcoholic drinks, written assignment/Demonstration, Students will be required to demonstrate that they meet unit elements via observation and questioning, Yes/No.

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**TAAASS301B  CONTRIBUTE TO ASSESSMENT**

**Locations:** City King Street, Newport, Industry.

**Description:** Specifies the competency required to contribute to the assessment process.

**Nominal Hours:** 10

**Required Reading:** No required reading.

**Assessment:** Work in partnership with a qualified assessor to plan an assessment, assess the competence of a learner and review processes and tools.
FACULTY OF WORKFORCE DEVELOPMENT

TAASS401C  PLAN AND ORGANISE ASSESSMENT
Locations: City King Street, Newport, Industry.
Description: Required to plan and organize the assessment process in a competency-based assessment system.
Nominal Hours: 10
Required Reading: No required text.
Assessment: Assignment and projects.

TAASS402C  ASSESS COMPETENCE
Locations: City King Street, Newport, Industry.
Description: This unit specifies the competence required to assess the competence of a candidate.
Nominal Hours: 15
Required Reading: No required text.
Assessment: Assignments and projects.

TAASS403B  DEVELOP ASSESSMENT TOOLS
Locations: Newport, City Queen, Industry.
Description: Specifies the competency required to develop assessment tools.
Nominal Hours: 30
Required Reading: No required reading.
Assessment: Develop, trial and review a range of assessment tools for different candidates and purposes.

TAASS404B  PARTICIPATE IN ASSESSMENT VALIDATION
Locations: City King Street, Newport, Industry.
Description: Required to participate in an assessment validation process.
Nominal Hours: 20
Required Reading: No required reading.
Assessment: Participate in two assessment validation sessions/workshops.

TAASS501B  LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Description: Develop and extend assessment expertise; lead assessment activities; monitor assessment practice; coordinate assessment validation activities; manage assessment appeals.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAACMQ501B  DEVELOP TRAINING AND/OR ASSESSMENT ORGANISATIONAL POLICIES AND PROCEDURES
Locations: City King Street, Industry.
Description: This unit specifies the competency required to plan and coordinate the training and assessment requirements of apprenticeships/traineeships
Nominal Hours: 40
Required Reading: No required text.
Assessment: To be advised.

TAACMQ502B  COORDINATE TRAINING AND/OR ASSESSMENT ARRANGEMENTS FOR APPRENTICESHIPS. TRAINEESHIPS
Locations: City King Street, Industry.
Description: This unit specifies the competency required to plan and coordinate the training and assessment requirements of apprenticeships/traineeships
Nominal Hours: 20
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAACMQ503B  LEAD AND CONDUCT TRAINING AND/OR ASSESSMENT EVALUATIONS
Locations: City King Street, Industry.
Description: This unit specifies the competency required to lead and conduct training and/or assessment evaluations: identify the basis for the evaluation; plan evaluation of training and/or assessment services/system; conduct evaluation; determine and report evaluation outcomes
Nominal Hours: 45
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAACMQ504B  DETERMINE AND MANAGE SCOPE OF TRAINING AND/OR ASSESSMENT SERVICES
Locations: City King Street, Industry.
Description: This unit specifies the competency required to investigate, determine and manage the scope of training and/or assessment services provided by a training and/or assessment organisation
Nominal Hours: 20
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAACMQ505B  LEAD A TEAM TO FOSTER INNOVATION
Locations: City King Street, Industry.
Description: This unit specifies the competency required to lead a workplace team in ways that foster innovative work practices.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.
TAADEL301C PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS
Locations: City King Street, Newport, Industry.
Description: Competency required to conduct individual and group instruction and demonstration of work skills.
Nominal Hours: 40
Required Reading: No required text.
Assessment: To be advised.

TAADEL401B PLAN AND ORGANISE GROUP-BASED DELIVERY
Locations: City King Street, Newport, Industry.
Description: Plan and organize training for individuals within a group.
Nominal Hours: 20
Required Reading: No required reading.
Assessment: Develop session plans, learner and trainer material to use in group-based facilitation.

TAADEL402B FACILITATE GROUP BASED LEARNING
Locations: Footscray Nicholson, City King Street, Newport, Industry, Off-shore, Other.
Description: Specifies the competency required to facilitate learning by individuals within a group.
Nominal Hours: 20
Required Reading: No required reading.
Assessment: Prepare plans and material to facilitate a sequential series of training sessions with a group of learners; Review training and learning effectiveness. PSP51304 Diploma of Government (Project Management) and Traineeships: Assignments, presentations, observation, demonstration and group work.

TAADEL403A FACILITATE INDIVIDUAL LEARNING
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.
Nominal Hours: 15
Required Reading: No required reading.
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

TAADEL403B FACILITATE INDIVIDUAL LEARNING
Locations: City King Street, Newport, Industry.
Description: Specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.
Nominal Hours: 15
Required Reading: The teacher will provide teaching and learning material as required.
Assessment: Students develop a portfolio of evidence used for assessment. This will include teacher observation, student logbooks, multiple choice/ written tasks. 21861VIC Certificate III in Mumgu-dhal tyama-tyi To demonstrate competency in this unit the students must be able to provide evidence that they can establish and maintain an effective learning/facilitation relationship with an individual learner. Students develop a portfolio of evidence for assessment. This will include observation, reports from the learner and significant Indigenous community members supporting participant, student logbooks/evaluations/reflections, questioning and third-party feedback. A minimum of two examples of a learning facilitation relationship should be conducted, with different individuals to demonstrate communication skills and flexibility; one or more process/techniques identified must be demonstrated.

TAADEL404A FACILITATE WORK-BASED LEARNING
Description: Specifies the competency required to use work effectively as a learning process.
Nominal Hours: 15
Required Reading: No required text.
Assessment: Develop a workbased learning pathway for individuals; Facilitate and review this pathway.

TAADEL404B FACILITATE WORK BASED LEARNING
Locations: City King Street, Newport, Industry.
Description: Specifies the competency required to use work effectively as a learning process.
Nominal Hours: 15
Required Reading: No required reading.
Assessment: Develop a workbased learning pathway for individuals; Facilitate and review this pathway.

TAADEL405B COORDINATE AND FACILITATE DISTANCE-BASED LEARNING
Locations: City King Street, Newport, Industry.
Description: Required to coordinate, organize and facilitate a distance-based learning process.
Nominal Hours: 30
Required Reading: No required reading.
Assessment: Develop and implement a distance-based learning program and monitor learner progress; Review the effectiveness of a distance-based learning program.

TAADEL501B FACILITATE E-LEARNING
Locations: City King Street, Industry.
Description: Facilitate learning delivered via electronic media.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAADEL502B FACILITATE ACTION LEARNING PROJECTS
Locations: City King Street, Industry.
Description: Facilitate a group to engage in action learning projects.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 30
Required Reading: No required text.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

TAADEL503B PROVIDE ADVANCED FACILITATION TO SUPPORT LEARNING
Description: Develop and extend teaching, facilitation and learning practices; Develop learner independence; Manage learning; Reflect on teaching, facilitation and learning practices.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

TAADEL504B LEAD AND COORDINATE TRAINING SERVICES
Locations: City King Street, Industry.
Description: Organise and arrange training services; Organise and lead training personnel; Monitor training operations
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

TAADES401B USE TRAINING PACKAGES TO MEET CLIENT NEEDS
Locations: City King Street, Newport, Industry.
Description: Competency required to use Training Packages and accredited courses as a tool to support industry, organization or individual competency development needs.
Nominal Hours: 20
Required Reading: No required reading.
Assessment: Complete in-class activities; Interpret language and content within an Industry Training Package and accredited courses to design relevant programs and outcomes for clients; Present information on a Training Package and unit of competency.

TAADES402B DESIGN AND DEVELOP LEARNING PROGRAMS
Locations: City King Street, Newport, Industry.
Description: Required to conceptualise, design, develop and evaluate learning programs to meet an identified need for a group of learners, using appropriate criteria. Criteria may include competency standards and other specifications such as organizational performance standards, product equipment specifications and workplace procedures.
Nominal Hours: 40
Required Reading: No required reading.
Assessment: Use components of Training Packages and accredited courses to design and develop learning programs that meet identified training needs. RPL - Participants would provide evidence of their skills, knowledge and experience required.

TAADES502B DESIGN AND DEVELOP LEARNING RESOURCES
Locations: City King Street, Industry, Off-shore, Other.
Other Locations: 40540SA Certificate IV in Teaching English to Speakers of Other Languages (TESOL):
This course is delivered Off-shore in China.
Description: This unit specifies the competency required to design and develop resources to support learning.
Nominal Hours: 50
Required Reading: No required reading. The teacher will provide teaching and learning material as necessary.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations. 40540SA Certificate IV in Teaching English to Speakers of Other Languages (TESOL): Lesson plans including activities and resources, supervised delivery of lessons, summaries of readings, notes on peer observations.

TAADES503B RESEARCH AND DESIGN E-LEARNING RESOURCES
Locations: City King Street, Industry.
Description: Research the requirements for e-learning resources and to design resources based on that research.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

TAADES504B DEVELOP AND EVALUATE E-LEARNING RESOURCES
Locations: City King Street, St Albans, City Flinders, Industry.
Description: Develop and evaluate e-learning resources based on an agreed design concept.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations. CUF50207 Diploma of Interactive Digital Media Graded - Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

TAADES505B RESEARCH AND DEVELOP COMPETENCY STANDARDS
Locations: City King Street, Industry.
Description: Research and develop competency standards for particular work functions, work processes, work roles and work-related vocational outcomes.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

TAAENV401B WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING
Locations: City King Street, Newport, Industry.
Description: Competency required to work effectively in the policy and operating
environment of the vocational education and training sector.

**TAAENV402B  FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE**

**Locations:** City King Street, Newport, Industry.

**Description:** Unit specifies the competency required to foster and promote an environment which supports inclusive work practices and learning culture.

**Nominal Hours:** 10

**Required Reading:** No required reading.

**Assessment:** In-class activities; demonstrate inclusive practices in facilitation. RPL - Participants would provide evidence of their skills, knowledge and experience required.

**TAAENV403B  ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT**

**Locations:** City King Street, Newport, Industry.

**Description:** Competency required to ensure the health, safety and welfare of learners and candidates.

**Nominal Hours:** 10

**Required Reading:** No required reading.

**Assessment:** Complete an Occupational Health & Safety hazard identification, risk assessment and risk management plan on your training environment to ensure the health and safety of learners. RPL - Participants would provide evidence of their skills, knowledge and experience required.

**TAAENV404B  DEVELOP INNOVATIVE IDEAS AT WORK**

**Locations:** City King Street, Newport, Industry.

**Description:** Develop innovative ideas in the workplace by addressing the skills needed to interpret or observe a need and to develop a detailed idea.

**Nominal Hours:** 35

**Required Reading:** No required reading.

**Assessment:** Prepare a proposal for a new approach to the design of your training program which incorporates feedback from colleagues.

**TAAENV501B  MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE**

**Locations:** City King Street, Industry.

**Description:** This unit specifies the competency required for individuals to manage their personal professional performance and to take responsibility for their professional development in relation to the provision of training and/or assessment services.

**Nominal Hours:** 40

**Required Reading:** No required text.

**Assessment:** Assignments, workshop, workbased related projects and integrated assessment and or presentations.

**TAALLN401B  ADDRESS LANGUAGE, LITERACY AND NUMERACY ISSUES WITH LEARNING AND ASSESSMENT PRACTICE**

**Locations:** City King Street, Newport, Industry.

**Description:** Recognise the language, literacy and numeracy (LLN) demands of training and assessment and tailor training and assessment to suit individual skill levels, including accessing relevant support resources.

**Nominal Hours:** 30

**Required Reading:** No required reading.

**Assessment:** Prepare individual learning plans and activities and resources relating to LLN; Teaching practicum.

**TAATAS401B  MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/OR ASSESSMENT ORGANISATIONS**

**Locations:** City King Street, Newport, Industry.

**Description:** This unit specifies the competency required to maintain training and/or assessment information requirements.

**Nominal Hours:** 40

**Required Reading:** No required text.

**Assessment:** Assignments and projects.

**TAATAS501B  UNDERTAKE ORGANISATIONAL TRAINING NEEDS ANALYSIS**

**Locations:** City King Street, Industry.

**Description:** Undertake a training needs analysis (TNA) to identify the training and assessment needs of an organisation.

**Nominal Hours:** 40

**Required Reading:** No required text.

**Assessment:** Assignments, workshop, workbased related projects and integrated assessment and or presentations.

**TAATAS502B  PREPARE A TENDER BID**

**Locations:** City King Street, Industry.

**Description:** This unit specifies the competency required to bid for the provision of goods or services through a tender process.

**Nominal Hours:** 20

**Required Reading:** No required text.

**Assessment:** Assignments, workshop, workbased related projects and integrated assessment and or presentations.

**TAATAS503B  MANAGE CONTRACTED WORK**

**Locations:** City King Street, Industry.

**Description:** This unit specifies the competency required to manage work undertaken under contract.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 20
Required Reading: No required text.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

TAATASS504B  FACILITATE GROUP PROCESSES
Locations: City King Street, Industry.
Description: This unit specifies the competency required to lead or facilitate group processes to achieve an agreed outcome.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

TAEASS301A  CONTRIBUTE TO ASSESSMENT
Locations: City King Street, Newport, Industry, Off-shore.
Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the assessment process.
Nominal Hours: 10
Required Reading: No Required Texts.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEASS401A  PLAN ASSESSMENT ACTIVITIES AND PROCESSES
Locations: City King Street, Newport, Industry, Off-shore.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and organise the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system. It also includes the development of simple assessment instruments.
Nominal Hours: 20
Required Reading: No Required Texts.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEASS402A  ASSESS COMPETENCE
Locations: City King Street, Newport, Industry, Off-shore.
Description: This unit describes the performance outcomes, skills and knowledge required to assess the competence of a candidate.
Nominal Hours: 15
Required Reading: No Required Texts.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEASS403A  PARTICIPATE IN ASSESSMENT VALIDATION
Locations: City King Street, Newport, Industry, Off-shore.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in an assessment validation process.
Nominal Hours: 20
Required Reading: No Required Texts.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDEL301A  PROVIDE WORK SKILL INSTRUCTION
Locations: City King Street, Newport, Industry, Off-shore.
Description: This unit describes the performance outcomes, skills and knowledge required to conduct individual and group instruction and demonstrate work skills, using existing learning resources in a safe and comfortable learning environment. The unit covers the skills and knowledge required to determine the success of both the training provided and one’s own personal training performance. It emphasises the training as being driven by the work process and context.
Nominal Hours: 40
Required Reading: No Required Texts.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDEL401A  PLAN, ORGANISE AND DELIVER GROUP BASED LEARNING
Locations: City King Street, Newport, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to plan, organise and deliver training for individuals within a group.
Nominal Hours: 30
Required Reading: No Required Texts.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDEL402A  PLAN, ORGANISE AND FACILITATE LEARNING IN THE WORKPLACE
Locations: City King Street, Newport, Industry, Off-shore.
Description: This unit describes the performance outcomes, skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace.
Nominal Hours: 25
Required Reading: No Required Texts.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDEL403A  COORDINATE AND FACILITATE DISTANCE-BASED LEARNING
Locations: City King Street, Newport, Industry, Off-shore.
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate and facilitate a distance-based learning process.
Nominal Hours: 30
Required Reading: No Required Texts.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.
TAEDEL404A  MENTOR IN THE WORKPLACE

Locations: City King Street, Newport, Industry, Off-shore.

Description: This unit describes the performance outcomes, skills and knowledge required to establish and develop a professional mentoring relationship with a learner, in particular an apprentice or trainee employed by, or undertaking work placement in, a workplace. It includes establishing the need for mentoring, developing a mentoring plan/framework, facilitating and monitoring the mentoring relationship, and evaluating the effectiveness of mentoring.

Nominal Hours: 30

Required Reading: No Required Texts.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDES401A  DESIGN AND DEVELOP LEARNING PROGRAMS

Locations: City King Street, Newport, Industry, Off-shore.

Description: This unit describes the performance outcomes, skills and knowledge required to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners. The unit addresses the skills and knowledge needed to identify the parameters of a learning program, determine the design, outline the content and review its effectiveness.

Nominal Hours: 50

Required Reading: No Required Texts.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDES402A  USE TRAINING PACKAGES AND ACCREDITED COURSES TO MEET CLIENTS NEEDS

Locations: City King Street, Newport, Industry, Off-shore.

Description: This unit describes the performance outcomes, skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation and individual competency development needs.

Nominal Hours: 25

Required Reading: No Required Texts.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDU401A  COORDINATE PROVISION OF PASTORAL CARE SERVICES TO INTERNATIONAL STUDENTS

Locations: City King Street, Newport, Industry, Off-shore.

Description: This unit describes the performance outcomes, skills and knowledge required to coordinate provision of quality services and support required by international students enrolled in an Australian education institution. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

Required Reading: No Required Texts.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAELE401A  ADDRESS ADULT LANGUAGE, LITERACY AND NUMERACY SKILLS

Locations: City King Street, Newport, Industry, Off-shore.

Description: This unit describes the performance outcomes, skills and knowledge required to recognise the core language, literacy and numeracy (LLN) demands of training and assessment, and to tailor training and assessment to suit individual skill levels, including accessing relevant support resources.

Nominal Hours: 30

Required Reading: No Required Texts.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAESU501A  ANALYSE AND APPLY SUSTAINABILITY SKILLS TO LEARNING PROGRAMS

Locations: City King Street, Newport, Industry, Off-shore.

Description: This unit describes the performance outcomes, skills and knowledge required to identify explicit and embedded sustainability skills within training packages and accredited courses, and apply requirements to learning programs associated with the development of competence.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAETAS401A  MAINTAIN TRAINING AND ASSESSMENT INFORMATION

Locations: City King Street, Newport, Industry, Off-shore.

Description: This unit describes the performance outcomes, skills and knowledge required to maintain the training and assessment information requirements of the organisation and other relevant bodies, including the timely dissemination of accurate information to learners on training and assessment services and the recording and reporting of training and assessment service data.

Nominal Hours: 40

Required Reading: No Required Texts.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

THCICS02A  SHARE IDEAS IN THE WORKPLACE

Locations: Other.

Other Locations: Secondary Schools on VETiS program

Description: Share ideas in the workplace.

Nominal Hours: 12

Required Reading: No required reading.

Assessment: To be advised.

VBM313  MARKETING CONCEPTS AND STRATEGIES

Locations: Footscray Nicholson, City King Street, Industry.

Description: The purpose of this module is to develop the knowledge, skills and attitudes required for planning and implementing strategic marketing decisions to ensure sustainable competitive advantage.
VPAU082  MANAGE MULTIPLE PROJECTS

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit covers the management of project activities in situations where a person has strategic responsibility, accountability and decision making for the overall management of multiple projects. It includes identifying project scope in a strategic context, managing establishment and integration of project activities, and finalising and reviewing project activities.

Nominal Hours: 80


Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU083  MANAGE THE DEVELOPMENT, IMPLEMENTATION AND REVIEW OF THE STRATEGIC BUSINESS PLAN

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit covers the knowledge and skills required to manage the development and implementation of strategic business plans. It encompasses the development and communication of business strategies, business plans, continual improvement and knowledge management.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU084  MANAGE COMPLIANCE WITH LEGAL, REGULATORY AND ETHICAL REQUIREMENTS IN AN ORGANISATIONAL ENVIRONMENT

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit covers the competency required to manage regulatory compliance in relation to workplace staff, customers, investors and the communities. It describes the skills and knowledge required to comply with regulatory legal framework, work within specific regulations for related industry and ethical frameworks, and to apply best practice and ethical business conduct.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU085  DEVELOP AND MANAGE RISK MANAGEMENT STRATEGY

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit covers the competency required to plan and strategically manage the risk management strategy within an organisation context, and in accordance with professionally recognised “best practice” standards. It includes the development, monitoring, review and continual improvement of the strategy and reporting of the outcomes to stakeholders.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU086  LEAD INNOVATIVE THINKING AND PRACTICE IN AN ORGANISATIONAL ENVIRONMENT

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit describes the knowledge and skills and performance outcomes required to generate innovative and creative thinking, to lead sustainable innovative practices, support and maintain a culture of innovative thinking and practice in an organisational context.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU087  MANAGE PEOPLE IN AN ORGANISATIONAL ENVIRONMENT

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit describes the knowledge and skills required to manage, motivate and empower employees of an organisation to achieve what the organisation has set out to do, and manage their own personal development to enhance individual and organisation performance.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.
VPAU088  MANAGE HUMAN RESOURCE PRACTICES
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit covers the knowledge and skills required to establish and manage appropriate human resource practices so they positively contribute to their effectiveness and efficiency of the organisation.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor /organisational manager /facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU089  MANAGE FINANCIAL RESOURCES IN AN ORGANISATION
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit covers the competency required to review financial performance in an organisational context. The analysis and interpretation of financial information to support management decision making, undertaking budgeting and financial forecasting are addressed.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor /organisational manager /facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU090  MANAGE BUSINESS IN A GLOBAL ENVIRONMENT
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit covers the competency required to analyse and interpret international business environment including the issues and challenges that impact on the strategic and operational management of a business in a global environment. The analysis includes reviewing the cultural differences and its impact on undertaking business in a global context to inform management decision making in business.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor /organisational manager /facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU091  MANAGE ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES
Locations: Footscray Nicholson, City King Street, Industry.
Description: This unit covers the scoping, establishment and review of the organisation’s environmental sustainability as an integral part of organisational planning and management.
Nominal Hours: 50

Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor /organisational manager /facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU457  UNDERTAKE EDUCATION AND TRAINING LEADERSHIP PROJECTS
Description: This unit describes the performance outcomes, skills and knowledge to undertake a work-based project within an education and training environment. This project will enable participants to develop and implement leadership approaches and build both individual and team effectiveness to support and inform workplace performance and organisational capacity.
Nominal Hours: 80
Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.
Assessment: Reflective Journal, Participants are required to keep a journal and use it to write two reflective reports on the progress of their IPDPs, Yes/No.

VPAU458  LEAD IN EDUCATION AND TRAINING ENVIRONMENTS
Description: This unit describes the performance outcomes, skills and knowledge required of leaders to plan analyse and develop operational and strategic initiatives in education and training environments.
Nominal Hours: 50
Required Reading: Participants are handed all relevant notes at the start of the course.
Assessment: Reflective Journal, Participants are required to keep a reflective journal and use it to write their 2 reflective reports on the progress of their IPDP’s, Yes/No.

VPAU460  LEAD INNOVATION AND CHANGE IN AN EDUCATION AND TRAINING ENVIRONMENT
Description: This unit describes the performance outcomes, skills and knowledge required of leaders to generate innovative and creative thinking to promote innovation in work practices within an education and training environment. The unit focuses on identifying, analysing and developing strategies that build acceptance of sustainable innovative activity within an education and training environment and for the people involved so that they can effectively respond to change.
Nominal Hours: 50
Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.
Assessment: Reflective Journal, Participants are required to keep a reflective journal throughout their practicum experience and use it to write two reports on their IPDP’s, Yes/No.
FACULTY OF WORKFORCE DEVELOPMENT

VPAU461  DEVELOP BUSINESS STRATEGIES IN AN EDUCATION AND TRAINING ENVIRONMENT


Description: This unit describes the knowledge, skills and performance outcomes required to design and implement strategies to attract and secure new business in an education and training environment. Designing strategies includes analysing models and approaches to strategy development and business planning to inform management decisions related to business development in an education and training environment.

Nominal Hours: 50
Required Reading: No required reading.
Assessment: Assessments required include assignments, classwork, presentation.

VPAU599  DEMONSTRATE PERSONAL QUALITIES APPROPRIATE IN A SMALL BUSINESS ENVIRONMENT

Locations: Other.
Other Locations: Secondary Schools for VETiS program.

Description: This unit covers the knowledge and skills required to identify and develop the personal knowledge and skills necessary to function effectively in a small business environment. At this level work is generally undertaken under supervision.

Nominal Hours: 20
Required Reading: No required reading.
Assessment: Assessments required may include assignments, classwork, presentation.

VPAU600  UNDERTAKE BASIC MARKET RESEARCH FOR A SMALL BUSINESS PRODUCT OR SERVICE

Locations: Other.
Other Locations: Secondary Schools on VETiS program.

Description: This unit covers the knowledge and skills required to conduct and evaluate basic market research in order to develop a simple marketing plan for a small business product or service. It provides foundation skills and knowledge necessary to undertake market research activities in a small business environment. At this level work is generally undertaken under supervision.

Nominal Hours: 25
Required Reading: No required reading.
Assessment: Assessments required include assignments, classwork, presentation.

VPAU601  CONTRIBUTE TO SMALL BUSINESS OPERATIONS AND INNOVATION

Locations: Other.
Other Locations: Secondary Schools on VETiS program

Description: This unit covers the knowledge and skills required to collect information on the nature of small business operations and to generate and examine ideas that will enhance the potential for achieving personal and organisational success in a small business environment. This unit also covers presenting an idea (that will enhance small business operations) to a target audience. It provides foundation skills and knowledge necessary to work effectively in a small business environment. At this level work is generally undertaken under supervision.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessments required include assignments, classwork, presentation.

VPAU602  PARTICIPATE IN SMALL BUSINESS QUALITY AND CHANGE PROCESSES

Locations: Other.
Other Locations: Secondary Schools on VETiS program.

Description: This unit covers the knowledge and skills required to contribute to small business quality processes. It covers participating in collaborative workplace relationships, identifying areas for workplace improvements, and taking initiative in change processes in order to increase productivity. This unit also covers complying with basic environmental work practices. It provides foundation skills and knowledge necessary to relate an individual’s work role to a quality context. At this level work is generally undertaken under supervision.

Nominal Hours: 25
Required Reading: No required reading.
Assessment: Assessments required include assignments, classwork, presentation.

VPAU603  CONTRIBUTE TO SMALL BUSINESS PLANNING

Locations: Other.
Other Locations: Secondary Schools on VETiS program

Description: This unit covers the knowledge and skills required to contribute to small business planning. It covers identifying and evaluating the key components of a business plan and making suggestions to strengthen small business planning and operations. It provides foundation skills and knowledge necessary to support and actively participate in planning processes. At this level work is generally undertaken under supervision.

Nominal Hours: 25
Required Reading: No required reading.
Assessment: Assessments required include assignments, classwork, presentation.

VPAU604  UNDERTAKE WORKPLACE ORIENTATION IN A SMALL BUSINESS

Locations: Other.
Other Locations: Secondary Schools on VETiS program

Description: This unit covers the knowledge and skills required to work effectively in a small business while undertaking a workplace orientation program. It covers identifying and following organisational guidelines for workplace orientation and becoming familiar with the operations of the small business. All work is undertaken under supervision and in accordance with the small business operating policies and Occupational Health and Safety procedures.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessments required include assignments, classwork, presentation.

VPAU605  ASSIST WITH THE PRESENTATION OF PUBLIC ACTIVITIES AND EVENTS

Locations: Other.
Other Locations: Secondary Schools on VETiS program
Description: This unit describes the performance outcomes, skills and knowledge required to complete a range of tasks under supervision for the set up and operation of activities and events. As such the unit includes a general knowledge of the issues to be considered in staging any type of activities or event.

Nominal Hours: 25
Required Reading: No required text.
Assessment: To be advised.

VU20107 LAW OF TORTS
Locations: Footscray Nicholson, City King Street.
Prerequisites: VU20111 - LEGAL PROCESS

Description: The purpose of this module is to provide a detailed knowledge and skills in the Law of Torts as might be relevant for a person engaged in the operation of a legal office, or associated fields in the public or corporate sectors.

Nominal Hours: 51
Required Reading: No required text.
Assessment: Assessment may include: written tests, class discussion, case study analysis, assignments.

VU20108 LAW OF CONTRACT
Locations: Footscray Nicholson, City King Street.
Prerequisites: VU20111 - LEGAL PROCESS

Description: The purpose of this module is to provide a detailed knowledge of contract law as might be relevant to a person working in a legal office, private or public sector organisation or other area requiring a specialised knowledge of contract law principles and to enable the learner to evaluate contractual issues in both social and domestic, and commercial environments.

Nominal Hours: 51
Required Reading: No required text.
Assessment: Assessment may include: case study analysis, short answers questions, written assignment/reports, oral presentations and project.

VU20109 PROPERTY LAW
Locations: Footscray Nicholson, City King Street.
Prerequisites: VU20111 - LEGAL PROCESS

Description: The purpose of this module is to provide detailed knowledge of property law as might be relevant to a person working in a legal office, conveyancing office, financial institution or lending mortgage department, government department, or other allied area requiring thorough knowledge of Property Law concepts and applications, including analysis of estates and interests, mortgages, easements, and covenants, tenancies, and adverse possession.

Nominal Hours: 51
Required Reading: No required text.
Assessment: Assessment methods may include: Case study analysis, short answers questions, written assignment, test/examination, oral presentation and project.

VU20110 LAW OF EVIDENCE
Locations: Footscray Nicholson, City King Street.
Prerequisites: VU20111 - LEGAL PROCESS

Description: To provide learners with detailed knowledge and skills in the rules of evidence and procedure as they apply to civil and criminal trials as might be relevant to a person working in a legal office, an insurance company or associated fields in the public or corporate sectors. Knowledge of the rules of evidence will enable analysis and evaluation of evidence available in connection with the preparation of a case for trial.

Nominal Hours: 51
Required Reading: No required text.
Assessment: Assessment methods may include: Practical exercise, written tests, written assignment and case study analysis.

VU20111 LEGAL PROCESS
Locations: Footscray Nicholson, City King Street.

Description: The purpose of the module is to provide detailed knowledge and skills of the Australian legal system as might be relevant for a person working in a legal office, or associated fields in the public or corporate sectors. Knowledge of the Australian legal system will enable analysis and evaluation of the institutions in the legal system, investigation and classification of the sources of Australian law and discussion and evaluation of the concepts underlying the application of law.

Nominal Hours: 51
Required Reading: No required text.
Assessment: Assessment methods may include: case study analysis, short answers questions, written assignment/reports, oral presentations and project.

VU20112 COMMERCIAL LAW
Locations: Footscray Nicholson, City King Street.
Prerequisites: VU20108 - LAW OF CONTRACT
VU20111 - LEGAL PROCESS

Description: To provide the learner with the knowledge and skills in particular areas of commercial law, including partnerships, bankruptcy, business names, franchises and trusts, relevant to a person working in a legal office, private or public sector department, where a thorough knowledge of those areas is required.

Nominal Hours: 51
Required Reading: No required text.
Assessment: Assessment methods may include: case study analysis, short answers questions, written assignment/reports, oral presentations and project.

VU20113 PRACTISE IN A LEGAL ENVIRONMENT
Locations: Footscray Nicholson, City King Street.
Prerequisites: VU20107 - LAW OF TORTS
VU20108 - LAW OF CONTRACT
VU20109 - PROPERTY LAW
VU20110 - LAW OF EVIDENCE
VU20111 - LEGAL PROCESS
VU20112 - COMMERCIAL LAW
Description: To provide learners with knowledge and skills to initiate the client file, take instructions and provide required legislative information, consult with internal/external specialist(s), and prepare, develop and manage legal documents, to ensure that all necessary information is obtained and that documentation accurately reflects the client’s needs, according to organisational policies and procedures.

Nominal Hours: 68
Required Reading: No required text.
Assessment: Assessment methods may include: practical demonstration in a real work environment, role plays, oral/written short answers, case studies and group discussion.

**VU20114 THE CONVEYANCING PROCESS**
Locations: Footscray Nicholson, City King Street.
Prerequisites: VU20109 - PROPERTY LAW  
VU20111 - LEGAL PROCESS

Description: The purpose of this module is to provide skills in the field of land contract law as might be relevant to a person working in a legal office, conveyancing department or office, financial institution or bank loans or mortgage department or other allied area requiring a comprehensive knowledge of the documents and procedure encountered in conveyancing transactions for the sale and purchase of Victorian land, and the effect of the relevant and associated legislation.

Nominal Hours: 51
Required Reading: No required text.
Assessment: Assessment method may include: case study analysis, short answer questions, written assignment/reports, oral presentations and project.

**VU20115 FAMILY LAW**
Locations: Footscray Nicholson, City King Street.
Prerequisites: VU20111 - LEGAL PROCESS

Description: To provide knowledge and skills in the field of Family Law and the related fields of de facto relationships, enforcement of Family Court orders and related matters as skills desirable for a person engaged in the operation of a legal office, citizen’s advice bureau or similar information service.

Nominal Hours: 51
Required Reading: No required text.
Assessment: Assessment methods may include: tests, practical exercises, case study analysis, short answers questions, written assignment, oral presentations and project.

**VU20116 WILLS, PROBATE AND ADMINISTRATION**
Locations: Footscray Nicholson, City King Street.
Prerequisites: VU20111 - LEGAL PROCESS

Description: The purpose of the module is to provide and develop specialised skills in particular areas of Wills and Deceased Estates as might be desired for a person engaged in the operation of a legal office, or associated fields in the public or corporate sectors.

Nominal Hours: 51
Required Reading: No required text.
Assessment: Assessment methods will include class based test, written assignments and case study analysis.

**VU20117 CIVIL PROCEDURE**
Locations: Footscray Nicholson, City King Street.
Prerequisites: VU20110 - LAW OF EVIDENCE  
VU20111 - LEGAL PROCESS

Description: To provide skills and knowledge in the area of litigation and civil procedure including the civil jurisdiction, structure, procedure and operation of the courts in Victoria.

Nominal Hours: 51
Required Reading: No required text.
Assessment: Assessment methods may include: Test, practical exercise, assignment, class discussion, case study analysis, short answer questions, oral presentation and project.

**VU20118 CRIMINAL LAW**
Locations: Footscray Nicholson, City King Street.
Prerequisites: VU20111 - LEGAL PROCESS

Description: The purpose of this module is to provide detailed examination and analysis skills of criminal law as might be relevant to a person working in a legal office, for a legal aid provider or government department or in a criminal justice context and incorporates a study of criminal procedure, substantive aspects of criminal offences as defined in legislation and at common law and evaluation of law reform issues.

Nominal Hours: 51
Required Reading: No required text.
Assessment: Assessment methods may include: Test/written examination, case study analysis, short answers questions, written assignment, oral presentations and project.

**VU20119 LAND CONTRACTS**
Locations: Footscray Nicholson, City King Street.
Prerequisites: VU20109 - PROPERTY LAW  
VU20111 - LEGAL PROCESS  
VU20114 - THE CONVEYANCING PROCESS

Description: The purpose of this module is to provide training in the field of land contract law as might be relevant to a person working in a legal office, Legal aid provider, government department, financial institution or bank loans or mortgage department or other allied area requiring a comprehensive knowledge of conveyancing duties of care, investigation of title, parties and procedures, small business transactions and subdivision rules.

Nominal Hours: 51
Required Reading: No required text.
Assessment: Assessment methods will include class based test, written assignments and case study analysis.
**VU20120 MORTGAGES, LEASES AND BUILDING CONTRACTS**

**Locations:** Footscray Nicholson, City King Street.

**Prerequisites:** VU20109 - PROPERTY LAW  
VU20111 - LEGAL PROCESS  
VU20114 - THE CONVEYANCING PROCESS

**Description:** The purpose of this module is to provide skills and knowledge in the field of Land Contract law as might be relevant to a person working in a legal office, Legal aid provider, government department, financial institution or bank loans or mortgage department or other allied area requiring a detailed knowledge of the law of mortgages, and an examination of the appropriate rules relating to commercial leases and building contracts.

**Nominal Hours:** 51  
**Required Reading:** No required text.

**Assessment:** Assessment methods may include: case study analysis, written assignment/reports, class based test and project.

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**VU20121 CONSUMER PROTECTION LAW**

**Locations:** Footscray Nicholson, City King Street.

**Prerequisites:** VU20108 - LAW OF CONTRACT  
VU20111 - LEGAL PROCESS

**Description:** To enable the learner to identify, examine areas of the law which relate to consumers, sellers and manufacturers as skills relevant to working in a legal office, a Legal Aid provider, government department, financial institution or other area dealing with consumers, suppliers of goods or services or manufacturers.

**Nominal Hours:** 51  
**Required Reading:** No required text.

**Assessment:** Assessment methods may include: Test, case study, assignments and project.

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**VU20122 ADMINISTRATIVE LAW**

**Locations:** Footscray Nicholson, City King Street.

**Prerequisites:** VU20111 - LEGAL PROCESS

**Description:** To provide students with a knowledge of the major areas of administrative law including the structure of government in Australia, the legal restraints on the use of governmental power, methods of review of government decisions and access to government information as might be relevant for a person working in a legal office, government department or agency or organization having dealings with government departments or agencies.

**Nominal Hours:** 51  
**Required Reading:** No required text.

**Assessment:** Assessment methods may include: Tests, practical exercises, case study analysis and assignments.

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**VU20123 INTELLECTUAL PROPERTY AND BUSINESS LAW**

**Locations:** Footscray Nicholson, City King Street.

**Prerequisites:** VU20108 - LAW OF CONTRACT  
VU20111 - LEGAL PROCESS

**Description:** The purpose of this module is to provide detailed skills and knowledge in particular areas of intellectual property and business law relevant for a person engaged in the operation of a legal office, private or public sector organisation or other area requiring a specialised knowledge of business and intellectual property law principles.

**Nominal Hours:** 51  
**Required Reading:** No required text.

**Assessment:** Assessment methods may include: Case study analysis, written assignment/reports, class based test and project.

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**VU20124 LEGAL RESEARCH METHOD**

**Locations:** Footscray Nicholson, City King Street.

**Prerequisites:** VU20111 - LEGAL PROCESS

**Description:** To provide learners with the knowledge and skills necessary to undertake research as might be required of a person working in a legal office or in associated fields in the public or corporate sectors.

**Nominal Hours:** 51  
**Required Reading:** No required text.

**Assessment:** Assessment methods may include: class tests, written assignments and practical exercises.

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**VU20125 CORPORATIONS LAW**

**Locations:** Footscray Nicholson, City King Street.

**Prerequisites:** VU20111 - LEGAL PROCESS

**Description:** To provide skills and knowledge in the field of company and associations law as might be relevant to a person working in a legal office, financial institution, accounting office, government department or authority, or in the corporate section, who requires a thorough knowledge of company and associations law.

**Nominal Hours:** 51  
**Required Reading:** No required text.

**Assessment:** Assessment methods may include: class test, assignments, case study analysis and project.

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**VU20126 EMPLOYMENT LAW**

**Locations:** Footscray Nicholson, City King Street.

**Prerequisites:** VU20111 - LEGAL PROCESS  
VU20108 - LAW OF CONTRACT

**Description:** The purpose of this module is to provide a detailed knowledge of the laws relating to employment that would be relevant to a person working in a legal office, government department or other allied areas.

**Nominal Hours:** 51  
**Required Reading:** No required text.

**Assessment:** Assessment methods may include: class based test, case study analysis, written assignment and project.
FACULTY OF WORKFORCE DEVELOPMENT

WRCA1B  OPERATE RETAIL EQUIPMENT
Description: Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.
Nominal Hours: 21
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRER3B  MAINTAIN EMPLOYEE RELATIONS
Locations: Industry.
Description: Identify the awards/agreement; Identify and minimise potential industrial problems; Implement dispute settlement procedures.
Nominal Hours: 36
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRR1SA  MAINTAIN AND ORDER STOCK
Locations: Industry.
Description: Monitor receipt and dispatch of goods; Maintain stock records; Coordinate stocktake/cyclical count; Identify stock losses; Process order; Follow up order.
Nominal Hours: 36
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRLP2B  MINIMISE THEFT
Description: Apply routine store security; Minimise theft.
Nominal Hours: 21
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRLP3B  MAINTAIN STORE SAFETY
Description: Inform team members; Involve team members; Monitor and maintain a safe working environment; Implement emergency procedures; Identify need for occupational health and safety training; Maintain occupational health and safety records.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM3B  CO-ORDINATE MERCHANDISE PRESENTATION
Description: Co-ordinate merchandise presentation and display; Implement merchandise pricing.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM5A  MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Description: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS
Locations: Industry.
Description: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Nominal Hours: 36
Required Reading: There is no required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO3B  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: This unit may be assessed by tests, assignments, classwork.

WRRM3B  MERCHANDISE PRODUCTS
Description: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Nominal Hours: 30
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM5A  MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Description: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS
Locations: Industry.
Description: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Nominal Hours: 36
Required Reading: There is no required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO3B  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: This unit may be assessed by tests, assignments, classwork.

WRRM3B  MERCHANDISE PRODUCTS
Description: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Nominal Hours: 30
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM5A  MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Description: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS
Locations: Industry.
Description: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Nominal Hours: 36
Required Reading: There is no required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO3B  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: This unit may be assessed by tests, assignments, classwork.

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Description: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Nominal Hours: 30
Assessment: This unit may be assessed by tests, assignments, classwork.

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Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS
Locations: Industry.
Description: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Nominal Hours: 36
Required Reading: There is no required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO3B  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: This unit may be assessed by tests, assignments, classwork.

WRRM3B  MERCHANDISE PRODUCTS
Description: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Nominal Hours: 30
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM5A  MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Description: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS
Locations: Industry.
Description: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Nominal Hours: 36
Required Reading: There is no required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO3B  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: This unit may be assessed by tests, assignments, classwork.

WRRM3B  MERCHANDISE PRODUCTS
Description: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Nominal Hours: 30
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM5A  MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Description: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS
Locations: Industry.
Description: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Nominal Hours: 36
Required Reading: There is no required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO3B  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: This unit may be assessed by tests, assignments, classwork.

WRRM3B  MERCHANDISE PRODUCTS
Description: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Nominal Hours: 30
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM5A  MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Description: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS
Locations: Industry.
Description: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Nominal Hours: 36
Required Reading: There is no required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO3B  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: This unit may be assessed by tests, assignments, classwork.

WRRM3B  MERCHANDISE PRODUCTS
Description: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Nominal Hours: 30
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM5A  MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Description: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.
Nominal Hours: 36
Assessment: As per accredited curriculum.

**WRRS2B ADVISE ON PRODUCTS AND SERVICES**

Description: Develop product/service knowledge; Recommend specialised products/services.

Nominal Hours: 27
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRS3B CO-ORDINATE SALES PERFORMANCE**


Description: Implement sales policies and procedures; Monitor achievement of sales targets.

Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRS4B BUILD RELATIONSHIPS WITH CUSTOMERS**

Description: Establish rapport with customers; Apply expert knowledge; Provide post-sales support; Plan sales presentations; Implement sales presentation; Maintain and utilise a customer database; Deal with difficult customers.

Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRS10B RECOMMEND SPORTING PRODUCTS AND SERVICES**

Description: Research store sporting products range; Recommend sporting products; Measure and fit sporting products; Advise on manufactures warranties; Advise on and arrange sporting services.

Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRRS15B RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS**

Description: Research store product range; Identify hair/beauty/cosmetic products; Recommend hair/beauty/cosmetic products.

Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.
ADVANCED DIPLOMA OF BUSINESS (PUBLIC RELATIONS)

Course Code: 22038VIC

Campus: Footscray Nicholson.

About this course: The course seeks to develop skills and knowledge required in the public relations industry at the Advanced Diploma level, and currently not covered by any Training Package. The forerunner of this course has been successful over the past 16 years and so this indicates the ongoing demand in the community.

Course Objectives: The course has been developed to assist participants to achieve underpinning knowledge, skills and ability to meet Advanced Diploma qualification requirements. Graduates will acquire the skills and knowledge for management of Public Relations functions within an organisation.

Careers: This course will provide the skills and knowledge necessary for management activities within the field of Public Relations. These may include: Public Relations Officer, Public Relations Communications Coordinator, Marketing Communications Coordinator, Media Relations Officer, Fundraising Personnel and Tourism Marketing and Promotions Coordinator.

Course Duration: 1 year.

Admission Requirements Year 12: Applicants will be required to have achieved the Diploma of Business (Public Relations) prior to entry to the Advanced Diploma qualification.

Admission Requirements International: Must complete Diploma prior to entry. IELTS 5.5.

Admission Requirements Mature Age: Must complete Diploma prior to entry and or have significant industry work experience.

Admission Requirements VET: Must complete Diploma prior to entry.

Selection Processes: Direct Entry, Interview, VTAC.

An interview maybe required by some applicants only. School will notify applicants by phone or mail.

Prerequisite Unit Requirements: The entry competencies for the 22038VIC Advanced Diploma of Business (Public Relations) are the successful completion of 22051VIC Diploma of Business (Public Relations).

COURSE STRUCTURE

To attain an Advanced Diploma of Business (Public Relations), participants are required to successfully complete a total of eighteen (18) units of competency comprising: 16 core units of competency and 2 electives

Core Units

- PUACOM004B  MANAGE ORGANISATIONAL COMMUNICATION STRATEGIES  25
- BSBPUB501A  MANAGE THE PUBLIC RELATIONS PUBLICATION PROCESS  45
- BSBWRT401A  WRITE COMPLEX DOCUMENTS  50
- PSPGOV504B  UNDERTAKE RESEARCH AND ANALYSIS  60
- CUSADM09A  ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS  50
- BSBCON601A  DEVELOP AND MAINTAIN BUSINESS CONTINUITY PLANS  60
- CUFDIG402A  CREATE USER INTERFACES  50
- CUFDIG403A  DESIGN USER INTERFACES  50
- BSBFIM501A  MANAGE BUDGETS & FINANCIAL PLANS  70
- BSBPUB504A  DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PLANS  40
- PSPGOV601B  APPLY GOVERNMENT SYSTEMS  60
- BSBPUB503A  MANAGE FUNDRAISING AND SPONSORSHIP ACTIVITIES  50
- BSOHSS509A  ENSURE A SAFE WORKPLACE  60
- CUFGEN01A  DEVELOP AND APPLY INDUSTRY KNOWLEDGE  15
- BSBMGT617A  DEVELOP AND IMPLEMENT A BUSINESS PLAN  60
- BSBADV511A  EVALUATE AND RECOMMEND ADVERTISING MEDIA OPTIONS  50
- BSBSUS501A  DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY  50

ADVANCED DIPLOMA OF INTERNATIONAL BUSINESS

Course Code: 22039VIC

Campus: Footscray Nicholson.

Course Objectives: The course aims to provide skills and knowledge for students wishing to pursue a career in an area of International Business and/or articulate into the relevant area of higher education. This is an entry level qualification for a career at the operational/management level in an organisation involved in international business.

Careers: Trade Executive, Senior supply chain coordinator (purchasing and imports/exports), International Trade Coordinator/Line Manager, Export Coordinator/Line Manager, International Sales Person/Facilitator, Import-Export shipping coordinator.

Course Duration: 0.5 years.

Admission Requirements Year 12: Successful completion of VCE and or extensive VET courses.

Admission Requirements International: IELTS 5.5.

Admission Requirements Mature Age: Direct applications and industry background information.

Admission Requirements VET: Course transfer applications on merit in relation to specific course content.

Selection Processes: Direct Entry, Interview, VTAC, Written Application, Written Test.

An interview maybe required by some applicants only. School will notify applicants by phone or mail.

COURSE STRUCTURE

To attain the Advanced Diploma of International Business, participants are required to successfully complete a total of eight (8) units of competency comprising:

- Five (5) core units of competency
- Three (3) electives

Core Units

- VBP162  PLAN AND IMPLEMENT A TRANSPORT AND LOGISTICS SYSTEM FOR AN INTERNATIONAL TRADE ORGANISATION  60
- VBP163  APPLY CONTRACT LAW TO INTERNATIONAL BUSINESS ACTIVITIES  60
- VBP166  REVIEW THE FINANCIAL STRUCTURES AND PROCESSES IN INTERNATIONAL BUSINESS  80
DIPLOMA OF BUSINESS (PUBLIC RELATIONS)
Course Code: 22051BVC
Campus: Footscray Nicholson.

About this course: The course seeks to develop skills and knowledge required in the public relations industry at the Diploma level, and currently not covered by any Training Package. The forerunner of this course has been successful over the past 16 years and so this indicates the ongoing demand in the community.

Course Objectives: This course has been developed to assist students to achieve knowledge, skills and ability to meet Diploma qualification requirements. The course will provide participants with broad public relations skills and knowledge to obtain employment in the Public Relations field in roles such as client liaison officer, campaign coordinator and promotions coordinator.

Careers: Client liaison officer, campaign coordinator and promotions coordinator.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE.
Admission Requirements International: Completion of year 12 IELTS 5.5.
Admission Requirements Mature Age: Applicants will be considered on their merit.
Admission Requirements VET: Applicants will be considered on their merit.
Selection Processes: Direct Entry, Interview, VTAC.

An interview may be required by some applicants only. School will notify applicants by phone or mail.

COURSE STRUCTURE
To attain a Diploma of Business (Public Relations), participants are required to successfully complete a total of eleven (11) units of competency comprising:

• 10 core units of competency
• elective

Core
BSBPUB401A DEVELOP AND APPLY KNOWLEDGE OF PUBLIC RELATIONS INDUSTRY 80
BSBPUB403A DEVELOP PUBLIC RELATIONS DOCUMENTS 80
BSBPUB402A DEVELOP PUBLIC RELATIONS CAMPAIGNS 50
BSBMKG402B ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60
BSBWRT501A WRITE PERSUASIVE COPY 50
BSBCM401A MAKE A PRESENTATION 30
BSBMKG408B CONDUCT MARKET RESEARCH 60
ICAU3126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
ICAB4169B USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE 20
BSBMKG501B IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES 70

Electives
BSBMKG510A PLAN ELECTRONIC MARKETING COMMUNICATIONS 60
BSBIN502A BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT 50

DIPLOMA OF BUSINESS AND ENTERPRISE
Course Code: 3113C0207

Campus: Footscray Nicholson, City King Street, Industry, Other.

Other locations: The course is offered at the following international locations: Henan College of Finance and Taxation (HCFT), Zhengzhou; Henan University, Kai Feng; Liaoning University (LU), Shenyang; Shandong Jianzhu University, Jinan; Sichuan University (ILTC), Chengdu and Education Centre of Australia (Sydney).

About this course: This course is offered to international students with a pathway to higher education courses, specifically the Bachelor of Business at Victoria University. It provides students with an understanding of Australian and international business cultures, business principles, organisational structures and socio-political-legal environment in which business operates.

Course Objectives: The Diploma of Business & Enterprise aims to develop a broad range of business knowledge and skills to enable students to successfully undertake further study at undergraduate level in business including chosen specialist disciplines.

Careers: Whilst the course is primarily designed to provide a pathway to higher level studies, students who exit with the Diploma of Business & Enterprise will have acquired a range of vocational skills relevant to working in the business world.

Course Duration: 1 year.

Admission Requirements Year 12: NA.
Admission Requirements International: IELTS 5.5 Successful completion of VCE/VCAL or equivalent.
Admission Requirements Mature Age: NA.
Admission Requirements VET: NA.
Admission Requirements Other: IELTS 5.5 Successful completion of VCE/VCAL or equivalent or as assessed by the Organisation.
Selection Processes: Direct Entry.

COURSE STRUCTURE
Students are required to successfully complete 8 units of study as selected by the School.

3113C0207U01 ACCOUNTING 120
3113C0207U02 BUSINESS LAW PRINCIPLES 90
3113C0207U03 BUSINESS MATHEMATICS & STATISTICS 90
3113C0207U04 ECONOMICS 90
3113C0207U05 INFORMATION SYSTEMS 90
3113C0207U06 MARKETING 90
3113C0207U07 MANAGEMENT 90
3113C0207U09 BUSINESS COMMUNICATIONS 120

CERTIFICATE IV IN ADVERTISING
Course Code: BSB40107

Campus: Footscray Nicholson.

About this course: Provides the knowledge and skills required by a member of an advertising team in areas such as target market and audience profiling, pre-campaign testing, production monitoring, advertisement scheduling and media buying.
FACULTY OF WORKFORCE DEVELOPMENT

Course Objectives: The course aims to provide the knowledge and skills required for a person wishing to acquire well-developed advertising skills and a broad knowledge base for application in a wide variety of Industry contexts.

Careers: Account Coordinator, Art Director, Copywriter, Media Assistant, Media Buyer, Assistant Account Planner, Media Planner.

Course Duration: 1 year.

Selection Processes: Direct Entry, Interview, Portfolio, VTAC.

Course applicants are required to attend an interview.

COURSE STRUCTURE

The course is approximately 6 months full-time.

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

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

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

Complete five core units listed below:

BSBADV402B  CONDUCT PRE-CAMPAIGN TESTING 50
BSBADV403B  MONITOR ADVERTISING PRODUCTION 50
BSBADV404B  SCHEDULE ADVERTISEMENTS 40
BSBMKG401B  PROFILE THE MARKET 50
BSBMKG402B  ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60

Plus a minimum of five elective units:

BSBADV509A  CREATE MASS PRINT MEDIA ADVERTISEMENTS 30
BSBMKG414A  UNDERTAKE MARKETING ACTIVITIES 50
BSBMKG413A  PROMOTE PRODUCTS AND SERVICES 40
BSBRES401A  ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBPRO401A  DEVELOP PRODUCT KNOWLEDGE 30
BSBSLS402A  IDENTIFY SALES PROSPECTS 25
BSBSLS403A  PRESENT A SALES SOLUTION 60
BSBSLS404A  SECURE PROSPECT COMMITMENT 20
BSBSLS405A  SUPPORT POST-SALE ACTIVITIES 20
BSBSLS406A  SELF-MANAGE SALES PERFORMANCE 40
BSBREL402A  BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS 50
BSBLSU301A  IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
BSBFIA402A  REPORT ON FINANCIAL ACTIVITY 30
BSBITU402A  DEVELOP AND USE COMPLEX SPREADSHEETS 50
BSBLEG415A  APPLY THE PRINCIPLES OF CONTRACT LAW 60
BSBINT405A  APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE 30

CERTIFICATE IV IN BUSINESS SALES

Course Code: BSB40607

Campus: St Albans.

Careers: Sales account assistants, sales agents and sales representatives.

Course Duration: 0.5 years.

Admission Requirements Year 12: Successful completion of VCE or equivalent.

Admission Requirements International: IELTS 5.5.

Admission Requirements Mature Age: Direct Entry

Admission Requirements VET: NA.

Selection Processes: Direct Entry, VTAC, Written Application.

COURSE STRUCTURE

Completion of a minimum of 10 units: 1 core and 9 electives.

Core unit:

BSBOHS407A  MONITOR A SAFE WORKPLACE 50

Elective units:

BSBCMM401A  MAKE A PRESENTATION 30
BSBMKG413A  PROMOTE PRODUCTS AND SERVICES 40
BSBRES401A  ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBPRO401A  DEVELOP PRODUCT KNOWLEDGE 30
BSBSLS402A  IDENTIFY SALES PROSPECTS 25
BSBSLS403A  PRESENT A SALES SOLUTION 60
BSBSLS404A  SECURE PROSPECT COMMITMENT 20
BSBSLS405A  SUPPORT POST-SALE ACTIVITIES 20
BSBSLS406A  SELF-MANAGE SALES PERFORMANCE 40
BSBREL402A  BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS 50
BSBSUS301A  IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
BSBFIA402A  REPORT ON FINANCIAL ACTIVITY 30
BSBITU402A  DEVELOP AND USE COMPLEX SPREADSHEETS 50
BSBLEG415A  APPLY THE PRINCIPLES OF CONTRACT LAW 60
BSBINT405A  APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE 30

CERTIFICATE IV IN HUMAN RESOURCES

Course Code: BSB41007

Campus: Footscray Nicholson.

Careers: Human Resources Assistant, Human Resources Officer, Payroll Officer.

Course Duration: 0.5 years.

Admission Requirements Year 12: VTAC and Direct Entry.

Admission Requirements International: IELTS 5.5.

Admission Requirements Mature Age: Direct Entry

Selection Processes: Direct Entry, VTAC, Written Application.

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

COURSE STRUCTURE

Complete a total of 10 units: 4 core units Plus 6 elective units. At least 3 of the elective units must be selected from the elective units listed. The other 3 elective units may be selected from the remaining elective units listed in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification. 1 year full-time or 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 Human Resources to Diploma of Human Resources. Please contact the School for advice. Recognition of Prior Learning may apply.
All units selected are subject to the approval of the Head of School.

Core Units

- BSBHRM401A REVIEW HUMAN RESOURCES FUNCTIONS 40
- BSBHRM402A RECRUIT, SELECT AND INDUCT STAFF 50
- BSBHRM403A SUPPORT PERFORMANCE MANAGEMENT PROCESS 40
- BSBWRK410A IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES 50

Elective Units

- BSBFA402A REPORT ON FINANCIAL ACTIVITY 30
- BSBRES501A ANALYSE AND PRESENT RESEARCH INFORMATION 40
- BSBWOR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
- BSBWRT401A WRITE COMPLEX DOCUMENTS 50
- BSBHHS407A MONITOR A SAFE WORKPLACE 50
- BSBREL401A ESTABLISH NETWORKS 35
- BSBREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS 50
- BSBMGT405A PROVIDE PERSONAL LEADERSHIP 50
- BSBINM401A IMPLEMENT WORKPLACE INFORMATION SYSTEM 40
- BSBRSUS501A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
- BSBPMG401A APPLY PROJECT SCOPE MANAGEMENT TECHNIQUES 40

CERTIFICATE IV IN INTERNATIONAL TRADE

Course Code: BSB41107

Campus: Footscray Nicholson.

Course Objectives: This qualification provides training at AQTF Level 4 for individuals wishing to acquire well-developed skills and broad knowledge base in export and import industries.

Careers: Export Customer Service Coordinator, Exporter, Importer, Trade Coordinator.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE or equivalent.

Admission Requirements International: IELTS 5.5.

Admission Requirements Mature Age: Direct or VTAC entry.

Admission Requirements VET: Not Applicable.

Selection Processes: Direct Entry, Interview, VTAC.

Course applicants are required to attend an interview.

COURSE STRUCTURE

To qualify for this award students must complete a total number of 10 units: 4 international trade units Plus 6 elective units. At least 3 of the elective units must be selected from the international trade list in the BSB07 Training Package. The other 3 elective units may be selected from the remaining elective units or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

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

Complete a minimum of four core units listed below:

- BSBINT401B RESEARCH INTERNATIONAL BUSINESS OPPORTUNITIES 20
- BSBINT407B PREPARE BUSINESS ADVICE ON EXPORT FREE ON BOARD VALUE 30
- BSBINT409B APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE 30

Plus a minimum of six elective units:

- BSBINT305B PREPARE BUSINESS DOCUMENTS FOR THE INTERNATIONAL TRADE OF GOODS 40
- BSBMKG416A MARKET GOODS & SERVICES INTERNATIONALLY 70
- BSBMKG415A RESEARCH INTERNATIONAL MARKETS 50
- BSBCOM405A PROMOTE COMPLIANCE WITH LEGISLATION 40
- BSBCOM501B IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS 20
- BSBITU401A DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS 100
- BSBWRT401A WRITE COMPLEX DOCUMENTS 50
- BSBFA402A REPORT ON FINANCIAL ACTIVITY 30
- BSBWOR402A PROMOTE TEAM EFFECTIVENESS 50
- BSBEBU401A REVIEW AND MAINTAIN A WEBSITE 50
- BSBMGT414A UNDERTAKE MARKETING ACTIVITIES 50
- BSBITU301A CREATE AND USE DATABASES 30
- PSPGOV406B GATHER AND ANALYSE INFORMATION 30
- ICAU1204B LOCATE AND USE RELEVANT ONLINE INFORMATION 20
- BSBMKG410A MAKE A PRESENTATION 30
- BSBINT405B PREPARE BUSINESS ADVICE ON THE TAXES AND DUTIES FOR INTERNATIONAL TRADE TRANSACTIONS 40

CERTIFICATE IV IN MARKETING

Course Code: BSB41307

Campus: St Albans.

Course Objectives: This qualification provides individuals with well-developed marketing skills and a broad knowledge base in a wide variety of marketing contexts. It may provide leadership and guidance to others with some limited responsibility for the output of others, however they typically report to a more senior marketing practitioner.

Careers: Marketing assistant, direct marketing assistant, marketing coordinator or public relations officer.

Course Duration: 1 year.

Selection Processes: Direct Entry, VTAC.

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

COURSE STRUCTURE

This course is 1 year full-time. Time required to complete the course will vary...
according to the delivery and assessment mode offered. NB: This course includes BSB40607 Certificate IV in Business Sales.

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

Core Units of Study
- BSBCM401A MAKE A PRESENTATION 30
- BSBMKG401B PROFILE THE MARKET 50
- BSBMKG402B ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60
- BSBMKG408B CONDUCT MARKET RESEARCH 60

Elective Units of Study
- BSBBU401A REVIEW AND MAINTAIN A WEBSITE 50
- BSBITU301A CREATE AND USE DATABASES 30
- BSBMKG412A CONDUCT ELECTRONIC MARKETING COMMUNICATIONS 30
- BSBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
- BSBSLS405A SUPPORT POST-SALE ACTIVITIES 20
- BSBWRT401A WRITE COMPLEX DOCUMENTS 50

**CERTIFICATE IV IN PROJECT MANAGEMENT**

*Course Code: BSB41507*

*Campus: Industry.*

*About this course:* This course will be delivered part time to learners who are currently in the workforce and to industry.

*Course Objectives:* This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

*Careers:* Project Coordinator, Project Management Officer, Project Team Member, Project or Program Administrator.

*Course Duration:* 2 months.

*Selection Processes:* Direct Entry, Employer Choice.

**COURSE STRUCTURE**

Students must successfully complete a minimum of 8 core units as specified in the BSB07 Business Services Training Package.

Core units:
- BSBPMG401A APPLY PROJECT SCOPE MANAGEMENT TECHNIQUES 40
- BSBPMG402A APPLY TIME MANAGEMENT TECHNIQUES 40
- BSBPMG403A APPLY COST MANAGEMENT TECHNIQUES 40
- BSBPMG404A APPLY QUALITY MANAGEMENT TECHNIQUES 30
- BSBPMG405A APPLY HUMAN RESOURCES MANAGEMENT APPROACHES 40
- BSBPMG406A APPLY COMMUNICATIONS MANAGEMENT TECHNIQUES 40
- BSBPMG407A APPLY RISK MANAGEMENT TECHNIQUES 40
- BSBPMG408A APPLY CONTRACT AND PROCUREMENT PROCEDURES 30

**CERTIFICATE IV IN UNIONISM AND INDUSTRIAL RELATIONS**

*Course Code: BSB41807*

*Campus: Industry.*

*Course Objectives:* This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in unionism and industrial relations in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

*Careers:* Union Organiser, Workplace Union Representative.

*Course Duration:* 1 year.

*Selection Processes:* Employer Choice, Written Application.

**COURSE STRUCTURE**

Students must successfully complete a minimum of 10 units - 3 core units Plus 2 unionism units Plus 5 elective units. At least 3 of the elective units must be selected from the remaining unionism units or the elective units listed in the BSB07 Training Package. The other 2 elective units may be selected from the remaining elective units listed in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed, 1 unit may be selected from either a Certificate III or Diploma qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

Core:
- BSBWRK403A COMMUNICATE WITH WORKERS 50
- BSBWRK404A PROMOTE EQUALITY OF OPPORTUNITY AND FAIR TREATMENT FOR ALL WORKERS 40
- BSBWRK405A PROMOTE UNION VALUES, PRINCIPLES AND POLICIES 50

Electives:
- BSBWRK407A PROVIDE ADVICE TO UNION MEMBERS 30
- BSBWRK406A PARTICIPATE IN THE BARGAINING PROCESS 50
- BSBREL401A ESTABLISH NETWORKS 35
- BSBWSH407A MONITOR A SAFE WORKPLACE 50
- BSBWOR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
- BSBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
- BSBINM401A IMPLEMENT WORKPLACE INFORMATION SYSTEM 40

**DIPLOMA OF ADVERTISING**

*Course Code: BSB50107*

*Campus: Footscray Nicholson.*

*Course Objectives:* The course aims to provide the knowledge and skills required for a person wishing to acquire skills in Advertising management to ensure that advertising functions are effectively conducted in an organisation or business area.

*Careers:* Managing Advertising Function, Media Planner, Media Buyer, Copywriter, Copy Director.

*Course Duration:* 0.5 years.

*Admission Requirements Year 12: VTAC - VCE.*
Admission Requirements International: IELTS 5.5 VCE.
Admission Requirements Mature Age: VTAC - VCE or industry experience.
Admission Requirements VET: Not applicable.
Selection Processes: Direct Entry, Interview, Portfolio, VTAC.
Course applicants are required to attend an interview.
Prerequisite Unit Requirements: Applicants with no prior qualification or experience are expected to complete the Certificate IV in Advertising before commencing this course.

COURSE STRUCTURE
The course is approximately 6 months full-time.

All units selected are subject to the approval of the Head of School.
Complete a minimum of five core units listed below:

BSBADV512A  DEVELOP AN ADVERTISING STRATEGY AND BRIEF  60
BSBWR501A  WRITE PERSUASIVE COPY  50
BSBADV503B  COORDINATE ADVERTISING RESEARCH  50
BSBADV510A  CREATE MASS ELECTRONIC MEDIA ADVERTISEMENTS  50
BSBADV507A  DEVELOP A MEDIA PLAN  60

Plus a minimum of three elective units:
BSBCRT501A  ORIGINATE AND DEVELOP CONCEPTS  30
BSBMKG501A  PLAN ELECTRONIC MARKETING COMMUNICATIONS  20
BSBADV511A  DEVELOP AN ADVERTISING STRATEGY AND BRIEF  60
BSBMKG505A  REVIEW MARKETING PERFORMANCE  40
BSBSUS501A  DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY  50

DIPLOMA OF HUMAN RESOURCES MANAGEMENT
Course Code: BSB50607
Course Objectives: The course aims to provide the knowledge and skills required for a person working as a Human Resources Officer with responsibility for all HR functions or a middle level HR manager in a large organisation and/or articulate into a relevant area of higher education.
Careers: Consultant, Manager, Advisor or Senior Officer in the Human Resource field.
Course Duration: 1 year.
Admission Requirements Year 12: Successful completion of VCE or equivalent.
Admission Requirements International: IELTS 5.5.
Admission Requirements Mature Age: Extensive industry experience. Direct or VTAC application.
Admission Requirements VET: Not Applicable.
Selection Processes: Direct Entry, Interview, VTAC.
Course applicants are assessed and ranked against course selection criteria available from the School.

COURSE STRUCTURE
One year full-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: this accelerated course includes Certificate IV in Business (Human Resources). Please contact the School for advice. Recognition of Prior Learning may apply. Students must successfully complete a minimum of 8 units. Additional 3 core units Plus 5 elective. At least 3 electives must be selected from the elective list for this qualification provided in the training package (aligned at AQF4). The other 2 elective units may be selected from the remaining elective units listed in the Training Package for this qualification or from any course in the BSB07 Training Package or other endorsed national Training Package. If not listed, 1 unit may be selected from Certificate III or Diploma qualification.

All units selected are subject to the approval of the Head of School.
Core Units
BSBHRM501A  MANAGE HUMAN RESOURCES SERVICES 60
BSBHRM503A  MANAGE PERFORMANCE MANAGEMENT SYSTEMS 60
BSBHRM504A  MANAGE WORKFORCE PLANNING 60
Elective Units
BSBHRM505A  MANAGE REMUNERATION AND EMPLOYEE BENEFITS 60
BSBHRM509A  MANAGE REHABILITATION & RETURN TO WORK 50
BSBFIM502A  MANAGE PAYROLL 30
BSBFIM501A  MANAGE BUDGETS & FINANCIAL PLANS 70
BSBlWRK509A  MANAGE INDUSTRIAL RELATIONS 80
BSBHRM506A  MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES 60
BSBINN601A  MANAGE ORGANISATIONAL CHANGE 60
BSBRKS01A  MANAGE RISK 60
BSBPIM510A  MANAGE PROJECTS 60
BSBWRK501A  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
BSBHRM510A  MANAGE SEPARATION OR TERMINATION 50
BSBUSS501A  MANAGE QUALITY CUSTOMER SERVICE 40
BSBHRM502A  MANAGE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEMS 60
BSBFIM601A  MANAGE FINANCES 80
BSBMG605B  PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
BSBLED501A  DEVELOP A WORKPLACE LEARNING ENVIRONMENT 60
BSBSUS501A  DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY 50

DIPLOMA OF INTERNATIONAL BUSINESS
Course Code: BSB50807
Campus: Footscray Nicholson.
Course Objectives: This qualification provides training for individuals wishing to acquire well-developed skills and broad knowledge base in the management of export and import businesses. Students completing this qualification may proceed to the Advanced Diploma level which in turn could lead on to articulation into the undergraduate degree course.
Careers: Trainee Manager/Manager/Accounts Manager in several fields of the international business/international trade sector.
Course Duration: 0.5 years.
FACULTY OF WORKFORCE DEVELOPMENT

Admission Requirements Year 12: VCE or equivalent.
Admission Requirements International: IELTS 5.5.
Admission Requirements Mature Age: VTAC Industry experience.
Admission Requirements VET: Not applicable.

Selection Processes: Direct Entry, Interview, VTAC.
Course applicants are required to attend an interview.

COURSE STRUCTURE
6 months full time, or equivalent part time.

All units selected are subject to the approval of the Head of School.
Core Units of Study
BSBMKG516A  PROFILE INTERNATIONAL MARKETS  60
BSBMKG517A  ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC INTERNATIONAL MARKETS  60
BSBMKG511A  ANALYSE DATA FROM INTERNATIONAL MARKETS  60
BSBMKG512A  FORECAST INTERNATIONAL MARKET AND BUSINESS NEEDS 60
BSBMKG513A  PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS 50

Elective Units of Study
BSBFIA501A  REPORT ON FINANCES RELATED TO INTERNATIONAL BUSINESS 70
BSBREL501A  BUILD INTERNATIONAL CLIENT RELATIONSHIPS  50
BSBMGT515A  MANAGE OPERATIONAL PLAN 60
BSBINM501A  MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM  50
BSBFIM501A  MANAGE BUDGETS & FINANCIAL PLANS 70
BSBSUS501A  DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY  50
BSOBHS509A  ENSURE A SAFE WORKPLACE 60
BSRUK501A  MANAGE RISK 60
BSBSUS501A  DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY  50

For further information regarding this course, contact the School on (03) 9919 8686.

DIPLOMA OF MARKETING
Course Code: BSB51207
Campus: Footscray Nicholson, St Albans.

Course Objectives: The course aims to provide the knowledge and skills in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area.

Careers: Brand Managers, Category Managers, Direct Marketing Managers, Marketing Team Leaders and Public Relations Managers.

Course Duration: 0.5 years.

Admission Requirements Year 12: Successful completion of VCE and Certificate IV in Marketing.
Admission Requirements International: IELTS 5.5 and Completion of Certificate IV in Marketing or industry experience.
Admission Requirements Mature Age: Successful completion of Certificate IV in Marketing or relevant industry experience.
Admission Requirements VET: NA.

Selection Processes: Direct Entry, VTAC.
Course applicants are assessed and ranked against course selection criteria available from the School.

COURSE STRUCTURE
This course is approximately 6 months full-time or equivalent. Time required to complete the course will vary according to the delivery and assessment mode offered.
Note: Students progress through Certificate IV in Marketing prior to commencing this Diploma program.

All units selected are subject to the approval of the Head of School.
Complete 5 core units listed below:
BSBMKG501B  IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES  70
BSBMKG502B  ESTABLISH AND ADJUST THE MARKETING MIX 60
BSBMKG506B  PLAN MARKET RESEARCH 50
BSBMKG507A  INTERPRET MARKET TRENDS AND DEVELOPMENTS 50
BSBMKG514A  IMPLEMENT AND MONITOR MARKETING ACTIVITIES 50
BSBMKG515A  CONDUCT A MARKETING AUDIT 40

Plus three electives:
BSBMKG409A  DESIGN DIRECT RESPONSE OFFERS 60
BSBMKG508A  PLAN DIRECT MARKETING ACTIVITIES 50
BSBADV507B  DEVELOP A MEDIA PLAN 60
BSBMKG517A  ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC INTERNATIONAL MARKETS  60
BSBMKG401B  PROFILE THE MARKET 50
BSBADV511A  EVALUATE AND RECOMMEND ADVERTISING MEDIA OPTIONS 50
BSBMKG610A  DEVELOP, IMPLEMENT AND MONITOR A MARKETING CAMPAIGN 60

ADVANCED DIPLOMA OF ADVERTISING
Course Code: BSB60107

Course Objectives: To provide training for the management of the overall advertising function of organisations, managing an advertising studio or operating as a sole trader.

Careers: Account Director, Account Planning Manager, Client Services Executive, Client Services Director.

Course Duration: 0.5 years.

Selection Processes: Direct Entry, Interview, VTAC.
Course applicants are required to attend an interview.

Prerequisite Unit Requirements: Applicants with no prior qualification or experience are expected to complete the Diploma of Advertising before commencing this course.

COURSE STRUCTURE
Students must complete 5 core advertising units Plus 3 elective units. At least 2 of the elective units must be selected from the elective units listed in this qualification of the BSB07 Training Package. The 1 other elective unit may selected from the remaining electives, or any other currently endorsed national Training Package. If not listed, the 1 unit may be selected from a diploma qualification.
All units selected are subject to the approval of the Head of School.

Complete a minimum of five core units listed below:
- BSBADV602B DEVELOP AN ADVERTISING CAMPAIGN 60
- BSBADV603B MANAGE ADVERTISING PRODUCTION 70
- BSBADV604B EXECUTE AN ADVERTISING CAMPAIGN 70
- BSBADV512A DEVELOP AN ADVERTISING STRATEGY AND BRIEF 60
- BSBADV605B EVALUATE CAMPAIGN EFFECTIVENESS 60

Plus a minimum of three elective units:
- BSBMKG603B MANAGE THE MARKETING PROCESS 50
- BSBMG617A DEVELOP AND IMPLEMENT A BUSINESS PLAN 60
- BSBCOM603B PLAN AND ESTABLISH A COMPLIANCE MANAGEMENT SYSTEM 50
- BSBMKG606B MANAGE INTERNATIONAL MARKETING PROGRAMS 50
- BSBCRT501A ORIGINATE AND DEVELOP CONCEPTS 30

ADVANCED DIPLOMA OF ADVERTISING
Course Code: BSB60110

Campus: Footscray Nicholson.

About this course: This course is for people who require training in order to provide leadership and strategic direction for the advertising activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual and managerial competencies. Their knowledge base may be highly specialised or broad within the advertising field. These individuals are often accountable for group outcomes and for the overall performance of the advertising function in an organisation.

Course Objectives: This qualification reflects the role of individuals who provide leadership and strategic direction for the advertising activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual and managerial competencies. Their knowledge base may be highly specialised or broad within the advertising field. These individuals are often accountable for group outcomes and for the overall performance of the advertising function in an organisation.

Careers: Our graduates become: account directors account executives account planning managers client services executives client services directors marketing officers copywriters.

Course Duration: 0.5 years.

Admission Requirements Year 12: Successful completion of VCE or equivalent.

Admission Requirements International: IELTS 5.5.

Admission Requirements Mature Age: Relevant experience as assessed by the University

Admission Requirements Other: Industry access via recognition processes

Selection Processes: Direct Entry, Interview, Portfolio, VTAC.

Course applicants are required to attend an interview.

Prerequisite Unit Requirements: There are no pre-requisite unit requirements though completion of Certificate IV and Diploma or their equivalent is preferred.

COURSE STRUCTURE
Completion of eight units comprised of five core units and three elective units. Two of the elective units must be selected from a list provided on the NTIS website.
CERTIFICATE II IN LIBRARY/INFORMATION SERVICES  
Course Code: CUL20104  
Campus: Footscray Nicholson, Other.  
Other locations: Campus and Flexible Delivery options.  
About this course: The course is to reflect the role of individuals who perform a range of mainly routine tasks and who work under direct supervision. It is a flexible entry-level qualification, which can be customised to meet a broad range of industry needs. In many contexts this qualification provides a pathway to higher level qualifications. It is also suitable for VET in Schools delivery. To achieve the Certificate II in Library/Information Services, it is necessary to complete 5 courses, 3 core units of study (60 credits) and 2 elective units of study (40 credits).  
Course Objectives: The course is to reflect the role of individuals who perform a range of mainly routine tasks and who work under direct supervision. It is a flexible entry-level qualification, which can be customised to meet a broad range of industry needs. In many contexts this qualification provides a pathway to higher level qualifications. It is also suitable for VET in Schools delivery.  
Course Duration: 3 months.  
Selection Processes: Direct Entry, Interview, Written Application.  
Students can apply for Library Studies courses in two ways: - by submitting a Victoria University Direct Application Form supplied by the School (part time students); - by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants. Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes. It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.  
COURSE STRUCTURE  
The course is a minimum of 3 months full-time or part-time equivalent.  
Core Units of Study  
CULLB001B DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60  
CULFSAF01B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15  
CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS 20  
BSCBM205A USE BUSINESS TECHNOLOGY 30  
CULLB203C DEVELOP AND USE INFORMATION LITERACY SKILLS 40  
CULLB205C PROCESS AND MAINTAIN INFORMATION RESOURCES 30  
CULLB206C ASSIST WITH CIRCULATION SERVICES 15  
Elective Units of Study  
ICAITU006C OPERATE COMPUTING PACKAGES 60  
CERTIFICATE II IN MUSEUM PRACTICE  
Course Code: CUL30104  
Campus: Footscray Nicholson, Other.  
Other locations: Campus and Flexible Delivery options  
About this course: The aim of the course is to reflect the role of individuals who work in libraries/information services and who perform a range of skilled tasks using discretion and judgement, and who have the ability to select, adapt and transfer skills to different situations.  
Course Objectives: The course is to reflect the role of individuals who work in libraries/information services and who perform a range of skilled tasks using discretion and judgement, and who have the ability to select, adapt and transfer skills to different situations. Individuals may specialise in one area, such as customer service or be multi-skilled as Library Assistants in Library and Information Agencies in various settings.  
CAREERS:  
Library Attendant or further study.  
Course Duration: 0.5 years.  
Selection Processes: Direct Entry, Employer Choice, Written Application.  
Students can apply for Library Studies courses in two ways: - by submitting a Victoria University Direct Application Form supplied by the School (part time students); - by submitting a Victoria University Direct Application Form supplied by the School (part time students); - by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants. Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes. It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.  
COURSE STRUCTURE  
Students must successfully complete 4 core units and 3 electives.  
CULMS201B DEVELOP AND APPLY KNOWLEDGE OF THE MUSEUM INDUSTRY 60  
CULFSAF01B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15  
CUECOR03B WORK WITH OTHERS 15  
CULMS205B OBSERVE AND REPORT BASIC CONDITION OF COLLECTION 30  
CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS 20  
CULMS412B RECORD AND MAINTAIN COLLECTION INFORMATION 40  
Plus one other unit offered in Certificate II or III level from the Museum and Library/Information Services Training Package of a least 40 hours or another training package at equivalent level.  
CERTIFICATE III IN LIBRARY/INFORMATION SERVICES  
Course Code: CUL30104  
Campus: Footscray Nicholson, Other.  
Other locations: Campus and Flexible Delivery options  
About this course: The aim of the course is to reflect the role of individuals who work in libraries/information services and who perform a range of skilled tasks using discretion and judgement, and who have the ability to select, adapt and transfer skills to different situations.  
Course Objectives: The course is to reflect the role of individuals who work in libraries/information services and who perform a range of skilled tasks using discretion and judgement, and who have the ability to select, adapt and transfer skills to different situations. Individuals may specialise in one area, such as customer service or be multi-skilled as Library Assistants in Library and Information Agencies in various settings.  
CAREERS:  
Library Attendant or further study.  
Course Duration: 0.5 years.  
Selection Processes: Direct Entry, Employer Choice, Written Application.  
Students can apply for Library Studies courses in two ways: - by submitting a Victoria University Direct Application Form supplied by the School (part time students); - by submitting a Victoria University Direct Application Form supplied by the School (part time students); - by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants. Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes. It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.
PROCEED WITH THE APPLICATION, AND TO PROVIDE A SAMPLE OF LITERACY SKILLS FOR SELECTION.

PURPOSE OF THIS MATERIAL IS TO ALLOW THE STUDENT TO MAKE AN INFORMED DECISION ABOUT FURTHER APPLICATION MATERIAL TO COMPLETE, SPECIFIC TO LIBRARY AND STUDIES COURSES. THE APPLICANTS. EACH STUDENT WHO APPLIES BEFORE PRESCRIBED CUT OFF DATES WILL BE SENT AN INTERNAL TRANSFER FORM. INTERNAL REFERRAL STUDENTS ARE GIVEN PRIORITY OVER EXTERNAL INTERNAL REFERRAL WHEREBY CURRENT VICTORIA UNIVERSITY STUDENTS APPLY BY SUBMITTING UNIVERSITY DIRECT APPLICATION FORM SUPPLIED BY THE SCHOOL (PART TIME STUDENTS); · BY STUDENTS CAN APPLY FOR LIBRARY STUDIES COURSES IN TWO WAYS: · BY SUBMITTING A VICTORIA SELECTION PROCESSES:

ADMISSION REQUIREMENTS VET:

ADMISSION REQUIREMENTS MATURE AGE:

ADMISSION REQUIREMENTS YEAR 12:

NOT APPLICABLE.

NOT APPLICABLE.

DIRECT ENTRY, EMPLOYER CHOICE, WRITTEN APPLICATION.

STUDENTS CAN APPLY FOR LIBRARY STUDIES COURSES IN TWO WAYS: · BY SUBMITTING A VICTORIA UNIVERSITY DIRECT APPLICATION FORM SUPPLIED BY THE SCHOOL (PART TIME STUDENTS); · BY INTERNAL REFERRAL WHEREBY CURRENT VICTORIA UNIVERSITY STUDENTS APPLY BY SUBMITTING AN INTERNAL TRANSFER FORM. INTERNAL REFERRAL STUDENTS ARE GIVEN PRIORITY OVER EXTERNAL APPLICANTS. EACH STUDENT WHO APPLIES BEFORE PRESCRIBED CUT OFF DATES WILL BE SENT FURTHER APPLICATION MATERIAL TO COMPLETE, SPECIFIC TO LIBRARY AND STUDIES COURSES.

THE PURPOSE OF THIS MATERIAL IS TO ALLOW THE STUDENT TO MAKE AN INFORMED DECISION ABOUT PROCEEDING WITH THE APPLICATION, AND TO PROVIDE A SAMPLE OF LITERACY SKILLS FOR SELECTION PURPOSES. IT IS TO BE NOTED THAT STUDENTS STUDYING VIA OFF-CAMPUS MODE DO NOT NEED TO ATTEND THE CAMPUS IN PERSON AT ANY STAGE OF THE COURSE FOR ENROLMENT, STUDY OR ASSESSMENT.

COURSE STRUCTURE

LIBRARY STUDIES OFFER A RANGE OF STUDY OPTIONS, FULL-TIME, PART-TIME, ON CAMPUS, FLEXIBLE DELIVERY, WORKSHOPS, WORKPLACE DELIVERY, TRAINEESHIPS AND DISTANCE EDUCATION. TO ACHIEVE THE CERTIFICATE III OF LIBRARY/INFORMATION SERVICES 12 UNITS; 9 CORE AND 3 ELECTIVE UNITS WHERE 1 OR MORE ARE FROM THE MUSEUM/LIBRARY INFORMATION SERVICES TRAINING PACKAGE. IF TAKEN FROM OUTSIDE THIS PACKAGE, THE REMAINING UNITS MAY BE FROM ANY RELEVANT ENDORSED TRAINING PACKAGE AT CERTIFICATE III LEVEL.

Core Units of Study

CULL001B DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60

CUFS040B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15

CUE030A PROVIDE QUALITY SERVICE TO CUSTOMERS 20

CULL203C DEVELOP AND USE INFORMATION LITERACY SKILLS 40

BSBCMN205A USE BUSINESS TECHNOLOGY 30

CULL205C ASSIST WITH CIRCULATION SERVICES 30

CULL307C USE MULTIMEDIA 15

CULL302C USE CATALOGUING TOOLS 40

Elective Units of Study

CULL004B PROCESS INFORMATION RESOURCE ORDERS 40

ICAI006C OPERATE COMPUTING PACKAGES 60

CULL602C USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS 50

CERTIFICATE IV IN LIBRARY/INFORMATION SERVICES

Course Code: CUL40104

Campus: Footscray Nicholson.

About this course: Develops the role of Library Assistants in Library and Information Agency settings, who perform routine activities required for the operation of information system and services. Library Assistants exercise judgement within clearly established standards, practices and procedures.

Course Objectives: The course is designed to reflect the role of individuals who apply a broad range of skills, including evaluation and planning, and who may provide leadership and guidance to others, with some responsibility for group outcomes as Library Assistants in Library and Information Agency settings.

Careers: Library Attendant or further study.

Course Duration: 1 year.

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent.

Admission Requirements International: Not Applicable.

Admission Requirements Mature Age: Direct Application.

Admission Requirements VET: Not Applicable.

Selection Processes: Direct Entry, Employer Choice, Written Application.

Students can apply for Library Studies courses in two ways: · by submitting a Victoria University Direct Application Form supplied by the School (part time students); · by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants. Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library and Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes. It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

COURSE STRUCTURE

LIBRARY STUDIES OFFER A RANGE OF STUDY OPTIONS ARE: PART-TIME, ON CAMPUS, FLEXIBLE DELIVERY, WORKSHOPS, WORKPLACE DELIVERY, TRAINEESHIPS AND DISTANCE EDUCATION.

Core Units of Study

CULL001B DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60

CUEOHS401B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 60

BSBFLM404A LEAD WORK TEAMS 50

CULL602C USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS 50

CULL401C ASSIST CUSTOMERS TO ACCESS INFORMATION 40

ICAI006C OPERATE COMPUTING PACKAGES 60

ICAI006C USE CATALOGUING TOOLS 40

CULL412C UNDERTAKE CATALOGUING ACTIVITIES 100

CULL002B OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS 20

CULL005B SEARCH DATABASES 30

A minimum of six Elective Units of Study:

CULMN509B IMPLEMENT PREVENTIVE CONSERVATION ACTIVITIES 60

CULMN506B PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS 60

BSBCHM406A MAINTAIN BUSINESS TECHNOLOGY 40

ICPM065A CREATE WEB PAGES WITH MULTIMEDIA 50

CULL510C DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS 50

TAAAS510B PLAN AND ORGANISATE ASSESSMENT 10

CULL203C DEVELOP AND USE INFORMATION LITERACY SKILLS 40

CULL205C PROCESS AND MAINTAIN INFORMATION RESOURCES 30

CULL206C ASSIST WITH CIRCULATION SERVICES 15

CUE030A PROVIDE QUALITY SERVICE TO CUSTOMERS 20

CULL307C USE MULTIMEDIA 30

CULL004B PROCESS INFORMATION RESOURCE ORDERS 40

CULL001B DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60

CUEOHS401B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 60

BSBFLM404A LEAD WORK TEAMS 50

CULL602C USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS 50

CULL401C ASSIST CUSTOMERS TO ACCESS INFORMATION 40

ICAI006C OPERATE COMPUTING PACKAGES 60

CULL302C USE CATALOGUING TOOLS 40

CULL412C UNDERTAKE CATALOGUING ACTIVITIES 100

CULL002B OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS 20

CULL005B SEARCH DATABASES 30

A minimum of six Elective Units of Study:

CULMN509B IMPLEMENT PREVENTIVE CONSERVATION ACTIVITIES 60

CULMN506B PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS 60

BSBCHM406A MAINTAIN BUSINESS TECHNOLOGY 40

ICPM065A CREATE WEB PAGES WITH MULTIMEDIA 50

CULL510C DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS 50

TAAAS510B PLAN AND ORGANISATE ASSESSMENT 10

CULL203C DEVELOP AND USE INFORMATION LITERACY SKILLS 40

CULL205C PROCESS AND MAINTAIN INFORMATION RESOURCES 30

CULL206C ASSIST WITH CIRCULATION SERVICES 15

CUE030A PROVIDE QUALITY SERVICE TO CUSTOMERS 20

CULL307C USE MULTIMEDIA 30

CULL004B PROCESS INFORMATION RESOURCE ORDERS 40

DIPLOMA OF LIBRARY/INFORMATION SERVICES

Course Code: CUL50104

Campus: Footscray Nicholson.

About this course: Develops the role of individuals who carry out work as a Library Technician in Library and Information Agency settings. Library Technicians perform and assist in coordinating activities for operation and their maintenance of library systems. Library Technicians exercise judgement in dealing with a range of specialist tasks and problems for established standards, practices and procedures in Library and Information Agency settings.

Course Objectives: The course is designed to reflect the role of individuals, who use a range of specialised, technical or managerial competencies to plan, carry out
and evaluate the work of self and/or team as Library Technician’s in Library and Information Agency settings.

**Careers:** Library Technician.

**Course Duration:** 2 years.

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

Students can apply for Library Studies courses in three ways: - by following VTAC application guidelines, as stated in the VTAC Handbook (full time students only); - by submitting a Victoria University Direct Application Form supplied by the School (part-time students); - by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants. Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library Studies courses.

The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes. You will nominate to study via on-campus or off-campus mode. Procedures for enrolment differ for each of these two groups and are summarised in the Library Studies information booklet, issued to successful applicants. It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

**COURSE STRUCTURE**

Library Studies offer a range of study options, full-time, part-time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education. This course is offered as both a government funded and Full Fee course. To achieve a Diploma of Library/Information Services 18 units; 10 Core and 8 elective units where 3 or more are from the Museum/Library Information Services Training Package.

**ADVANCED DIPLOMA OF LIBRARY/INFORMATION SERVICES**

**Course Code:** CUL60104

**Campus:** Footscray Nicholson.

**Course Objectives:** This course reflects the role of individuals who analyse, diagnose, design and execute judgements across a range of technical or management functions. They are responsible for group outcomes as Senior Library Technicians in Library and Information Agency settings.

**Careers:** Supervising Library Technician.

**Course Duration:** 2 years.

**Admission Requirements Year 12:** Completion of VCE or equivalent.

**Admission Requirements International:** NA.

**Admission Requirements Mature Age:** Relevant industry experience.

**Admission Requirements VET:** NA.

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

**COURSE STRUCTURE**

To achieve an Advanced Diploma of Library/Information Services 21 units are required; 13 Core and 8 elective units where 4 or more are from the Museum/Library Information Services Training Package. If taken from outside this package, the remaining units may be from any relevant endorsed training package at Advanced Diploma level.

**Core Units of Study**

- CUEOHS01B IM实MENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 60
- BSBLM404A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
- CULLB302C USE CATALOGUING TOOLS 100
- CULLB306C CATALOGUE AND CLASSIFY MATERIAL 100
- CULLB001B SEARCH DATABASES 30
- CULLB004B OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS 20
- CULLB003B RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS 80
- CULLB508C MONITOR AND ENHANCE INFORMATION ACCESS 50
- CULLB509C SELECT AND ACQUIRE INFORMATION MATERIALS 50
- TAADEL402B FACILITATE GROUP BASED LEARNING 20

**Elective Units of Study**

- CULLB510C DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS 50
- CUL60104 ADVANCED DIPLOMA OF LIBRARY/INFORMATION SERVICES INDUSTRY 60
- BSBCMN406A MANAGE BUSINESS TECHNOLOGY 40
- ICPMA65DA CREATE WEB PAGES WITH MULTIMEDIA 50
- TAA5540IB PLAN AND ORGANISE ASSESSMENT 10
- TAA55402B ASSESS COMPETENCE 15

**ADVANCED DIPLOMA OF LIBRARY/INFORMATION SERVICES INDUSTRY**

**Course Code:** CUL60104

**Campus:** Footscray Nicholson.

**Course Objectives:** This course reflects the role of individuals who analyse, diagnose, design and execute judgements across a range of technical or management functions. They are responsible for group outcomes as Senior Library Technicians in Library and Information Agency settings.

**Careers:** Supervising Library Technician.

**Course Duration:** 2 years.

**Admission Requirements Year 12:** Completion of VCE or equivalent.

**Admission Requirements International:** NA.

**Admission Requirements Mature Age:** Relevant industry experience.

**Admission Requirements VET:** NA.

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

**COURSE STRUCTURE**

To achieve an Advanced Diploma of Library/Information Services 21 units are required; 13 Core and 8 elective units where 4 or more are from the Museum/Library Information Services Training Package. If taken from outside this package, the remaining units may be from any relevant endorsed training package at Advanced Diploma level.

**Core Units of Study**

- TAA55403B DEVELOP ASSESSMENT TOOLS 30
- CULLB203C DEVELOP AND USE INFORMATION LITERACY SKILLS 40
- CULLB205C PROCESS AND MAINTAIN INFORMATION RESOURCES 30
- CULLB206C ASSIST WITH CIRCULATION SERVICES 15
- BSBCM405A USE BUSINESS TECHNOLOGY 30
- CUECR03A PROVIDE QUALITY SERVICE TO CUSTOMERS 20
- CUFSA01B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
- ICAIUTO006C OPERATE COMPUTING PACKAGES 60
- CULLB302C USE CATALOGUING TOOLS 40
- CULLB307C USE MULTIMEDIA 30
- CULLB004B PROCESS INFORMATION RESOURCE ORDERS 40
- CULLB005B SEARCH DATABASES 30
- CULLB401C ASSIST CUSTOMERS TO ACCESS INFORMATION 40
- BSBLM404A LEAD WORK TEAMS 50
- CULLB001B DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60

**Advanced Diploma of Library/Information Services Industry**

**Course Code:** CUL60104

**Campus:** Footscray Nicholson.

**Course Objectives:** This course reflects the role of individuals who analyse, diagnose, design and execute judgements across a range of technical or management functions. They are responsible for group outcomes as Senior Library Technicians in Library and Information Agency settings.

**Careers:** Supervising Library Technician.

**Course Duration:** 2 years.

**Admission Requirements Year 12:** Completion of VCE or equivalent.

**Admission Requirements International:** NA.

**Admission Requirements Mature Age:** Relevant industry experience.

**Admission Requirements VET:** NA.

**Selection Processes:** Direct Entry, VTAC.
CULLB003B  RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS  80
CULLB508C  MONITOR AND ENHANCE INFORMATION ACCESS  50
CULLB505C  ANALYSE AND DESCRIBE INFORMATION MATERIALS  30
CULADM05A  PLAN AND DEVELOP INFORMATION MANAGEMENT SYSTEMS  60
CULMS506C  PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS  60
CULLB510C  DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS  50
CULLB708C  MANAGE INFORMATION ACCESS  40
CULLB701C  ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL  60

Elective Units of Study
CULLB203C  DEVELOP AND USE INFORMATION LITERACY SKILLS  40
CULLB205C  PROCESS AND MAINTAIN INFORMATION RESOURCES  30
CULLB206C  ASSIST WITH CIRCULATION SERVICES  15
CULLB307C  USE MULTIMEDIA  30
CULLB004B  PROCESS INFORMATION RESOURCE ORDERS  40
CULLB002B  OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS  20
CULLB005B  SEARCH DATABASES  30
CULLB401C  ASSIST CUSTOMERS TO ACCESS INFORMATION  40
CULLB412C  UNDERTAKE CATALOGUING ACTIVITIES  100
BSBFML404A  LEAD WORK TEAMS  50
BSBCMN406A  MAINTAIN BUSINESS TECHNOLOGY  40
ICPMM650A  CREATE WEB PAGES WITH MULTIMEDIA  50
TAAAS5401B  PLAN AND ORGANISE ASSESSMENT  10
TAAAS5402B  ASSESS COMPETENCE  15
TAAAS5403B  DEVELOP ASSESSMENT TOOLS  30
TAADEL402B  FACILITATE GROUP BASED LEARNING  20
CULLB302C  USE CATALOGUING TOOLS  40
CULLB602C  USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS  50
CULNS5009B  IMPLEMENT PREVENTIVE CONSERVATION ACTIVITIES  60

CERTIFICATE III IN FINANCIAL SERVICES

Course Code: FNS30107

Campus: Industry.

Course Objectives: To attain a FNS30107 Certificate III in Financial Services 13 units must be achieved: 4 industry core units, Plus 9 elective units. Where the industry core units have been demonstrated as a requirement of FNS20104 Certificate II in Financial Services exemption is provided. Prerequisite Requirements Where industry core units have been demonstrated as a requirement of Certificate II in Financial Services exemption is provided.

Careers: This qualification is designed to reflect the role of entry level employees working across the entire financial services spectrum who perform duties such as:
- responding to customer enquiries
- sales and service

- maintaining financial records
- performing clerical duties
- applying fundamental skills in broking, distribution, banking, credit management and retail financial services.

Course Duration: 0.5 years.

Admission Requirements Other: Industry Only. Employer choice.

Selection Processes: Employer Choice.

COURSE STRUCTURE

To achieve Certificate III in Financial Services students must complete thirteen (13) units made up of four (4) Industry Core units and nine (9) Elective units selected by school.

Core Units
FNSICGEN301B  COMMUNICATE IN THE WORKPLACE  30
FNSICGEN302B  USE TECHNOLOGY IN THE WORKPLACE  50
FNSICGEN304B  APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE  25
FNSICIND301B  WORK IN THE FINANCIAL SERVICES INDUSTRY  30

Elective Units
FNSASIC302B  DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS  50
FNSICORG302B  PREPARE REPORTS FOR MANAGEMENT  50
FNSASIC301B  ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS  50
FNSICCUS301B  RESPOND TO CUSTOMER ENQUIRIES  25
FNSICCUS302B  PROCESS CUSTOMER COMPLAINTS  20
BSBCRT301A  DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS  40
BSBINN301A  PROMOTE INNOVATION IN A TEAM ENVIRONMENT  40
BSBWR403A  MANAGE STRESS IN THE WORKPLACE  60
BSBCUS301A  DELIVER AND MONITOR A SERVICE TO CUSTOMERS  35

CERTIFICATE IV IN FINANCIAL SERVICES

Course Code: FNS40107


Course Objectives: Provides students with the knowledge and skills to work in banking or retail financial services environment promoting customer/client service, administering financial applications and monitoring compliance, leading a team, performing the duties of a first line supervisor and performing the duties of a senior or technical officer.

Careers: Branch Manager within Credit Unions, Building Societies and Mortgage Organisations, Team Leader in the Retail Financial Services sector.

Course Duration: 0.5 years.

Admission Requirements Year 12: Completion of VCE.

Admission Requirements International: NA.

Admission Requirements Mature Age: Relevant industry experience.

Admission Requirements VET: NA.

Selection Processes: Direct Entry, Written Application.

Applicants must have successfully completed VCE or equivalent.
COURSE STRUCTURE
To attain a FNS40107 Certificate IV in Financial Services 13 units must be achieved: 4 industry core units, Plus 9 elective units.

Core Units of Study
FNSICGEN301B COMMUNICATE IN THE WORKPLACE 30
FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE 50
FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30

Elective Units of Study
Nine units of study must be selected as follows: All nine units of study must be selected from the list of electives in the Financial Services Training Package FNS04. Up to 1 elective unit may be chosen from Certificate III level and up to 2 of the 9 elective units may be chosen from Diploma level. Up to 3 elective units may be selected from other endorsed Training Packages in accordance with other packaging guidelines for this qualification. The choice of electives should be appropriate to the level and integrity of the qualification and to the workplace outcomes it is designed to meet. If Tier 2 ASIC compliance is sought, the ASIC aligned units FNSASIC301B and FNSASIC302B must be selected. These two units are aligned to ADF levels III and IV. For further information regarding these courses, contact the School at financialservices@vu.edu.au.

Elective Units
FNSASIC301B ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS 50
FNSASIC302B DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS 50
FNSACCT404B MAKE DECISIONS WITHIN A LEGAL CONTEXT 60
FNSICSA401B SELL FINANCIAL PRODUCTS AND SERVICES 30
FNSCOMP401B CONDUCT INDIVIDUAL WORK IN A COMPLIANCE FRAMEWORK 40
FNSCRDT401B EVALUATE CREDIT APPLICATIONS 20
FNSCRDT402B SETTLE APPLICATION AND ARRANGEMENTS FOR DEBT FINANCE 20
FNSCOMP402B FACILITATE COMPLIANCE WITH STATUTORY, LEGISLATIVE AND REGULATORY REQUIREMENTS VIA STAFF EDUCATION 25
FNSACCT405B PREPARE FINANCIAL STATEMENTS 60
BSBCRT401A ARTICULATE, PRESENT AND DEBATE IDEAS 40
FNSICGEN402B PARTICIPATE IN NEGOTIATIONS 20
FNSICGEN403B IMPLEMENT A SERVICE SUPPORT SYSTEM 10
FNSCOMP401B CONDUCT INDIVIDUAL WORK IN A COMPLIANCE FRAMEWORK 40
FNSCRDT401B EVALUATE CREDIT APPLICATIONS 20
FNSCRDT402B SETTLE APPLICATION AND ARRANGEMENTS FOR DEBT FINANCE 20
FNSASIC301B ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS 50
FNSASIC302B DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS 50
FNSICPRO402B MATCH FINANCIAL PRODUCTS TO CUSTOMER NEEDS 30
FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30
FNSICPRO401B MATCH FINANCIAL PRODUCTS TO CUSTOMER NEEDS 30
FNSACCT406B MAINTAIN ASSET AND INVENTORY RECORDS 20

CERTIFICATE IV IN FINANCIAL SERVICES (BOOKKEEPING)
Course Code: FNS40207
Campus: St Albans.
About this course: This qualification is designed to reflect the role of contract bookkeepers and employees performing in the role of bookkeeper for organisations and who perform duties such as: establishing and maintaining accounting systems; assisting with Business Activity Statements and other office taxes; payroll; developing management systems for organisations.
Course Objectives: To meet the regulatory requirements under the new Tax Agent Services Act for bookkeepers. This course is designed for people seeking a career as a professional bookkeeper. They can be working as a contract or permanent paid bookkeeper under the direction of a tax agent/public accountant for a bookkeeping business or franchise, or in their own bookkeeping business.
Careers: Contract Bookkeeper; Permanent Paid Bookkeeper.
Course Duration: 0.5 years.
Admission Requirements Other: There are no formal entry requirements to this course. Applicants must be able to demonstrate to the satisfaction of the School that they are capable of successfully completing the course.
Selection Processes: Direct Entry.

COURSE STRUCTURE
To attain a FNS40207 Certificate IV in Financial Services (Bookkeeping) 13 units must be achieved: 4 industry core units, Plus 7 sectoral core units, Plus 2 elective units.

Core units:
FNSICGEN402B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30
FNSICGEN301B COMMUNICATE IN THE WORKPLACE 30
FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE 50
FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
FNSICPRO401B MATCH FINANCIAL PRODUCTS TO CUSTOMER NEEDS 30
FNSICPRO402B MATCH FINANCIAL PRODUCTS TO CUSTOMER NEEDS 30
FNSACCT406B MAINTAIN ASSET AND INVENTORY RECORDS 20
Elective - Products and Services
FNSICPRO401B DEVELOP AND MAINTAIN IN-DEPTH KNOWLEDGE OF PRODUCTS AND SERVICES USED BY YOUR ORGANISATION OR SECTOR 40
Elective - Credit Policy
FNSCRDT403B DETERMINE AND ESTABLISH APPROPRIATE SECURITIES TO MINIMISE RISK 20
CPPDSM4032A ARRANGE VALUATION OF FACILITIES AND ASSETS 20

Elective - Collections
FNSCRDT404B MANAGE AND RECOVER ERRANT DEBTS 30
FNSICGEN404B RESOLVE DISPUTES 25
FNSRISK501B UNDERTAKE RISK IDENTIFICATION 40
FNSCRDT501B ASSESS PERSONAL AND CORPORATE INSOLVENCY 25.
CERTIFICATE IV IN FINANCIAL SERVICES (CREDIT MANAGEMENT)

Course Code: FNS40304

Campus: Industry.

Course Objectives: This course will address the core competencies required for working in the Financial Services Industry, specifically in credit management roles. The course focuses on; working within the financial services industry, developing knowledge of financial products and matching products to meet client’s needs, communicating with clients to provide professional levels of service, understanding and assessing credit applications and managing and determining risk.

Careers: Upon successful completion of this course students have a range of opportunities to continue their studies at Diploma level or to enter the workforce as one of following: Credit Officer Collection Officer Supervisor Team Leader.

Course Duration: 0.5 years.

Admission Requirements Other: Industry Only. Employer choice.

Selection Processes: Employer Choice.

COURSE STRUCTURE

To achieve Certificate IV in Financial Services (Credit Management) qualification students must complete 13 units of competency made up of 4 Industry Core units, 4 - 6 Sectoral Core unit and 5 Elective units selected by school.

Core Units

FNSICGEN301B COMMUNICATE IN THE WORKPLACE 30
FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE 50
FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30

Sectoral Core Units

FNSCRDT401B EVALUATE CREDIT APPLICATIONS 20
FNSCRDT403B DETERMINE AND ESTABLISH APPROPRIATE SECURITIES TO MINIMISE RISK 20
FNSCRDT404B MANAGE AND RECOVER ERRANT DEBTS 30
FNSICGEN404B RESOLVE DISPUTES 25
FNSMERC402B INITIATE LEGAL RECOVERY OF DEBTS 40

Elective Units

FNSCOMP402B FACILITATE COMPLIANCE WITH STATUTORY, LEGISLATIVE AND REGULATORY REQUIREMENTS VIA STAFF EDUCATION 25
FNSMERC301B COLLECT DEBTS 40
FNSDMGT501B PROMOTE UNDERSTANDING OF THE ROLE AND EFFECTIVE USE OF CONSUMER CREDIT 50
FNSDMGT502B ASSIST CLIENTS TO IDENTIFY, ADDRESS AND MONITOR OWN FINANCIAL SITUATION 40
FNSFBKX401B PREPARE AND PRESENT LOAN APPLICATION ON BEHALF OF FINANCE OR MORTGAGE BROKING CLIENT 30
CPFDSM4032A ARRANGE VALUATION OF FACILITIES AND ASSETS 20
FNSICCUS401B DELIVER PROFESSIONAL SERVICE TO CUSTOMER 35
FNSCRDT402B SETTLE APPLICATION AND ARRANGEMENTS FOR DEBT FINANCE 20
FACULTY OF WORKFORCE DEVELOPMENT

**Diploma of Financial Services**

Course Code: FNS50107

**Campus:** Footscray Nicholson, Other.

**Other locations:** Campus

**About this course:** Develops knowledge and skills in managing customer/client services, financial and business processes, advisory and distribution services in a branch or section within the retail financial services sector.

**Course Objectives:** Designed to develop workplace knowledge and skills in managing customer/client service, managing financial and business processes, managing a branch or section within retail financial services, and managing advisory or distribution services within the financial services sector.

**Careers:** When you graduate with the Diploma, you will be qualified to work in customer service, financial services or as a team leader in retail financial services.

**Course Duration:** 1 year.

**Admission Requirements Year 12:** ATAR, interview (some applicants only).

**Admission Requirements International:** IELTS 5.5.

**Admission Requirements Mature Age:** Direct entry

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

Applicants must have successfully completed VCE or equivalent. Where the number of applicants exceeds the number of offers to be made, students will be ranked on ENTER score until the selection quota has been filled.

**COURSE STRUCTURE**

To attain a Diploma of Financial Services 21 units must be achieved: 4 industry core units, Plus 17 elective units

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSICGEN301B COMMUNICATE IN THE WORKPLACE</td>
<td>30</td>
</tr>
<tr>
<td>FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE</td>
<td>25</td>
</tr>
<tr>
<td>FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Units of Study</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC7404B MAKE DECISIONS WITHIN A LEGAL CONTEXT</td>
<td>60</td>
</tr>
<tr>
<td>FNSICAM401B SELL FINANCIAL PRODUCTS AND SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>FNSCOMP401B CONDUCT INDIVIDUAL WORK IN A COMPLIANCE FRAMEWORK</td>
<td>40</td>
</tr>
<tr>
<td>FNSCREDT401B EVALUATE CREDIT APPLICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>FNSCREDIT402B SETTLE APPLICATION AND ARRANGEMENTS FOR DEBT FINANCE</td>
<td>20</td>
</tr>
<tr>
<td>FNSCOMP402B FACILITATE COMPLIANCE WITH STATUTORY, LEGISLATIVE AND REGULATORY REQUIREMENTS VIA STAFF EDUCATION</td>
<td>20</td>
</tr>
<tr>
<td>FNSASIC301B ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS</td>
<td>25</td>
</tr>
<tr>
<td>FNSASIC302B DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS</td>
<td>50</td>
</tr>
<tr>
<td>FNSACC7405B PREPARE FINANCIAL STATEMENTS</td>
<td>60</td>
</tr>
<tr>
<td>FNSICORG519B ANALYSE AND COMMENT ON MANAGEMENT REPORTS</td>
<td>40</td>
</tr>
</tbody>
</table>

| Units FNSICCUS507B, FNSICUS506B, FNSICADV502B and FNSICPRO502B are prerequisite units for FNSASIC503UB. |

**BSBITU402A DEVELOP AND USE COMPLEX SPREADSHEETS** 50

**FNSIGEN502B SOLVE WORKPLACE PROBLEMS** 30

**FNSFMAKT501B ANALYSE FINANCIAL MARKETS AND INFORMATION** 60

**FNSBANK503B PROVIDE BUSINESS ADVISORY SERVICES WITHIN A FINANCIAL SERVICES CONTEXT** 50

**FNSRISKS501B UNDERTAKE RISK IDENTIFICATION** 40

**FNSCOMP501B COMPLY WITH FINANCIAL SERVICES LEGISLATION, INDUSTRY AND PROFESSIONAL CODES OF PRACTICE** 80

**FNSACC7505B ESTABLISH & MAINTAIN ACCOUNTING INFORMATION SYSTEMS** 60

**FNSIGEN502B SOLVE WORKPLACE PROBLEMS** 30

**FNSICORG517B PREPARE FINANCIAL FORECASTS AND PROJECTIONS** 70

For further information regarding these courses, contact the School of Accounting, Financial and Library Studies at financialservices@vu.edu.au

**Diploma of Accounting**

Course Code: FNS50204

**Campus:** Footscray Nicholson, St Albans, Werribee.

**About this course:** Develops workplace knowledge and skills in bookkeeping and accounting related roles. On successful completion of the Diploma students can continue on to study the Advanced Diploma of Accounting.

**Course Objectives:** Aims to provide participants with off-the-job training in service to customers, bank receipts, journal entries, financial records for reporting purposes, cash flow and accounting records, daily financial records, reports for management, statutory returns, budgets and forecasts, financial systems and records, and financial policy statements and operating procedures. This course aims to provide participants with the skills required for employment as bookkeepers, office managers, administration managers and budget officers.

**Careers:** Assistant Accountant, Bookkeeper, Office Manager, Administration Manager or Budget Officer.

**Course Duration:** 1 year.

**Admission Requirements Other:** There are no formal entry requirements for entry to this course. Applicants must be able to demonstrate to the satisfaction of the School that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 4 or equivalent.

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

To qualify for admission, applicants must have successfully completed VCE or equivalent. Where the number of applicants exceeds the number of offers to be made, students will be ranked by ENTER score until the selection quota has been filled.

**COURSE STRUCTURE**

To attain a Diploma of Accounting 17 units must be achieved: 4 industry core units, Plus 5 prerequisite units common to Certificate III in Financial Services (Accounts Clerical), Plus 5 sectoral core units, Plus 3 elective units; according to the qualification requirements in the Financial Services (FNS04) training package.

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFIA401A PREPARE FINANCIAL REPORTS</td>
<td>50</td>
</tr>
<tr>
<td>BSBFIA301A MAINTAIN FINANCIAL RECORDS</td>
<td>60</td>
</tr>
<tr>
<td>FNSICACC304B PREPARE AND BANK RECEIPTS</td>
<td>10</td>
</tr>
<tr>
<td>FNSICACC306B PROCESS JOURNAL ENTRIES</td>
<td>10</td>
</tr>
<tr>
<td>FNSACC7407B SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM</td>
<td>80</td>
</tr>
</tbody>
</table>

| Units FNSACC7404B, FNSACCT505B, FNSACCT506B and FNSACCT507B are prerequisite units for FNSASIC503UB. |

**BSBITU402A DEVELOP AND USE COMPLEX SPREADSHEETS** 50

**FNSIGEN502B SOLVE WORKPLACE PROBLEMS** 30

**FNSFMAKT501B ANALYSE FINANCIAL MARKETS AND INFORMATION** 60

**FNSBANK503B PROVIDE BUSINESS ADVISORY SERVICES WITHIN A FINANCIAL SERVICES CONTEXT** 50

**FNSRISKS501B UNDERTAKE RISK IDENTIFICATION** 40

**FNSCOMP501B COMPLY WITH FINANCIAL SERVICES LEGISLATION, INDUSTRY AND PROFESSIONAL CODES OF PRACTICE** 80

**FNSACC7505B ESTABLISH & MAINTAIN ACCOUNTING INFORMATION SYSTEMS** 60

**FNSIGEN502B SOLVE WORKPLACE PROBLEMS** 30

**FNSICORG517B PREPARE FINANCIAL FORECASTS AND PROJECTIONS** 70

For further information regarding these courses, contact the School of Accounting, Financial and Library Studies at financialservices@vu.edu.au
FNSICGEN301B  COMMUNICATE IN THE WORKPLACE 30
FNSICGEN302B  USE TECHNOLOGY IN THE WORKPLACE 50
FNSICGEN304B  APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
FNSICIND401B  APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30

Sectoral Core Units of Study
FNSACCT502B  PREPARE INCOME TAX RETURNS 60
FNSACCT503B  MANAGE BUDGETS AND FORECASTS 50
FNSACCT504B  PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY 60
FNSACCT506B  IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES 40
FNSACCT507B  PROVIDE MANAGEMENT ACCOUNTING INFORMATION 60

Elective Units of Study
FNSACCT501B  PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION 60
FNSACCT401B  PROCESS BUSINESS TAX REQUIREMENTS 50
BSBITU402A  DEVELOP AND USE COMPLEX SPREADSHEETS 50
FNSACCT404B  MAKE DECISIONS WITHIN A LEGAL CONTEXT 60
BSBMKG408B  CONDUCT MARKET RESEARCH 60

Upon successful completion of the Diploma of Accounting, or equivalent, students are eligible to apply for entry into Stage 2 - Advanced Diploma of Accounting FNS60204.

DIPLOMA OF FINANCIAL SERVICES (FINANCE/MORTGAGE BROKING MANAGEMENT)
Course Code: FNS50504
Campus: Industry.
Course Objectives: This qualification is designed to reflect the role of employees working in finance and mortgage broking, including those who are independent and work through an aggregator, or who need to manage a workplace team.
Careers: Mortgage Broker.
Course Duration: 0.5 years.
Admission Requirements Year 12: NA.
Admission Requirements International: NA.
Admission Requirements Mature Age: NA.
Admission Requirements VET: NA.
Admission Requirements Other: Employer Choice Industry Only
Selection Processes: Employer Choice.

COURSE STRUCTURE
To attain a Diploma of Financial Services (Finance/Mortgage Broking Management) 16 units must be achieved: 4 industry core units, plus 4 prerequisite units common to Certificate IV in Financial Services (Finance/Mortgage Broking), plus 5 sectoral core units, plus 3 elective units.

Pre-requisite Units
FNSCOMP501B  COMPLY WITH FINANCIAL SERVICES LEGISLATION, INDUSTRY AND PROFESSIONAL CODES OF PRACTICE 80
FNSFBRK401B  PREPARE AND PRESENT LOAN APPLICATION ON BEHALF OF FINANCE OR MORTGAGE BROKING CLIENT 30

FNSFBRK402B  PROVIDE FINANCE AND/OR MORTGAGE BROKING SERVICES 40
FNSFBRK403B  PRESENT BROKING OPTIONS TO CLIENTS 40

Industry Core Units
FNSICGEN301B  COMMUNICATE IN THE WORKPLACE 30
FNSICGEN302B  USE TECHNOLOGY IN THE WORKPLACE 50
FNSICGEN304B  APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
FNSICIND401B  APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30

Sectoral Core Units
FNSFBRK502B  IDENTIFY AND DEVELOP COMPLEX BROKING OPTIONS FOR CLIENT 60
FNSFBRK503B  PRESENT BROKING OPTIONS TO CLIENT WITH COMPLEX NEEDS 50
FNSFBRK504B  IMPLEMENT COMPLEX LOAN STRUCTURES 50
FNSRISK501B  UNDERTAKE RISK IDENTIFICATION 40
FNSRISK502B  ASSESS RISKS 40

Elective Units
FNSFBRK404B  MANAGE SELF IN FINANCE AND/OR MORTGAGE BROKING INDUSTRY 40
FNSFBRK501B  SETTLE APPLICATION AND LOAN ARRANGEMENTS IN THE FINANCE/MORTGAGE BROKING INDUSTRY 30
FNSICCUS501B  DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERREES 50

ADVANCED DIPLOMA OF FINANCIAL SERVICES
Course Code: FNS60104
Campus: Footscray Nicholson.
About this course: Provides skills and knowledge in organisational processes, compliance activities, financial systems and records, financial plans and operations and business performance
Course Objectives: Aims to develop skills and knowledge for employees who work across the entire financial services spectrum with substantial business unit responsibility or professional expertise. This may include managing financial businesses or being a retail financial services professional.
Careers: Financial Services Professional/Manager.
Course Duration: 1 year.
Selection Processes: Direct Entry, VTAC.
Applicants will be assessed by School as being capable of successfully completing the course OR have a combination of relevant educational and life experiences.

COURSE STRUCTURE
To attain an Advanced Diploma of Financial Services 18 units must be achieved: 4 industry core units (see note below), Plus 14 elective units

Core Units of Study
FNSICGEN301B  COMMUNICATE IN THE WORKPLACE 30
FNSICGEN302B  USE TECHNOLOGY IN THE WORKPLACE 50
FNSICGEN304B  APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
FNSICIND401B  APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30
FACULTY OF WORKFORCE DEVELOPMENT

Elective Units of Study
FNSICORG609B MANAGE FLOW OF INFORMATION 60
FNSICGRT604B PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM 30
FNSICGRT606B MANAGE A BUDGET 60
FNSICGRT608B MANAGE FLOW OF INFORMATION 60
FNSFLIT503B PROMOTE BASIC FINANCIAL LITERACY SKILLS 30
FNSICGRT502B MANAGE A BUDGET 60
Note: Electives offered will be selected by the School and will be dependent upon the availability of suitable teaching resources.

ADVANCED DIPLOMA OF ACCOUNTING
Course Code: FNS60204
Campus: Footscray Nicholson, St Albans.

About this course: Develop skills needed to practice as an Assistant Accountant including: organisational processes, compliance, business performance, financial performance, auditing, tax plans and tax preparation, and corporate reporting

Course Objectives: Aims to provide participants with off-the-job training in organisational processes, compliance activities, business performance, financial performance, financial systems and records, tax plans, organisational improvement programs, and financial plans. The course aims to provide the skills required for persons wishing to practice as assistant accountant.

Careers: Assistant accountant.

Course Duration: 2 years.

Selection Processes: Direct Entry, VTAC, Written Application.

Applicants will be assessed by the School as being capable of successfully completing the course OR have a combination of relevant educational and life experiences.

COURSE STRUCTURE
To attain a Advanced Diploma of Accounting 17 units must be achieved: 4 industry core units, plus 5 prerequisite units common to the Diploma of Accounting, plus 1 sectoral core unit, plus 7 elective units According to the Financial Services training package FNS04

Upon successful completion of Stage 1, Diploma of Accounting FNS50204 or equivalent, students are eligible to apply for entry into Stage 2, Advanced Diploma of Accounting (FNS60204).

Core Units of Study
FNSACCT604B MONITOR CORPORATE GOVERNANCE ACTIVITIES 60
FNSICGEN301B COMMUNICATE IN THE WORKPLACE 30
FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE 50
FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
Elective Units of Study
FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30
FNSACCT601B PREPARE COMPLEX TAX RETURNS AND LODGEMENTS 60
FNSACCT602B AUDIT AND REPORT ON FINANCIAL SYSTEMS AND RECORDS 40
FNSACCT603B IMPLEMENT TAX PLANS AND EVALUATE TAX COMPLIANCE 60
FNSACCT608B EVALUATE ORGANISATION’S FINANCIAL PERFORMANCE 60
FNSACCT609B EVALUATE FINANCIAL RISK 60
FNSACCT610B DEVELOP & IMPLEMENT FINANCIAL STRATEGIES 60
FNSICGRT600B MANAGE A BUDGET 60
FNSICGRT601B DEVELOP A BUDGET 60
FNSFLIT503B PROMOTE BASIC FINANCIAL LITERACY SKILLS 30
FNSICGRT502B MANAGE A BUDGET 60

CERTIFICATE III IN TOURISM
Course Code: SIT30107
Campus: Industry.

About this course: This is an industry based traineeship for tourism industry employees who perform a range of skilled tasks using discretion and judgement, and who are required to select, adapt and transfer skills to different situations.

Course Objectives: This qualification provides training at Certificate III level for individuals wanting to be competent in a range of well-developed tourism sales, operational and tour delivery skills. Work would be undertaken in an office environment where the planning of tourism products and services takes place, in the field where tourism products are delivered or a combination of both. The field includes any destination, local or regional area, tourist precinct, site, attraction or onboard form of transportation. The qualification reflects the role of skilled operators who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Careers: Guide and salesperson in an Indigenous cultural centre, cellar door salesperson and guide in a winery, attendant and guide in a museum, attendant in an attraction or theme park, senior ride operator in an attraction or theme park, operations consultant for a tour operator, reservation sales agent for a tour operator.

Course Duration: 1 year.

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

Selection Processes: Direct Entry, Employer Choice.

COURSE STRUCTURE
To achieve a Certificate III in Tourism, 15 units must be completed: all 5 core units and 10 elective units.

Elective Units:
SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
SITXCOM004A COMMUNICATION ON THE TELEPHONE 5
SITXADM001A PERFORMANCE OF OFFICE PROCEDURES 20
Course Objectives:
This qualification provides the skills and knowledge for an individual to be competent in a range of well-developed retail travel sales and operational skills. Work would be undertaken in a retail office or shopfront environment where the planning of customer's travel and touring arrangements takes place.

Careers:
Travel consultant, tour desk consultant, international travel consultant, leisure consultant, corporate leisure consultant, international corporate consultant, online travel consultant, mobile travel consultant.

Course Duration: 1 year.

Admission Requirements Year 12: VCE or equivalent.

Admission Requirements International: NA.

Admission Requirements Mature Age: Completion of year 12 or relevant industry experience.

Admission Requirements VET: NA.

Selection Processes: Written Application.

COURSE STRUCTURE
Students must successfully complete 22 units: all 16 core units and 6 elective units in accordance with the package rules specified in SIT07 Training Package. For this qualification, electives may be selected to meet a job outcome in either domestic or international travel sales, as follows: International - to achieve a specialisation in international travel, all 3 elective units from Specialisation Group A - International must be completed - the remaining 3 elective units may be selected from the general electives or any endorsed Training Package - 4 maximum of 1 Languages other than English unit may be counted as an elective within this qualification.

Core Units:
- SITXCOM001A  WORK WITH COLLEAGUES AND CUSTOMERS 25
- SITXCOM002A  WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
- SITTIND001A  DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE 25
- SITXADM001A  PERFORM OFFICE PROCEDURES 20
- BSBCMN306A  PRODUCE BUSINESS DOCUMENTS 80
- SITTTSL005A  SELL TOURISM PRODUCTS AND SERVICES 35
- SITTTSL006A  PREPARE QUOTATIONS 30
- SITTTSL003A  SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE 45
- SITTTSL013A  CONSTRUCT NORMAL INTERNATIONAL AIRFARES 40
- SITTTSL014A  CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES 40
- SITTTSL016A  ADMINISTER BILLING AND SETTLEMENT PLAN 20
- SITXFIN001A  PROCESS FINANCIAL TRANSACTIONS 20

Elective Units:
- SITTTSL009A  PROCESS TRAVEL-RELATED DOCUMENTATION 25
- SITTTSL010A  CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM 120
- SITTTSL008A  BOOK AND COORDINATE SUPPLIER SERVICES 20
- SITTTSL007A  SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE 40
- BSBWOR204A  USE BUSINESS TECHNOLOGY 20
- SITTTSL011A  PROCESS TRAVEL-RELATED DOCUMENTATION 25
- SITTTSL002A  ACCESS AND INTERPRET PRODUCT INFORMATION 65
- SITTTSL004A  SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE 40
- SITTTSL001A  OPERATE AN ONLINE INFORMATION SYSTEM 40
- SITTTSL006A  PREPARE QUOTATIONS 30
- SITTTSL007A  SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE 40
- SITTTSL008A  BOOK AND COORDINATE SUPPLIER SERVICES 20
- SITTTSL009A  PROCESS TRAVEL-RELATED DOCUMENTATION 25
- SITTTSL010A  CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM 120
- SITTTSL001A  OPERATE AN ONLINE INFORMATION SYSTEM 40
- SITTTSL002A  ACCESS AND INTERPRET PRODUCT INFORMATION 65
- SITTTSL004A  SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE 40
- BSBWOR204A  USE BUSINESS TECHNOLOGY 20
- SITTTSL011A  PROCESS TRAVEL-RELATED DOCUMENTATION 25
- SITTTSL007A  SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE 40
- SITTTSL008A  BOOK AND COORDINATE SUPPLIER SERVICES 20
- SITTTSL009A  PROCESS TRAVEL-RELATED DOCUMENTATION 25
- SITTTSL010A  CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM 120
- SITTTSL001A  OPERATE AN ONLINE INFORMATION SYSTEM 40
- SITTTSL002A  ACCESS AND INTERPRET PRODUCT INFORMATION 65
- SITTTSL004A  SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE 40
- BSBWOR204A  USE BUSINESS TECHNOLOGY 20
- SITTTSL011A  PROCESS TRAVEL-RELATED DOCUMENTATION 25
- SITTTSL007A  SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE 40
- SITTTSL008A  BOOK AND COORDINATE SUPPLIER SERVICES 20
- SITTTSL009A  PROCESS TRAVEL-RELATED DOCUMENTATION 25
- SITTTSL010A  CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM 120
- SITTTSL001A  OPERATE AN ONLINE INFORMATION SYSTEM 40
- SITTTSL002A  ACCESS AND INTERPRET PRODUCT INFORMATION 65
- SITTTSL004A  SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE 40
- BSBWOR204A  USE BUSINESS TECHNOLOGY 20
- SITTTSL011A  PROCESS TRAVEL-RELATED DOCUMENTATION 25
- SITTTSL007A  SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE 40
- SITTTSL008A  BOOK AND COORDINATE SUPPLIER SERVICES 20
- SITTTSL009A  PROCESS TRAVEL-RELATED DOCUMENTATION 25
- SITTTSL010A  CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM 120

COURSE III IN TOURISM (GUIDING)
Course Code: SIT30507

Campus: Industry.

Course Objectives: This qualification provides training at Certificate III level for individuals wanting to be competent in a range of well-developed guiding skills. Work would be undertaken in the field where tourism products are delivered. The field includes any destination, local or regional area, tourist precinct, site or attraction. The qualification reflects the role of skilled operators who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Careers: When you graduate you will be qualified to be a tour, site or nature-based site guide.

Course Duration: 1 year.

Selection Processes: Direct Entry, Employer Choice.

COURSE STRUCTURE
Completion of 14 units: all 10 core and 4 elective units.
CERTIFICATE III IN EVENTS
Course Code: SIT30607

Campus: Werribee.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in an administrative or operational events support role. Event organisation and management takes place across the full spectrum of business and community activity. The qualification has particular relevance in the community, cultural, hospitality, sporting and tourism sectors.

Careers: Event assistant, event administrative assistant, event operations assistant, event operative, Conference assistant, exhibitions assistant.

Course Duration: 0.5 years.

Admission Requirements Year 12: Completion of VCE.

Admission Requirements International: IELTS 5.5.

Admission Requirements Mature Age: Completion of year 12, interview.

Admission Requirements VET: NA.

Selection Processes: Direct Entry, Written Application.

COURSE STRUCTURE
Completion of 15 units: 5 core units and 10 elective units which may be selected from the list in the qualification or from any endorsed Training Package with the approval of the Head of School.

Complete 5 core units:
SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
SITXEVT001A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE 25
SITXEVT002A PROVIDE EVENT STAGING SUPPORT 30
SITXOHS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10

Complete 10 elective units:
SITXEVT003A PROCESS AND MONITOR EVENT REGISTRATIONS 60
SITXEVT004A COORDINATE ON SITE EVENT REGISTRATIONS 40
SITXCOM006A PROVIDE ARRIVAL AND DEPARTURE ASSISTANCE 20
PRSSO211A PROVIDE VENUE INFORMATION AND ASSISTANCE 20
SITXADM003A WORK WITH COLLEAGUES AND CUSTOMERS 25
SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
SITXEVT001A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE 25
SITXEVT002A PROVIDE EVENT STAGING SUPPORT 30
SITXOHS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10

CERTIFICATE IV IN TOURISM
Course Code: SIT40207

Campus: Werribee, Industry.

Course Objectives: This qualification provides training at Certificate IV level for individuals wanting to acquire the skills and knowledge to be competent in a broad range of highly-developed technical tourism sales and marketing, operational or tour delivery skills. The qualification allows for multi-skilling or for specialisation in a limited range of skills that specifically relate to either tourism operations or marketing coordination.

Careers: Senior operations coordinator, operations supervisor, assistant manager - tour operations, reservations sales or call centre supervisor, senior or supervisory retail consultant, corporate or leisure.

Course Duration: 1 year.

Selection Processes: Interview, Written Application.

COURSE STRUCTURE
To achieve a Certificate IV in Tourism, 25 units must be completed:

- all 7 core units, Plus
- all 5 units in Specialisation Group A — Operations
- 13 elective units of which a minimum of 9 elective units must be selected from the general elective units listed in the qualification and the remaining 4 elective units 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.

Core:
SITXADM001A PERFORM OFFICE PROCEDURES 20
SITXADM003A WRITE BUSINESS DOCUMENTS 25
SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
SITTED001A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE 25
SITXADM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
BSBCMN205A USE BUSINESS TECHNOLOGY 30
BSBCMN306A PRODUCE BUSINESS DOCUMENTS 80

Core - Specialisation Group A - Operations:
SITCOM003A  DEAL WITH CONFLICT SITUATIONS  20
SITXHRM001A  COACH OTHERS IN JOB SKILLS  20
SITXHRM005A  LEAD AND MANAGE PEOPLE  60
SITXGNT001A  MONITOR WORK OPERATIONS  20
SITXHS004A  IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES  30

Elective Units:
SITTTS003A  SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE  45
SITTTS013A  CONSTRUCT NORMAL INTERNATIONAL AIRFARES  40
SITTTS014A  CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES  40
SITTTS016A  ADMINISTRATE BILLING AND SETTLEMENT PLAN  20
SITTTS012A  CONSTRUCT DOMESTIC AIRFARES  35
SITTTS002A  ACCESS AND INTERPRET PRODUCT INFORMATION  65
SITTTS004A  SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE  40
SITTTS005A  SELL TOURISM PRODUCTS AND SERVICES  35
SITTTS006A  PREPARE QUOTATIONS  30
SITTTS008A  BOOK AND CoORDINATE SUPPLIER SERVICES  20
SITTTS009A  PROCESS TRAVEL-RELATED DOCUMENTATION  25
SITTTS010A  CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM  120
SITXADM004A  PLAN AND MANAGE MEETINGS  20
SITXFNO001A  PROCESS FINANCIAL TRANSACTIONS  25.

DIPLOMA OF TOURISM
Course Code: SIT50107

Campus: Werribee.

Course Objectives: This qualification provides training at Diploma level for individuals wanting to acquire the skills and knowledge to be competent in a broad range of managerial skills in tourism operations, marketing and product development, underpinned by a range of operational competencies chosen as electives. The qualification allows for multi-skilling or for specialisation in a limited range of skills that specifically relate to operations management or marketing and product development.

Careers: Retail Agency manager/branch manager, Operations manager, Visitor information centre manager.

Course Duration: 1.5 years.

Admission Requirements Year 12: Successful completion of VCE or equivalent - VTAC.

Admission Requirements International: IELTS 5.5.

Admission Requirements Mature Age: Direct Entry.

Admission Requirements VET: NA.

Selection Processes: VTAC, Written Application.

COURSE STRUCTURE
To achieve a Diploma of Tourism, 33 units must be completed: - all 13 core units Plus - all 4 units in Specialisation Group A - Operations or - all 4 units in Specialisation Group B - Marketing - 16 elective units: - a minimum of 10 elective units must be selected from the general elective units listed in the qualification - remaining elective units 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:
SITTIND001A  DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE 25
SITXADM003A  WRITE BUSINESS DOCUMENTS 25
SITXCS003A  MANAGE QUALITY CUSTOMER SERVICE 30
SITCOM001A  WORK WITH COLLEAGUES AND CUSTOMERS 25
SITCOM002A  WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
SITCOM003A  DEAL WITH CONFLICT SITUATIONS 20
SITXFNO003A  INTERPRET FINANCIAL INFORMATION 60
SITXFNO004A  MANAGE FINANCES WITHIN A BUDGET 30
SITXFNO005A  PREPARE AND MONITOR BUDGETS 30
SITXGLC001A  DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE 80
SITXHRM005A  LEAD AND MANAGE PEOPLE 60
SITXGNT006A  ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS 60
SITXHS004A  IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES 30

Core - Specialisation Group A - Operations:
SITXHRM001A  COACH OTHERS IN JOB SKILLS 20
SITXMGT001A  MONITOR WORK OPERATIONS 20
SITXMGT002A  DEVELOP AND IMPLEMENT OPERATIONAL PLANS 50
SITXGNT003A  IDENTIFY HAZARDS, AND ASSESS AND CONTROL SAFETY RISKS 30

Elective:
SITXADM004A  PLAN AND MANAGE MEETINGS 20
SITTTSL002A  ACCESS AND INTERPRET PRODUCT INFORMATION 65
SITXHRM002A  RECRUIT, SELECT AND INDUCT STAFF 60
SITXHRM003A  ROSTER STAFF 30
SITTTSL013A  CONSTRUCT NORMAL INTERNATIONAL AIRFARES 40
SITXHRM006A  MONITOR STAFF PERFORMANCE 50
SITTTSL014A  CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES 40
SITTTSL003A  SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE 45
SITTTSL004A  SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE 40
SITTTSL005A  SELL TOURISM PRODUCTS AND SERVICES 35
SITTTSL006A  PREPARE QUOTATIONS 30
SITTTSL012A  CONSTRUCT DOMESTIC AIRFARES 35
SITTTSL008A  BOOK AND COORDINATE SUPPLIER SERVICES 20
SITTTSL009A  PROCESS TRAVEL-RELATED DOCUMENTATION 25
SITTTSL010A  CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM 120
SITTTSL016A  ADMINISTRATE BILLING AND SETTLEMENT PLAN 20
DIPLOMA OF EVENTS
Course Code: SIT50207
Campus: Werribee, Industry.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a broad range of event management skills, including significant communication, planning and organisational skills. This is underpinned by a detailed knowledge of the event management process.

Careers: Event Coordinator, Venue Coordinator, Conference Coordinator, Exhibitions Coordinator.

Course Duration: 1.5 years.

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent.

Admission Requirements International: Successful completion of VCE/VCAL or equivalent IELTS level.

Admission Requirements Mature Age: Successful completion of VCE/VCAL or relevant experience in the industry. IELTS level.

Admission Requirements VET: Not applicable.

Admission Requirements Other: Successful completion of Certificate III in Events or relevant experience in the industry.

Selection Processes: Direct Entry, Interview, VTAC, Written Application.

Prerequisite Unit Requirements: There are two alternative pathways for entry into the Diploma of Events. The candidate must either:

1. Have achieved a Certificate III qualification in an events-related area. Certificate III qualifications which are particularly relevant include those in the areas of:
   - business
   - entertainment
   - hospitality
   - museums and libraries
   - music
   - sport and recreation
   - tourism

2. Have paid or voluntary employment experience at an operational, coordination or management level in an events-related field. A current or previous job role that involves or has involved the application of skills and knowledge relevant to the staging and management of functions and events would be appropriate. As a minimum, employment experience must reflect the breadth, depth and complexity of a qualification at Certificate III level, as defined in the AQF guidelines. The duration of this Diploma course is 1.5 years including the Certificate III in Events.

COURSE STRUCTURE
To achieve a Diploma of Events, 24 units must be completed:

- all 14 core units
- 10 elective units which may be selected from the elective list in the qualification or from any endorsed Training Package. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.
## ADVANCED DIPLOMA OF TOURISM

**Course Code:** SIT60107  
**Campus:** Werribee.

**Course Objectives:** This qualification provides training at Advanced Diploma level for individuals wanting to acquire skills and knowledge to be competent in wide-ranging, highly specialised technical tourism skills covering operations, sales, marketing, product development, business planning, and human resource and financial management. These strategic management skills are underpinned by a range of operational competencies, chosen as electives.

**Careers:** Managing director, director, general manager, sales and marketing, director of sales and marketing, strategic marketing manager, general manager operations, director of operations, business development manager.

**Course Duration:** 2 years.

**Admission Requirements Year 12:** Successful completion of VCE or equivalent - VTAC.

**Admission Requirements International:** IELTS 5.5.

**Selection Processes:** Interview, VTAC, Written Application.

### COURSE STRUCTURE

To achieve an Advanced Diploma of Tourism, 40 units must be completed: - all 22 core units - 18 elective units: - a minimum of 10 elective units must be selected from the list below. - the remaining 8 elective units 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:**

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<td>SITTPPD001A</td>
<td>RESEARCH, ASSESS AND DEVELOP TOURISM PRODUCTS</td>
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<td>RESEARCH TOURISM DATA</td>
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<td>SITXADM003A</td>
<td>WRITE BUSINESS DOCUMENTS</td>
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<td>SITXCSC003A</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
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**Elective:**

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<td>45</td>
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<td>SITXHRM001A</td>
<td>COACH OTHERS IN JOB SKILLS</td>
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<td>BSBIW204A</td>
<td>USE BUSINESS TECHNOLOGY</td>
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<td>SITXADM001A</td>
<td>PERFORM OFFICE PROCEDURES</td>
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<td>IDENTIFY HAZARDS, AND ASSESS AND CONTROL SAFETY RISKS</td>
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## CERTIFICATE IV IN TRAINING AND ASSESSMENT

**Course Code:** TAA40104  
**Campus:** City King Street, Newport, Industry.

This course is for Continuing students only

**About this course:** This course is designed for people who are currently working in or wish to work in the area of training/teaching development, delivery and assessment.

**Course Objectives:** To provide skills and knowledge to enter into a career as a trainer and/or assessor.

**Careers:** For people who are currently working in or wish to work in the area of training/teaching development, delivery and assessment.

**Course Duration:** 3 months.

**Admission Requirements Year 12:** NA.

**Admission Requirements International:** NA.
Admission Requirements Mature Age: Direct Entry to School.

Admission Requirements VET: NA.

Selection Processes: Direct Entry, Employer Choice.

COURSE STRUCTURE

Learners are required to complete 14 units: 12 core units Plus 2 elective units. The course is delivered by 2 Schools: School of Finance and Library The School offers the course delivered over 6 days over 3 weeks. In addition to attending training, students will be required to undertake research and project work. The course is structured to meet the needs of new entrants into training as well as those of established trainers with industry, corporations or registered training organisations. Contact the School on (03) 9919 7888 for more information. Centre for Innovation in Learning and Teaching The course is offered in 3 parts over 16 weeks at 1 day per week. It is also offered over a number of Saturdays and weekday evenings. In addition to attending training, students will be required to undertake research and project work. Contact the Centre on (03) 9919 8378 for more information.

The School offers 2 options/courses of study from the Training and Assessment Training Package to meet individual needs. Participants who holds the BSC40198 Certificate IV in Assessment and Workplace Training, and who are currently involved in training, can choose Option Two to upgrade their qualification.

Option One: Certificate IV in Training and Assessment

Core Units of Study

- TAAEV401B WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING 10
- TAAEV402B FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE 10
- TAAEV403B ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT 10
- TAAD401B USE TRAINING PACKAGES TO MEET CLIENT NEEDS 20
- TAAD501B DESIGN AND DEVELOP LEARNING PROGRAMS 40
- TAADF04B PLAN AND ORGANISE GROUP-BASED DELIVERY 20
- TAADF03B FACILITATE INDIVIDUAL LEARNING 15
- TAADF04B FACILITATE WORK BASED LEARNING 15
- TAATS401B PLAN AND ORGANISE ASSESSMENT 10
- TAATS402C ASSESS COMPETENCE 15
- TAATS403B DEVELOP ASSESSMENT TOOLS 30
- TAATS404B PARTICIPATE IN ASSESSMENT VALIDATION 20

Elective Units of Study

Select 2 elective units from the list below. One of the two electives may be selected from the TAA50104 Diploma of Training and Assessment, or any other endorsed training package at Diploma or Certificate IV level.

- BSBAUD402B PARTICIPATE IN A QUALITY AUDIT 40
- BSBLD401A DEVELOP TEAMS AND INDIVIDUALS 40
- BSRES401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
- BSMBK413B PROMOTE PRODUCTS AND SERVICES 40
- BSREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS 50
- TAATS301B CONTRIBUTE TO ASSESSMENT 10
- TAADL301C PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS 40
- TAADL402B FACILITATE GROUP BASED LEARNING 20
- TAADL405B COORDINATE AND FACILITATE DISTANCE-BASED LEARNING 30
- TAAEV404B DEVELOP INNOVATIVE IDEAS AT WORK 35

Diploma of Training and Assessment

Course Code: TAA50104

Campus: City King Street, Industry.

Course Objectives: The course aims to develop advanced training and assessment practices including development of training products, provision of training advisory and consultancy services and leadership and co-ordination of training and assessment services.

Careers: Training and Development Managers, Instructional Designers.

Course Duration: 1 year.

Admission Requirements Other: Entrants to this course must have the core units of the TAA40104 Certificate IV in Training & Assessment or be able to demonstrate equivalent competence.

Selection Processes: Direct Entry, Employer Choice.

Prerequisite Unit Requirements: TAA40104 Certificate IV in Training & Assessment or be able to demonstrate equivalent competence.

COURSE STRUCTURE

Completion of 12 units: 5 core units Plus 7 elective units. Of the 7 electives, a minimum of 5 units must be TAA coded units packaged within the Diploma listed in the training package. Up to 2 of the 7 elective units may be selected from the identified imported units listed or from any other Diploma qualification. 1 of the 2 elective units may be selected from TAA40104 Certificate IV in Training and Assessment electives or from any other Certificate IV.

Core Units of Study

- TAENV501B MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE 40
- TAADES501B DESIGN AND DEVELOP LEARNING STRATEGIES 40
- TAADL503B PROVIDE ADVANCED FACILITATION TO SUPPORT LEARNING 40
- TAAAS501B LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES 50
- TAACMQ503B LEAD AND CONDUCT TRAINING AND/OR ASSESSMENT EVALUATIONS 45

Elective Units of Study

- 7 elective units where a minimum of 5 units are from the TAA coded electives

- TAADES502B DESIGN AND DEVELOP LEARNING RESOURCES 50
- TAADES503B RESEARCH AND DESIGN E-LEARNING RESOURCES 40
- TAADES504B DEVELOP AND EVALUATE E-LEARNING RESOURCES 40
- TAADES505B RESEARCH AND DEVELOP COMPETENCY STANDARDS 30
- TAADEL501B FACILITATE E-LEARNING 30
- TAADEL502B FACILITATE ACTION LEARNING PROJECTS 30
- TAADEL504B LEAD AND COORDINATE TRAINING SERVICES 40
- TAATAS501B UNDERTAKE ORGANISATIONAL TRAINING NEEDS ANALYSIS 40
TAATAS502B  PREPARE A TENDER BID 20
TAATAS503B  MANAGE CONTRACTED WORK 20
TAATAS504B  FACILITATE GROUP PROCESSES 30
TAACMQ501B  DEVELOP TRAINING AND/OR ASSESSMENT ORGANISATIONAL POLICIES AND PROCEDURES 40
TAACMQ502B  COORDINATE TRAINING AND/OR ASSESSMENT ARRANGEMENTS FOR APPRENTICESHIPS, TRAINEESHIPS 20
TAACMQ504B  DETERMINE AND MANAGE SCOPE OF TRAINING AND/OR ASSESSMENT SERVICES 20
TAACMQ505B  LEAD A TEAM TO FOSTER INNOVATION 35

Elective Units of Study
A maximum of 2 units from imported units and are from any other Diploma and 1 of these 2 units may be selected from TAA40104 Certificate IV in Training and Assessment electives.

BSBEUS508A  BUILD A VIRTUAL COMMUNITY 30
BSBLM512A  ENSURE TEAM EFFECTIVENESS 60
BSBLM514A  MANAGE PEOPLE 60
BSBMGT503A  PREPARE BUDGETS AND FINANCIAL PLANS 60
BSBMGT504A  MANAGE BUDGETS AND FINANCIAL PLANS 60
BSBMGT506A  RECRUIT, SELECT AND INDUCT STAFF 60
BSMKG501B  IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES 70
BSBRK502B  MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS 40
CHCCAR501A  PROVIDE CAREERS GUIDANCE 90
PSPGOV504B  UNDERTAKE RESEARCH AND ANALYSIS 60
BSWGR502A  ENSURE TEAM EFFECTIVENESS 60
BSBWRK509A  MANAGE INDUSTRIAL RELATIONS 80

CERTIFICATE IV IN TRAINING AND ASSESSMENT
Course Code: TAE4010

Campus: City King Street, Newport, Industry.

About this course: The objective of this qualification is to build capability in training and assessment services in the Vocational Education and Training Sector. The successful completion of this qualification together with vocational expertise enables graduates to successfully transition to a career delivering and assessing qualifications and accredited courses in their relevant industry fields. This course fulfils the minimum requirements for those undertaking a role in the delivery and assessment of training package and accredited courses within the VET Sector and particularly Registered Training Organisations. This entry level qualification provides the foundation for planning, facilitating and assessing learning in a range of contexts in the VET sector and leads to further qualifications in learning facilitation and assessment. This course is a mandatory qualification for all TAFE teachers. The outcomes enable an individual with this qualification to:

• demonstrate understanding of a broad knowledge base and theoretical concepts in relation to training and assessment
• apply solutions to a defined range of training and assessment situations through the application of skill and knowledge in a variety of vocational contexts
• identify, analyse and evaluate information relating to training and assessment in the VET sector
• take responsibility for own outputs in relation to specified AQTF quality standards.

Course Objectives: To provide skills and knowledge to enter into a career as a trainer and/or assessor within a Registered Training Organisation and to build capability in those already engaged in the delivery and assessment of competence in Registered Training Organisations or workplace contexts.

Careers: Possible job titles and roles include: Enterprise trainer and/or assessor RTO Trainer/assessor, Training Advisor, Training Needs Analyst, Vocational Education Teacher.

Course Duration: 0.5 years.

Admission Requirements: Mature Age: A combination of relevant vocational industry experience, qualifications and educational experience, qualifications

Admission Requirements Other: Direct Entry: A combination of relevant vocational industry experience, qualifications and educational experience, qualifications

Selection Processes: Direct Entry.

Direct application to the School.

COURSE STRUCTURE

 Learners must complete seven core units Plus three elective units. At least 2 elective units must be selected from the elective units listed below. One elective may be selected from any currently endorsed Training Package or accredited course. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Where a unit is chosen from another currently endorsed Training Package or accredited course, it must be from a qualification or course at Certificate III level or above, and must contribute towards the vocational outcome of the program.

Core Units

TAEASS401A  PLAN ASSESSMENT ACTIVITIES AND PROCESSES 20
TAEASS402A  ASSESS COMPETENCE 15
TAEASS403A  PARTICIPATE IN ASSESSMENT VALIDATION 20
TADEL401A  PLAN, ORGANISE AND DELIVER GROUP BASED LEARNING 30
TADEL402A  PLAN, ORGANISE AND FACILITATE LEARNING IN THE WORKPLACE 25
TAEDES401A  DESIGN AND DEVELOP LEARNING PROGRAMS 50
TAEDES402A  USE TRAINING PACKAGES AND ACCREDITED COURSES TO MEET CLIENTS NEEDS 25

Electives

TADEL301A  PROVIDE WORK SKILL INSTRUCTION 40
TAELLN401A  ADDRESS ADULT LANGUAGE, LITERACY AND NUMERACY SKILLS 30
TASUS501A  ANALYSE AND APPLY SUSTAINABILITY SKILLS TO LEARNING PROGRAMS 30
BSBCMM401A  MAKE A PRESENTATION 30

Industry Electives

TADEL404A  MENTOR IN THE WORKPLACE 30
TAETAS401A  MAINTAIN TRAINING AND ASSESSMENT INFORMATION 40
BSBAUD402B  PARTICIPATE IN A QUALITY AUDIT 40
CHCCS405A  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
BSBELD401A  DEVELOP CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
TAEASS403A  PARTICIPATE IN ASSESSMENT VALIDATION 20
TAEASS401A  PLAN ASSESSMENT ACTIVITIES AND PROCESSES 20
TAEDEL403A  COORDINATE AND FACILITATE DISTANCE-BASED LEARNING 30
TAEEDU401A  COORDINATE PROVISION OF PASTORAL CARE SERVICES TO INTERNATIONAL STUDENTS 50
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
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<td>PROMOTE PRODUCTS AND SERVICES</td>
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<td>BSBREL402A</td>
<td>BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS</td>
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<tr>
<td>BSBRES401A</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
<td>40</td>
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<td>BSBWOR401A</td>
<td>ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS</td>
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<td>BSBIND302A</td>
<td>WORK EFFECTIVELY IN THE INTERNATIONAL EDUCATION SERVICES INDUSTRY</td>
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<tr>
<td>TAEASS502A</td>
<td>DESIGN AND DEVELOP ASSESSMENT TOOLS</td>
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UNITS
Below are unit details for courses offered by the School of Business and Finance 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.

3113C0207U01 ACCOUNTING
Locations: Footscray Nicholson, City King Street.
Description: This unit will provide the participant with the knowledge and skills to have a working understanding of the role and broad principles underlying planning and decision making within a business environment.
Nominal Hours: 120
Assessment: Project and/or group based work, assignments, tests, practical exercise, examinations.

3113C0207U02 BUSINESS LAW PRINCIPLES
Locations: Footscray Nicholson, City King Street.
Description: The unit involves identifying and complying with business legal and administrative requirements suitable for the businesses environment. It will provide students with an understanding of how to apply common law and statute law relating to business and to develop research and legal writing skills in English. The unit will cover: Sources of Australian law Common law Statute law Precedent law Legal framework impacting on commercial law for business Employment Relationships & Occupational Health & Safety Principal Agent Negligence Contract Law and its relationship to consumer law Business entities
Nominal Hours: 90
Assessment: Projects and or group work, short tasks analysing cases and statutes, short and long structured, semi-structured and unstructured problem questions, solving complex problems, essays /reports, case study analysis, research essay, written short answers & multiple choice.

3113C0207U03 BUSINESS MATHEMATICS & STATISTICS
Locations: Footscray Nicholson, City King Street.
Description: This unit covers the mathematical and statistical techniques necessary to describe and analyse data for the purpose of forecasting and management decision making in English. The unit will cover applications of mathematics and statistics. The mathematics component consists of algebra and its applications to business related problems, and break-even analysis. The statistics component consists of both descriptive and inferential statistics. It includes the collection, presentation and analysis of data, probability, forecasting and hypothesis testing.
Nominal Hours: 90
Assessment: The assessment methods for this unit include, but are not restricted to: tests, projects, written short answers, assignments, practical case studies, Statistical and graphical presentations/analysis, group project and or Workplace based project.

3113C0207U04 ECONOMICS
Locations: Footscray Nicholson, City King Street.
Description: This unit of study introduces students to the basic principles of economics in terms of the micro and macro environments within which business operates. Students will be introduced to the basic economic tools used to assist in business decision making, to understand the micro and macro environment within which business operates as well as an understanding of domestic and international factors which affect business decision making in a globalised world.
Nominal Hours: 90
Assessment: The assessment methods for this unit include, but are not restricted to: Problem solving, reports, projects, written short answers, tests /exam, assignments, practical case studies, statistical and graphical presentations/analysis, group project and or workplace based project.

3113C0207U05 INFORMATION SYSTEMS
Locations: Footscray Nicholson, City King Street.
Description: This unit is focused on the role and application of information systems operating in business and reviews the range of different types of organisational information systems. Work will be carried out using complex and diverse methods and procedures where considerable discretion and judgement are required solving a range of problems and making strategic decision.
Nominal Hours: 90
Assessment: Problem solving, planning and organising, communication, technology, learning, self-management.

3113C0207U06 MARKETING
Locations: Footscray Nicholson, City King Street.
Description: This unit is to provide training in key aspects of marketing with a focus on marketing of consumer goods and services. The unit will cover: the principles underlying marketing strategies how to analyse marketing problems and develop appropriate solutions the major challenges confronting marketers in the global environment and how to develop strategies to deal with them.
Nominal Hours: 90
Assessment: The assessment methods for this unit include, but are not restricted to: projects, tests /exam, assignments, case study analysis, combination of written and oral presentations, practical exercises, group project and or workplace based project.

3113C0207U07 MANAGEMENT
Locations: Footscray Nicholson, City King Street.
Description: This unit of study provides the fundamental competencies (knowledge, skills and values) for students planning a career in management. This unit will cover Knowledge of organisation design, structure and the nature of management. Individual and group behaviour in the context of ethical and diverse organisations and their internal and external environments. Social responsibility and ethics in management. Managing organisations through change and conflict Leadership, change management and innovation
Nominal Hours: 90
**3113C0207U09  BUSINESS COMMUNICATIONS**

**Locations:** Footscray Nicholson, City King Street.

**Prerequisites:** There are no Prerequisites for this unit.

**Description:** This unit will provide the participant with an understanding of the underpinning concepts of business and the related environment. The unit will focus on the principles of effective business communication, including the knowledge and skills to develop and integrate written and oral communication skills.

**Nominal Hours:** 120

**Required Reading:** Student Manual - Business Communications Student Manual 1 Victoria University.

**Assessment:** To be advised.

**BSADV402B  CONDUCT PRE-CAMPAIGN TESTING**

**Description:** This unit describes the performance outcomes, skills and knowledge required to pilot an advertising campaign and to make adjustments that will maximise the effectiveness of the campaign.

**Nominal Hours:** 50

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSADV403B  MONITOR ADVERTISING PRODUCTION**

**Locations:** Footscray Nicholson.

**Description:** This unit describes the performance outcomes, skills and knowledge required to monitor and report on pre production, production and post production work for advertisements.

**Nominal Hours:** 50

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSADV404B  SCHEDULE ADVERTISEMENTS**

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare and cast media schedules, to book advertising time/space and to lodge advertisements.

**Nominal Hours:** 40


**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSADV503B  COORDINATE ADVERTISING RESEARCH**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit covers the performance outcomes, skills and knowledge required to conduct primary and secondary advertising research to test advertising themes and ideas.

**Nominal Hours:** 50


**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSADV507A  DEVELOP A MEDIA PLAN**

**Locations:** Footscray Nicholson, Industry.

**Description:** Define media requirements; Select the media; Select media vehicle/s; Determine the media schedule; Produce a media plan.

**Nominal Hours:** 60


**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations.

**BSADV507B  DEVELOP A MEDIA PLAN**

**Description:** This unit describes the performance outcomes, skills and knowledge required to interpret an advertising brief to develop a media plan within a given budget.

**Nominal Hours:** 60

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSADV509A  CREATE MASS PRINT MEDIA ADVERTISEMENTS**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to create mass print media advertisements that communicate the key features of a product, service or idea to the consumer.

**Nominal Hours:** 30

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSADV510A  CREATE MASS ELECTRONIC MEDIA ADVERTISEMENTS**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to communicate the key features of a product, service or idea to a consumer using mass electronic media.

**Nominal Hours:** 50

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSADV511A  EVALUATE AND RECOMMEND ADVERTISING MEDIA OPTIONS**

**Locations:** Footscray Nicholson.

**Description:** This unit describes the performance outcomes, skills and knowledge required to identify and evaluate the range of advertising and promotional media to recommend single and multiple media strategies.
BSBADV512A  DEVELOP AN ADVERTISING STRATEGY AND BRIEF
Description: This unit describes the performance outcomes, skills and knowledge required to develop an advertising brief, advertising strategy and creative brief which reflects advertiser needs and preferences.
Nominal Hours: 60
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV602B  DEVELOP AN ADVERTISING CAMPAIGN
Description: This unit describes the performance outcomes, skills and knowledge required to determine key objectives and to develop an advertising campaign to optimise product or service market performance in response to an advertising brief.
Nominal Hours: 60
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBADV603B  MANAGE ADVERTISING PRODUCTION
Description: This unit describes the performance outcomes, skills and knowledge required to plan, direct, monitor and evaluate the production of electronic and print advertising.
Nominal Hours: 70
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBADV604B  EXECUTE AN ADVERTISING CAMPAIGN
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor the implementation of an advertising campaign.
Nominal Hours: 70
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBADV605B  EVALUATE CAMPAIGN EFFECTIVENESS
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor the implementation of an advertising campaign.
Nominal Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBATSIM408B  MANAGE A BOARD MEETING
Description: This unit covers the management of the individual and group competency to serve the organisation and the community effectively. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Nominal Hours: 40
Required Reading: Not applicable.
Assessment: To be advised.

BSBATSIM504B  DEVELOP AND IMPLEMENT ORGANISATIONAL POLICIES
Description: This unit covers developing the organisation’s operational policies to serve the organisation and the community effectively. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Nominal Hours: 40
Required Reading: Not applicable.
Assessment: Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

BSBATSIM512B  MANAGE BOARD COMPETENCIES
Description: This unit covers the management of the individual and group competency resources of the Board to ensure it is able to undertake the tasks necessary to operate effectively. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Nominal Hours: 40
Required Reading: Not applicable.
Assessment: Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

BSBCCO301A  USE MULTIPLE INFORMATION SYSTEMS
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge
required to effectively use multiple information systems to research information and records, and to maintain up to date customer information.

BSBCCO303A  CONDUCT A TELEMARKETING CAMPAIGN  
Locations: Industry.  
Description: This unit describes the performance outcomes, skills and knowledge required to undertake a telemarketing campaign which may involve both inbound and outbound calling.  
Nominal Hours: 40  
Required Reading: No required text.  
Assessment: Oral and written questioning, oral presentation, practical demonstration, role plays, written report.

BSBCCO304A  PROVIDE SALES SOLUTIONS TO CUSTOMERS  
Locations: Industry.  
Description: This unit describes the performance outcomes, skills and knowledge required to process sales inquiries requiring complex solutions and follow up to ensure customer satisfaction.  
Nominal Hours: 40  
Required Reading: No required text.  
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

BSBCCO305A  PROCESS CREDIT APPLICATIONS  
Locations: Industry.  
Description: This unit describes the performance outcomes, skills and knowledge required to handle credit applications or arrangements for customers with no credit rating or a poor credit rating and as required by an organisation.  
Nominal Hours: 40  
Required Reading: No required text.  

BSBCCO306A  PROCESS COMPLEX ACCOUNTS, SERVICE SEVERANCE AND DEFAULTS  
Locations: Industry.  
Description: This unit describes the performance outcomes, skills and knowledge required to handle difficult contacts relating to customer billing and customer accounting, primarily where the customer is defaulting.  
Nominal Hours: 40  
Required Reading: No required text.  
Assessment: Oral and written questioning; Oral presentation; Practical demonstration; Portfolio of Evidence; Written report.

BSBCCO402A  GATHER, COLLATE AND RECORD INFORMATION  
Locations: Industry.  
Description: This unit describes the performance outcomes, skills and knowledge required to gather, collate and accurately record information from a variety of sources including interviews and database systems.  
Nominal Hours: 40  

BSBCMN412A  PROMOTE INNOVATION AND CHANGE  
Description: Identify and develop opportunities for improved work practices; Lead team to faster innovative work practices; Facilitate commitment to workplace change; Monitor and evaluate change.  
Nominal Hours: 50  
Assessment: As per accredited curriculum.

BSBCM414A  UNDERTAKE MARKETING ACTIVITIES  
Description: This unit covers the planning, implementation, management and review of basic marketing and promotional activities. This unit covers general and basic marketing and promotional activities that do not require detailed or complex planning or implementation. It could be undertaken as part of a broader role of a person in a small enterprise, or as part of a marketing plan for a larger enterprise.  
Nominal Hours: 50  
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCM415A  MANAGE FIRST AID POLICY  
Description: This unit specifies the outcomes required to manage the development and implementation of first aid policy in the workplace. The unit is about coordinating and implementing effective organisational systems for first aid, implementing effective first aid training and practice, and maintaining up-to-date professional development of knowledge and skills for self and supporting others in this area.  
Nominal Hours: 40  
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCM416A  IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES  
Description: This unit specifies the outcomes required to identify risks and apply established risk management processes to a subset of the organisation’s operations that are within the person’s own work responsibilities and area of operation.  
Nominal Hours: 50  
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCM417A  COORDINATE CUSTOMER SERVICE ACTIVITIES  
Description: This unit specifies the outcomes required to contribute to quality customer standards and to support personnel to implement customer service standards
and systems within the organisation. Note that this unit is not about delivering service directly to the customer, but rather responsibility for the implementation of the customer service systems, policies and procedures.

Nominal Hours: 30
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCMN418A ADDRESS CUSTOMER NEEDS

Description: This unit specifies the outcomes required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting the customer’s needs and managing networks to ensure customer’s needs are addressed.

Nominal Hours: 50
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCMN419A MANAGE PROJECTS

Description: This unit covers the management of a straightforward project or a section of a larger project. It focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project.

Nominal Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCOM405A PROMOTE COMPLIANCE WITH LEGISLATION

Description: This unit describes the performance outcomes, skills and knowledge required to promote compliance with domestic and international legislation, both by self and others in the workplace.

Nominal Hours: 40
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBCOM501B IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS

Locations: Footscray Nicholson, City Queen, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to identify and interpret the range of external and internal compliance requirements and obligations that must be fulfilled by an organisation.

Nominal Hours: 20
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBCOM503B DEVELOP PROCESSES FOR THE MANAGEMENT OF BREACHES IN COMPLIANCE REQUIREMENTS


Description: This unit describes the performance outcomes, skills and knowledge required to develop and monitor the processes for managing identified breaches in the fulfillment of compliance requirements within an organisation. This unit has been designed to be consistent with AS 3806: 2006 Compliance programs.

Nominal Hours: 30
Assessment: Students are required to do assignments, tests, projects, case studies, classwork.

BSBCOM603B PLAN AND ESTABLISH A COMPLIANCE MANAGEMENT SYSTEM

Locations: Footscray Nicholson, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and establish appropriate compliance program/management systems which enable an organisation to fulfill its obligations and responsibilities under applicable compliance requirements. The unit has been designed to be consistent with AS 3806: 2006 Compliance programs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: No required reading.
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBCON601A DEVELOP AND MAINTAIN BUSINESS CONTINUITY PLANS


Description: This unit describes the performance outcomes, skills and knowledge required to work within the business continuity framework to develop and implement business continuity plans in order for an organisation to manage risk and ensure business resilience when faced with a disruptive event.

Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment methods will include assignments, projects and case studies.

BSBCRT401A ARTICULATE, PRESENT AND DEBATE IDEAS

Locations: St Albans, City Flinders.

Description: This unit describes the performance outcomes, skills and knowledge required to articulate, present and debate ideas. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40
Required Reading: No Required Reading.
Assessment: Assessment will include assignments, classwork, projects, case studies and/or presentations. For FNS40107 Certificate IV in Financial Services assessments will include Work based Case studies, Projects, Group work, Research, RPL.

BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS

Locations: Footscray Nicholson, City King Street, St Albans, Werribee, Sunshine, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to identify customer needs and monitor service provided to customers.

Nominal Hours: 35
Required Reading: For Cert III in International Trade: International Marketing.
BSBCUS403A IMPLEMENT CUSTOMER SERVICE STANDARDS

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to contribute to quality customer service standards, and to support personnel to implement customer service standards and systems within the organisation.

Nominal Hours: 30


BSBEBUS402A IMPLEMENT E-CORRESPONDENCE POLICIES

Description: This unit covers sending and receiving email correspondence via Internet, intranets or extranets, setting up and maintaining electronic software, maintaining and managing individual email mailing lists/address books, implementing email policy and adhering to organisational protocols or practices for email.

Nominal Hours: 20

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBUS406A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT

Description: This unit covers the identification and assessment of records for storage and the maintenance and monitoring of electronic business records.

Nominal Hours: 50

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBUS407A REVIEW AND MAINTAIN THE BUSINESS ASPECTS OF A WEBSITE

Description: This unit covers data analysis, review of website Content and updating and maintenance of the business aspects of a website.

Nominal Hours: 50

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBUS605A IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION

Description: This unit covers analysis of traditional business processes to identify and implement e-business opportunities for innovation and reform.

Nominal Hours: 40

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEMS401B DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement prospecting strategies to expand the client base of organisations or enterprises seeking to employ individuals. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Assessment methods may include: observation of presentations, written questioning, review of marketing and promotional plans and review of communication strategies. BSB40207 Certificate IV in Business Competency assessed.

BSBFIA501A REPORT ON FINANCES RELATED TO INTERNATIONAL BUSINESS

Description: This unit describes the performance outcomes, skills and knowledge required to report on finances related to international business activity.

Nominal Hours: 70

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBFIM601A MANAGE FINANCES


Description: This unit describes the performance outcomes, skills and knowledge required to undertake budgeting, financial forecasting and reporting requirements, and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.

Nominal Hours: 80

Required Reading: No required text.

Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBFLM404A LEAD WORK TEAMS


Description: Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.

Nominal Hours: 50


Assessment: Assessment may be class work, project work, assignments, topic tests, presentation. Library Studies: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to ensure the required statewide industry and training provider moderated standards.
BSBFMLM505A  MANAGE OPERATIONAL PLAN
Description: This unit specifies the outcomes required to develop and monitor the implementation of the operational plan to provide efficient and effective workplace practices within the organisation’s productivity and profitability plans.
Nominal Hours: 60
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSBHR405A  IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES
Description: This unit specifies the outcomes required to work in the industrial relations area and implement organisational policies and procedures.
Nominal Hours: 50
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR509A  MANAGE REHABILITATION/RETURN TO WORK PROGRAMS
Description: Analyse claims; Establish rehabilitation/return-to-work program; Monitor/evaluate rehabilitation/return-to-work program.
Nominal Hours: 40
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR605A  CONTRIBUTE TO ORGANISATION DESIGN
Description: Review organisation design; Develop organisation redesign plan; Job design and work reorganisation is undertaken as necessary to support the organisation redesign.
Nominal Hours: 40
Required Reading: No required reading.
Assessment: As per accredited curriculum.

BSBHRM401A  REVIEW HUMAN RESOURCES FUNCTIONS
Description: This unit describes the performance outcomes, skills and knowledge required to undertake research that supports work across a range of human resources functional areas. This is a foundation unit for any person wishing to pursue competency in human resources and provides a sound basis for working across various human resources functional areas.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assignments, Case studies, Projects and Research.

BSBHRM402A  RECRUIT, SELECT AND INDUCT STAFF
Description: This unit describes the performance outcomes, skills and knowledge required to execute tasks associated with the recruitment cycle.
Nominal Hours: 50
Required Reading: No required reading.
Assessment: Assignments, Case studies, Projects and Research. RPL: Students need to provide evidence of knowledge, skills and experience. BSB40207 Certificate IV in Business Competency assessed.

BSBHRM403A  SUPPORT PERFORMANCE MANAGEMENT PROCESS
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to assist in the effective implementation of a performance management system and to facilitate employee performance.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assignments, Case studies, Projects and Research.

BSBHRM501A  MANAGE HUMAN RESOURCES SERVICES
Locations: Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and oversee and deliver human resources services. It is not specific to any given human resources function and deals with the coordination of services and approaches. This unit takes an overview of human resources services and includes business ethics.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

BSBHRM503A  MANAGE PERFORMANCE MANAGEMENT SYSTEMS
Description: This unit describes the performance outcomes, skills and knowledge required to design, implement and oversee performance management systems. It includes ongoing performance feedback strategies as well as formal performance feedback meetings. Specific intervention associated with underperformance and/or misconduct is also included.
Nominal Hours: 60

BSBHRM505A  MANAGE REMUNERATION AND EMPLOYEE BENEFITS
Description: This unit describes the performance outcomes, skills and knowledge required to implement an organisation’s remuneration and benefit plans. It incorporates all functions associated with remuneration including packaging, salary benchmarking, market rates reviews, bonuses and the legislative aspects of remuneration and employee benefits.
Nominal Hours: 60
Assessment: Oral and written questioning, Oral presentation, Compliance of all legal aspects, Knowledge of ATO Laws & FBT, Portfolio of evidence, Written report.
BSBHRM506A  MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to manage all aspects of the recruitment selection and induction processes in accordance with organisational policies and procedures.

Nominal Hours: 60
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. BSB40207 Certificate IV in Business Competency assessed.

BSBHRM507A  MANAGE SEPARATION OR TERMINATION


Description: This unit describes the performance outcomes, skills and knowledge required to deal with redeployment, resignation, retirement, dismissal and redundancy, including the conduct of exit interviews.

Nominal Hours: 50
Required Reading: No required text.
Assessment: The unit is assessed via a project in the workplace, research assignment, open-book tests, classroom presentations. RPL: Participants will provide evidence of their skills, knowledge and experience.

BSBHRM509A  MANAGE REHABILITATION & RETURN TO WORK


Description: This unit describes the performance outcomes, skills and knowledge required to process and analyse both workers compensation and sick leave claims. It also covers the establishment of rehabilitation needs and return to work programs, and their monitoring, ongoing review and evaluation.

Nominal Hours: 50
Required Reading: No text required.
Assessment: Oral and written questioning, Oral presentation, Role plays, Written report, Case studies & scenarios, Evaluation.

BSBHRM604A  MANAGE EMPLOYEE RELATIONS

Description: Implement employee relations strategy and policies for own work area; Build and maintain a productive culture; Resolve employee relations problems; Manage diversity.

Nominal Hours: 60
Assessment: As per accredited curriculum.

BSBIND302A  WORK EFFECTIVELY IN THE INTERNATIONAL EDUCATION SERVICES INDUSTRY

Locations: City King Street, Newport, Industry, Off-share.

Description: This unit describes the performance outcomes, skills and knowledge required to provide administration services in an international education organisation. Particular emphasis is on workplace practices such as the application of intercultural protocols, cross cultural communication, identification of job role requirements and career planning.

Nominal Hours: 50
Required Reading: No Required Texts.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBINM301A  ORGANISE WORKPLACE INFORMATION

Locations: Footscray Nicholson, City King Street, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to gather, organise and apply workplace information in the context of an organisation’s work processes and knowledge management systems. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 30
Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBINM302A  UTILISE A KNOWLEDGE MANAGEMENT SYSTEM


Description: This unit describes the performance outcomes, skills and knowledge required to access and use a knowledge management system, to input into a knowledge management system, and to contribute to monitoring, reviewing and improving a knowledge management system and work practices. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBINM401A  IMPLEMENT WORKPLACE INFORMATION SYSTEM


Description: This unit describes the performance outcomes, skills and knowledge required to implement the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information, which plays a significant part in the organisation’s effectiveness.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. RPL: Participants will provide evidence of their knowledge, skills and experience.

BSBINN601A  MANAGE ORGANISATIONAL CHANGE


Description: This unit describes the performance outcomes, skills and knowledge required to determine strategic change requirements and opportunities, and to develop, implement and evaluate change management strategies.
BSBINT305B  PREPARE BUSINESS DOCUMENTS FOR THE INTERNATIONAL TRADE OF GOODS


Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the preparation of business documents required for the trade of goods internationally.

Nominal Hours: 40


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBINT401B  RESEARCH INTERNATIONAL BUSINESS OPPORTUNITIES

Description: This unit describes the performance outcomes, skills and knowledge required to ascertain the international business opportunities available and the feasibility of a particular opportunity.

Nominal Hours: 20

BSBINT405A  APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE

Locations: Footscray Nicholson, St Albans.

Description: This unit specifies the outcomes required to maintain currency of knowledge and skills of international conventions, laws and finance in order to apply these to import and export responsibilities.

Nominal Hours: 30

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBINT405B  APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE

Description: This unit describes the performance outcomes, skills and knowledge required to maintain currency of knowledge and skills of international conventions, laws and finance in order to apply these to import and export responsibilities.

Nominal Hours: 30

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.
FACULTY OF WORKFORCE DEVELOPMENT

demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. BSB40207 Certificate IV in Business Competency assessed.

BSBLEDS501A DEVELOP A WORKPLACE LEARNING ENVIRONMENT


Description: This unit describes the performance outcomes, skills and knowledge required to encourage and support the development of a learning environment in which work and learning come together. Particular emphasis is on the development of strategies to facilitate and promote learning, and to monitor and improve learning performance.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Students are required to do assignments, tests, projects, case studies.

BSBMGT401A SHOW LEADERSHIP IN THE WORKPLACE

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to work with teams and individuals, their standard of conduct and the initiative they take in influencing others. At this level, work will normally be carried out within routine and non routine methods and procedures which require the exercise of some discretion and judgement.

Nominal Hours: 50

Required Reading: This unit has no required reading.

Assessment: Students will be required to complete a leadership skills perception survey and write a report based on the identified outcomes. BSB40207 Certificate IV in Business Competency assessed.

BSBMGT402A IMPLEMENT OPERATIONAL PLAN

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, producing short term plans for the department/section, planning and acquiring resources and providing reports on performance as required.

Nominal Hours: 40

Required Reading: This unit has no required reading.

Assessment: Students will be required to write 2 reports. (1) Reviewing and analysing an internal operational plan and (2) Describing and analysing their internal recruitment process. Students will also be expected to participate in classroom activities and discussions. BSB40207 Certificate IV in Business Competency assessed.

BSBMGT403A IMPLEMENT CONTINUOUS IMPROVEMENT

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to implement the organisation’s continuous improvement systems and processes. Particular emphasis is on using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

Nominal Hours: 40


BSBMGT405A PROVIDE PERSONAL LEADERSHIP

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to display high levels of personal leadership and to be a role model within the work environment.

Nominal Hours: 50


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMGT608B MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT

Locations: Footscray Nicholson, St Albans, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.

Nominal Hours: 70


Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMGT609A MANAGE RISK

Description: Develop risk management plan; Implement risk management plan; Evaluate risk management plan.

Nominal Hours: 60

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT615A CONTRIBUTE TO ORGANISATION DEVELOPMENT


Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the creation of an organisation development plan which ensures that the organisation will become more effective over time in achieving its goals. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 60

Required Reading: Not Applicable.

Assessment: RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.
BSBMGT616A  DEVELOP AND IMPLEMENT STRATEGIC PLANS

Locations: Footscray Nicholson, City King Street, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to establish the strategic direction of the organisation, and to sustain competitive advantage and enhance competitiveness. It requires analysis and interpretation of relevant markets, capability assessment of the organisation, and its existing and potential competitors and allies. It also covers implementation of the strategic plan.

Nominal Hours: 80


Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. 22053VIC Advanced Diploma of Legal Practice - Graded BSB60110 Advanced Diploma of Advertising - Students must complete assignments, project work and class work; and may be required to undertake topic tests and make presentations. Students will complete a project linked to Learning in the Workplace and Community.

BSBMGT617A  DEVELOP AND IMPLEMENT A BUSINESS PLAN


Description: This unit describes the performance outcomes, skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan.

Nominal Hours: 60

Required Reading: Class notes.

Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBMKG301A  RESEARCH THE MARKET

Description: Collect and present information on the internal business environment; Collect and present information on the external business environment; Investigate new or emerging factors in the market; Record market data.

Nominal Hours: 60

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG302A  IDENTIFY MARKETING OPPORTUNITIES

Description: Confirm business needs; Identify market needs; Identify marketing opportunities.

Nominal Hours: 60

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG303A  DRAFT AN ELEMENTARY MARKETING AUDIT REPORT

Description: Prepare for a marketing audit; Identify the form of a marketing audit; Conduct an external marketing audit; Conduct an internal marketing (self) audit; Prepare a draft marketing audit report.

Nominal Hours: 40

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG401A  PROFILE THE MARKET

Description: Segment the market; Identify the target market; Profile target audience; Develop a positioning strategy.

Nominal Hours: 60

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG402A  ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS

Description: This unit covers analysis of consumer behaviour to enable marketing to be targeted to specific markets and specific needs.

Nominal Hours: 60

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG403A  ANALYSE MARKET DATA

Description: Interpret trends and market developments; Interpret competitor market performance; Report on market data.

Nominal Hours: 60

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG404A  FORECAST MARKET AND BUSINESS NEEDS

Description: Build and maintain networks; Review current business performance and capability; Evaluate the market; Articulate the needs of the market and the business.

Nominal Hours: 60

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG405A  IMPLEMENT AND MONITOR MARKETING ACTIVITIES

Description: Review the marketing mix for the business; Implement marketing activities; Monitor and review marketing performance.

Nominal Hours: 40

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG409A  DESIGN DIRECT RESPONSE OFFERS

Description: This unit describes the performance outcomes, skills and knowledge required to design, implement and evaluate direct response offers which match organisational business and marketing objectives and resolve marketing problems.

Nominal Hours: 60

Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG412A  CONDUCT ELECTRONIC MARKETING COMMUNICATIONS

Description: This unit describes the performance outcomes, skills and knowledge required to prepare electronic advertisements for use in Internet, email or facsimile.
marketing communications, and to evaluate their effectiveness in achieving marketing objectives.

Nominal Hours: 30
Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSBMKG414A  UNDERTAKE MARKETING ACTIVITIES
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities.
Nominal Hours: 50
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG415A  RESEARCH INTERNATIONAL MARKETS
Description: This unit describes the performance outcomes, skills and knowledge required to undertake market research to select markets to pursue.
Nominal Hours: 50
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG416A  MARKET GOODS & SERVICES INTERNATIONALLY
Description: This unit describes the performance outcomes, skills and knowledge required to market goods and service internationally in line with the organisation’s marketing plan and marketing strategy for a specified international target market.
Nominal Hours: 70
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG501A  IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES
Locations: Footscray Nicholson, City King Street, St Albans, Industry.
Description: This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.
Nominal Hours: 70
Assessment: Assessment may be Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests. 22051VIC Diploma of Business (Public Relations) Assessment method will include class tests, projects, case studies and presentation.

BSBMKG502A  ESTABLISH AND ADJUST THE MARKETING MIX
Locations: Footscray Nicholson, St Albans, Industry.
Description: This unit describes the performance outcomes, skills and knowledge required to determine the optimum marketing mix for a business through analysis of inter related marketing components.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. RPL; Participants will provide evidence of their knowledge, skills and experience.

BSBMKG505A  REVIEW MARKETING PERFORMANCE
Locations: Footscray Park, Industry.
Description: Review customer requirements; Confirm market demand; Review product/service features; Monitor and improve marketing performance.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG506A  PLAN MARKET RESEARCH
Description: This unit describes the performance outcomes, skills and knowledge required to plan market research by identifying market research needs, defining market research objectives, identifying data gathering approaches and developing a market research plan.
Nominal Hours: 50
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG507A  INTERPRET MARKET TRENDS AND DEVELOPMENTS
Description: This unit describes the performance outcomes, skills and knowledge required to conduct an analysis of market data in order to determine organisational and competitor business performance, and to prepare market and business forecasts that assist in targeting marketing activities and in drawing up a marketing plan.
Nominal Hours: 50
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG508A  PLAN DIRECT MARKETING ACTIVITIES
Description: This unit describes the performance outcomes, skills and knowledge required to plan direct marketing activities that match organisational objectives.
Nominal Hours: 50
Required Reading: Class notes.
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. RPL; Participants will provide evidence of their knowledge, skills and experience.

BSBMKG510A  PLAN ELECTRONIC MARKETING COMMUNICATIONS
Description: This unit describes the performance outcomes, skills and knowledge required to research, prepare and evaluate an organisational e marketing plan that integrates electronic communications and website marketing in support of marketing objectives.
BSMKG511A  ANALYSE DATA FROM INTERNATIONAL MARKETS
Description: This unit describes the performance outcomes, skills and knowledge required to analyse data from international markets.
Nominal Hours: 60
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG512A  FORECAST INTERNATIONAL MARKET AND BUSINESS NEEDS
Description: This unit describes the performance outcomes, skills and knowledge required to gather intelligence about the target international market and to use that information in the business.
Nominal Hours: 60
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG513A  PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS
Description: This unit describes the performance outcomes, skills and knowledge required to promote products and/or services of the business within specified international markets.
Nominal Hours: 50
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG514A  IMPLEMENT AND MONITOR MARKETING ACTIVITIES
Description: This unit describes the performance outcomes, skills and knowledge required to implement marketing activities described in a marketing plan, to monitor their effectiveness in meeting organisational marketing objectives, and to take actions to improve marketing performance.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG515A  CONDUCT A MARKETING AUDIT
Description: This unit describes the performance outcomes, skills and knowledge required to prepare for, conduct and report on a marketing audit in accordance with an organisation’s marketing plan.
Nominal Hours: 40
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSMKG516A  PROFILE INTERNATIONAL MARKETS
Description: This unit describes the performance outcomes, skills and knowledge required to select and confirm an appropriate international market.
Nominal Hours: 60
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG517A  ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC INTERNATIONAL MARKETS
Description: This unit describes the performance outcomes, skills and knowledge required to analyse consumer behaviour for specific international markets.
Nominal Hours: 60
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG523A  DESIGN AND DEVELOP AN INTEGRATED MARKETING COMMUNICATION PLAN
Description: This unit describes the performance outcomes, skills and knowledge required to identify and evaluate the range of marketing communication options and media, to design an integrated marketing communication plan, and to develop a marketing communication brief and creative brief that reflect client needs and preferences.
Nominal Hours: 60
Assessment: Students must complete assignments, project work and classwork; and may be required to undertake topic tests and make presentation. Students will complete one project linked to Learning in the Workplace and Community.

BSMKG603B  MANAGE THE MARKETING PROCESS
Description: This unit describes the performance outcomes, skills and knowledge required to strategically manage the marketing process and marketing personnel within an organisation.
Nominal Hours: 50
Required Reading: No required reading.
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSMKG605B  EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES
Description: This unit describes the performance outcomes, skills and knowledge required to evaluate the international environment, to identify market factors and risks, and to assess the viability of international marketing opportunities.
Nominal Hours: 60
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.
BSBMKG606B MANAGE INTERNATIONAL MARKETING PROGRAMS


Description: This unit describes the performance outcomes, skills and knowledge required to formulate, assess, strategically manage, evaluate and improve international marketing programs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentations.

BSBMKG607B MANAGE MARKET RESEARCH

Description: This unit describes the performance outcomes, skills and knowledge required to prepare for, manage and evaluate market research projects across an organisation.

Nominal Hours: 50

Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG608A DEVELOP ORGANISATIONAL MARKETING OBJECTIVES


Description: This unit describes the performance outcomes, skills and knowledge required to conduct a strategic analysis to develop organisational marketing objectives. This involves reviewing the organisation's internal and external environments, evaluating past and current marketing performance, and exploring and evaluating new marketing opportunities.

Nominal Hours: 60
Assessment: Students must complete assignments, project work and class work; and may be required to undertake topic tests and make presentations. Students will complete a project linked to Learning in the Workplace and Community.

BSBMKG609A DEVELOP A MARKETING PLAN


Description: This unit covers the skill and knowledge to devise specific marketing strategies and tactics arising from formulation of marketing objectives.

Nominal Hours: 50
Required Reading: No required reading.
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG610A DEVELOP, IMPLEMENT AND MONITOR A MARKETING CAMPAIGN

Locations: Footscray Nicholson, St Albans.

Description: This unit describes the performance outcomes, skills and knowledge required to design marketing campaigns, to implement campaigns and to analyse the success of a campaign.

Nominal Hours: 30
Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report.

BSBPMPG401A APPLY PROJECT SCOPE MANAGEMENT TECHNIQUES


Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the control of a project's scope by assisting with the identification of objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced.

Nominal Hours: 40
Assessment: Oral and written questioning, presentation, practical demonstration, research assignment and written report.

BSBPMPG402A APPLY TIME MANAGEMENT TECHNIQUES

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to assist with project scheduling activities, the application and monitoring of the agreed schedule and evaluation of time management effectiveness for the project.

Nominal Hours: 40
Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report.

BSBPMPG403A APPLY COST MANAGEMENT TECHNIQUES

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to work with others to produce a project budget, to monitor project expenditure and to contribute to cost finalisation processes.

Nominal Hours: 40
Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report.

BSBPMPG404A APPLY QUALITY MANAGEMENT TECHNIQUES.

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to enhance project outcomes through contributing to quality planning, applying quality policies and procedures and contributing to continuous improvement within projects.

Nominal Hours: 30
Required Reading: Project management - A competency-based approach. Stephen

Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report.

**BSBPMG405A  APPLY HUMAN RESOURCES MANAGEMENT APPROACHES**

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to assist with aspects of human resources management of a project. This involves establishing human resource requirements, identifying the learning and development needs of people working on the project, facilitating these needs being met and resolving conflict within the team.

Nominal Hours: 40


Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report.

**BSBPMG406A  APPLY COMMUNICATIONS MANAGEMENT TECHNIQUES**

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project lifecycle. It covers assisting the project team to plan communications, communicating information related to the project and reviewing communications.

Nominal Hours: 40


Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report.

**BSBPMG407A  APPLY RISK MANAGEMENT TECHNIQUES**

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to assist with aspects of risk management within a project. It specifically involves assisting the project team to plan for, control and review risks associated with the project.

Nominal Hours: 40


Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report.

**BSBPMG408A  APPLY CONTRACT AND PROCUREMENT PROCEDURES**

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to assist with contracting and procurement for a project. It covers identifying procurement and contract requirements, assisting with contractor selection, conducting contracting and procurement activities and assisting with finalisation of activities for the project.

Nominal Hours: 30


Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report.

**BSBPR0401A  DEVELOP PRODUCT KNOWLEDGE**

Locations: St Albans.

Description: This unit describes the performance outcomes, skills and knowledge required to develop product knowledge in preparation for the sales process.

Nominal Hours: 30


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

**BSBPUB401A  DEVELOP AND APPLY KNOWLEDGE OF PUBLIC RELATIONS INDUSTRY**


Description: This unit describes the performance outcomes, skills and knowledge required to research, analyse and apply knowledge of the various components of the public relations industry, including legal and ethical constraints and strategic communications management planning.

Nominal Hours: 80


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSBPUB402A  DEVELOP PUBLIC RELATIONS CAMPAIGNS**


Description: This unit describes the performance outcomes, skills and knowledge required to develop and conduct a public relations campaign, to evaluate its effectiveness and to present the findings to stakeholders.

Nominal Hours: 50


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

**BSBPUB501A  MANAGE THE PUBLIC RELATIONS PUBLICATION PROCESS**


Description: This unit describes the performance outcomes, skills and knowledge required to manage the design, production, implementation and evaluation of public relations publications in accordance with organisational requirements.
BSBPUB504A  DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PLANS


Description: This unit describes the performance outcomes, skills and knowledge required by public relations personnel to coordinate, develop and implement a crisis management plan to provide an organisation with a planned communications response for use in the event of crisis.

Nominal Hours: 40


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUR301B  PURCHASE GOODS AND SERVICES


Description: This unit specifies the outcomes required to determine purchasing requirements, and make and receive purchases.

Nominal Hours: 60


Assessment: Students are required to do assignments, tests, projects, case studies.

BSBPUR401B  PLAN PURCHASING


Description: This unit describes the performance outcomes, skills and knowledge required to prepare invitations to offer, identify suppliers, issue invitations to offer, and prepare purchase recommendations.

Nominal Hours: 40

Required Reading: No Required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBPUR501A  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

BSBPUR502A  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

Required Reading: No Required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBPUR503B  MANAGE INTERNATIONAL PURCHASING


Description: This unit specifies the outcomes required to manage international purchasing of specific goods within workplace policies and procedures and regulatory frameworks. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

Required Reading: No Required text.

Assessment: Assessment may include class work, project work, assignments, topic tests and presentations.

BSBPUR504A  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

Required Reading: No Required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBREL501A  BUILD INTERNATIONAL CLIENT RELATIONSHIPS

Description: This unit describes the performance outcomes, skills and knowledge required to build effective international client relationships.

Nominal Hours: 50

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSLS301A  DEVELOP PRODUCT KNOWLEDGE

Description: This unit covers the development of product knowledge as preparation for the sales process.

Nominal Hours: 30

Assessment: This unit may be assessed by tests, assignments, classwork.

BSBSLS302A  IDENTIFY SALES PROSPECTS

Description: This unit covers identification of potential sales prospects through application of prospecting methods.
BSBSLS303A PRESENT A SALES SOLUTION
Description: This unit covers presentation of a sales solution which responds to the specific buying needs of the client.
Nominal Hours: 25
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBSLS304A SECURE PROSPECT COMMITMENT
Description: This unit covers the sales processes associated with securing prospect commitment to proceed with a sale.
Nominal Hours: 60
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBSLS305A SUPPORT POST-SALES ACTIVITIES
Description: This unit covers attendance to post-sale activities that build and strengthen the partnership between salesperson and client, and enhance the prospect of future sales.
Nominal Hours: 15
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBSLS306A SELF-MANAGE SALES PERFORMANCE
Description: This unit covers self-management of sales performance through establishment of an individualised sales plan, and through management of stress, time, and sales-related paperwork.
Nominal Hours: 40
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBSLS402A IDENTIFY SALES PROSPECTS
Locations: St Albans.
Description: This unit describes the performance outcomes, skills and knowledge required to identify of potential sales prospects through application of prospecting methods.
Nominal Hours: 25
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS403A PRESENT A SALES SOLUTION
Locations: St Albans.
Description: This unit describes the performance outcomes, skills and knowledge required to present a sales solution which responds to the specific buying needs of the client.
Nominal Hours: 60
**BSBWOR201A  MANAGE PERSONAL STRESS IN THE WORKPLACE**

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage personal stress in a customer contact environment.

**Nominal Hours:** 40

**Required Reading:** This unit has no required text.

**Assessment:** Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

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**BSBWOR401A  ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS**

**Locations:** Footscray Nicholson, City King Street, Newport, Industry, Off-shore.

**Description:** This unit describes the performance outcomes, skills and knowledge required to collect, analyse and communicate information and to use that information to develop and maintain effective working relationships and networks, with particular regard to communication and representation.

**Nominal Hours:** 50

**Required Reading:** No required text.

**Assessment:** Assignments, case studies, projects, research, portfolio of evidence, RPL, work based case studies.

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**BSBWOR402A  PROMOTE TEAM EFFECTIVENESS**

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to promote teamwork. It involves developing team plans to meet expected outcomes, leading the work team, and proactively working with the management of the organisation.

**Nominal Hours:** 50

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: training record book, observation, demonstration, written/oral test/worksheets.

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**BSBWOR403A  MANAGE STRESS IN THE WORKPLACE**

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage own stress and the stress of others in a team environment.

**Nominal Hours:** 60

**Required Reading:** No required text.

**Assessment:** Work based case studies, projects, group work, research, RPL.

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**BSBWRK404A  PROMOTE EQUALITY OF OPPORTUNITY AND FAIR TREATMENT FOR ALL WORKERS**

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to work with diversity and to promote equality within the union and the workplace. It deals with challenging discrimination on the basis of race, sex, sexual orientation, disability, age and employment status.

**Nominal Hours:** 40

**Required Reading:** This unit has no required text.

**Assessment:** Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

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**BSBWRK405A  PROMOTE UNION VALUES, PRINCIPLES AND POLICIES**

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to work with diversity and to promote equality within the union and workplace. It deals with challenging discrimination on the basis of race, sex, sexual orientation, disability, age and employment status.

**Nominal Hours:** 50

**Required Reading:** This unit has no required text.

**Assessment:** Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

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**BSBWRK406A  PARTICIPATE IN THE BARGAINING PROCESS**

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to effectively participate in the process of bargaining to establish collective agreements that maintain and promote rights and conditions for union members.

**Nominal Hours:** 50

**Required Reading:** This unit has no required text.

**Assessment:** Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

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**BSBWRK407A  PROVIDE ADVICE TO UNION MEMBERS**

**Locations:** Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to effectively provide advice to union members about their industrial and employment rights.

**Nominal Hours:** 30

**Required Reading:** This unit has no required text.

**Assessment:** Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

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**BSBWRK410A  IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES**

**Description:** This unit describes the performance outcomes, skills and knowledge required to work with industrial relations policies and procedures.

**Nominal Hours:** 50

**Required Reading:** Assignments, case studies, projects and research.
CPPDSM4032A  ARRANGE VALUATION OF FACILITIES AND ASSETS

Locations: Industry.

Description: This unit of competency specifies the outcomes required to place a value on facilities and assets. It requires the ability to assess, record, report and analyse information on facilities and assets. The unit also requires knowledge of basic accounting procedures to determine the market value of facilities and assets.

Nominal Hours: 20

Required Reading: No text required.

Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FDFCDSEWB  EVALUATE WINE STANDARD

Locations: Other.

Other Locations: Academy Sofitel

Description: This specialist unit has been developed for the cellar door sales stream of the wine sector. It covers the skills and knowledge required to reach an advanced standard of wine evaluation.

Nominal Hours: 40

Required Reading: No required reading.

Assessment: Assessment will cover - Wine Styles from major wine regions - Instructions, information, specifications of the types of wines - Equipment, services and corresponding information to serve and evaluate wines - Cleaning procedures, materials and equipment as required - Documentation and recording requirements and procedures.

FDFPLSCP4A  SCHEDULE AND MANAGE PRODUCTION

Description: This unit covers the skills and knowledge required to plan, monitor and adjust schedules to meet operational requirements. This competency is appropriate for production personnel with some responsibility for planning.

Nominal Hours: 50

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

FNSACCT503B  MANAGE BUDGETS AND FORECASTS

Locations: Footscray Park, Industry.

Description: This unit covers the competency to prepare and manage budgets and forecasts.

Nominal Hours: 50

Assessment: Case study, test, coursework, assignments.

FNSASIC503UB  PROVIDE ADVICE IN SUPERANNUATION


Prerequisites: FNSICCUS506B - DETERMINE CLIENT REQUIREMENTS AND EXPECTATIONS
FNSICCUS507B - RECORD AND IMPLEMENT CLIENT INSTRUCTIONS
FNSICADV502B - PROVIDE APPROPRIATE AND TIMELY INFORMATION AND ADVICE TO CLIENTS
FNSICPRO502B - CONDUCT PRODUCT RESEARCH TO SUPPORT RECOMMENDATIONS

Description: This unit has been specifically designed to, when combined with industry specified units, satisfy the skills requirements of current Australian Securities and Investments Commission (ASIC) regulation (Financial Services Reform Act) at Tier 1 (Diploma) level in the Superannuation specialist and generic knowledge areas. The unit will be changed in accordance with relevant changes to the legislation. This unit is a co-requisite unit that cannot be assessed or issued without first satisfying the industry specific units identified in the Evidence Guide

Nominal Hours: 50


Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSCOMP501B  COMPLY WITH FINANCIAL SERVICES LEGISLATION, INDUSTRY AND PROFESSIONAL CODES OF PRACTICE


Description: This unit describes the functions involved with ensuring compliance with financial laws, regulations, ethics and industry codes of practice on an organisational level.

Nominal Hours: 80

Required Reading: No prescribed text.

Assessment: Assignment, test and research report. For FNS50504 Diploma of Financial Services (Finance/Mortgage Broking Management) this unit is going to be competency based.
FACULTY OF WORKFORCE DEVELOPMENT

**FNSCRDT403B DETERMINE AND ESTABLISH APPROPRIATE SECURITIES TO MINIMISE RISK**

**Locations:** Industry.

**Description:** This unit addresses the requirements for establishing security, including the types of security available, and selecting the appropriate security to protect against loss and/or exposure.

**Nominal Hours:** 20

**Required Reading:** No text required.

**Assessment:** Assessment will include work based Case studies, Projects, Group work, Research, RPL.

**FNSCRDT404B MANAGE AND RECOVER ERRANT DEBTS**

**Locations:** Industry.

**Description:** This unit enables the identification of errant debts and reviews possible recovery actions in line with relevant credit policy, and the appropriate documentation required.

**Nominal Hours:** 30

**Required Reading:** No text required.

**Assessment:** Work based Case studies, Projects, Group work, Research, RPL.

**FNSCRDT501B ASSESS PERSONAL AND CORPORATE INSOLVENCY**

**Locations:** Industry.

**Description:** This unit examines types of insolvency and actions to be undertaken in an insolvency situation.

**Nominal Hours:** 25

**Required Reading:** No text required.

**Assessment:** Work based Case studies, Projects, Group work, Research, RPL.

**FNSDMGT501B PROMOTE UNDERSTANDING OF THE ROLE AND EFFECTIVE USE OF CONSUMER CREDIT**

**Locations:** Industry.

**Description:** This unit covers the knowledge and skills required when explaining the functions and implications of different forms of consumer credit as part of developing the financial literacy skills of the client.

**Nominal Hours:** 50

**Required Reading:** No text required.

**Assessment:** Work based Case studies, Projects, Group work, Research, RPL.

**FNSDMGT502B ASSIST CLIENTS TO IDENTIFY, ADDRESS AND MONITOR OWN FINANCIAL SITUATION**

**Locations:** Industry.

**Description:** This unit covers the skills and knowledge to develop client awareness of the nature of their identified financial difficulties and assist the client in identifying strategies available to address and improve situations of financial hardship.

**Nominal Hours:** 40

**Required Reading:** No Text required.

**Assessment:** Work based Case studies, Projects, Group work, Research, RPL.

**FNSFBRK401B PREPARE AND PRESENT LOAN APPLICATION ON BEHALF OF FINANCE OR MORTGAGE BROKING CLIENT**

**Locations:** Industry.

**Description:** This unit describes the function associated with the preparation and processing of various broking loan applications in the finance and mortgage broking industries.

**Nominal Hours:** 30

**Required Reading:** No text required.

**Assessment:** Work based Case studies, Projects, Group work, Research, RPL.

**FNSFBRK402B PROVIDE FINANCE AND/OR MORTGAGE BROKING SERVICES**

**Locations:** Industry.

**Description:** This unit describes the function of determining a client’s finance broking requirements while providing open and clear communication of capabilities, legal and compliance related issues so client is aware of their rights.

**Nominal Hours:** 40

**Required Reading:** No prescribed text.

**Assessment:** Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

**FNSFBRK403B PRESENT BROKING OPTIONS TO CLIENTS**

**Locations:** Industry.

**Description:** This unit describes the skill involved in collecting information, developing and presenting a broking solution to a client. It may happen simultaneously while determining a client’s needs or it may happen over an agreed upon period of time, after some research or additional information is sought.

**Nominal Hours:** 40

**Required Reading:** No prescribed text.

**Assessment:** Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

**FNSFBRK404B MANAGE SELF IN FINANCE AND/OR MORTGAGE BROKING INDUSTRY**

**Locations:** Industry.

**Description:** This unit covers self-management of work and work performance in the finance and/or mortgage broking industries through the management of individual goals, organisational skills and ethics.

**Nominal Hours:** 40

**Required Reading:** No prescribed text.

**Assessment:** Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

**FNSFBRK501B SETTLE APPLICATION AND LOAN ARRANGEMENTS IN THE FINANCE/MORTGAGE BROKING INDUSTRY**

**Locations:** Industry.

**Description:** This unit covers self-management of work and work performance in the finance and/or mortgage broking industries through the management of individual goals, organisational skills and ethics.

**Nominal Hours:** 40

**Required Reading:** No prescribed text.

**Assessment:** Assessments will include Work based Case studies, Projects, Group work, Research, RPL.
Nominal Hours: 30
Required Reading: No prescribed text.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSFBRK502B  IDENTIFY AND DEVELOP COMPLEX BROKING OPTIONS FOR CLIENT

Locations: Industry.
Description: This unit describes the functions involved in determining and preparing solutions for clients who need finance broking strategies which are more complex or require a high level of knowledge of the mortgage and finance broking industry as well as the broader finance industry.
Nominal Hours: 60
Required Reading: No prescribed text.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSFBRK503B  PRESENT BROKING OPTIONS TO CLIENT WITH COMPLEX NEEDS

Locations: Industry.
Description: This unit describes the skill involved in presenting complex broking options to a client. This unit requires the application of skills and knowledge required to present and negotiate complex loan structures and broking options. It encompasses creating rapport with clients with complex or special needs, presenting complex information to those clients, negotiating effectively and completing and maintaining necessary documentation. The unit applies to finance brokers working with clients whose needs may include, but is not limited to: commercial loans, chattel, native title rights, heritage issues, contaminated sites, or properties near noxious industries.
Nominal Hours: 30
Required Reading: No prescribed text.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSFBRK504B  IMPLEMENT COMPLEX LOAN STRUCTURES

Locations: Industry.
Description: The unit identifies the skills associated with implementing complex loan structures in the finance broking industry. This unit requires the application of skills and knowledge required to implement complex loan structures. The unit encompasses establishing actions, timings and priorities needed to implement complex loans, establishing procedures for implementing such loans and supervising the process and implementation.
Nominal Hours: 50
Required Reading: No prescribed text.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICADV502B  PROVIDE APPROPRIATE AND TIMELY INFORMATION AND ADVICE TO CLIENTS

Description: This unit describes the function of providing financial information and advice to clients with regard to a variety of financial investment options.
Nominal Hours: 70
Assessment: Students may be required to do assignments, classwork, tests, case studies and/or presentations.

FNSICCUS301B  RESPOND TO CUSTOMER ENQUIRIES

Locations: Industry.
Description: This unit covers the skills and knowledge to respond to customer enquiries about financial products or services.
Nominal Hours: 25
Required Reading: No required text.
Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSICCUS302B  PROCESS CUSTOMER COMPLAINTS

Locations: Industry.
Description: This unit covers the handling of complaints/negative feedback about financial products or services, whether formal or informal, and resolving the complaint by taking corrective action or referring the complaint to appropriate personnel for resolution.
Nominal Hours: 20
Required Reading: Text is not required.
Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSICCUS401B  DELIVER PROFESSIONAL SERVICE TO CUSTOMER

Locations: Industry.
Description: This unit describes the knowledge and skills needed for understanding, clarifying and meeting customer’s needs and expectations and those functions associated with the provision of a quality and professional service to customers.
Nominal Hours: 35
Required Reading: No text required.
Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSICCUS404B  IMPLEMENT A SERVICE SUPPORT SYSTEM

Locations: Industry.
Description: This unit describes the functions involved in determining and implementing procedural and resource requirements, and systems for organisations providing products produced by other suppliers.
Nominal Hours: 50
Required Reading: No text is required.
Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSICCUS501B  DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERRENS

Locations: Footscray Nicholson, City King Street.
Description: This unit describes the function associated with developing, nurturing and maintaining professional relationships with clients, colleagues and other referrals in order to complete work tasks, further the reputation of the organisation and the profession, and improve long term relationships and sales.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 50
Required Reading: No required text.
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations. 22053VIC Advanced Diploma of Legal Practice - Graded.

FNSICUS506B DETERMINE CLIENT REQUIREMENTS AND EXPECTATIONS
Description: This unit describes the function of determining a client's financial requirements and expectations in regard to financial investment products.
Nominal Hours: 70
Assessment: Students may be required to do assignments, classwork, tests, case studies and/or presentations.

FNSICGEN402B PARTICIPATE IN NEGOTIATIONS
Description: This unit covers the skills and knowledge required to take part in negotiations either as an individual or as a member of a team. It includes effective negotiating techniques, planning and preparing for the negotiation and finalising the agreement.
Nominal Hours: 20
Required Reading: The teacher will provide teaching and learning material as required.
Assessment: To achieve competency in this unit, a person must be able to demonstrate: the ability to plan, conduct and finalise negotiations that result in mutually acceptable agreements for negotiating parties. For FNS40107 Certificate IV in Financial Services assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN403B COLLECT, ASSESS AND USE INFORMATION
Locations: Industry.
Description: This unit covers the skills and knowledge involved in resolving disputes between customers and organisations in the financial services industry.
Nominal Hours: 10
Required Reading: To text required.
Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN404B RESOLVE DISPUTES
Locations: Industry.
Description: This unit covers the skills and knowledge involved in resolving disputes between customers and organisations in the financial services industry.
Nominal Hours: 25
Required Reading: Text is not required.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICIND301B WORK IN THE FINANCIAL SERVICES INDUSTRY
Locations: Industry.
Description: This unit covers the competency to apply industry and company procedures, guidelines, policies and standards to day to day work in a sector of the financial services industry.
Nominal Hours: 30
Required Reading: Text is not required.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICORG302B PREPARE REPORTS FOR MANAGEMENT
Locations: Industry.
Description: This unit describes the functions involved in preparing a range of reports for management.
Nominal Hours: 50
Required Reading: Reading text is not required.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICORG402B WORK WITH SPECIALIST AND OUTSOURCED SERVICES
Locations: Industry.
Description: This unit describes the functions involved in working with internal and outsourced specialist services such as insurers, call centres, investment managers, outsourced fund administrators, lawyers, actuaries, intermediaries, auditors, accountants, insolvency practitioners, collection services and financial advisers.
Nominal Hours: 20
Required Reading: Text is not required.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICORG515A PROVIDE MENTORING AND COACHING WITHIN THE WORKPLACE
Locations: Industry.
Description: This unit covers the provision of mentoring and coaching within the workplace by managers or supervisors to assist in maximising the opportunity for the individual to achieve individual and organisational goals and ensure career progression within the financial services industry.
Nominal Hours: 60
Required Reading: No required text.
Assessment: No required text.

FNSICORG517B PREPARE FINANCIAL FORECASTS AND PROJECTIONS
Locations: Industry.
Description: This unit describes the functions involved in preparing financial forecasts and projections.
Nominal Hours: 70
Required Reading: Text is not required.
Assessment: Students are assessed on the range of tasks, projects, and assessments.
FNSICPRO401B  DEVELOP AND MAINTAIN IN-DEPTH KNOWLEDGE OF PRODUCTS AND SERVICES USED BY YOUR ORGANISATION OR SECTOR

Locations: Industry.

Description: This unit covers the development of an in-depth knowledge of the financial products and services provided by your organisation, or those that your organisation uses, and where they may be applied to customers’ needs.

Nominal Hours: 40

Required Reading: No text is required.

Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSICPRO402B  MATCH FINANCIAL PRODUCTS TO CUSTOMER NEEDS

Locations: Industry.

Description: This unit covers the processes used to match the financial products on offer to the customer’s requirements. It is based on an in-depth knowledge of the financial products and comprehensive knowledge of customers’ characteristics and their financial requirements.

Nominal Hours: 30

Required Reading: No text is required.

Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICPRO502B  CONDUCT PRODUCT RESEARCH TO SUPPORT RECOMMENDATIONS


Description: This unit describes the function of carrying out research to enable the determination of financial investment strategies and options.

Nominal Hours: 80


Assessment: Students may be required to do assignments, classwork, tests, case studies and/or presentations.

FNSMERC301B  COLLECT DEBTS

Locations: Industry.

Description: This unit describes the functions involved in negotiating and collecting debts.

Nominal Hours: 40

Required Reading: No text required.

Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSMERC402B  INITIATE LEGAL RECOVERY OF DEBTS

Locations: Industry.

Description: This unit deals with collecting debts and the relevant legal recovery process. This unit requires the application of high-level negotiation skills and knowledge to establish contact and rapport with debtors and to ascertain successful debt recovery processes. Through knowledge of debt collection legislation and legal processes is required. This unit involves determining appropriate means of legal action and providing clear instructions.

Nominal Hours: 40

Required Reading: No Text required.

Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSRISK502B  ASSESS RISKS

Locations: Industry.

Description: This unit takes the risks identified in the unit FNSRISK501A Identify risks, and covers the skills in assessing the organisation’s exposure to those risks. This unit requires the application of risk management skills to the process of assessing risks by examining their likelihood and their consequences. It is applicable to general and specialist managers. It may be applied in any sector of the financial services industry.

Nominal Hours: 40

Required Reading: No prescribed text.

Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSSUPR301B  ESTABLISH MAINTAIN AND PROCESS SUPERANNUATION RECORDS

Locations: Industry.

Description: This unit describes the functions involved in establishing member and/or employer superannuation records within an information management system/database, and ensuring records are maintained accurately.

Nominal Hours: 30

Required Reading: No text required.

Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSSUPR305B  PROCESS SUPERANNUATION FUND PAYMENTS


Description: This unit describes the functions involved in processing superannuation fund payments and entitlements.

Nominal Hours: 40

Required Reading: No text required.

Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSSUPR401B  PROCESS COMPLEX BENEFITS AND/OR INSURANCE CLAIMS

Locations: Industry.

Description: This unit describes the functions involved in receiving applications for complex superannuation benefit payment and/or insurance claims and ensuring correct funds are allocated to members. Conditions would include claims such as death or disability payment and situations of severe financial hardship.

Nominal Hours: 40

Required Reading: No Text required.

Assessment: Work based Case studies, Projects, Group work, Research, RPL.
FACULTY OF WORKFORCE DEVELOPMENT

FNSUPR402B  ASSIST IN MEETING SUPERANNUATION COMPLIANCE REQUIREMENTS

Locations: Industry.
Description: This unit describes the functions involved in assisting the organisation to meet compliance requirements relevant to superannuation and the type of fund.
Nominal Hours: 50
Required Reading: No Text Required.
Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSUPR406B  IMPLEMENT FUND REVIEW PRACTICES

Locations: Industry.
Description: This unit describes the functions involved in conducting quality checks and fund reviews.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSUPR407B  ESTABLISH AND MAINTAIN FUND PLAN

Locations: Industry.
Prerequisites: FNSUPR301B - ESTABLISH MAINTAIN AND PROCESS SUPERANNUATION RECORDS
Description: This unit describes the functions involved in joining, establishing and maintaining a superannuation fund or plan.
Nominal Hours: 70
Required Reading: No text required.
Assessment: Work based Case studies, Projects, Group work, Research, RPL.

FNSUPR408B  ASSESS COMPLEX SUPERANNUATION BENEFIT AND/OR INSURANCE CLAIMS

Locations: Industry.
Prerequisites: FNSUPR305B - PROCESS SUPERANNUATION FUND PAYMENTS
Description: This unit describes the functions involved in assessing complex superannuation benefits and/or insurance claims.
Nominal Hours: 70
Required Reading: No required text.
Assessment: Work based Case studies, Projects, Group work, Research, RPL.

ICPM65DA  CREATE WEB PAGES WITH MULTIMEDIA

Description: Identify the tools and parameters of web page design; Produce Web pages; Validate and prepare for distribution.
Nominal Hours: 50
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

MEM11015B  MANAGE WAREHOUSE INVENTORY SYSTEM

Description: This unit covers monitoring warehouse record keeping processes, supervising the production of inventory system reports and analysing inventory reports.
Nominal Hours: 40
Assessment: Assignments, classroom activities, tests, projects, case studies and/or presentation.

PRSSO211A  MONITOR AND CONTROL INDIVIDUAL AND CROWD BEHAVIOUR

Locations: Sunbury.
Description: This competency standard covers the process of observing and monitoring people to maintain safety and security of people and property. It requires the ability to interpret and follow assignment instructions, accurately monitor individual and crowd behaviour, and identify and respond to potential threats and incidents. This work would be carried out under routine supervision and within organisational guidelines.
Nominal Hours: 20
Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

PSG601B  APPLY GOVERNMENT SYSTEMS

Description: This unit covers the effective application of government systems to work in the public sector. It includes applying knowledge of linkages between government/other organisations and between governments, and applying knowledge of the broader political context.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment methods will include assignments, projects and case studies.

PSG602B  ESTABLISH AND MAINTAIN STRATEGIC NETWORKS

Description: This unit covers establishing, expanding and utilising strategic networks. It includes identifying features of required strategic networks, identifying or establishing network links with key stakeholders and building strategic relationships. In practice, establishing and maintaining strategic networks may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing change, managing diversity, etc.
Nominal Hours: 40

**Assessment:** Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

### SITASC010A PREPARE SATAY FOR ASIAN CUISINES

**Locations:** Footscray Nicholson.

**Prerequisites:** SITASC001A - USE BASIC ASIAN METHODS OF COOKERY

**SITHCCC001A - ORGANISE AND PREPARE FOOD**

**SITXHSS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES**

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare satay for national and regional Asian cuisines.

**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.

### SITHASC011A PREPARE VEGETARIAN DISHES FOR ASIAN CUISINES

**Locations:** Footscray Nicholson.

**Prerequisites:** SITASC001A - USE BASIC ASIAN METHODS OF COOKERY

**SITHCCC001A - ORGANISE AND PREPARE FOOD**

**SITXHSS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES**

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare vegetarian dishes for national and regional Asian cuisines.

**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.

### SITHASC012A SELECT, PREPARE AND SERVE SPECIALISED ASIAN CUISINES

**Locations:** Footscray Nicholson, Industry, Off-shore.

**Prerequisites:** SITASC001A - USE BASIC ASIAN METHODS OF COOKERY

**SITHCCC001A - ORGANISE AND PREPARE FOOD**

**SITXHSS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES**

**Description:** This unit describes the performance outcomes, skills and knowledge required to select, prepare and serve specialised Asian cuisines. These cuisines may be national or regional and cover a full range of menu items or specialised areas within a menu. Specialised cuisines include all items from a menu or specialised area within a national or regional cuisine such as vegetarian cookery; soups; rice and noodles; desserts and sweets; salads; snacks and appetisers; meat, poultry and seafood; stocks and cuisine bases.

**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.

### SITHCCC018A PREPARE PÂTÉS AND TERRINES

**Locations:** Footscray Nicholson, Industry.

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare pâtés and terrines. Pâtés and terrines refer to any edible food that has been ground or puréed to a paste and set or baked in a container or mould. They can be made from a range of ingredients, including meats, poultry, game, seafood, fruits and vegetables. Terrines are generally of coarser consistency than pâtés and are baked in a pot (a terrine) after which they are named. Pâtés en croute are pâtés or terrines that have been baked in a pastry casing. Pâtés and terrines can be either classical or modern, and vary in ethnic and cultural origins.

**Nominal Hours:** 30

**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.

### SITHFab009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL

**Locations:** Footscray Nicholson, Werribee, Sunshine, Industry, Other.


**Description:** This unit describes the performance outcomes, skills and knowledge required to responsibly sell or serve alcohol and to satisfy the requirements for responsible sale and service of alcohol (RSA) under state or territory legislation.

**Nominal Hours:** 10

**Required Reading:** No required reading. The teacher will provide teaching and learning material as required.
FACULTY OF WORKFORCE DEVELOPMENT

Assessment: Students are required to do test, role plays/problem solving activities, case studies/observation. Traineeship Program On the job assessment through demonstration and observation in the workplace.

SITTGDE001A WORK AS A GUIDE


Description: This unit describes the performance outcomes, skills and knowledge required to work effectively as a guide. It covers key legal, ethical, safety and professional development issues that must be considered by guides in their day-to-day work. It is an essential skill for all guides and underpins all guiding activities. All tour guides residing in any part of Australia are subject to the Queensland Tourism Services Act (2003) when working in Queensland. They do not need to register or meet any training or certification requirements but they can be fined if they participate in unconscionable conduct when selling Queensland-based tourism products and services. This unit covers the requirement for guides to deliver tours according to legal and ethical requirements. The Queensland Tourism Services Act (2003) specifically deals with ethical practices. Therefore, training and assessment of this unit must take into account the specific requirements of this legislation as it has implications on all guiding activities when a guide operates within the Queensland borders. No occupational licensing or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 90

Required Reading: No required text.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example work effectively as a guide. It covers key legal, ethical, safety and professional development issues that must be considered by guides in their day to day work. It is an essential skill for all guides and underpins all guiding activities.

SITTGDE002A PROVIDE ARRIVAL AND DEPARTURE ASSISTANCE


Description: This unit describes the performance outcomes, skills and knowledge to offer arrival and departure assistance to customers between transport terminals and accommodation. It requires the ability to check the customer’s arrival and departure information, reconfirm all operational aspects of the transportation and accommodation, and provide customers with accurate information.

Nominal Hours: 20

Required Reading: No required text.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example offer arrival and departure assistance to customers between transport terminals and accommodation. It requires the ability to check the customer’s arrival and departure information, reconfirm all operational aspects of the transportation and accommodation, and provide customers with accurate information.

SITTGDE004A LEAD TOUR GROUPS


Description: This unit describes the performance outcomes, skills and knowledge required to coordinate a group of touring customers. It focuses on the communication, leadership and conflict resolution skills required by guides. The unit requires the ability to coordinate the physical movement of groups. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 30

Required Reading: No required text.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example required to coordinate a group of touring customers. It focuses on the communication, leadership and conflict resolution skills required by guides. The unit requires the ability to coordinate the physical movement of groups.

SITTGDE006A PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES


Description: This unit describes the performance outcomes, skills and knowledge required to prepare and present commentaries or activities to customers. Its main focus is on the need to use effective interpretation and presentation techniques to ensure customer participation and enjoyment. Tour guides may have generalist or specialist knowledge and the diversity of information imparted is immense and immeasurable. This unit does not focus on the knowledge base but on the skills required to prepare and present information. The unit goes beyond the delivery of fully &#8209; scripted commentary and requires significant creative input.

Nominal Hours: 70

Required Reading: No required text.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example prepare and present commentaries or activities to customers.

SITTGDE007A DEVELOP AND MAINTAIN THE GENERAL AND REGIONAL KNOWLEDGE REQUIRED BY GUIDES


Description: This unit describes the performance outcomes, skills and knowledge required to research information on Australia for presentation to customers. It requires broad general knowledge of Australia and a breadth and depth of regional and location specific knowledge, highlighting the need for ongoing research to update and expand the guide’s knowledge.

Nominal Hours: 100

Required Reading: No required text.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example research information on Australia for presentation to customers. It requires broad general knowledge of Australia and a breadth and depth of regional and location specific knowledge, highlighting the need for ongoing research to update and expand the guide’s knowledge.

SITTIND001A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE


Description: This unit describes the performance outcomes, skills and knowledge required to develop and update knowledge of the tourism industry, including the role of different industry sectors and key legal and ethical issues that must be considered by tourism industry personnel in their day-to-day work. This knowledge underpins effective performance in the tourism industry. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 25

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can, for example, describe the tourism industry, including the role of different industry sectors and key legal and ethical issues that must be considered by tourism industry personnel in their day to day work.

SITTPD001A RESEARCH, ASSESS AND DEVELOP TOURISM PRODUCTS

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to manage product development strategically within tourism and hospitality organisations. It requires the ability to research the market, analyse issues relevant to establishing the product, determine a profitable selling price, establish the product, and monitor and evaluate its success.

Nominal Hours: 100

Required Reading: This unit has no required text.

Assessment: Students are required to do assignments, classroom activities, portfolio of research and/or presentations.

SITTPD002A RESEARCH TOURISM DATA

Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to conduct formal tourism research. It requires the ability to identify research needs, conduct the research and accurately analyse and interpret the data.

Nominal Hours: 100

Required Reading: This unit has no required text.

Assessment: Students are required to do assignments, classroom activities, portfolio of research and/or presentations.

SITTTSLO01A OPERATE AN ONLINE INFORMATION SYSTEM


Description: This unit describes the performance outcomes, skills and knowledge required to operate an online information system, which can include the internet and any intranet system. It requires the ability to determine information requirements and locate, check and download information.

Nominal Hours: 40


Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can, for example, describe the online information system, which can include the internet and any intranet system.

SITTTSLO02A ACCESS AND INTERPRET PRODUCT INFORMATION


Description: This unit describes the performance outcomes, skills and knowledge required to access and interpret specific details about tourism products correctly and accurately. This unit does not cover detailed interpretation of airfare information which is covered by a range of other Tourism Sales and Operations units. Any organisation that sells travel insurance to a retail client must meet the requirements of the Financial Services Reform Act (2001). In particular, sales personnel must complete a course delivered by the insurance provider in order to interpret provisions of the insurance policy and provide advice to customers on its purchase.

Nominal Hours: 65


Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can, for example, access and interpret specific details about tourism products correctly and accurately.

SITTTSLO03A SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE


Description: This unit describes the performance outcomes, skills and knowledge required to source and provide information and advice for international destinations, including general product information such as what types or styles of product a destination offers. The unit requires the ability to identify appropriate information sources and research destinations in order to develop, update and maintain a general destination knowledge base relevant to the industry sector and job role.

Nominal Hours: 45


Assessment: Students are required to do assignments, classroom activities, tests, and/or presentations.

SITTTSLO04A SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE

Locations: Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to source and provide information and advice for Australian destinations, including general product information such as what types or styles of product a destination offer. The unit requires the ability to identify appropriate information sources and research destinations in order to develop, update and maintain a general destination knowledge base relevant to the industry sector and job role.

Nominal Hours: 40

Required Reading: This unit has no required text.

Assessment: Students are required to do assignments, classroom activities, tests, projects and/or presentations.

SITTTSLO05A SELL TOURISM PRODUCTS AND SERVICES

Locations: Industry.

Prerequisites: SITTTSLO02A - ACCESS AND INTERPRET PRODUCT INFORMATION

Description: This unit describes the performance outcomes, skills and knowledge required to sell tourism services and products proactively in a range of industry contexts. It requires the ability to provide quality customer service while identifying specific customer needs, suggest a range of products to meet those needs, provide current and accurate product information and close the sale. This unit covers the sale of any type of tourism product or service to any destination. Therefore, training and assessment must take into account the specific requirements of tourism and related legislation as it applies to selling the product or destination.
SITTTS006A  PREPARE QUOTATIONS

Description: This unit describes the performance outcomes, skills and knowledge required to calculate the costs of products and services accurately and to present quotations to customers. It requires the ability to provide quotations for products and services where some costing and pricing has already been undertaken in the product development phase. As such it underpins SITTPPD003A Source and package tourism products, which deals with the more advanced skills to actually source, price and package product.

Nominal Hours: 30

Required Reading: No required reading.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. Students are required to do classroom activities, tests, assignment.

SITTTS007A  RECEIVE AND PROCESS RESERVATIONS

Description: This unit describes the performance outcomes, skills and knowledge required to receive and process reservations for a tourism or hospitality product or service offered for sale to agents or direct to the consumer. It requires the ability to determine the availability of the product or service, offer alternatives, accurately record the reservation details and administer the reservation through to finalisation.

Nominal Hours: 30

Required Reading: No required reading.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. Students are required to do classroom activities, tests, assignment.

SITTS008A  BOOK AND COORDINATE SUPPLIER SERVICES

Location: Industry.

Prerequisites: SITTTSL02A - ACCESS AND INTERPRET PRODUCT INFORMATION

Description: This unit describes the performance outcomes, skills and knowledge required to make and administer bookings for tourism or hospitality products and services. It requires the ability to identify the customer’s product requirements, request and confirm these with appropriate suppliers, and administer all bookings through to finalisation. It describes the coordination of bookings with suppliers, normally a business to business supply. The unit does not cover the skills required to receive and process an incoming reservation within a supplier organisation which are covered in SITTTSL007A Receive and process reservations.

Nominal Hours: 20

Required Reading: This unit has no required text.

Assessment: Students are required to do assignments, classroom activities, projects.

SITTTSL009A  PROCESS TRAVEL-RELATED DOCUMENTATION

Location: Industry.

Prerequisites: SITTTSL02A - ACCESS AND INTERPRET PRODUCT INFORMATION

Description: This unit describes the performance outcomes, skills and knowledge required to process a range of travel documentation commonly used or issued within the tourism industry. It requires the ability to identify and interpret all documentation requirements and to prepare and despatch documents within designated deadlines. Travel related documents can include air tickets.

Nominal Hours: 25

Required Reading: This unit has no required text.

Assessment: Students are required to do classroom activities, tests, assignment.

SITTTSL010A  CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM

Location: Werribee, Industry.

Prerequisites: SITTTSL002A - ACCESS AND INTERPRET PRODUCT INFORMATION

Description: This unit describes the performance outcomes, skills and knowledge required to use a computerised reservations or operations system to create, maintain and administer bookings for a range of products and services in tourism, hospitality or events. It requires the ability to use the system capabilities to fulfil a range of sales and operational functions. The unit concentrates on the specific computer skills required to apply many tourism operational functions. This unit does not cover specific core sales and operational skills which are fully covered in other individual units, such as SITTTSL005A Sell tourism products and services, SITTTSL006A Prepare quotations and SITTTSL009A Process travel related documentation.

Nominal Hours: 120


Assessment: Students are required to do classroom activities, tests.

SITTTSL012A  CONSTRUCT DOMESTIC AIRFARES

Location: Werribee, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to construct air itineraries and cost airfares correctly for domestic air travel. It requires the ability to interpret airfare information accurately and configure air itineraries that create optimum airfare costs. This unit does not include ticketing which is found in the unit SITTTSL009A Process travel related documentation.
Nominal Hours: 35
Assessment: Students are required to do classroom activities, tests.

SITTVAF001A PROVIDE VENUE INFORMATION AND ASSISTANCE
Locations: Sunbury.
Description: This unit describes the performance outcomes, skills and knowledge required to provide visitors with information on the venue’s facilities and services.

Nominal Hours: 20
Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXADM004A PLAN AND MANAGE MEETINGS
Description: This unit describes the performance outcomes, skills and knowledge required to plan and conduct structured meetings involving multiple participants. It requires the ability to write and distribute agendas, chair meetings and write minutes. 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: Assignments, presentations, case studies, direct observations, and role plays.

SITXCCS001A PROVIDE VISITOR INFORMATION
Description: This unit describes the performance outcomes, skills and knowledge required to provide visitors with general information about a local area.
Nominal Hours: 30
FACULTY OF WORKFORCE DEVELOPMENT

Required Reading: No required text.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example provide visitor information proactively in a range of industry contexts. It requires the ability to provide quality customer service while identifying specific customer needs.

SITXCS002A PROVIDE QUALITY CUSTOMER SERVICE


Description: This unit describes the performance outcomes, skills and knowledge required to provide quality service to customers in a range of service industry workplaces. It requires the ability to determine and address diverse customer needs and expectations, ascertain changes in customer preferences, establish rapport, deal with complaints and difficult service situations, use opportunities for promoting and upselling, apply knowledge of protocol and ritual for particular types of industry sectors and organisations, and systematically manage a clientele through rewards systems, databases, etc.

Nominal Hours: 40

Required Reading: For Hospitality courses, the text will be "The road to hospitality, skills for the new professional". No required text for Tourism courses. The Road to hospitality, skills for the new professional. O'Shannessy, V., Minett, D. (2008). Australia: Pearson.

Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations. Traineeship Program On the job assessment through demonstration and observation in the workplace.

SITXCS003A MANAGE QUALITY CUSTOMER SERVICE


Description: This unit describes the performance outcomes, skills and knowledge required to manage customer service quality in a range of service industry workplaces. It requires the ability to develop and monitor management strategies to enhance and oversee the delivery of quality customer service.

Nominal Hours: 30


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: -evaluation of industry projects managed by the candidate to enhance service delivery in a given operation -evaluation of projects managed by the candidate to create, market and deliver a tourism or hospitality service -case studies to address specific service delivery issues in different workplace contexts oral or written questions to assess knowledge of quality assurance concepts and principles -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.

SITXCOM006A ADDRESS PROTOCOL REQUIREMENTS

Locations: Sunbury.

Description: This unit describes the performance outcomes, skills and knowledge required to provide quality service to customers in a range of service industry workplaces. It requires the ability to determine and address diverse customer needs and expectations, ascertain changes in customer preferences, establish rapport, deal with complaints and difficult service situations, use opportunities for promoting and upselling, apply knowledge of protocol and ritual for particular types of industry sectors and organisations, and systematically manage a clientele through rewards systems, databases, etc.

Nominal Hours: 25


Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXVT001A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE

Locations: Sunbury.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and update general knowledge of the events industry, including industry structure, legal issues and current technology. This knowledge underpins effective performance in all meeting and event organisation and management roles.

Nominal Hours: 25


Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.
SITXEVT002A PROVIDE EVENT STAGING SUPPORT

Locations: Sunbury.

Description: This unit describes the performance outcomes, skills and knowledge required to provide assistance with the staging of an event, including general knowledge of event staging and production issues.

Nominal Hours: 30


Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXEVT003A PROCESS AND MONITOR EVENT REGISTRATIONS


Description: This unit describes the performance outcomes, skills and knowledge required to process and monitor registration for any type of event.

Nominal Hours: 60


Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXEVT004A COORDINATE ON SITE EVENT REGISTRATIONS

Locations: Footscray Nicholson, St Albans, Sunbury, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare for and undertake the onsite registration of delegates or participants at an event.

Nominal Hours: 40


Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXEVT005A ORGANISE IN-HOUSE EVENTS OR FUNCTIONS

Locations: Footscray Nicholson, Industry, Other.

Other Locations: Academy Sofitel

Description: This unit describes the performance outcomes, skills and knowledge required to organise in-house events or functions from the perspective of an individual working within a commercial venue. The skills required by independent event organisers are covered in other Events units.

Nominal Hours: 40


Assessment: Observation, event documentation and reports, written/oral questions, customer feedback, presentation, evaluation of an event organised, portfolio.

SITXEVT008A PLAN AND DEVELOP EVENT PROPOSALS AND BIDS

Locations: Sunbury.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and develop proposals and bids for the staging of complex events comprising multiple components.

Nominal Hours: 40


Assessment: Students are required to do assignments, classroom activities, prepare an event bid.

SITXEVT009A DEVELOP EVENT CONCEPTS

Locations: Sunbury.

Description: This unit describes the performance outcomes, skills and knowledge required to develop the overall concept, theme and format for a complex event comprising multiple components. Event bids and proposals are covered in unit SITXEVT008A Plan and develop event proposals and bids. The unit also shares some similarities with SITXEVT014A Develop conference programs, but is broader in application.

Nominal Hours: 30


Assessment: Students are required to do assignments, classroom activities, prepare an event concept and/or presentations.

SITXEVT010A EVALUATE AND ADDRESS EVENT REGULATORY REQUIREMENTS

Locations: Sunbury.

Description: This unit describes the performance outcomes, skills and knowledge required to assess the regulatory requirements that impact on a complex event comprising multiple components, and to incorporate appropriate responses into event planning and management.

Nominal Hours: 40


Assessment: Students are required to do assignments, classroom activities, and/or presentations.

SITXEVT011A DEVELOP CROWD CONTROL PLANS AND PROCEDURES

Locations: Sunbury.

Description: This unit describes the performance outcomes, skills and knowledge required to develop plans and procedures for the admittance, seating and dispersal of crowds. It includes procedures for emergency situations.

Nominal Hours: 30


Assessment: Students are required to do assignments, classroom activities, participate in a live event.

SITXEVT012A SELECT EVENT VENUES AND SITES

Locations: Sunbury.

Description: This unit describes the performance outcomes, skills and knowledge required to undertake the venue or site selection process for a complex event comprising multiple components.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 35


Assessment: Students are required to do assignments, classroom activities, and/or presentations.

SITXEVT013A MANAGE EVENT STAGING

Locations: Sunbury.

Description: This unit describes the performance outcomes, skills and knowledge required to manage the staging and operation of a complex event comprising multiple components.

Nominal Hours: 40


Assessment: Students are required to do assignments, classroom activities, and conduct a live event.

SITXEVT014A DEVELOP CONFERENCE PROGRAMS

Locations: Sunbury.

Description: This unit describes the performance outcomes, skills and knowledge required to develop conference programs.

Nominal Hours: 30


Assessment: Students are required to do assignments, classroom activities, and conduct a live event.

SITXEVT016A ORGANISE AND MONITOR EVENT INFRASTRUCTURE

Locations: Sunbury, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to coordinate infrastructure and facilities for a complex event comprising multiple components, where these do not already exist at a venue or site.

Nominal Hours: 40


Assessment: Students are required to do assignments, classroom activities, and conduct a live event.

SITXEVT017A PROVIDE ON SITE EVENT MANAGEMENT SERVICES

Locations: Footscray Nicholson, St Albans, Sunbury, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to coordinate the final preparation and setup of a complex event comprising multiple components and to manage all aspects of the onsite operation.

Nominal Hours: 60


Assessment: Students are required to do assignments, classroom activities, and conduct a live event.

SITXFN001A PROCESS FINANCIAL TRANSACTIONS


Description: This unit describes the performance outcomes, skills and knowledge required to process simple financial transactions in a range of workplace contexts. Cash and other types of transactions are included in the unit.

Nominal Hours: 25

Required Reading: No required text.

Assessment: Students are required to complete assignments, classroom activities, test and worksheets.

SITXFN002A MAINTAIN FINANCIAL RECORDS


Description: This unit describes the performance outcomes, skills and knowledge required to maintain accurate financial records in a range of business contexts.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Students may be required to do assignments, classwork, tests, projects.

SITXFN003A INTERPRET FINANCIAL INFORMATION


Description: This unit describes the performance outcomes, skills and knowledge required to interpret the types of financial information used by operational supervisors and managers in their day to day work activities. The unit focuses on understanding key financial terminology, different types of financial reports and on how financial information is used in the management of a business.

Nominal Hours: 60


Assessment: Students are required to complete assignments and tests. Academy Sofitel: A range of assessment methods will be used to assess practical skills and knowledge, including: -case studies that allow the candidate to report on business performance through analysis of financial reports -oral or written questions to assess knowledge and understanding of accounting concepts and terminology -review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXFN004A MANAGE FINANCES WITHIN A BUDGET

Locations: Footscray Nicholson, Other.

Other Locations: Academy Sofitel

Description: This unit describes the performance outcomes, skills and knowledge required to take responsibility for budget management where others may have developed the budget. The skills and knowledge for budget development are found in unit SITXF0005A Prepare and monitor budgets.

Nominal Hours: 30

**SITXFIN005A  PREPARE AND MONITOR BUDGETS**

**Locations:** Footscray Nicholson, Other.

**Other Locations:** Academy Sofitel.

**Description:** This unit describes the performance outcomes, skills and knowledge required to prepare and monitor budgets. It builds on the skills in unit SITXFIN004A Manage finances within a budget. While the nature of the budget may vary, the unit focuses on the key managerial skills of analysing financial information to inform developing a budget, drafting a budget and monitoring budget performance over time. This unit requires researching and analysing financial and other business information and applying it to budget planning, development, negotiation and monitoring. It requires sound knowledge of accounting principles, budget development methods, and presentation formats for different types of budget.

**Nominal Hours:** 30


**Assessment:** A range of assessment methods will be used to assess practical skills and knowledge, including: -evaluation of budgets versus financial performance of projects managed by the candidate -evaluation of reports produced by the candidate detailing the processes undertaken to develop a budget -direct observation of the candidate providing a briefing or negotiating on a proposed budget -case studies and problem solving to assess application of the principles of budget preparation and evaluation to different situations -review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

**SITXFIN006A  OBTAIN AND MANAGE SPONSORSHIP**

**Locations:** Sunbury.

**Description:** This unit describes the performance outcomes, skills and knowledge required to obtain and manage sponsorship for an activity, event or other organisational activity.

**Nominal Hours:** 30

**Required Reading:** Events Management: For tourism, cultural business and sporting events. Lynn Van Der Wagan (2008). (3rd Ed.) Pearson Education Australia./ Australia.

**Assessment:** Students are required to do assignments, classroom activities, obtain sponsorship for a live event.

**SITXFIN007A  MANAGE PHYSICAL ASSETS**

**Locations:** Footscray Nicholson, Sunbury, Industry, Other.

**Other Locations:** Academy Sofitel.

**Description:** This unit describes the performance outcomes, skills and knowledge required to manage the physical assets of an organisation. It includes a focus on establishing strategies, systems and procedures for asset maintenance and monitoring, as well as financing asset acquisition.

**Nominal Hours:** 40


**Assessment:** A range of assessment methods will be used to assess practical skills and knowledge, including: -case studies -evaluation of industry projects -oral or written questions to assess knowledge -review of portfolios of evidence.

**SITXGLC001A  DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE**

**Locations:** Footscray Nicholson, Other.

**Other Locations:** Academy Sofitel.

**Description:** This unit applies to senior personnel and operational managers responsible for ensuring overall business compliance with legislative and regulatory requirements. The unit does not cover the specialist skills and knowledge required by legal experts or managers whose primary role relates to compliance.

**Nominal Hours:** 80


**Assessment:** A range of assessment methods will be used to assess practical skills and knowledge, including: -evaluation of reports prepared by the candidate detailing how legal issues were identified and addressed in the conduct of a particular project -evaluation of industry projects conducted by the candidate to address the compliance requirements for different workplaces -case studies that allow the candidate to address legal requirements for given situations -review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.
SITXHRM001A COACH OTHERS IN JOB SKILLS

Other Locations: Academy Sofitel

Description: This unit describes the performance outcomes, skills and knowledge required to provide on-the-job coaching to colleagues. This unit has no parity with units in Training and Assessment Training Package, but reflects the situation in many workplaces where buddy systems and on-the-job coaching are extremely common.

Nominal Hours: 30


Assessment: Students are required to do assignments, classroom activities, role plays, case studies and presentation. Traineeship Program On the job assessment through demonstration and observation in the workplace.

SITXHRM002A RECRUIT, SELECT AND INDUCT STAFF

Other Locations: Academy Sofitel

Description: This unit describes the performance outcomes, skills and knowledge required to recruit, select and induct staff within the framework of existing human or staffing resource plans or policies. It requires the application of significant planning and organisational skills combined with sound knowledge of current recruitment, selection and induction practices.

Nominal Hours: 60


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: direct observation of the candidate conducting a number of job interviews - review of documentation prepared by the candidate detailing job specifications, advertisements and supporting correspondence of the recruitment process - evaluation of industry projects conducted by the candidate to develop job specifications and recruitment procedures for different workplaces - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXHRM003A ROSTER STAFF

Other Locations: Academy Sofitel

Description: This unit describes the performance outcomes, skills and knowledge required to develop, administer and communicate staff rosters.

Nominal Hours: 30

Required Reading: For Hospitality oncampus study: The road to hospitality, skills for the new professional. Traineeships: Workbooks will be provided to trainees as part of their training. The Road to hospitality, skills for the new professional. O’Shannessy, V. , Minett, D. (2008). Australia: Pearson Ed.

Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: - evaluation of the working costs and service levels in a workplace or at an event for which the candidate has prepared rosters - case studies to develop rosters for typical industry working periods and different operational situations - oral or written questions to assess knowledge of specific factors affecting the design of rosters - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXHRM004A MANAGE VOLUNTEERS

Locations: Sunbury.

Description: This unit covers the performance outcomes skills and knowledge required to recruit and retain volunteers.

Nominal Hours: 20


Assessment: Students are required to do assignments, classroom activities, and manage a group of volunteers at a live event.

SITXHRM005A LEAD AND MANAGE PEOPLE


Description: This unit describes the performance outcomes, skills and knowledge required to lead and manage teams of people in the workplace, including volunteers where appropriate. The unit focuses on modelling high standards, developing commitment and managing team performance through effective leadership.

Nominal Hours: 60


Assessment: Students are required to do assignments, classroom activities.

SITXHRM006A MONITOR STAFF PERFORMANCE

Locations: Footscray Nicholson, Industry, Other.
Other Locations: Academy Sofitel

Description: This unit describes the performance outcomes, skills and knowledge required to monitor staff performance within the framework of established performance management systems. It includes the skills to conduct structured performance appraisal and formal counselling sessions.

Nominal Hours: 50


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: - evaluation of reports prepared by the candidate detailing how performance management issues may have been addressed during the conduct of a team project - evaluation of industry projects conducted by the candidate to develop performance management approaches for different workplaces - role play to provide feedback and conduct a performance appraisal or formal counselling session - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXHRM007A MANAGE WORKPLACE DIVERSITY

Locations: Footscray Nicholson, Other.
Other Locations: Academy Sofitel

Description: This unit describes the performance outcomes, skills and knowledge required to provide leadership in a diverse workplace where customers and staff are from a wide range of backgrounds. It builds on the unit SITXCOM002A Work in a socially diverse environment, and reflects the importance of managing diversity in the workplace.

Nominal Hours: 60
SITXMGT001A  MONITOR WORK OPERATIONS
Locations: Footscray Nicholson, Industry, Other.

Other Locations: Academy Sofitel

Description: This unit describes the performance outcomes, skills and knowledge required to oversee and monitor the quality of day to day work operations within a tourism or hospitality context. As such it includes fundamental knowledge of management roles and responsibilities.

Nominal Hours: 20


Assessment: Students are required to do assignments, observation, classroom activities.

SITXMGT002A  DEVELOP AND IMPLEMENT OPERATIONAL PLANS

Other Locations: Academy Sofitel

Description: This unit describes the performance outcomes, skills and knowledge required to undertake workplace planning with an operational focus.

Nominal Hours: 50


Assessment: Students are required to complete assignments, tests, projects, case studies, presentations.

SITXMGT003A  MANAGE PROJECTS
Locations: Sunbury.

Description: This unit describes the performance outcomes, skills and knowledge required to manage all aspects of a complex project, including project planning, monitoring and evaluation.

Nominal Hours: 60

Required Reading: This unit has no required text.

Assessment: Students are required to do assignments, classroom activities and conduct a live event.

SITXMGT004A  DEVELOP AND IMPLEMENT A BUSINESS PLAN

Description: This unit describes the performance outcomes, skills and knowledge required to develop and monitor a business plan that incorporates a range of subsidiary plans or strategies.

Nominal Hours: 50


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: -evaluation of a business plan prepared by the candidate to guide the management of a commercial or not for profit business activity, as well as evaluation of the resulting performance report also prepared by the candidate -case studies to develop specific business plans and strategies for selected business activities or projects -review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXMGT005A  MANAGE BUSINESS RISK
Locations: Werribee.

Description: This unit describes the performance outcomes, skills and knowledge required to actively identify risks to business operations, assess the associated consequences and take measures to eliminate or control the risk. It requires the ability to monitor business risks on an ongoing basis. This unit focuses on business risk and not on the risk management strategies that a business applies to the management of OHS issues. OHS management practices are covered in separate specialised units.

Nominal Hours: 60

Required Reading: This unit has no required text.

Assessment: Students are required to complete assignments, tests, projects, case studies, presentations.

SITXMGT006A  ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS
Locations: Footscray Nicholson, Industry, Other.

Other Locations: Academy Sofitel

Description: This unit describes the performance outcomes, skills and knowledge required to manage business relationships with customers or suppliers. It requires the ability to establish and maintain business relationships, conduct formal negotiations and make and manage agreements or contracts.

Nominal Hours: 60


Assessment: A range of assessment methods will be used to assess the practical skills and knowledge required to establish and conduct business relationships, including: -direct observation -evaluation of negotiations and business relationships -evaluation of reports -review of negotiating documents -case studies -written and oral questioning -review of portfolios of evidence.

SITXMPR001A  COORDINATE PRODUCTION OF BROCHURES AND MARKETING MATERIALS

Description: This unit describes the performance outcomes, skills and knowledge required to coordinate the development of brochures and other marketing materials. It requires the ability to source information to be included; obtain production quotations; develop or outsource copy; and design, check and approve final content.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 60
Required Reading: No required text.
Assessment: Students are required to do assignments, classroom activities, and conduct a live event.

SITXMPR002A CREATE A PROMOTIONAL DISPLAY OR STAND
Description: This unit describes the performance outcomes, skills and knowledge required to create a display or stand for the promotion of a product or service. It requires the ability to identify the objectives of the promotion, determine who the audience will be, select all display components and assemble the display or stand.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Students are required to do assignments, classroom activities, and conduct a live event.

SITXMPR004A COORDINATE MARKETING ACTIVITIES
Description: This unit describes the performance outcomes, skills and knowledge required to plan and coordinate a range of marketing and promotional activities at an operational level. The unit incorporates knowledge of marketing principles.
Nominal Hours: 30
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: evaluation of the marketing aspects of a project conducted by the candidate; evaluation of reports - case studies - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXMPR005A DEVELOP AND MANAGE MARKETING STRATEGIES
Locations: Footscray Nicholson, Industry, Other.
Other Locations: Academy Sofitel
Description: This unit describes the performance outcomes, skills and knowledge required to develop and manage marketing strategies, including developing a marketing plan. The actual conduct of activities that generally takes place within the framework of marketing plans is covered in various other units such as SITXMPR001A Coordinate production of brochures and marketing materials, and SITXMPR004A Coordinate marketing activities.
Nominal Hours: 80
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: evaluation of the marketing aspects of a project conducted by the candidate, either alone or in conjunction with industry - evaluation of reports prepared by the candidate detailing marketing plans and results achieved - case studies to assess application of marketing planning to different industry situations and contexts - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXOHS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
Other Locations: Academy Sofitel
Description: This unit describes the performance outcomes, skills and knowledge required to follow predetermined health, safety and security procedures. It requires the ability to incorporate safe work practices into all workplace activities and to participate in the organisation’s OHS management practices.
Nominal Hours: 10
Required Reading: For Hospitality courses, the text will be “The road to hospitality, skills for the new professional”. The Road to hospitality, skills for the new professional. O’Shannessy, V., Minett, D. (2008). Australia: Pearson Ed.
Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations. Traineeship Program On the job assessment through demonstration and observation in the workplace.

SITXOHS002A FOLLOW WORKPLACE HYGIENE PROCEDURES
Description: This unit describes the performance outcomes, skills and knowledge required to apply good hygiene practices within a range of service industry operations. It requires the ability to follow predetermined procedures, identify and control simple hazards and take particular hygiene measures to ensure the noncontamination of food and other items that might put customers, colleagues and self at a health risk.
Nominal Hours: 15
Assessment: Students are required to do assignments, workbook, classroom activities, tests, case studies and/or presentations. Hospitality Traineeship Program On the job assessment through demonstration and observation in the workplace. Demonstration, Students will be required to demonstrate that they meet units elements via observation and questioning, Yes/No.

SITXOHS003A IDENTIFY HAZARDS, AND ASSESS AND CONTROL SAFETY RISKS
Locations: Sunbury.
Description: This unit describes the performance outcomes, skills and knowledge required to identify hazards, assess the associated safety risks and take measures to eliminate or control and minimise the risk. It focuses on the processes necessary to control specific workplace safety risks.
Nominal Hours: 30
Required Reading: No required reading.
Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.
SITXOHS004A  IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES


Description: This unit describes the performance outcomes, skills and knowledge required to implement predetermined OHS policies and procedures and to monitor OHS practices as a supervisory function. A systematic management approach is central to compliance with OHS legislation which, in all Australian States and Territories, imposes obligations on all businesses whether small, medium or large, to manage the safety of their workers and anyone else in the workplace. This unit involves the implementation and monitoring of those predetermined OHS practices designed, at management level, to ensure a safe workplace.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Students are required to do assignments, workbook, classroom activities, case studies and/or presentations.

SITXOHS005A  ESTABLISH AND MAINTAIN AN OHS SYSTEM

Locations: Footscray Nicholson, Industry, Other.

Other Locations: AcademySoftel

Description: This unit describes the performance outcomes, skills and knowledge required to develop, implement and sustain effective, professional and contemporary OHS management practices. It focuses on the establishment and review of systems, policies and procedures designed to ensure a safe workplace.

Nominal Hours: 30


Assessment: A range of assessment methods will be used to assess the practical skills and knowledge required to establish and maintain an OHS system, including: -evaluation of a portfolio -evaluation of reports -evaluation of project -evaluation of the implementation and review processes -case studies -written and oral questioning -review of portfolios of evidence.

TAEASS502A  DESIGN AND DEVELOP ASSESSMENT TOOLS

Locations: City King Street, Newport, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to design and develop assessment tools, including tools used in formative, summative and recognition of prior learning (RPL) assessment.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

THTFME04A  DEVELOP AN EVENT CONCEPT

Description: This unit describes the skills and knowledge required to develop the overall concept, theme and format for a major event comprising multiple components. An event manager would generally undertake this process at the commencement of the event management cycle in consultation with key stakeholders. Sometimes the concept development phase is undertaken as part of the event bidding process. Event bids and proposals are covered in unit THIPP008B Plan and develop event proposals and bids.

Nominal Hours: 30

Assessment: This unit may be assessed by assignments, tests, projects and classwork.

THTPPD09B  DEVELOP CONFERENCE PROGRAMS

Locations: Footscray Park, Industry.

Description: This unit deals with the skills and knowledge required to design a conference program. Meetings managers, either internal or external to the sponsoring organisation, would generally undertake this role.

Nominal Hours: 30

Required Reading: No required text.

Assessment: This unit may be assessed by assignments, tests, projects, presentations and classroom.

THTTCO01B  DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE

Locations: Footscray Park, Industry.

Description: Seek information on the tourism industry; Source and apply information on legal and ethical issues which impact on the tourism industry; Update tourism industry knowledge.

Nominal Hours: 25

Required Reading: No required text.

Assessment: Tests, assignments, presentations, portfolio, observations.

VBP115  INTRODUCTION TO WAREHOUSE OPERATIONS

Description: A broad understanding of the range of functionality of Warehousing and Distribution Centre operations and their links to transport operations.

Nominal Hours: 60

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP162  PLAN AND IMPLEMENT A TRANSPORT AND LOGISTICS SYSTEM FOR AN INTERNATIONAL TRADE ORGANISATION


Description: This unit covers the knowledge and skills required to develop and implement a transport and logistics system within an international trade organisation or relevant workplace environment. It also includes the skills and knowledge required to monitor and evaluate the effectiveness of the transport and logistics system.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
FACULTY OF WORKFORCE DEVELOPMENT

**VBP163 APPLY CONTRACT LAW TO INTERNATIONAL BUSINESS ACTIVITIES**


Description: This unit covers the skills and underpinning knowledge required to analyse contract law relevant to international business activities.

Nominal Hours: 60

Required Reading: Class notes provided by specialist teacher.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

**VBP166 REVIEW THE FINANCIAL STRUCTURES AND PROCESSES IN INTERNATIONAL BUSINESS**


Description: This unit covers the knowledge and skills required to analyse international trade finance variables within Australia and in a global context. It includes examining the structures and processes of financing international import and export transactions in the banking system, including optional finance models and practices that are available to international businesses.

Nominal Hours: 80

Required Reading: No required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

**VU20067 MANAGE AND RESEARCH IMPORT AND EXPORT VENTURE**


Description: This unit covers the knowledge and skills required to research and report on identifying, selecting and targeting a product or service for import or export to a country or region of choice.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Assessment may include class work, project work, assignments, topic tests and presentations.

**VU20069 MANAGE ECONOMIC TRENDS IN THE GLOBAL MARKET**


Description: This unit describes the performance, skill and knowledge required to manage economic trends by analysing data from global markets.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Assessment may include class work, project work, assignments, topic tests and presentations.
FACULTY DELIVERED - WFD

Below are details of courses offered by the Faculty Delivered - WFD 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 III IN CUSTOMER CONTACT
Course Code: BSB30207

Campus: Industry.

Course Objectives: This qualification reflects the role of skilled operators who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Careers: Call/Contact Centre Agent, Customer Service Representative, Senior Customer Service Representative, Telesales Representative.

Course Duration: 1 year.

Admission Requirements Other: Employer Choice. Applicants will be assessed by the Selection officer as being capable of successfully completing the course. 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: Employer Choice, Written Test.

COURSE STRUCTURE
Students must successfully complete a minimum of 12 units: 6 core units Plus 6 electives. The 6 elective units may be selected from the elective units listed in the qualification, or from an equivalent AQF level qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. Where elective units are being chosen from other Training Package qualifications, up to 2 of the 6 elective units may be selected from Certificate II or Certificate IV qualifications. The remaining 4 elective units must be chosen from a Certificate III qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

Core Units
BSBCCO301A  USE MULTIPLE INFORMATION SYSTEMS 40
BSBUC5301A  DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBOHS301B  APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE 20
BSBPR0401A  DEVELOP PRODUCT KNOWLEDGE 30
BSBWOR203A  WORK EFFECTIVELY WITH OTHERS 15
BSBWOR301A  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30

Elective Units
BSBCCO303A  CONDUCT A TELEMARKETING CAMPAIGN 40
BSBCCO304A  PROVIDE SALES SOLUTIONS TO CUSTOMERS 40
BSBCCO305A  PROCESS CREDIT APPLICATIONS 40
BSBCCO306A  PROCESS COMPLEX ACCOUNTS, SERVICE SEVERANCE AND DEFAULTS 40
BSBPR0301A  RECOMMEND PRODUCTS AND SERVICES 20
BSBWOR201A  MANAGE PERSONAL STRESS IN THE WORKPLACE 40

RPL Units

FACULTY DELIVERED - WFD

CERTIFICATE IV IN CUSTOMER CONTACT
Course Code: BSB40307

Campus: Industry.

About this course: This course is delivered to industry only. This qualification provides broad knowledge and skills in roles as Team Leaders in call centres and businesses, providing leadership and guidance in assisting team members to analyse, evaluate information and apply solutions to customer service queries and problems.

Course Objectives: This qualification reflects the role of Team Leaders who use well-developed skills and a broad knowledge base in call centres and businesses in a wide variety of contexts. They assist team members to apply solutions to a defined range of customer service queries, unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with responsibility for the output of others.

Careers: Analyst, quality assurance coordinator or manager, schedulers, subject matter expert/coach, team leader.

Course Duration: 1 year.

Admission Requirements International: not applicable
Admission Requirements Other: Employer choice
Selection Processes: Direct Entry, Employer Choice, Written Application.

COURSE STRUCTURE
Students must successfully complete 13 units: 7 core units and 6 electives according to the qualification in the BSB07 training package.

Core Units
BSBCCO402A  USE MULTIPLE INFORMATION SYSTEMS 40
BSBUC5401A  COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
BSBLED401A  DEVELOP TEAMS AND INDIVIDUALS 40
BSBMG403A  IMPLEMENT CONTINUOUS IMPROVEMENT 40
BSBMG404A  PROVIDE PERSONAL LEADERSHIP 50
BSBOHS407A  MONITOR A SAFE WORKPLACE 50
FNSCORE515A  PROVIDE MENTORING AND COACHING WITHIN THE WORKPLACE 60

Elective Units
BSBCCO301A  USE MULTIPLE INFORMATION SYSTEMS 40
BSBCCO301A  USE MULTIPLE INFORMATION SYSTEMS 40
BSBCCO301A  USE MULTIPLE INFORMATION SYSTEMS 40
BSBCCO301A  USE MULTIPLE INFORMATION SYSTEMS 40
BSBCCO301A  USE MULTIPLE INFORMATION SYSTEMS 40
BSBCCO301A  USE MULTIPLE INFORMATION SYSTEMS 40

CHCCS405A  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
BSBSMB407A  MANAGE A SMALL TEAM 40

NOTE: Courses available to international students are marked with the (I) symbol.
<table>
<thead>
<tr>
<th>Course Code</th>
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<td>BSBHRM403A</td>
<td>SUPPORT PERFORMANCE MANAGEMENT PROCESS</td>
<td>40</td>
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<tr>
<td>BSBCUS403A</td>
<td>IMPLEMENT CUSTOMER SERVICE STANDARDS</td>
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<tr>
<td>BSBWOR403A</td>
<td>MANAGE STRESS IN THE WORKPLACE</td>
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UNITS

Below are unit details for courses offered by the Faculty Delivered - WFD 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.

BSBATSIL401B MEET THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER (1)

Locations: Industry.

Description: This unit covers the diverse roles and responsibilities of being a Board member.

Nominal Hours: 40

Required Reading: Text provided.

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

PRMCC07A PERFORM BASIC STAIN REMOVAL

Locations: Industry.

Description: This unit of competency covers the skills and knowledge required for the removal of stains and spots from a carpet using basic stain removal techniques. The unit requires the ability to assess the extent of the cleaning task through understanding client requirements, the characteristics of the carpet and applying company policies and procedures in order to perform the task. Removing stains and spots may occur as a single task or more likely in conjunction with other cleaning methods such as vacuuming, extraction, patrolling and general cleaning. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently. A spot is defined as foreign material on a fibre that changes the appearance of the fibre but not the texture. A stain is defined as foreign material on a fibre that changes the texture of the fibre. A stain is commonly known within the industry as strip and seal'. The unit requires the ability to assess the extent of removal and replacement needed through understanding client requirements and applying organisational policies and procedures in order to perform the task. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently.

Nominal Hours: 20

Required Reading: No required text.

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

PRMCL01B MAINTAIN A HARD FLOOR SURFACE

Locations: Industry.

Description: This unit of competency covers the skills and knowledge required for cleaning a hard floor surface. The unit applies to both manual and mechanical methods of hard floor surface restoration. It requires the ability to assess the extent of the restoration task through understanding client requirements and applying company policies and procedures in order to perform the task. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently.

Nominal Hours: 15

Required Reading: No required text.

Assessment: To be advised.

PRMCL02B RESTORE A HARD FLOOR SURFACE

Locations: Industry.

Description: This unit of competency covers the skills and knowledge required for restoring a hard floor surface. The unit applies to both manual and mechanical methods of hard floor surface restoration. It requires the ability to assess the extent of the restoration task through understanding client requirements and applying company policies and procedures in order to perform the task. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently.

Nominal Hours: 15

Required Reading: No required text.

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

PRMCL03B REPLACE A HARD FLOOR FINISH

Locations: Industry.

Description: This unit of competency covers the skills and knowledge required for replacing a hard floor finish. This unit covers the processes involved in removing the old floor sealant and replacing it with a new protective coating. This process is commonly known within the industry as strip and seal'. The unit requires the ability to assess the extent of removal and replacement needed through understanding client requirements and applying organisational policies and procedures in order to perform the task. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently.

Nominal Hours: 20

Required Reading: No required text.

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

PRMCL09B CLEAN GLASS SURFACES

Locations: Industry.

Description: This unit of competency covers the skills and knowledge required for cleaning all glass surfaces including windows. The unit applies to cleaning glass in both internal and external situations. The unit requires the ability to assess the extent of the cleaning task through understanding client requirements, the characteristics of the glass surface and applying company policies and procedures in order to perform the task. The work may be performed in teams or individually. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently.

Nominal Hours: 10

Required Reading: No required text.

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

PRMCL13B CLEAN WINDOW COVERINGS

Locations: Industry.

Description: This unit of competency covers the skills and knowledge required to clean a range of window coverings to remove all dirt and grime. The unit requires the ability to assess the extent of the cleaning task through understanding client requirements, the type of window coverings and fixtures and applying company policies and procedures in order to perform the task. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently. The work is usually done in pairs where ladders are being used.

Nominal Hours: 10
Required Reading: No required text.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL14B MAINTAIN A ‘CLEAN ROOM’ ENVIRONMENT

Locations: Industry.

Description: This unit of competency covers the skills and knowledge required for maintaining a clean room environment. Clean rooms are specialist facilities in that the presence of dust presents a hazard to the safe and efficient operation of electronic and other sensitive equipment. Some clean rooms may be pressurised to reduce the amount of dust entering the room. Clean rooms may be used for specialised computer installations, computer equipment repairs, PABX units, manufacturing electronic components environments, laboratories and some sterile rooms for food manufacturing. Cleaning in a clean room environment is a specialised field of cleaning. This unit is intended as an introduction to this type of cleaning and focuses on the need to exercise caution in selection of cleaning methods to ensure safety of personnel and equipment. The unit requires the ability to assess the extent of the cleaning task through knowledge of the characteristics of a clean room environment and by applying and understanding client requirements and company policies and procedures in order to perform the task. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently.

Nominal Hours: 10
Required Reading: No required text.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL17B CLEAN A WET AREA

Locations: Industry.

Description: This unit of competency covers the skills and knowledge required to clean a wet area and make it free from soil, odour and hazards. Wet areas include bathrooms, toilets and changing rooms. Areas such as swimming pools, kitchens, laundries and clinics generally require specialised cleaning methods. The unit requires the ability to assess the extent of the cleaning task through understanding client requirements, the special characteristics of wet areas, and applying company policies and procedures in order to perform the task. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently. This unit recognises the importance of paying careful attention to health and safety issues.

Nominal Hours: 20
Required Reading: No required text.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL19B REMOVE WASTE

Locations: Industry.

Description: This unit of competency covers the skills and knowledge required to remove waste from an area being cleaned and transfer it to a waste disposal point usually specified by the client. Waste collection is usually conducted on a daily basis as part of a regular cleaning routine. The unit requires the ability to assess the extent and types of waste through understanding client requirements and applying company policies and procedures in order to perform the task. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently. It is very important to pay careful attention to health and safety issues both for the cleaner and the general public.

Nominal Hours: 10
Required Reading: No required text.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL24B CONTROL THE SUPPLY OF RESOURCES TO THE WORK SITE

Locations: Industry.

Description: This unit of competency covers the skills and knowledge required to control the supply of cleaning equipment, chemicals and consumables used in the provision of cleaning services. The unit requires the ability to select the most appropriate equipment, chemicals and consumables required for the cleaning operation and ensure their continuous availability at the work site based on an extensive understanding of the range of cleaning methods available and the associated utilisation of equipment and chemicals.

Nominal Hours: 25
Required Reading: No text required.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL33B PLAN FOR SAFE AND EFFICIENT CLEANING ACTIVITIES

Locations: Industry.

Description: This unit of competency covers the skills and knowledge required to plan for safe and efficient cleaning activities. This unit covers general issues that need to be addressed in each work site to ensure maximum safety and efficiency of each cleaning activity. The unit requires the ability to assess cleaning tasks, associated hazards and security issues on the work site, maintain personal safety, and to select safe and efficient cleaning methods. These work functions are performed each time a cleaner enters a work site and are carried out within company guidelines.

Nominal Hours: 15
Required Reading: No text required.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL35B MAINTAIN A CLEANING STORAGE AREA

Locations: Industry.

Description: This unit of competency covers the skills and knowledge required for the maintenance of a dedicated cleaning storage area and the movement and control of equipment, chemicals and consumables used in the provision of cleaning services. This unit applies to persons whose major function is cleaning, not storekeeping. The unit requires the ability to maintain and operate a safe and efficient cleaning storage area within a strict legislative context. Maintaining the storage area requires the ability to follow established procedures, understand the issues associated with the storage and usage of chemicals and to adhere to legislative and public health and safety requirements.

Nominal Hours: 15
Required Reading: No text required.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.
PRMCL36B  CLEAN AT HIGH LEVELS
Locations: Industry.
Description: This unit of competency covers the skills and knowledge required to clean a range of surfaces and sites above easy reach from the ground. Clean at high levels is used to describe cleaning situations where the cleaning activity is occurring at heights above two metres from the ground or floor surface and is typically very manual or hands on in nature. The cleaning activity may occur either indoors or outdoors and involves the use of specialised equipment to access the area to be cleaned. Safety is a very important issue for cleaners involved in high-level cleaning work. The unit requires the ability to assess the extent of the cleaning task through a knowledge of the characteristics of the surfaces and sites, soiling, and applying an understanding of client requirements and company policies and procedures in order to perform the task. The selection of appropriate equipment, chemicals and cleaning methods is essential for performing the task safely and efficiently. The work is usually done in pairs where ladders are being used or where required for safety reasons.
Nominal Hours: 10
Required Reading: No required text.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL37A  CLEAN EXTERNAL SURFACES
Locations: Industry.
Description: This unit of competency covers the skills and knowledge required to clean external surfaces. This unit covers the planned cleaning of external surfaces as well as the spot cleaning of these surfaces in situations where only a part of the surface is soiled and requires immediate attention e.g. graffiti markings. This unit applies to external surfaces less than two metres high. Surfaces requiring cleaning that are above this height require the use of specialised equipment, cleaning techniques and safety procedures. Some external surfaces, such as sandstone and heritage buildings, may be sensitive and require the use of specialised cleaning methods. The unit requires the ability to assess the extent of the cleaning task through a knowledge of the characteristics of the external surface and the type of surface soiling, and applying an understanding of client requirements and company policies and procedures in order to perform the task. The work may be performed in teams or individually. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently. These work functions would be carried out under direct supervision within company guidelines.
Nominal Hours: 10
Required Reading: No required text.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL39A  SUPPORT LEADERSHIP IN THE WORKPLACE
Locations: Industry.
Description: This unit of competency covers the skills and knowledge required to promote a supportive structure and environment that enables effective leadership within the cleaning industry. The unit requires the ability to participate in and facilitate team planning and promote team commitment and cooperation.
Nominal Hours: 50
Required Reading: No required text.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL40A  PREPARE FOR WORK IN THE CLEANING INDUSTRY
Locations: Industry.
Description: This unit of competency covers the skills and knowledge required to prepare for work in the cleaning industry. The unit applies to knowledge of legislative and company requirements, industry information and future learning opportunities. It requires the ability to follow work instructions, use mathematical calculations to prepare chemicals and perform basic cleaning activities while applying company policies and procedures. The knowledge and ability to select appropriate equipment, chemicals and methods to perform a task safely and efficiently is essential.
Nominal Hours: 25
Required Reading: No required text.
Assessment: To be advised.

PRMCL41A  APPLY BASIC COMMUNICATION SKILLS
Locations: Industry.
Description: This unit of competency covers the skills and knowledge required to apply basic verbal, non-verbal and written communication skills for effective interaction with clients and colleagues in the cleaning industry. It requires the ability to facilitate an accurate exchange of information, interpret and follow routine instructions, and demonstrate appropriate communication techniques when working with others from different backgrounds. This work would be carried out under direct supervision within organisational guidelines.
Nominal Hours: 15
Required Reading: No required text.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCMN101A  FOLLOW WORKPLACE SAFETY ARRANGEMENTS
Locations: Industry.
Description: This unit of competency covers understanding and following workplace occupational health and safety (OHS) policies and procedures in order to ensure own safety and that of others in the workplace. It also covers recognising common hazards and following workplace emergency procedures. This unit is relevant for employees without managerial or supervisory responsibilities. Performance would usually be carried out under supervision, within company guidelines. The unit is based on Generic Competency A in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards (NOHSC: 7025 [1998] 2nd edition).
Nominal Hours: 25
Required Reading: No required text.
Assessment: To be advised.

PRMCMN201A  PARTICIPATE IN WORKPLACE SAFETY ARRANGEMENTS
Locations: Industry.
Description: This unit of competency covers understanding and participating in workplace occupational health and safety (OHS) policies and procedures in order to ensure own safety and that of others in the workplace. It also covers recognising hazards and following workplace emergency procedures. This unit is relevant for employees without managerial or supervisory responsibilities. Performance would usually be carried out under routine supervision, within company guidelines. The unit is based on Generic Competency A in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards (NOHSC: 7025 [1998] 2nd edition).
PRMCMN202A  PROVIDE EFFECTIVE CLIENT SERVICE

Locations: Industry.

Description: This unit of competency involves the skills and knowledge required to provide effective client service. It covers establishing client relationships, identifying client needs and meeting such needs via the delivery of services or by providing information and advice on products and services. The knowledge and skills required will apply to initial or repeat client encounters, either on company or client premises. The unit may be expected to apply to a worker who has routine contact with internal or external clients and is providing routine, well-defined services/products to clients. This unit would usually be carried out under routine supervision, within company guidelines.

Nominal Hours: 40
Required Reading: No required text.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCMN301A  CONTRIBUTE TO WORKPLACE SAFETY ARRANGEMENTS

Locations: Industry.

Description: This unit of competency covers contributing to occupational health and safety (OHS) policies and procedures in order to assist in ensuring own safety and that of others in the workplace. It is relevant for employees with some supervisory or team leading responsibilities. This unit includes provisions for providing information to work groups and actively contributing to maintaining a safe work environment. Performance would usually be carried out under routine managerial supervision, within organisational guidelines. The unit is based on Generic Competency B in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards (NOHSC: 7025 [1998] 2nd edition).

Nominal Hours: 30
Required Reading: No required text.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCMN302A  RESPOND TO CLIENT INQUIRIES AND COMPLAINTS

Locations: Industry.

Description: This unit of competency involves the skills and knowledge to respond effectively to client inquiries or complaints regarding company services. The worker needs to handle formal or informal inquiries or negative feedback/complaints from clients about services/products. It requires a worker to accept responsibility for the processing of client inquiries or complaints and communicate with clients to resolve issues. It also requires the worker to have research ability and administrative skills in order to satisfy complex client needs and be familiar with products/services that vary widely. The unit may be expected to apply to a worker who has significant contact with external clients. The worker could provide information on routine, well-defined services/products to clients, or deal with inquiries or complaints of a more complex nature. This unit would usually be carried out under supervision, within organisational guidelines.

Nominal Hours: 40
Required Reading: No required text.
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

THTFME09A  DEVELOP AND UPDATE KNOWLEDGE OF PROTOCOL


Description: This unit deals with the skills and knowledge required to develop and apply knowledge of protocol to a range of tourism and hospitality-related activities.

Nominal Hours: 25
Assessment: Tests, assignments, presentations.